



ORDINARY MEETING OF COUNCIL

ATTACHMENTS TO REPORTS

21 August 2023

CONTENTS:

9.1	Coopers Lane - Speed Limit Reduction	
	Enclosure 1	Direction Letter - Request for Speed Limit change - Waratah Wynyard Council - Coopers Lane, Wynyard..... 2
9.6	Annual Plan Update Report 1 July 2022 to 30 June 2023	
	Enclosure 1	Annual Plan Report 2022-2023 4
9.4	Council Issued Delegations - Planning Services Coordinator	
	Enclosure 1	Delegations - Council to Planning Services Coordinator (Schedule 'A')..... 32
9.2	Digital Recording of Council Meetings Policy	
	Enclosure 1	GOV.017 Digital Recording of Council Meetings..... 34
		Financial Report For the Period Ended 31 July 2023
	Enclosure 1	Monthly Capital Works Report - July..... 35
9.8.1	Minutes of Other Bodies/Committees - Sustainability and Environmental Advisory Panel held 18 July 2023	
	Enclosure 1	SEAP Unconfirmed Minutes - 18 July 2023 43
	Enclosure 2	SEAP Proposed Focus Areas - Action plan..... 48

Transport Commission

4 Salamanca Place, Hobart TAS 7000
GPO Box 536, Hobart TAS 7001 Australia
Email: transportcommission@stategrowth.tas.gov.au

Enquiries: Donald Howatson
Ph: 03 6166 3327
Email: donald.howatson@stategrowth.tas.gov.au
Our Ref: D23/186961



Transport Commission Direction for the installation of speed limit signs on Coopers Lane, Wynyard

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

Dear Mr Crawford,

Thank you for your correspondence of 28 July 2023 from Corey Gould, Manager Engineering Services, requesting a reduction of the speed limit along Coopers Lane, Wynyard.

The Transport Commission acting pursuant to Section 59(1) of the Traffic Act 1925, hereby issues a Direction for the installation of 80 km/h speed limit (R4-1(80)B) signs. The signs should be placed on both sides of the road at either end, for traffic turning into Coopers Lane from Mount Hicks Road and from Seabrook Road. Repeater signs should be provided for both directions on either side of the Andersons Road junction and halfway between Andersons Road and Seabrook Road.

Council is responsible for communicating the changed speed limits with the community and relevant stakeholders. It is recommended that 'New Speed Limit Ahead' warning signs are installed at either end of the road to alert motorists of the change.

Please complete and return the attached *Notification of Completed Traffic Facilities Modifications* form within two weeks of installing the new signs. For more information, please contact Donald Howatson by email at donald.howatson@stategrowth.tas.gov.au or telephone on 03 6166 3327 for more information.

Yours sincerely

A handwritten signature in black ink, appearing to read "Gary Swain".

Gary Swain
Commissioner for Transport

8 August 2023

Transport Commission

4 Salamanca Place, Hobart TAS 7000

GPO Box 536, Hobart TAS 7001 Australia

Email: transportcommission@stategrowth.tas.gov.au

Enquiries: Donald Howatson

Ph: 03 6166 3327

Email: donald.howatson@stategrowth.tas.gov.au

Our Ref: D23/186961



Notification of Completed Traffic Facilities Modifications

Road Owner:	
Locality/Suburb:	
Road / Street name:	
Installation by:	
Installation date:	
Description of works: (inc. link and chain location of specific works)	

PLEASE DATE / SIGN THIS PAGE AND RETURN TO:

Scan/email:

donald.howatson@stategrowth.tas.gov.au

Mail:

Transport Commission

GPO Box 536, HOBART TAS 7001

Date:

Print Name:

Signature:

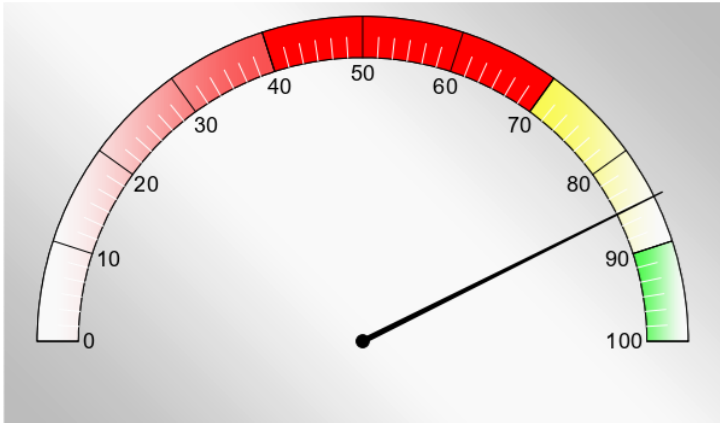


Departmental Monthly Performance Report

June 2023

Departmental Monthly Performance Report

Monthly Progress against Actions



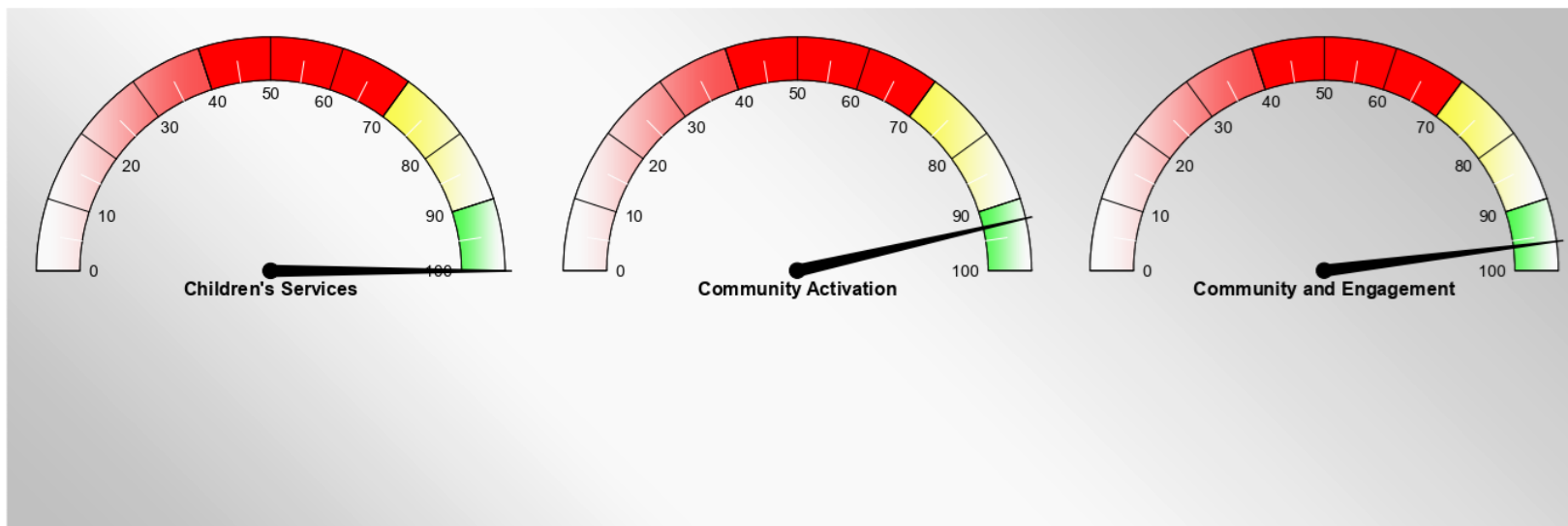
Description	Indicator
56 Actions reported on	
41 Actions at least 90% of monthly target	
2 Actions between 70 and 90% of monthly target	
11 Actions less than 70% of monthly target	
1 Ongoing Actions	
1 Deferred Actions	
0 Actions with no target set	
0 Incomplete Actions	



June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Children's Services	1	1	0	0	0	0	0	0
Community Activation	9	8	0	1	0	0	0	0
Community and Engagement	10	8	0	1	1	0	0	0

August 02, 2023



Page 3 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Children's Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.2 Encourage community providers to be welcoming, supportive and inclusive, and to provide for all ages, abilities and cultures.							
4.1.2.1 Implement year 4 deliverables for WaraWyn Early Years Reconciliation Plan.	WaraWyn Early Years Reconciliation Plan deliverables being met.	Wendy Richards	30/06/2023	N/A	100	100	

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

Community Activation




ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.5.2 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.							
1.5.2.1 c/fwd 20/21 Develop a Cemetery Master Plan identifying future service needs.	Cemetery Strategy has been finalised and adopted at March 2023 Council meeting. A plan has been developed on the actions arising from the Strategy.	Bronwyn Folden	30/06/2023	N/A	100	100	
Future Direction: 3 Connected Communities							
Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi							
3.1.1.1 Development of a local heritage register	A Heritage Register Process, Heritage Register Application Form and a Heritage Register Database have been developed and were adopted by Council at the June 2023 meeting.	Bronwyn Folden	30/06/2023	N/A	100	100	
Strategy: 3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.							
3.3.2.1 c/fwd 20/21 Establish an enclosed dog exercise area in Wynyard.	Work with the Wynyard Show Society regarding developing a fully enclosed off-leash dog park at the cattle pavilion area of the Wynyard Show Grounds is ongoing. Design plans and a budget have been created. The Wynyard Show Society is currently working through permits and authorisation, according with their Crown Lease.	Bronwyn Folden	30/06/2023	N/A	100	30	
Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.							
3.5.1.1 C/fwd - Implement Public Art projects in consultation with the Public Art Advisory Group.	21/22 Sisters Creek Estuary Seat Canopy installed and open for use. 22/23 Waratah Tigers installed in various locations around Waratah.	Bronwyn Folden	30/06/2023	N/A	100	100	

August 02, 2023





Page 5 of 28

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.5.1.2 Deliver Year 3 Implementation Plan for Age-Friendly Communities Plan	Year 3 Implementation of the Age Friendly Communities Plan completed, including planning events for Senior's week (to include a multigenerational bike ride, a guided community walk, and garden activities), volunteer recognition, ANZAC Day support for the local RSL, and training to enable staff to understand dementia and how it may affect customers and community members.	Bronwyn Folden	30/06/2023	N/A	100	100	
3.5.1.3 Deliver Year 3 Implementation Plan for Health and Wellbeing Plan.	Year 3 Implementation of the Health and Wellbeing Plan completed, including the delivery of community initiatives such as Work Inspirations and the Kinship Walk with Wynyard High School, Waratah Community Plan with the Waratah Community, International Women's Day Event with Big hArt and the development of a Community Directory with Live Well Tasmania.	Bronwyn Folden	30/06/2023	N/A	100	100	
3.5.1.4 Deliver Year 3 Implementation Plan for Youth Plan	Year 3 Implementation of the Youth Plan completed. Activities delivered include Clean-up Australia Day events, fully funded musical workshops for little ones as part of the Spring Loaded program, participation in numerous community events and activities by the Waratah-Wynyard Youth Leadership group who have recently completed a highly successful community goods and winter woollies drive.	Bronwyn Folden	30/06/2023	N/A	100	100	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.2.1 Focus on the value of recreation in promoting the health and wellbeing of our community.							

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.2.1.1 Explore opportunities to progress a Reconciliation Action Plan with the community.	Council determined to proceed with the development of a reconciliation action plan in 23/24 at the May Council meeting.	Tracey Bradley	30/06/2023	N/A	100	100	
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.1 Explore opportunities for a public/private partnership to repurpose the existing tennis court in Boat Harbour Beach for community use.	A structural engineer has provided a report. High level costings for the site have been developed and have been shared with the site owners.	Bronwyn Folden	30/06/2023	N/A	100	100	

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.1.1 Commit to best practice in community engagement.							
1.1.1.1 C/fwd - Review the Waratah Community Plan and appoint a new Board.	The community plan has been completed and adopted by Council. Board membership was endorsed at the September 2022 Council meeting.	Tracey Bradley	30/06/2023	N/A	100	100	
1.1.1.2 Undertake year 1 actions of the Communication and Engagement Strategy.	Actions completed including Spring Loaded program, corporate values promotional material, marketing material for Annual traineeship program, social media strategy and annual report.	Rachael Hogge	30/06/2023	N/A	100	100	
1.1.1.3 Undertake year 1 actions of the Waratah Community Plan 2022-2025.	The new Waratah Community Board has now met five times this calendar year. In the most recent meetings of the Waratah Community Board, updates have been given regarding the waterfall viewing platform and bridge, the Waratah township signage proposal, new residents kit, community resource fridge magnet and the Waratah community noticeboards. The Board have gone over the 2022-2025 Waratah Community Plan Actions, which have been broken down into three years with year three actions set and ready to be carried out in the next financial year.	Tracey Bradley	30/06/2023	N/A	100	100	
Future Direction: 3 Connected Communities							
Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.							
3.3.1.1 C/fwd - Complete construction of ANZAC Park All Abilities Playground.	Complete.	Tracey Bradley	30/06/2023	N/A	100	100	

August 02, 2023



Page 8 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.3.1.2 Upgrade of Waratah Community Hub facility	A review of the scope of the project has led to changes to ensure primary upgrades meet the requirements of the facility. Deferred to be undertaken in 23/24 in line with other jobs in Waratah.	Tracey Bradley	30/06/2023	N/A	100	41	Deferred
Strategy: 3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.							
3.3.2.2 C/fwd - Implement the actions arising from the Cemetery Strategy.	Cemetery Strategy has been finalised and adopted. No tasks from this strategy for 22/23 remain outstanding as at the end of the financial year.	Bronwyn Folden	30/06/2023	N/A	100	100	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							
4.3.1.1 Develop a Disability Action Plan incorporating mobility maps and other community and wellbeing plan actions.	First draft of mapping has been developed and is being reviewed. Draft Disability Action Plan has been developed for initial internal review prior to going to Council.	Tracey Bradley	30/06/2023	N/A	100	100	
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.2 C/fwd - Complete construction of the Waratah Rail Bridge.	The State Government has allocated funds for the project and a funding deed was received in late 2022. Tender awarded at July 2023 council meeting with work to commence in coming months.	Tracey Bradley	30/06/2023	N/A	100	50	
Future Direction: 5 Economic Prosperity							
Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.							
5.1.3.1 Deliver Table Cape lookout enhancements.	Car park has been upgraded and complete. Track upgrades between lighthouse and lookout complete. New tables installed at Lighthouse end June. Design brief out to architects for the amenities and visitor experiences, with this work ongoing and subject to funding for next phase.	Rachael Hogge	30/06/2023	N/A	100	100	


August 02, 2023



Page 9 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.1.3.2 Seek funding to progress the Table Cape Lookout amenities	Council is working with architects on a detailed design, which can then be used for future funding applications as opportunities arise. Design expected by September 2023	Rachael Hogge	30/06/2023	N/A	100	100	

August 02, 2023

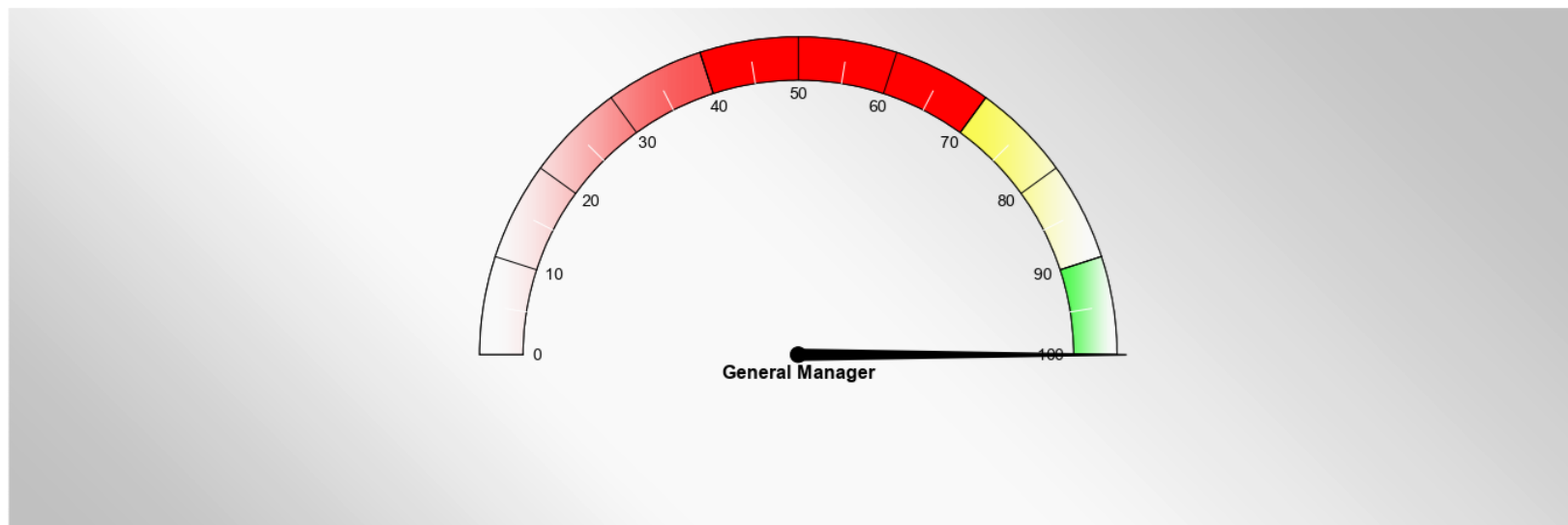


Page 10 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - General Manager

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
General Manager	3	3	0	0	0	0	0	0

August 02, 2023



Page 11 of 28

Departmental Monthly Performance Report - General Manager



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

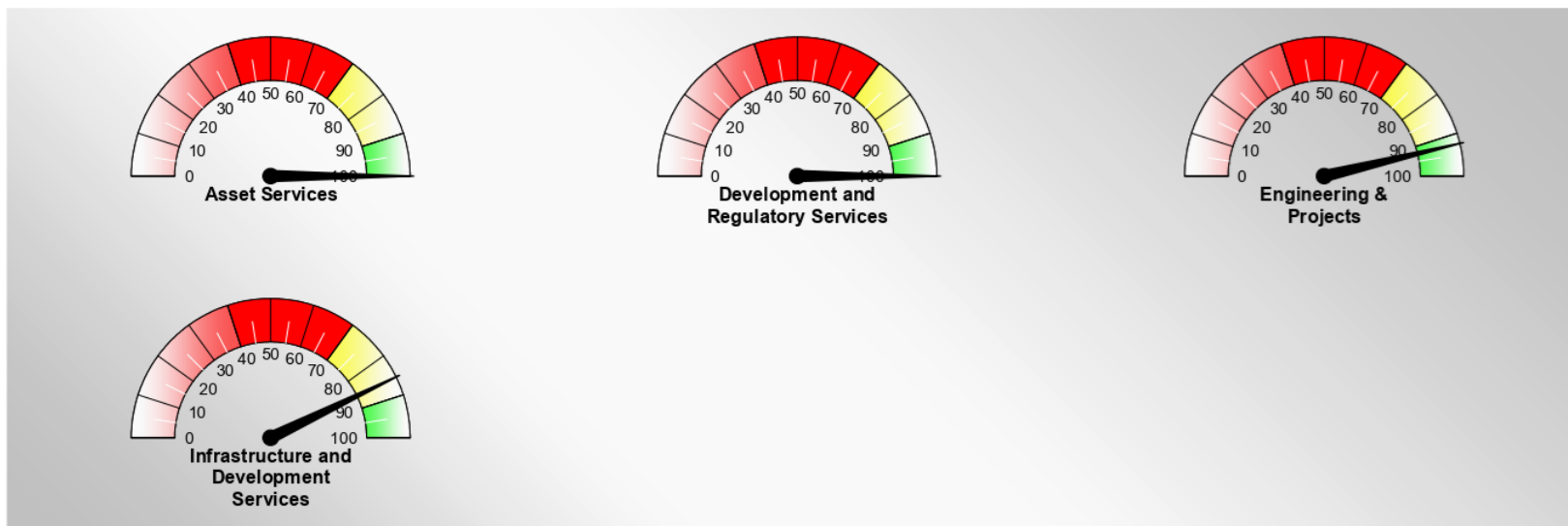
General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.1 c/fwd 20/21 Undertake a review of town planning services.	Completed and final report received	Shane Crawford	30/06/2023	N/A	100	100	
Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.							
1.3.1.1 Advocate for positive outcomes for the Waratah-Wynyard community in local government reform, including ensuring that service levels are maintained, local representation is maintained, and the financial status of the community is strengthened.	Council officers continue to provide data and participate in focus groups as required. Submission sent to all stages of process. LG Board to provide a final report in October 2023.	Shane Crawford	30/06/2023	N/A	100	100	
Strategy: 1.6.1 Encourage increased participation by all stakeholders.							
1.6.1.1 Provide Councillor induction and training program with newly elected Council.	Declaration of Office was undertaken on 8 November followed by a series of induction workshops, including a joint induction session with Circular Head Council.	Shane Crawford	30/06/2023	N/A	100	100	

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Asset Services	1	1	0	0	0	0	0	0
Development and Regulatory Services	2	2	0	0	0	0	0	0
Engineering & Projects	3	1	0	2	0	0	0	0
Infrastructure and Development Services	22	13	2	6	0	1	0	0

August 02, 2023



Page 13 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Asset Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.							
1.5.1.1 c/fwd Undertake agreed annual actions arising from Councils' Asset Maturity Assessment.	Complete.	Jonathan Linden	30/06/2023	N/A	100	100	

August 02, 2023





Page 14 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

Development and Regulatory Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 5 Economic Prosperity							
Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.							
5.4.2.1 C/fwd - Continue development and introduction of the new Tasmanian Planning Scheme.	See 7.2.1.1 The Tasmanian Planning Scheme - Waratah-Wynyard was gazetted and enacted on 19 April 2023. The new scheme is now available on the IPlan website, with mapping available on theList website.	Ashley Thornton	30/06/2023	N/A	100	100	
Future Direction: 7 Environment							
Strategy: 7.2.1 Support and foster community led adaption and initiatives.							
7.2.1.1 c/fwd 20/21 Tasmanian Planning Scheme implementation.	The Tasmanian Planning Scheme - Waratah-Wynyard was gazetted and enacted on 19 April 2023. The new scheme is now available on the IPlan website, with mapping available on theList website.	Ashley Thornton	30/06/2023	N/A	100	100	

August 02, 2023






Page 15 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

Engineering & Projects

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 5 Economic Prosperity							
Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.							
5.4.2.2 c/fwd 20/21 Undertake Big Creek flood mitigation works.	Dam works permit has been submitted to NRE for consideration. Design is generally complete, with land negotiations ongoing.	Jamie Warr	30/06/2023	N/A	100	60	
5.4.2.3 c/fwd 20/21 Undertake Port Creek flood mitigation works.	Design and costings finalised. Tender awarded at the May Council meeting.	Jamie Warr	30/06/2023	N/A	100	60	
Future Direction: 6 Transport and Access							
Strategy: 6.1.1 Develop service levels to inform the delivery of a transport network that affordably meets demand and transparently communicates accepted risk.							
6.1.1.1 C/fwd - Provide for intersection safety improvements in collaboration with West End IGA Supermarket including reconfiguration of the car park.	Completed.	Corey Gould	30/06/2023	N/A	100	100	

August 02, 2023





Page 16 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.2 Design and plan stormwater solutions for Somerset and Boat Harbour Urban catchment issues.	Substantially complete.	Corey Gould	30/06/2023	N/A	100	100	
Future Direction: 2 Organisational Support							
Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.							
2.2.2.1 Develop and implement a contract management system.	Agenda report templates to award of contracts were created, reviewed and prepared for loading into InfoCouncil. A process document was finalised and submitted for the approval of the GM. The process document included both the contract award process and digital signature process in conjunction with the tendering processes and identifies when an agenda report should go to Council for the award or can go to the GM for award under delegation. While the intention is to get the template into InfoCouncil as both a Council report and a GM delegation report, this is contingent on InfoCouncil and upgrades that were due to occur in June. In the meantime, the agenda report style template has been saved to the tenders, template suite folder in the N drive.	Kassandra Steward	30/06/2023	N/A	100	100	



August 02, 2023






Page 17 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.2.2.2 Establish and implement a multi use contract register.	The preliminary development of the multi-use register began with Depot staff earlier in the year. After the task was redirected, the multi-use register was developed further and produced four artifacts; an expression of interest template based on best practices research from other Councils, a basic register of suppliers & services developed in Excel, a purpose and process document, and an application register to log expressions received with their outcomes. The applications register was an important addition to keep track in the event an applicant is rejected as they are not permitted to re-register for a period of 12 months. The suite of documentation, registers and template are being transitioned back to the Depot for any process updates and implementation.	Kassandra Steward	30/06/2023	N/A	100	100	
Future Direction: 3 Connected Communities							
Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi							
3.1.1.2 Implementation of agreed actions arising from the Settlement Strategy	Implementation is underway. Council was provided with a progress update at the 2023 Council meeting.	Daniel Summers	30/06/2023	N/A	100	100	
Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.							

Departmental Monthly Performance Report - Infrastructure and Development Services





ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.3.1.3 Continue to explore community uses for the Ballard Avenue reserve	Proceeded with investigation for freedom camping/off-leash dog park at Ballard Avenue. Feedback from the community consultation process and the Options Paper were tabled at the October 2022 Council meeting. Due to the natural values and potential of this site, Council at its June 2023 meeting endorsed the recommendation to refer the consideration of alternative options to the Sustainability and Environmental Advisory Panel.	Dana Hicks	30/06/2023	N/A	100	15	
Strategy: 3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.							
3.3.2.3 C/fwd - Construction of a public toilet at Yolla.	Multiple sites in Yolla have been investigated (refer to August 2022 agenda report). Two sites have been identified as being the preferred options due to the proximity to town, visibility, space and technical feasibility. Council is yet to achieve a successful negotiation with the landowners of these sites.	Dana Hicks	30/06/2023	N/A	100	30	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.							
4.1.1.1 Continue to progress the Boat Harbour Beach Master Plan in conjunction with the working group and Boat Harbour Beach Surf Life Saving Club.	Development Application for the Boat Harbour Beach Foreshore (new café, SLSC building, kiosk, passive recreation facilities and associated infrastructure) and reconfiguration of road layout and parking areas at Port Road approved at the April Council meeting.	Gary Neil	30/06/2023	N/A	100	100	
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							

Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.3.1.2 C/fwd - Undertake coastal erosion works to protect Council assets from sea level rise at ANZAC Park, Somerset.	Design awarded, consultants have completed documentation for tendering and approvals. Approvals from Crown land services received. Development Application lodged	Daniel Summers	30/06/2023	N/A	100	25	
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.3 Implement year 2 actions contained in the East Wynyard Foreshore Master Plan	Car park adjoining the playground has been completed. Boardwalk replacement works has commenced with the old boardwalk being removed on 30/06/23. New specimen trees were selected and planted following a multi-staged consultation process. The design for the upgrades to the market storage shed has been completed following consultation with the market coordinator/s.	Dana Hicks	30/06/2023	N/A	100	80	
4.4.2.4 Implement year 2 actions of the Cam River Master Plan.	The replacement of the Cam River boat playground was scheduled this year. A contractor was selected following a procurement process and physical works onsite scheduled to occur Dec 2023/Jan 2024 to enable time for the manufacturing process. Significant work undertaken with local schools to incorporate feedback and involvement in the development of images, symbols and songs.	Dana Hicks	30/06/2023	N/A	100	75	
Future Direction: 5 Economic Prosperity							
Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.							
5.4.2.4 In collaboration with Cradle Coast Authority, continue to participate in updating of the Regional Land Use Strategy.	Group is currently meeting fortnightly to cover initial heavy workload. Overall, the full review of the RLUS is a 3 year project. The group is also considering other matters relating to planning reform within the State.	Ashley Thornton	30/06/2023	N/A	100	100	

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 6 Transport and Access							
Strategy: 6.1.2 Prioritise and address service gaps with a road hierarchy.							
6.1.2.1 Undertake footpath linkage improvements.	Works on footpath linkages on Old Bass Highway and Goldie Street are complete	Corey Gould	30/06/2023	N/A	100	100	
Strategy: 6.2.2 Plan for all movements and modes of transport with a fit-for-purpose network.							
6.2.2.1 Undertake improvements to the rural road network in accordance with approved Council service levels.	Tender has been awarded. Contractors deferred work to 23/24 financial year.	Corey Gould	30/06/2023	N/A	100	50	
Future Direction: 7 Environment							
Strategy: 7.1.1 Divert waste from landfill and build awareness around sustainable waster generation and management.							
7.1.1.1 Implement year 4 actions of the Waste and Resource Recovery Strategy 2019/24	Highlights include - In principal support for the implementation of FOGO, encouraging the removal of single-use plastics during the Tulip Festival, ongoing communications via social media to educate on waste and recycling programs, preliminary work undertaken for the roll out of a new software system that will help to capture waste quantities in alignment with the requirements from the new legislation. Decision regarding the construction of a tip shop on hold pending outcome of LG reforms, however this will partially be addressed with the new contract awarded for site management encouraging the operator to divert waste from landfill.	Dana Hicks	30/06/2023	N/A	100	100	
Strategy: 7.2.1 Support and foster community led adaption and initiatives.							
7.2.1.2 Coordinate a community forum relating to bioenergy.	Forum held on 27th of July 2023 at the Watershed in Wynyard. Run in partnership with Veronica Terry RDA and Martin Maroney ReFit.	Jennifer Archer	30/06/2023	N/A	100	100	

August 02, 2023





Page 21 of 28

Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
7.2.1.3 Plan for Camp Creek biodiversity enhancements and riparian reserve restoration in partnership with the community	Early discussions have occurred with Wynyard Landcare and discussions held with the Sustainable Environment Advisory Panel (SEAP). On track to complete prior to end of year.	Daniel Summers	30/06/2023	N/A	100	60	
7.2.1.4 Progress Fossil Bluff Biodiversity plantings in partnership with the Wynyard Landcare Group.	Biodiversity planting at Fossil Bluff is part of an ongoing five-year master plan for Fossil Bluff and the surrounding area. Year one planting is complete, with further planting opportunities into the future.	Kassandra Steward	30/06/2023	N/A	N/A	N/A	Ongoing
7.2.1.5 Progress Sisters Beach estuary works in partnership with the Sisters Beach WildCare Group	Complete.	Corey Gould	30/06/2023	N/A	100	100	
Strategy: 7.3.1 Facilitate education and awareness of climate change risks to the community and property owners.							
7.3.1.1 Implement year 3 actions of the Integrated Council Environment Plan (ICEP).	Some highlights in this area include - Commencement of the Council's first Sustainability and Environmental Advisory Panel, amendments to the Sponsorship Signage Policy to exclude fossil fuels, introduction of the Eco Village space at the October Tulip Festival, membership with the Cities Power Partnership, trial of e-scooters in Somerset, investigation into EV charging (capital funding for 2023/24 to install charging stations).	Dana Hicks	30/06/2023	N/A	100	100	
Strategy: 7.3.2 Embed environmental considerations and potential climate impacts in Council's infrastructure planning and decision making.							
7.3.2.1 Review the operational delivery model for the Waste Transfer Station	New contract has been awarded for the site management of the Wynyard Waste Transfer Station, following a review of services and operational models at this site.	Dana Hicks	30/06/2023	N/A	100	100	
Strategy: 7.3.3 Innovative and sustainable design is encouraged through forward thinking and planning.							

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
7.3.3.1 Undertake Inglis River walking track options study.	Study has been tendered and awarded, work to occur during 2022 Christmas school holiday period	Corey Gould	30/06/2023	N/A	100	100	
Strategy: 7.5.1 Protect, enhance and recover biodiversity through forward thinking and planning.							
7.5.1.1 In collaboration with Tas Fire, understand current bushfire risks for settlement areas.	Early planning stage.	Bill Walker	30/06/2023	N/A	100	5	

August 02, 2023

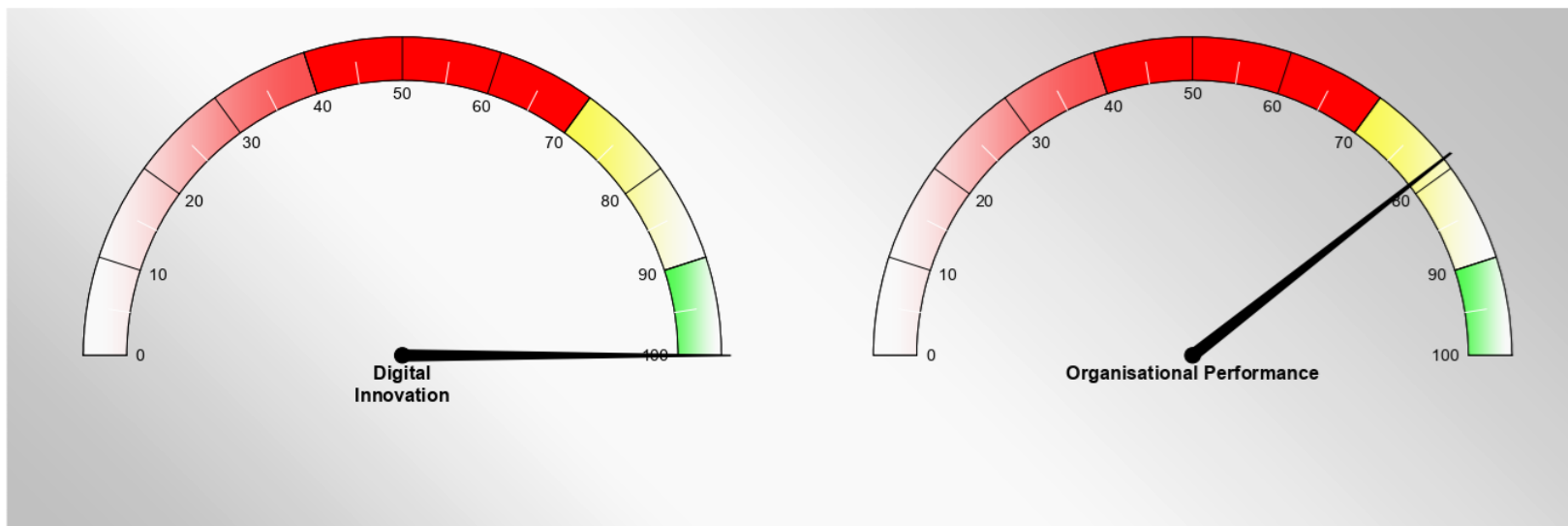


Page 23 of 28

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Organisational Performance

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Digital Innovation	1	1	0	0	0	0	0	0
Organisational Performance	4	3	0	1	0	0	0	0

August 02, 2023



Page 24 of 28

Departmental Monthly Performance Report - Organisational Performance



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved


Digital Innovation

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 2 Organisational Support							
Strategy: 2.1.1 Develop a learning culture that ensures staff have the knowledge and skills to maximise potential, and which empowers staff to achieve and grow.							
2.1.1.1 Complete year 1 actions of the Digital Transformation Strategy.	Working together with AVEC consulting, council have achieved all the goals set for this transformative journey. The result is a detailed Future Operating Model that provides a clear roadmap for our organisation's future. Council carefully analysed and improved critical processes, creating more efficient and effective future state processes. Additionally, council established strong architectural frameworks, such as Enterprise and Information Architecture maps, to support the digital transformation and ensure optimal resource utilisation. Council also developed a comprehensive Change Management Plan and Program to ensure a smooth transition and widespread adoption of the proposed changes.	Sallie Moore-Wood	30/06/2023	N/A	100	100	

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Organisational Performance

Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.							
1.3.1.2 C/fwd - Undertake a review of the Sustainable Murchison 2040 Community Plan.	This review was initially deferred until the outcome of local government reform is known. Joint EMT of CHC and WWC are exploring opportunities for the development of a sub-regional plan that feeds into the newly launched Strategic Regional Plan for Tasmania. This approach is consistent with a review and/or re-write of the Sustainable Murchison Plan. CCA is ideally placed to deliver this body of work for Councils. There is value in this work regardless of LG reform outcomes.	Jennifer Archer	30/06/2023	N/A	100	8	
Future Direction: 2 Organisational Support							
Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.							



August 02, 2023



Page 26 of 28


June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.2.2.3 Develop and implement a business system for the management of grants.	Development of a Grants register as part of our ongoing Digital Transformation Strategy. Through investigation and continuous development, council have laid the groundwork for a comprehensive and efficient Grants register. This initiative has been made possible by the mapping of our business processes, which has allowed for deeper insights into the end-to-end grant processes. Moving forward, these findings will be seamlessly integrated into councils ICT Future Operating Model and roadmap, ensuring that council is equipped with the necessary tools and strategies to streamline and optimise our grants management processes.	Sallie Moore-Wood	30/06/2023	N/A	100	100	
Strategy: 2.6.1 Promote Best Practice and foster innovation.							
2.6.1.1 c/fwd 20/21 Implement online time-sheets and leave approval process.	This project has not been successful in terms of delivering the required functionality. The business process continues to be prioritised for automation as a part of the IT Design and Planning Review and Digital Transformation Strategy.	Samantha Searle	30/06/2023	N/A	100	100	
Future Direction: 5 Economic Prosperity							
Strategy: 5.1.1 Investigate and embrace new economic opportunities.							

June 2023 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.1.1.1 Explore the feasibility of developing a shared user pathway from Wynyard to Stanley utilising the disused Wiltshire rail corridor or other opportunities.	Circular Head Council have agreed to explore this concept. Work has commenced on a feasibility study and will be presented to Councils over the coming months. On track for completion by 30 June. Draft pre-feasibility has gone to EMT for further consideration and feedback. Draft pre-feasibility study presented at June Council Workshop. Council have decided that the project has merit and that it should continue to next stage of completing a full feasibility study and design. This stage of the project will need to be completed by an external Consultant. EDO to apply for a grant through the Better Active Transport in Tasmania Grant Program. This action has now been completed.	Jennifer Archer	30/06/2023	N/A	100	100	

August 02, 2023



Page 28 of 28

SCHEDULE 'A' – DELEGATIONS ISSUED FROM COUNCIL TO THE PLANNING SERVICES COORDINATOR

Delegations Register - Land Use Planning and Approvals Act 1993					
Provision	Function or Power	Nature	Given by	Given To	Conditions or Restrictions
s.12C	Consult with the Minister regarding a draft of the Tasmanian Planning Policies, on behalf of the planning authority	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
PART 3	PLANNING SCHEMES				
Part 3 Generally	As a consequence of any decision by the Council to initiate preparation of a planning scheme or a planning scheme amendment or to provide its views and opinions on any representation received on a draft planning scheme or draft amendment: i) authority to give such advice, consultation, referral or notification as required under this Part; ii) authority to initiate public notification of a draft scheme or draft amendment; iii) authority to submit a draft scheme or a draft amendment for approval if no representations are received during the exhibition period; iv) authority to modify a draft planning scheme or draft amendment if only to correct any error, remove an anomaly, clarify or simplify a provision, remove any inconsistency with other regulation, make procedural changes or to bring the planning scheme into conformity with a mandatory planning instruction; v) represent the Council and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.40U	Additional information A planning authority, within 28 days from the day on which it receives from a person an application for a permit, may, by notice in writing, require the person to provide to the planning authority additional information before it considers the application.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.48A	Notice to remove signs	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.51	Permits A person must not commence any use or development which requires a permit unless the planning authority which administers the scheme, the Commission, or the Tribunal, has granted a permit in respect of that use or development and the permit is in effect or a major project permit has been granted in respect of that use or the development and the permit is in effect.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.53(5)	When does a permit take effect?	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.54	Additional information A planning authority that receives an application for a permit (other than a permit referred to in section 40T) may require the applicant to provide it with additional information before it considers the application.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL

SCHEDULE 'A' – DELEGATIONS ISSUED FROM COUNCIL TO THE PLANNING SERVICES COORDINATOR

Delegations Register - Land Use Planning and Approvals Act 1993					
Provision	Function or Power	Nature	Given by	Given To	Conditions or Restrictions
s.55	Correction of mistakes A planning authority may correct a permit granted by it if the permit contains – (a) a clerical mistake or an error arising from any accidental slip or omission; or (b) an evident material miscalculation of figures or an evident material mistake in the description of any person, thing or property referred to in the approval.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.56	Minor amendments of permits issued by a planning authority s 56(1A): planning authority that receives a request under ss(1) for amendment to permits, (a) within 28 days after the request was received, amend, or refuse to amend the permit and (b) must within 7 days (i) after amending the permit or (ii) after refusing to amend the permit, give notice of the refusal to the person who made the request	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.57(6A)	Applications for discretionary permits A further period agreed to by a planning authority and an applicant may be extended or further extended by agreement, in writing, between the planning authority and applicant at any time before the expiration of the period to be extended and, when so extended, is taken to be the further period referred to in that subsection.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.60(3)	Council to give notice in relation to eligibility of major project proposals A council that is provided under this section with a major project proposal may notify the Minister, in writing within 28 days, and advise the Minister why the project is not a major project.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL
s.60S(4)(b)	Refund of ordinary permit where declaration of major project is made the planning authority to which the application was made must, as soon as practicable, refund to the applicant half of any fees that the applicant has paid in respect of the application.	Delegation	Council	Planning Services Coordinator or a person acting in that position	NIL

	<p style="text-align: center;">WARATAH-WYNYARD COUNCIL</p> <p style="text-align: center;">DIGITAL RECORDING OF COUNCIL MEETINGS POLICY</p>
---	--

1. SCOPE

- 1.1 This policy relates to the digital recording of Waratah-Wynyard Council Meetings.

2. PURPOSE

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

3. POLICY STATEMENT

- 3.1 All Council Meetings, including Special Meetings shall be digitally recorded as provided for by Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* (the Act) except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15 (2).
- 3.2 The Council may, by resolution, determine to digitally record the proceedings of a specific meeting or part thereof that is closed to the public in accordance with Regulation 15 (2) of the Act.
- 3.3 The digital files of all other meeting proceedings will be accessible on the Council's website by any person for the period they are retained by the Council. The Council makes this information available as a routine disclosure under the *Right to Information Act 2009*.
- 3.4 The digital files of meeting proceedings closed to the public (as per clause 3.2) will only be available for listening, upon written request, by one or more councillors entitled to be present during the proceedings in question.
- 3.5 A notice to inform the public that the meeting proceedings are digitally recorded is to be displayed at the entrance to a room in which a meeting is to be held.
- 3.6 At the time of declaring the meeting open, the Chairperson is to inform all councillors and any public present that the meeting is being recorded and live streamed.
- 3.7 The council is to retain the digital files of meeting recordings for 6 months in accordance with Regulation 33 of the Act and to dispose of the files following the expiry of that period.
- 3.8 Where, due to technical difficulties, digital recording is not available, the chairperson will advise those present and relevant information will be placed on the Council website.

Legislative Requirements

- Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*.
- *Right to Information Act 2009*

Related Procedures/Guidelines:

- Waratah-Wynyard Council Meeting Procedures

DOC NO: GOV.017	VERSION NO: 3	APPROVAL DATE: 21 August 2023
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE: August 2027



2022/23 CAPITAL PROGRAM MONTHLY PROGRESS REPORT

Executive Summary

Reporting Month End: July 2023

Reporting Officer: Corey Gould, Manager Engineering Services

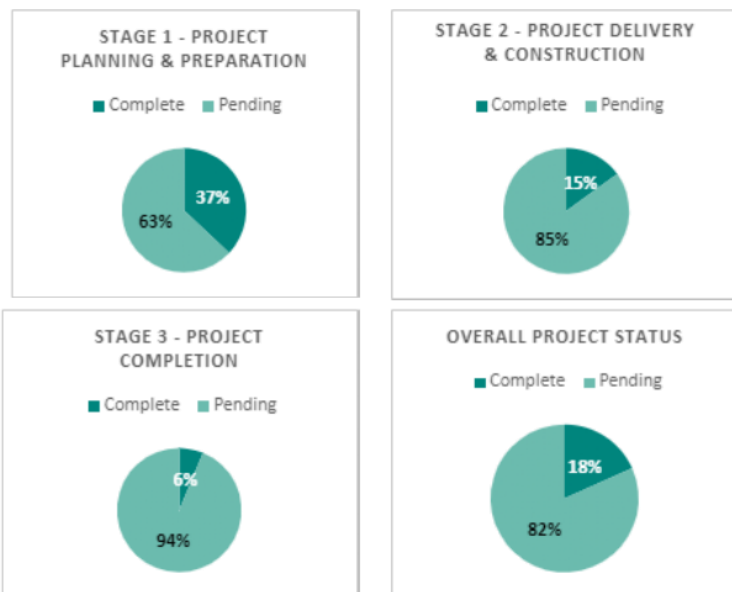
Current Capital Delivery

Section	Total Project Completion (%)
Parks & Open Spaces	18.3
Transport	4.1
Stormwater	12.5
Sporting Facilities	7.5
Buildings	2.2
Plant & Equipment	14.5
Budget Amendments	0.0

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



PARKS & OPEN SPACE



Key project updates by exception:

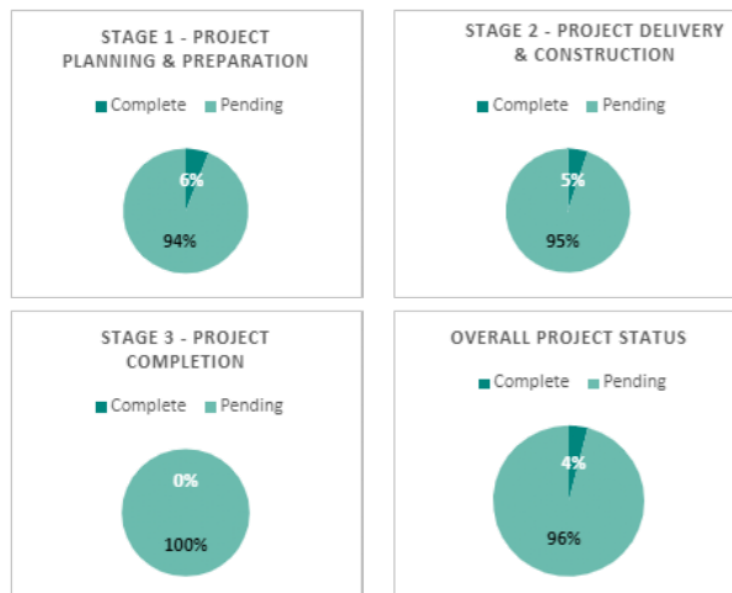
- Somerset:
 - Cam River Reserve Masterplan Actions: Removal of old playground will take place in December. Installation of the new public art will occur in January 2024. CLS approval has been received to complete the works. This item was carried forward and is now on track so will be removed from the next report unless significant and unforeseen delays occur.
 - Erosion Mitigation for ANZAC Park received CLS approval to lodge development application (DA) and consent for construction. Planning approvals have been lodged and tender is out, closing 17 August. This item was carried forward and is now on track so will be removed from the next report unless significant delays occur.
- Boat Harbour:
 - Boat Harbour Western Seawall Repair works - Construction of the seawall was completed end of July. Some tidy up works behind the wall including reshaping, topsoil and seeding will occur once the ground dries out. This item was carried forward and should be complete soon so will be removed from the next report unless significant and unforeseen delay occurs.



- Stairway Replacement Opposite Cumming Street: The contractor has been engaged but works were unable to be completed until the new financial year. Confirmed a September start. This item was carried forward and should now be on track so will be removed from the next report unless significant and unforeseen delays occur.
- Sisters Beach:
 - Sisters Beach Erosion Works - consultants have been engaged to undertake a community consultation process to determine the most appropriate erosion management measure for the Sisters Beach public area. The timeline for this project is dependent on the outcome of the public consultation.
- Wynyard:
 - The Dog Park and Freedom Camping area in Wynyard remain in consultation with the Show Society and CLS. Awaiting information from Crown to progress. There has been a meeting with the Show Society who will prepare the DA. This item was carried forward but remains outstanding. Scheduled meeting between CLS and the Show Society to occur mid-August.
 - East Wynyard Foreshore Car Parking & Pathway - This item was a minor carry forward but is now complete so will be removed from the next report.
 - East Wynyard Boardwalk Renewal demolition works commenced in the week of 19 June with complete removal as of 30 June. Completion of installation by 31 August. This item was carried forward but is now on track so will be removed from the next report unless significant and unforeseen delays occur.
 - Inglis River Walking Track Options Study final report is all but complete with only minor admin issues to repair. This item was a minor carry forward but is all but complete so will be removed from the next report.
 - Table Cape Lookout walking track works - this item was carried forward but is now complete so will be removed from the next report.
- Waratah:
 - Waratah Falls Walk – Stage One – Tender was awarded at the July Council meeting and will require a building permit. This item was carried forward and should now be on track so will be removed from the next report unless significant and unforeseen delays occur.
 - Waratah Bridge – Tender was awarded at the July Council meeting. This item was carried forward and should now be on track so will be removed from the next report unless significant and unforeseen delays occur.
- Other:
 - James Philosopher Smith Statue – funding options remain under investigation. This item was carried forward but remains outstanding.



TRANSPORT

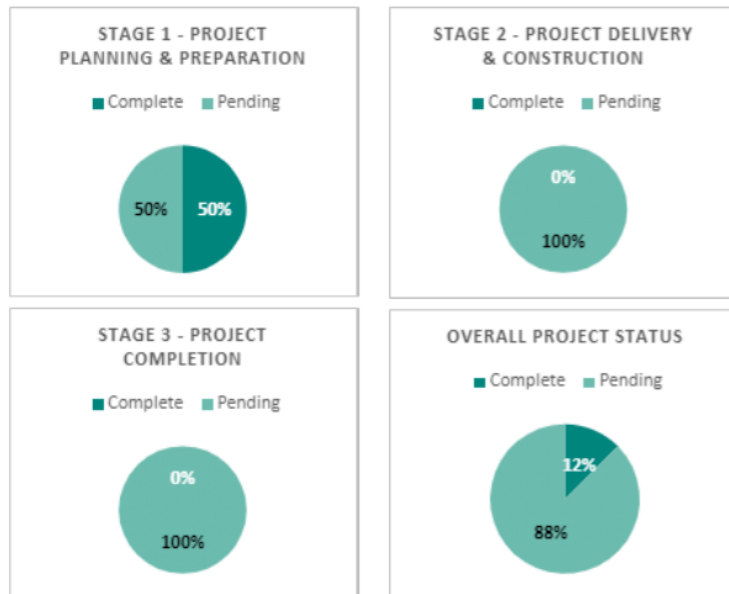


Key project updates by exception:

- **Bridge Renewal:**
 - Calder Road Bridge Replacement (Blackfish Creek) - works are all but complete with the bridge now open to traffic and only site reinstatement and line marking outstanding. Due for full completion within the next week weather permitting for line marking. This item was carried forward and is all but complete so will be removed from the next report.
- **Other:**
 - Rural Road Safety Audit Project Delivery tender works were delayed due to the window for sealing works being missed. Now scheduled for September/October for completion. This item was carried forward and should now be on track so will be removed from the next report unless significant and unforeseen delays occur.
 - IGA intersection and reconfiguration of carpark works were delayed due to utilities relocation of pits which held up finalisation of some driveway and footpath works on site which are now being completed. This item was carried forward and now on track for completion shortly so will be removed from the next report.
 - Hepples Road repair works are nearing completion by mid-August. This item was carried forward and now be on track for completion shortly so will be removed from the next report.



STORMWATER

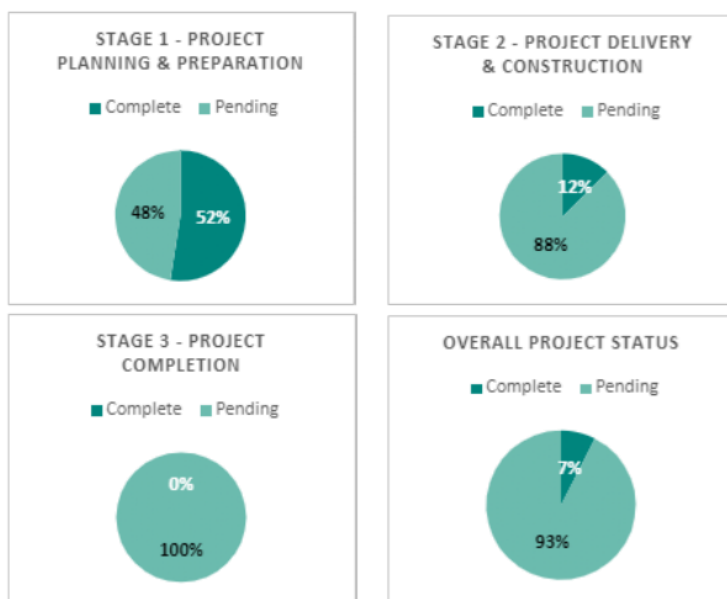


Key project updates by exception:

- Port Road Boat Harbour Drainage - This item was carried forward and should now be on track so will be removed from the next report unless significant and unforeseen delays occur.
- Port Creek Flood Mitigation tender was awarded and works due to commence late October. This item was carried forward and should now be on track so will be removed from the next report unless significant and unforeseen delays occur.
- Big Creek Flood Mitigation – undergone a third-party review per recommendation from the Department of Natural Resources and Environment (NRE). Will require a review of the design based on outcomes from the review. This item was carried forward and remains outstanding pending further review.
- Cumming St Boat Harbour Storm Water Extension works had been deferred and were pending contractor completion of Hepples Road. With Hepples Road nearly complete, this should now progress. This item was carried forward and, barring unforeseen delays, should be on track so will be removed from the next report.



SPORTING FACILITIES

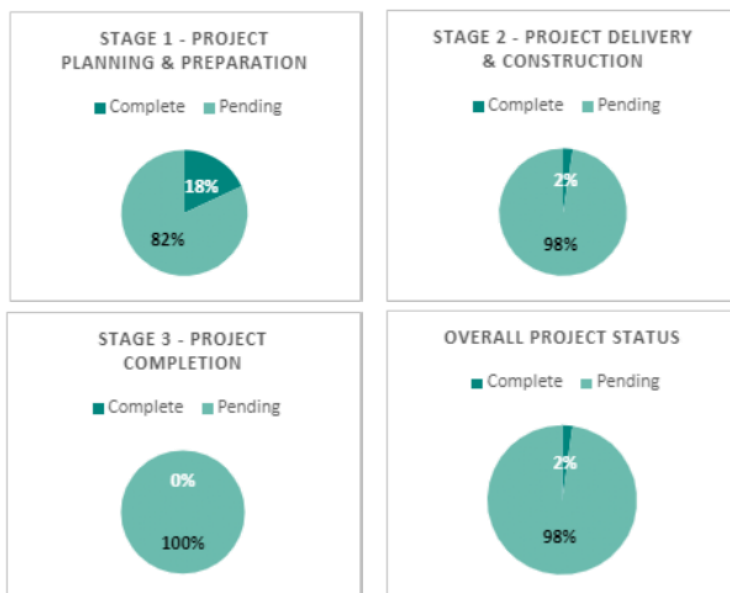


Key project updates by exception:

- Somerset Sports Facilities:
 - Somerset Sporting Precinct - Project works were approved to be deferred to FY2023/24. This item was carried forward and should now be on track so will be removed from the next report.
- Wynyard Sports Facilities:
 - Demolition of Wynyard Showgrounds Grandstand permission has been received from the Show Society to for demolition. Currently waiting on Crown approval. This item was carried forward but should now be on track barring any Crown approval issues so will be removed from the next report.
 - WySP Design – Indoor Training Facilities some design works have commenced. This item was carried forward but remains outstanding until design and approvals are complete.
 - Wynyard Sports Precinct: Cricket Infrastructure – Works on the cricket nets have commenced. This item was carried forward and should now be on track so will be removed from the next report.
 - Wynyard Sports Precinct: Oval 3 WHS Grounds – The tender was awarded at the June Council meeting with works to commence from September/October, to be confirmed with the contractor. This item was carried forward and, barring any significant and unforeseen delays, will be removed from the next report.



BUILDINGS

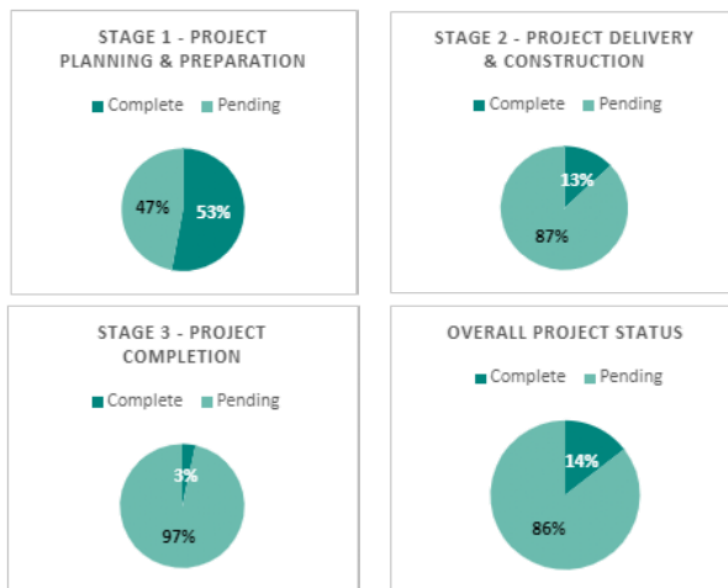


Key project milestones/updates:

- Yolla Public Toilet (to be co-located with the RV dump point) This item was carried forward and remains outstanding without a location having been identified.
- Table Cape Amenities project design brief has been awarded with design work having commenced late January 2023. This item was carried forward and should now be on track being design only so will be removed from the next report.
- Feasibility Study – Wynyard History Centre – An architect has been engaged to produce concepts for consultation. This item was carried forward and is progressing so will be removed from the next report.
- Waratah Community Hub Upgrade drainage works were complete last year; the remaining works are out for further quotes. This item was carried forward and barring significant delays, should progress so will be removed from the next report.



PLANT & EQUIPMENT



Key project milestones/updates:

- Digital Strategy (Phase 2) is now into implementation with the outcomes of Phase 1 having been delivered. This item was carried forward and should now be on track so will be removed from the next report.
- Mitsubishi ASX Wagon has been ordered due to arrive in by end of September. This item was carried forward and, now on track, will be removed from the next report.
- Ford Ranger Dual Cab replacement was due to arrive mid-July. This item was carried forward and, although not arrived yet, should be received by EOFY 23/24 so will be removed from the next report.
- Tip Truck has been ordered due to arrive by the end of October. This item was carried forward and, now on track, will be removed from the next report.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 18 JULY 2023

Sustainability and Environmental Advisory Panel (SEAP)	
Date & Time:	18 July 2023 - 5:00pm
Location:	Council Chambers, 21 Saunders Street, Wynyard
Council Representatives:	Cr Celisa Edwards (Chair), Cr Andrea Courtney (Deputy Chair)
Members:	Brenton Hosking, Colin Hocking, Fiona Loughran, Hannah Sadler, Ian Ferris, Ian Newman, Peter Lawrence, Robin Krabbe, Sarah Smith, Wendy Bryant
Staff in Attendance:	Kassandra Steward, Daniel Summers, Bill Walker
Guest Presenter:	Jenny Donovan – Pause Places
Apologies:	Cr Celisa Edwards, Cr Andrea Courtney, Dana Hicks, Brenton Hosking, Colin Hocking, Fiona Loughran

AGENDA:

1. Welcome
2. Confirmation of Minutes
3. Pause Places
4. Food Security Update
5. Vegetation Management Strategy
6. SEAP Action Plan
7. Update on Recommendations to Council
8. Review of Actions List
9. Upcoming Meetings
10. General Business
11. Closure

ACTIONS TAKEN:

1. Group to consider the pause places programme and provide feedback and/or endorsement to the Cradle Coast Authority representative out of session and prior to the September meeting.
2. Food security sub-group to provide further updates on the food security proposal development, including initial action recommendations for consideration.
3. S. Smith to provide a link to the "tree plotter" product / website.
4. Group members to provide a finalised version of a Vegetation Strategy scope document for review of group ready for recommendations to Council.
5. K. Steward & D. Summers to provide a finalised version of the SEAP Action Plan to members out-of-session for agreement prior to going to Council for endorsement.
6. I. Newman and H. Sadler to provide Sisters Beach toolkit/education options for discussion at the September meeting with the intent of producing a community introduction and education campaign focusing on Sisters Beach.
7. Sub-group (S. Smith, P. Lawrence, I. Ferris and R. Krabbe) explore, map and make recommendations on Ballad Avenue to SEAP which will inform recommendations to Council at September meeting.
8. D. Summers to resend the small community solar paper for SEAPs review and consideration.
9. H. Sadler to provide a copy of a 2 page report from the Climate Council on bioenergy.
10. B. Walker to organise an information session on the move from the Weed management Act to the Biodiversity Act.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 18 JULY 2023

1 WELCOME

- A quorum was established with the nomination of SEAP member W. Bryant to Chair in the absence of Councillor representatives.
- The meeting was officially opened at 17:02

2 CONFIRMATION OF MINUTES

Moved P. Lawrence, Seconded I. Newman

That the minutes of the SEAP meeting held on 16 May 2023, as circulated to Members, be confirmed as a true and accurate record of the proceedings.

Carried.

3 PAUSE PLACES

J. Donovan presented an overview of the Pause Places project. The premise of Pause Places is to provide natural "breakout areas", "rest spaces" and/or "gathering spots" adjacent to footpaths, created out of locally sourced natural elements that fit the environment. These types of places have been shown to increase walking, social connection, community pride and reduce traffic in communities where they have been installed.

In 2022, during the Department of Health's Healthy Focus grants round, the Cradle Coast Authority's (CCA) Pause Places was awarded a \$100,000 grant to work with community groups to implement a pilot program over two (2) years. As part of initiating this pilot, CCA is identifying stakeholders, partnerships and resources as well as detailing promotion and design guidelines. CCA are seeking support from the community to codesign and identifying exemplar sites.

During the post presentation discussion, a number of potential sites were mentioned such as near bike tracks or along the Coastal Pathway. Other ideas and concerns were raised in relation to the how and where natural resources were gathered such as; not felling for purpose but the "repurposing" of already fallen trees. Careful design and orientation were also noted for consideration, so as to allow the use to continue during the cooler, damp periods of the year.

CCA are seeking SEAP endorsement and assistance with contacts and exemplar locations around the municipality and propose any associated recommendations to Council.

Action 1: Group to consider the pause places programme and provide feedback and/or endorsement to the Cradle Coast Authority representative out of session and prior to the September meeting.

4 FOOD SECURITY UPDATE

R. Krabbe, H. Sadler, W. Bryant & S. Smith provided an update from the sub-group looking at food security. The group have met a few times since initiating the sub-group earlier in the year. In order to decide where to go, the group have looked at what food security is and what it means. The Committee on World Food Security (CFS) define food security as being achieved when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food to meet dietary needs.

The group suggest that there could be greater emphasis placed on food security within the Health and Wellbeing plan, with an initial aim being to increase awareness and highlight the impact that lack of food security has in the community. It is noted that the five year plan is due for review in 2024. The group went on to relay recent statistics on; perceived food security by age group post COVID, greenhouse gas emission data from industrial and agricultural uses, food wastage in Australia, and the increasing costs of feeding the world population heading into 2050.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 18 JULY 2023

The group are looking at ideas to implement localised food so as to be in a position to be self-sufficient within the community should another COVID type shut down to food production occur in the future. This may also lead to lower emissions and higher resilience for the community. It was suggested that we look at doing some data mapping of potential sites, consider a Community Food Security Policy, Host some information on our website.

Conversation moved into possible identification of Council land to progress food security ideas such as "food forests", fruit trees, more space for the community garden, individual and group plots, potential volunteer groups. Further discussion led to grander ideas around the potential sub-division policy changes that could incorporate land for gardening plots, thoughts on incentives for people/entities who may be able to offer available land for use in this vein.

The group has conceded that there is a lot to consider around the subject including the process of changing thoughts within the farming communities towards more sustainable practices, public education and community resilience. The group suggested looking into grants for the data mapping which could be available for small projects such as through 'step forward'. The group is determined to further develop this food security proposal including specific actions that can be brought to the group and then taken to Council for consideration for the next meeting.

Action 2: Food security sub-group to provide further updates on the food security proposal development, including initial action recommendations for consideration.

5 VEGETATION MANAGEMENT STRATEGY

P. Lawrence and I. Ferris provided some updates from the sub-group looking at a tree and other vegetation strategy. The group began looking at tree policies and strategies as a starting point and found that the research became more difficult and evolved as there are so many directions that it could go in many different considerations for trees and other vegetation. It was determined that starting with an overarching strategy would allow multiple policies to 'fall out' as a by-product of a robust strategy. It was suggested to start with a solid scope, make recommendations to Council based on that scope, then appoint a strategy writer following any Council endorsement of the recommendation(s). The group advised that the strategies/policies from our neighbours at Central Coast Council could be a good starting point for how to proceed.

The next point followed that we look at (survey) what we have, so that we know what we need to account for in policy; such as dollar values on trees/vegetation information for penalties, threatened species, community values, etc. S. Smith mentioned a product called "tree plotter" may be of use in this space.

Further discussion was held on the current state of the strategy outline with feedback from the group being good so far. It was also noted that Council would need to be onboard, there are a lot of implications out of such a strategy with some potentially affecting subdivision approvals, roads and the like. It was determined that the document should come back to the group for review after further polishing with the intention of making recommendations to Council thereafter.

Action 3: S. Smith to provide a link to the "tree plotter" product / website.

Action 4: Group members to provide a finalised version of a Vegetation Strategy scope document for review of group ready for recommendations to Council.

6 SEAP ACTION PLAN

A short discussion on the revised action plan documents occurred. It was thought that the plan be higher level with the document provided by C. Colins be polished by K. Steward and D. Summers and distributed to the group out of session. It was noted that the action plan and potential recommendation(s) to Council may be made out-of-session once the revised action plan is finalised and agreed among members.

Action 5: K. Steward & D. Summers to provide a finalised version of the SEAP Action Plan to members out-of-session for agreement prior to going to Council for endorsement.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 18 JULY 2023

7 UPDATE ON RECOMMENDATIONS TO COUNCIL

- **Recommendation 6:** *SEAP recommend Council consider extending the virtual fencing along Sisters Beach Road*
 - Initial discussion with Parks & Wildlife has occurred, they have suggested that the request makes sense though proper data is needed to back up the proposal.
 - B. Walker advised that when required in Circular Head, they hired a consultant to check, pick up and record roadkill incidents in order to supply evidence based data for their request.
 - It was suggested that with the introduction of the fencing, devils, and other fauna, have undergone behavioural changes and shifted their movements and/or habits towards un-fenced areas of Sisters Beach Road; this in turn has seemingly led to more visibility of roadkill in some locations where it may previously have been spread over a wider area.
 - There is currently a roadkill application in place for Sisters Beach, but it was noted that it requires more consistency of use for the data to be deemed realistic. It was suggested that education and more community awareness around the roadkill app may help to rigourise the information to back up a fence extension request. Additionally, the data collected includes information about all roadkill incidents to the area, not just devils, increasing its practicality.
 - It was suggested that perhaps an information campaign could be run through the Council Comms Officer to include the Sisters Beach community tool kit. I. Newman and H. Sadler advised they could provide some options that could be discussed as an agenda topic at the next meeting.
- **Recommendation 5:** *SEAP recommend Council request a speed limit reduction for Sisters Beach Road from the Transport Commissioner.*
 - Traffic data is being collected and assessed which will go to the next Council meeting.
- **Recommendation 3:** *SEAP recommends Council to participate in the Cities of Power Partnership which presents an opportunity to join dozens of other councils across the country leading the way to a zero emissions future by providing the necessary tools, resources, and connections to help accelerate their climate and energy goals.*
 - An update on the initial list of pledges chosen by Council were relayed to the group. These include;
 - Install renewable energy (solar pv and battery storage) on council bldgs.
 - Roll out energy efficient lighting across the municipality.
 - Develop procurement policy to ensure the practices of contractors and financiers align with councils renewable energy, energy efficiency and sustainable transport goals.
 - Support the local community to develop capacity and skills to tackle climate change.
 - Provide fast charging infrastructure throughout the city at key locations for electric vehicles.

Action 6: *I. Newman and H. Sadler to provide Sisters Beach toolkit/education options for discussion at the September meeting with the intent of producing a community introduction and education campaign focusing on Sisters Beach.*

8 REVIEW OF ACTIONS LIST

- Action Item 1 to discussion meeting frequency was postponed to the September meeting as not all members were present for the discussion.
- Action Item 9 to provide an outline of a food security proposal for the group to consider remains in progress. An update to the group was given (refer Agenda Item 4), further updates to follow in future meetings.
- Action Item 14 to provide research and case studies on wildlife corridor concepts and management including threatened species for group consideration continues in progress. W. Bryant requested to be removed from this action with I. Ferris and P. Lawrence to be added.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 18 JULY 2023

- Action Item 21 to review Ballad Avenue information and provide in return ideas for possible land use at Ballad Avenue. S. Smith suggested investigating the opportunity to implement a Tiny Forest installation with the assistance of the high school's Green Team in this location if deemed appropriate. It was suggested that a sub-group explore, map and make recommendations to the group to inform recommendations to Council on Ballad Avenue re: tiny forest and/or possible food forests options for the site.
- Actions Confirmed

Action 7.: *Sub-group (S. Smith, P. Lawrence, I. Ferris and R. Krabbe) explore, map and make recommendations on Ballad Avenue to SEAP which will inform recommendations to Council at September meeting.*

9 UPCOMING MEETINGS

- Next meeting on 19 September 2023 located at Council Chambers has been confirmed.

10 GENERAL BUSINESS

The Chair called for members to raise other general business; the following discussions were noted:

- SEAP question for the Eco Fair poster needs to be finalised by September meeting. Some suggestions given, discussion via email to go ahead out-of-session.
- H. Sadler raised questions about bioenergy and whether Council may be looking to endorse it. There were concerns raised about its efficacy and whether it's really better for the environment. D. Summers mentioned that DSG were funding a forum WWC helping to facilitate participation by industry and a venue. H. Sadler mentioned that the Climate Council had weighed in on the subject and has advised that she would provide a copy to the group for review and consideration as well.
- Also mentioned was a paper for consideration of the group in the previous meeting regarding small community solar / localised renewable energy shared for the community.
- NRM Officer B. Walker has advised the group that the Weed Management Act is no longer in effect and that overarching weed management regulation falls under the Biodiversity Act. Discussion progress about some of the changes and it was suggested that an information session could be held by the NRM Officer.

Action 8.: *D. Summers to resend the small community solar paper for SEAPs review and consideration.*

Action 9.: *H. Sadler to provide a copy of a 2 page report from the Climate Council on bioenergy.*

Action 10.: *B. Walker to organise an information session on the move from the Weed management Act to the Biodiversity Act.*

11 CLOSURE

The Chair declared the meeting closed at 18:47.



SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PANEL ACTION PLAN

1. PROPOSED SEAP FOCUS AREAS

FOCUS AREA 1: SHARED COUNCIL & COMMUNITY ACTION FOR MITIGATING CLIMATE CHANGE – HOUSEHOLD ENERGY EFFICIENCY & REDUCING FOSSIL FUELS

Proposed Actions include:

- I Energy audit for residential properties
- II Energy efficient house advice
- III Change sponsorship for Fossil fuels - COMPLETE
- IV Climate leadership in line with Paris Agreement
- V Action on community adaptation & resilience

SUB-AREA 1.1: FOOD SECURITY PROJECT

Actions:

- A. Raise awareness:
 - a. of the problem
 - b. opportunities for community food security
- B. Compile and/or source resource documents to be hosted by the SEAP/Council website.
- C. Investigate opportunities to develop a food policy and/or strategy to:
 - a. Improve access to healthy food;
 - b. Enhance localised food production;
 - c. Reduce the environmental impacts of food production and consumption.
 - d. Support sustainable food behaviours.
- D. Look for small opportunities for leveraging of current initiatives
- E. Develop and implement one or more larger community food projects

FOCUS AREA 2: WASTE MANAGEMENT, EDUCATION AND RECYCLING

Proposed Actions include:

- I Waste education
- II Green waste recycling
- III Food and garden waste management (compost system)
- IV Local and sustainable food & waste systems
- V Reuse of organic waste



SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PANEL ACTION PLAN

FOCUS AREA 3: MANAGING LAND AND WATERWAYS TO PROTECT AND IMPROVE BIODIVERSITY – LAND MANAGEMENT INCLUDING TREE POLICY

Proposed Actions include:

- I Increase native biodiversity (empty land use)
- II Exemplars of agreed corridors for Wildlife (Council & Private Land)
- III Plan for arboreta/ums (local places to connect with and learn about nature)
- IV Land for wildlife reserves
- V Natural values database
 - i) Encourage citizen scientists' participation e.g. documenting wildlife, trees
- VI Events to increase connection to nature appreciation
 - i) Tree planting
 - ii) New/expanded reserves and parks
- VII Education on weeds

SUB-AREA 3.1: VEGETATION MANAGEMENT STRATEGY AND REVISED TREE POLICY

Proposed Actions include:

- A. Prominent tree website
- B. Significant Tree register
- C. Incorporates the principals of Focus Area 1 action for mitigating climate change
- D. Review Council policy, strategy procedures for vegetation (including tree) management - including clear guidelines.

2. PROCESSES

APPROACHES & PROCESS TO BE USED/INCLUDED IN IMPLEMENTING OBJECTIVES

- I Conservation & Environmental Protection Education (protecting environ from humans (conservation) vs. protecting humans from environ (protection))
- II Community Conversations
- III Mobilise community to implement social & environmental projects
- IV Case studies of wider community engagement with nature
- V Encourage citizen scientist approaches
- VI Find projects and case studies we can adapt. (what projects?)



SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PANEL ACTION PLAN

3. MEASURES OF SUCCESS

TARGETS, GOALS & MEASURES OF SUCCESS

- I A successful Advisory Group
- II Council have brought the community along for the iCEP journey
- III Engagement with community; community values, natural values – “Nature Positive”
- IV TOR reviewed prior to nominations being called each term
- V Identify iCEP priority and meet targets of said priorities
- VI Environmental impact study on all Council Projects becomes business as usual
- VII Progress toward measurable sustainability and environmental impacts/goals