



## **ORDINARY MEETING OF COUNCIL**

### **ATTACHMENTS TO REPORTS**

**17 February 2020**



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

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

Is a hard copy of planning permit and endorsed documents required? Yes ..... No ..... ☒

1. Value of work (inc GST) \$ 12,500.00 ..... Contract Price ..... Estimate ..... ☒

2. Development Address 40 BLACKABYS ROAD BOAT HARBOUR .....

3. Full Name of Applicant(s) ABEL DRAFTING SERVICES Pty Ltd .....

Contact Details: Address: PO BOX 579 WYNYARD TAS 7325 .....

Email Address barbara@abeldesign.com.au .....

Telephone – Day 03 6442 3411 ..... Mobile 0418 143 073 .....

For requests in hardcopy format all correspondence in relation to this application, will be sent to the postal address, otherwise all correspondence will be forwarded to the email address)

4. Would you like the contact address recorded above to be applied for all future Council correspondence? (including rates/animal control etc)? Yes..... No..... ☒

5.

**WHERE THE APPLICANT IS NOT THE OWNER**

In accordance with Section 52 of the *Land Use Planning and Approvals Act 1993* if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application.

In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.

Name of Property Owner (see authorisation below)

Full Name ETHAN SARGENT & CLAUDIA MACKENZIE SARGENT ..... Telephone – Home 0432 798 312 .....

Address 40 BLACKABYS ROAD ..... Telephone Work/Business .....  
 BOAT HARBOUR .....

**Applicant's Notification to Owner**

I ..... IAN RAY - ABEL DRAFTING SERVICES .....

Full Name of Applicant(s) .....

of 33 GOLDIE STREET WYNYARD TAS 7325 .....

Applicant's Address .....

Declare that I/we have notified the owner(s) of the property(ies) of the intention to make this application.

I/We understand that in accordance with Section 52(2) of the *Land Use Planning and Approvals Act 1993* a person must not obtain or attempt to obtain a permit by wilfully making, or causing to be made, any false representation or declaration either orally or in writing.

Applicant's Signature(s) .....  ..... 09/12/2019 .....

**Enclosure 1 Application Documents**

**6. Proposed Development (Fully describe intended use of land or premises)**

PROPOSED PRE FABRICATED STORAGE SHED/OUT BUILDING

.....

.....

.....

**7. Supporting Information if necessary to explain special features of the proposal.**

(Attach separate sheet if required)

.....

.....

.....

To include –

**a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable:**

- ☐ i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements;
- ☐ ii. a full description of the proposed use or development;
- ☐ iii. a full description of the manner in which the use or development will operate;
- ☐ iv. a site analysis and site plan at an acceptable scale;
- ☐ v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200;
- ☐ vi. a plan of the proposed landscaping;
- ☐ vii. car parking facilities and capacity;
- ☐ viii. area of clearing of trees and bushland;
- ☐ ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s).

**b. A full copy of your title shall also accompany the application.**

Title Certificate ☐ Title Plan ☐ Schedule of Easements ☐

**c. Relevant engineering pre-lodgement approvals**

Access ☐ Stormwater ☐

**8. Present use of site and/or buildings – full description**

DWELLING

.....

.....

9. Car Parking	Floor Area	Site Area
Existing on site .....	Existing ..... 215 ..... m <sup>2</sup>	1.235 Ha ..... m <sup>2</sup>
Total no. proposed .....	Proposed ..... 96 ..... m <sup>2</sup>	
	Total ..... 311 ..... m <sup>2</sup>	

Questions 10 to 13 relate to Commercial and Industrial Uses and Developments only

10. What days and hours of operation are proposed?

Monday to Friday: From ..... a.m. to ..... p.m.  
 Saturday: From ..... a.m. to ..... p.m.  
 Sunday: From ..... a.m. to ..... p.m.

11. Number of Employees?

Existing .....  
 Proposed .....

12. Vehicles visiting or delivering to or from the site?

Type	No.	Trips per day
.....	.....	.....
.....	.....	.....

13. What type of machinery is to be installed or used?

Type	No.
.....	.....
.....	.....

**DECLARATION BY APPLICANT (mandatory)**

I declare that the information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with the development application may be made available to the public. I understand that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I indemnify the Waratah-Wynyard Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

I/We hereby acknowledge that Section 20(a) of the *Local Government Act 1993* provides the power for persons authorised by the General Manager to enter land without notice in relation to an application by the owner or occupier for a licence, permit or other approval given by the council.

Signature(s) .....  
 (all applicants to sign)

Date ..... 09/12/2019



## RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



### SEARCH OF TORRENS TITLE

VOLUME 50762	FOLIO 2
EDITION 6	DATE OF ISSUE 28-May-2019

SEARCH DATE : 04-Dec-2019

SEARCH TIME : 03.02 PM

### DESCRIPTION OF LAND

Parish of SHEKLETON, Land District of WELLINGTON  
 Lot 2 on Sealed Plan 50762  
 Derivation : Part of Lot 23002 Gtd to J E Catchpole and Part  
 of Lot 36155 Gtd to J C Barker  
 Prior CT 4799/55

### SCHEDULE 1

M756089 TRANSFER to ETHAN SARGENT and CLAUDIA MACKENZIE  
 SARGENT Registered 28-May-2019 at noon

### SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
 SP 50762 EASEMENTS in Schedule of Easements  
 SP 50762 COVENANTS in Schedule of Easements  
 SP 8503 FENCING PROVISION in Schedule of Easements  
 E181691 MORTGAGE to B & E LTD Registered 28-May-2019 at 12.  
 01 PM

### UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations



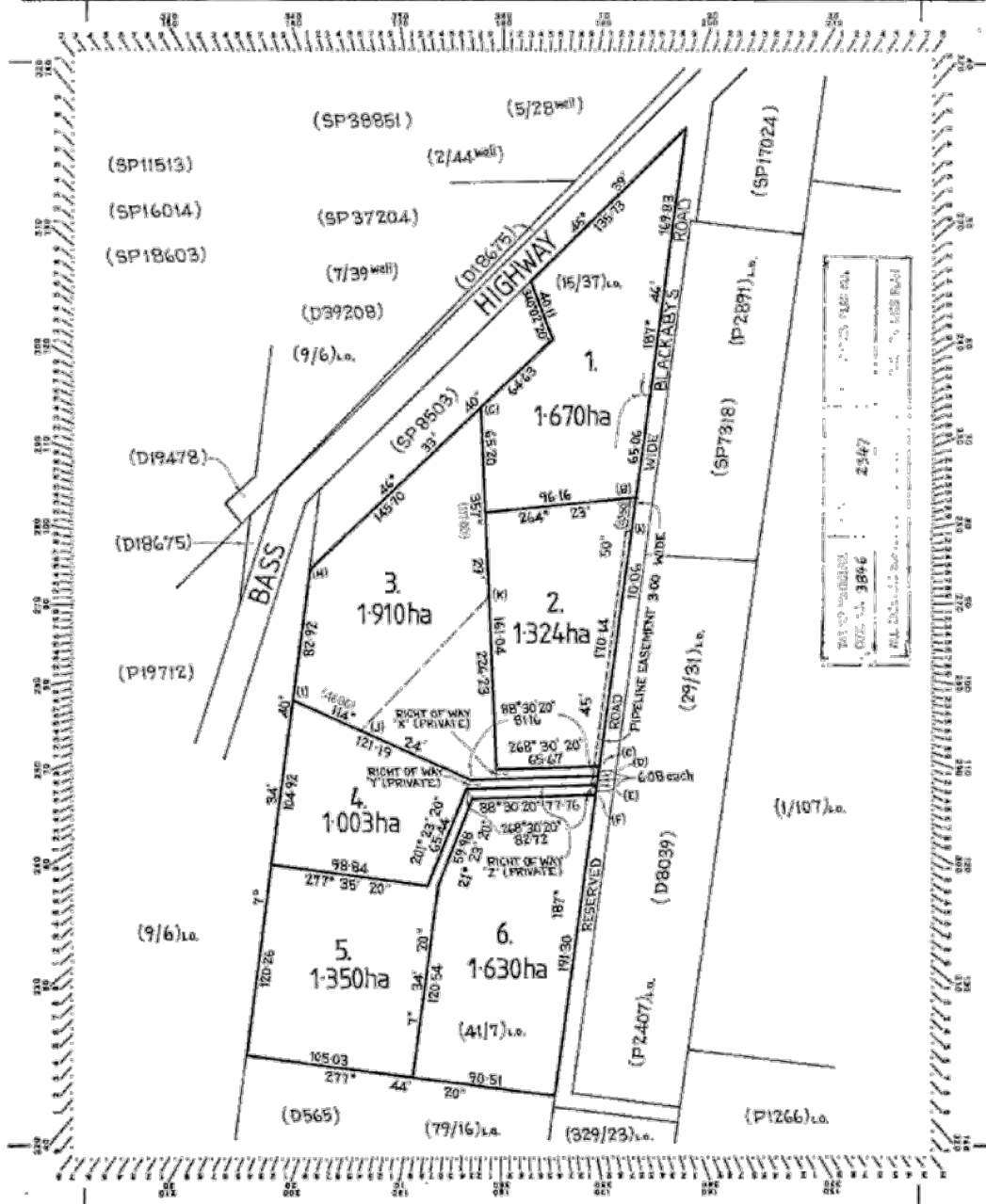
## FOLIO PLAN

RECORDED OF TITLES

*Issued Pursuant to the Land Titles Act 1980*



Owner: PETER JOHN ATKINSON & MARIE JOAN ATKINSON	PLAN OF SURVEY by Surveyor: B. J. COLLINS of: PEACOCK, DARVEY & ANDERSON PTY LTD AUTHORISED SURVEYORS 91 MOULT STREET BURNIE	Registered Number: <b>SP50762</b>
Title Reference: CT. 3559-63	of land situated in the LAND DISTRICT OF WELLINGTON PARISH OF FLOWERDALE SHEKLETON	Approved: 6 AUG 1991 Effective from: <i>[Signature]</i>
Grantee: PART OF LOT 23002, 20-3-28, JAMES ERNEST CATCHPOLE - PUR. & PART OF LOT 36155, 1088hs, JOHN CHARLES BARKER - PUR	SCALE 1: 2500 MEASUREMENTS IN METRES	Recorder of Titles



Search Date: 04 Dec 2019

Search Time: 03:03 PM

Volume Number: 50762

Revision Number: 02

Page 1 of 1

Department of Primary Industries, Parks, Water and Environment

[www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)



## SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



### SCHEDULE OF EASEMENTS

PLAN NO.

SP50762

NOTE:—The Town Clerk or Council Clerk must sign the certificate on the back page for the purpose of identification.

The Schedule must be signed by the owners and mortgagees of the land affected. Signatures should be attested.

### EASEMENTS AND PROFITS

Each lot on the plan is together with:—

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and
- (2) any easements or profits à prendre described hereunder.

Each lot on the plan is subject to:—

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and
- (2) any easements or profits à prendre described hereunder.

The direction of the flow of water through the drainage easements shown on the plan is indicated by arrows.

### EASEMENTS

Lot 1 on the Plan is:—

- 1 Together with a right to convey water for all ordinary domestic purposes by means of pumps and pipes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE AB" on the Plan.

Lot 2 on the Plan is:—

- 1 Subject to a right appurtenant to Lot 1 on the Plan to convey water for all ordinary domestic purpose along over and under the strip of land marked "PIPELINE EASEMENT AB" on the Plan.
- 2 Subject to a right appurtenant to Lots 3, 4, 5 and 6 on the Plan to convey water for all ordinary domestic purposes along over and under the strip of land marked "PIPELINE EASEMENT AC" on the Plan.
- 3 Together with a right of carriageway over the strips of land marked "RIGHT OF WAY "X" (PRIVATE)", "RIGHT OF WAY "Y" (PRIVATE)" and "RIGHT OF WAY "Z" (PRIVATE)" respectively on the Plan.

Lot 3 on the Plan is:—

- 1 Together with a right to convey water for all ordinary domestic purposes by means of pumps and pipes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE AC" on the Plan.
- 2 Subject to a right appurtenant to Lots 4, 5 and 6 to convey water for all ordinary domestic purposes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE CD" on the Plan.





## SCHEDULE OF EASEMENTS

### RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



50762

- 3 Together with a right of carriageway over the strips of land marked "RIGHT OF WAY "Y" (PRIVATE)" and "RIGHT OF WAY "Z" (PRIVATE)" respectively on the Plan.
- 4 Subject to a right of carriageway appurtenant to Lots 2, 4, 5 and 6 over the strip of land marked "RIGHT OF WAY "X" (PRIVATE)" on the Plan.

Lot 4 on the Plan is:-

- 1 Together with a right to convey water for all ordinary domestic purposes by means of pumps and pipes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE AD" on the Plan.
- 2 Subject to a right appurtenant to Lots 5 and 6 to convey water for all ordinary domestic purposes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE ED" on the Plan.
- 3 Together with a right of carriageway over the strips of land marked "RIGHT OF WAY "X" (PRIVATE)" and "RIGHT OF WAY "Z" (PRIVATE)" respectively on the Plan.
- 4 Subject to a right of carriageway appurtenant to Lots 2, 3, 5 and 6 over the strip of land marked "RIGHT OF WAY "Y" (PRIVATE)" on the Plan.

Lot 5 on the Plan is:-

- 1 Together with a right to convey water for all ordinary domestic purposes by means of pumps and pipes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE AE" on the Plan.
- 2 Subject to a right appurtenant to Lot 6 to convey water for all ordinary domestic purposes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE EF" on the Plan.
- 3 Together with a right of carriageway over the strips of land marked "RIGHT OF WAY "X" (PRIVATE)" and "RIGHT OF WAY "Y" (PRIVATE)" respectively on the Plan.
- 4 Subject to a right of carriageway appurtenant to Lots 2, 3, 4 and 6 over the strip of land marked "RIGHT OF WAY "Z" (PRIVATE)" on the Plan.

Lot 6 on the Plan is:-

- 1 Together with a right to convey water for all ordinary domestic purposes by means of pumps and pipes along over and under the strip of land marked "PIPELINE EASEMENT 3.00 WIDE AF" on the Plan.
- 2 Together with a right of carriageway over the strips of land marked "RIGHT OF WAY "X" (PRIVATE)", "RIGHT OF WAY "Y" (PRIVATE)" and "RIGHT OF WAY "Z" (PRIVATE)" respectively on the Plan.

In respect of the PIPELINE EASEMENT 3.00 WIDE BACDEF on the plan the owners of Lots 1, 3, 4, 5 and 6 shall, for the purpose of conveying water as above have the right at all times and for all purposes:-

- 1 To enter, inspect, lay, cleanse, repair, maintain, renew and replace such pumps and pipes as may reasonably be required for such purpose along, over and under the said strip of land without doing unnecessary damage thereto and provided that in any cultivated or pastured ground any such pipes shall be laid at a depth of not less than 205 mm clear beneath the natural surface of the soil.

#### COVENANTS

- 1 The owner of each lot on the Plan covenants with PETER JOHN ATKINSON and MARIE JOAN ATKINSON ("the Vendors") and the owners for the time being of every other Lot shown on the



## SCHEDULE OF EASEMENTS

### RECORDER OF TITLES

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- Plan to the intent that the burden of this covenant may run with and bind the Covenantors lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every lot on the Plan to observe the following stipulations namely:-
- (i) Not to construct on such lot any building other than a private dwelling house and outbuildings usually appurtenant thereto.
  - (ii) Not to use any dwelling house erected on such lot for any purpose other than for a private dwelling house or residence or for the provision of professional services.
  - (iii) Not to erect, maintain or permit to be erected or maintained on such lot any multiple class one dwelling (including home units in attached pairs) and not to erect, maintain or permit to be erected or maintained on such lot any dwelling house or outbuilding with external walls which are constructed of any material other than brick, stone, concrete brick or other good quality contemporary building materials and that fibre cement or other lower quality building material shall not be permitted and neither shall kit homes or other portable or easily removable residential or other buildings unless the written approval of the Vendors is first had and obtained nor shall any roof cladding be other than of tiles or similar good quality roofing material whether of metallic type or otherwise.
  - (iv) Not to cut down or remove from any lot any existing green trees unless necessary for safety, construction of roads and/or buildings or the installation of services unless approval in writing is obtained from the Warden, Councillors and Electors of the Municipality of Wynyard first had and obtained.
  - (v) Not to construct any access to any lot without the approval in writing of the Warden, Councillors and Electors of the Municipality of Wynyard first had and obtained.
  - (vi) Not to store, heap, or permit to be excavated, carried away or removed from such lot any trees, logs, earth, clay, stone, gravel or sand except as may be necessary for the purpose of road or driveway construction and levelling or filling or for the formation of any building, swimming pool or barbeque to be constructed on such lot.
  - (vii) Not to keep or allow to be kept on such lot any animals or poultry for commercial purposes.
  - (viii) Not to install or amend any drainage pipes or drainage dissipaters on such lot which causes or may cause any storm water to enter or cause damage to any adjoining lot or to any road on the Plan or any area adjacent to such road.
  - (ix) Not to erect or place on such lot any hoarding or structure for use as a bill, posting or advertising station.
  - (x) Not to erect, construct, place or use on such lot any shop, building or erection whatsoever for the purpose of offering or exposing for sale therein or therefrom any articles, wares or merchandise whatsoever.
  - (xi) Not to carry on or permit to be carried on such lot any trades noisome, noxious, offensive or otherwise upon such lot.
  - (xii) Not to subdivide such lot.
  - (xiii) That the Vendors shall not be required to fence.
- 2 The owner of Lot 1 on the plan covenants with the Vendors and the owners for the time being of every other lot on the Plan to the intent that the burden of this covenant may run with and





## SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



bind the covenantors lot and every part thereof and that the benefit thereof shall be annexed to and devolve with every other lot on the Plan and each and every part thereof to observe the following stipulation namely, not to construct on the said Lot 1 any vehicular access to the Bass Highway.

- 3 The owner of Lot 3 on the Plan covenants with the Vendors and the owners for the time being of every other lot on the Plan to the intent that the burden of this covenant may run with and bind the covenantors lot and every part thereof and that the benefit thereof shall be annexed to and devolve with every other lot on the Plan and each and every part thereof to observe the following stipulation namely, not to erect or construct any building in the area defined GHIJK on the Plan.

NOTWITHSTANDING anything contained or implied herein the Vendors reserve the right to sell, lease or otherwise deal with any lot on the Plan either subject to the conditions and restrictive covenants set out above or not and subject to any waiver, modification, alteration, amendment or full release thereof as the Vendors think fit and that the exercise of this right by the Vendors in relation to any lot shall not release the owner of any other lot from any of the conditions or restrictive covenants effected or imposed upon such lots or give to the owner of any such lot any right of action against the Vendors or any other person or persons.

No other easements, covenants or profits a prendre are created to benefit or burden any of the lots on the Plan.

SIGNED by PETER JOHN ATKINSON  
and MARIE JOAN ATKINSON the  
registered proprietors of the  
land comprised in Folio of the  
Register Volume 3559 Folio 63  
in the presence of:

B. Reeves

)  
)  
)  
)  
)  
)

This is the schedule of easements attached to the plan of .....  
(Insert Subdivider's Full Name)

..... affecting land in

.....  
(Insert Title Reference)

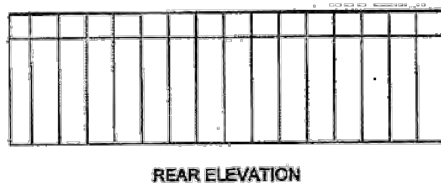
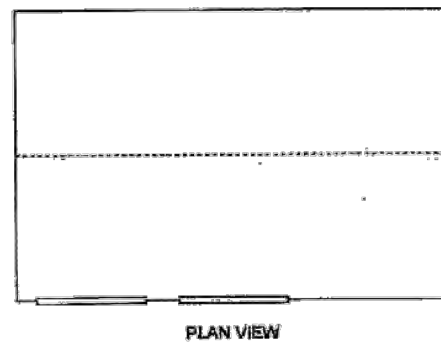
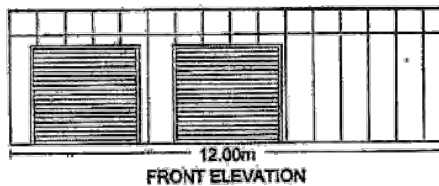
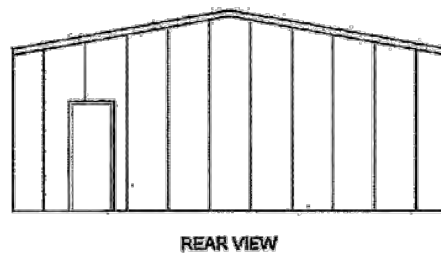
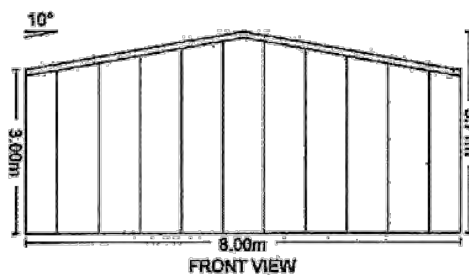
Sealed by WYNARD COUNCIL on 28th JULY 1991

Solicitor's Reference .....  
Clerk/Town Clerk

CS K 2124



Burnie Sheetmetal		Quotation
ABN:	90 978 703 289	No: 248632
Address:	19 Queen Street Burnie TAS 7320	Date: 02/12/2019
Email:	workshop@burnieplumbing.com.au	Valid: 14 Days
Web:	www.burnieplumbing.com.au	



Produced by ShedTech

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*New Shed  
E. & C.M. Sargent  
40 Blackabys Road  
Boat Harbour  
Tas 7321*

<b>ABEL DRAFTING SERVICES</b> PTY. LTD.		
33 GOLDIE STREET WYNYARD TAS. 7325 PH. (03) 6442 3411		
ABN 78 009 572 749 CC 1070 Ian Ray		
Plot Date: 4/12/19	COPYRIGHT.	DRAWN <b>Mar Schrammeyer</b>
Project Date: 22/11/19	©	PROJECT NUMBER <b>19185</b>

New Shed  
E. & C.M. Sargent  
40 Blackabys Road  
Boat Harbour  
Tas 7321

Drawing Schedule			
Sheet No.	Sheet Name	Issue Date	Revision
1	Drawing Schedule & Project Information	4/12/19	
2	General Notes	4/12/19	
3	NCC Compliance Notes	4/12/19	
4	Site Plan	4/12/19	
5	Elevation & Drainage Plan	4/12/19	
5 Sheets			

Project Information	
Property ID	9769057
Title Reference No	50762/2
Area	1.325 hA
Site Zoning	Rural Residential
Site Coverage	2%
Building Class	10
Category of Works	3
Category of Plumbing Works	2B
Soil Classification	-
Wind Classification	-
Climate Zone	7
Bushfire (BAL) Rating	-
Alpine Area	-
Corrosion Environment	Moderate
Other Documents Schedule	
Shed Supplier	ShedTech
Site Hazards	Nil observed
Energy Efficiency	-
Energy Efficiency Form 55	-
Soil Classification	-
Wind Classification	-
Structural Form 55	-
Wastewater Report	-
Title	Supplied
Geo-tech Report	-
Building Designer Report	-
Bushfire (BAL) Assessment	-
Floor Area	
Existing Residence	215 m2
Proposed Shed	96 m2
Total	311 m2

Drawing Schedule &amp; Project Information

New Shed  
E. & C.M. Sargent  
40 Blackabys Road  
Boat Harbour  
Tas 7321

ABEL DRAFTING SERVICES PTY. LTD.

33 GOLDIE STREET WYNYARD TAS. 7325  
ABN 78 009 572 749  
CC 1070 Ian Ray

PH. (03) 6442 3411



Plot Date: 4/12/19

COPYRIGHT.

Project Date: 22/11/19

DRAWN  
Mar schrammeyerPROJECT NUMBER  
19185

1/5



General Notes

1. It is the builders responsibility to verify all dimensions, levels & existing conditions on site and ensure that any discrepancies &/or omissions in these documents, are resolved prior to commencement of any works. The builder shall incur all costs as a result of not verifying the above mentioned.
2. Do not scale from drawings. Confirm all dimensions on site prior to commencement of works
3. NCC refers to the National Construction Code.
4. All sewage & stormwater to discharge into existing drains as directed by the local municipal council.
5. Smoke detectors are to be installed in accordance with AS3786.
6. Balustrade required when any level is more than 1000 above the surface beneath and to conform to NCC requirements i.e. max. vertical & horizontal spacing of all members to be no greater than 125 mm.
7. Stairs to have min. step 250 & max. rise of 190, provide handrail 865 above nosing each stair one side min.
8. These drawings shall be read in conjunction with all architectural and other consultant's drawings and specifications, and with such other written instructions as may be issued over the course of the contract.
9. During construction the structure shall be maintained in a stable condition and no part shall be overstressed. the builder shall be responsible for any damage to the works during construction.
10. All workmanship and materials shall be in accordance with the requirements of the current editions of the Australian Standards (AS) codes and the by-laws and ordinances of the relevant building authority.
11. The sections on these drawings are intended to give the structural details only, and architectural details are illustrative only.
12. All slabs and footings are to be inspected by the building surveyor prior to the pouring of concrete.  
Give 48 hours notice to the building surveyor for all required inspections.
13. Brittle floor coverings such as ceramic tiles should be laid using an approved flexible adhesive system to control the effect of shrinkage cracking.  
A minimum period of three months drying of the concrete is usually required before the placement of brittle floor coverings.
14. Ensure all wet areas are waterproofed in accordance with AS3740.
15. The location of services indicated on these drawings are indicative only and all service locations should be confirmed prior to starting on site.
16. Engineered products e.g. trusses, laminated beams, cladding systems etc. to be installed as per manufacturers specifications.

Site Preparation Notes

1. All site preparation to comply with the NCC.
2. All topsoil, organic and deleterious material is to be stripped from the building site.
3. The site is to be cut and filled to form a level building platform. batters around the house should be designed to withstand weather erosion.
4. The owners attention should be drawn to Appendix B of AS2870 "performance requirements and foundation maintenance" on completion of the job.
5. Excavation shall not extend below a line dipping at 45° for clay or and away from the nearest underside corner of any existing footings.
6. Fill material beneath slab is to be compacted in accordance with AS2870. Piering is required where this fill material is greater than 400mm.  
Not more than 300mm for sand material or 400mm compacted in layers  
Not more than 150mm for other material.
7. The slab is to be entirely underlaid with a 0.2mm polyethylene vapour barrier with all joints adequately lapped and taped at penetrations.
8. The builder shall provide protection to adjoining properties & buildings in accordance with all building regulations.
9. All neighbouring building locations are approximate only. If further information is required consult surveyor.
10. Level information provided on these drawings is limited only. Further detail if required should be obtained from a surveyor.

Earthworks

1. Earthwork construction shall comply with guidelines set out in AS3798.
2. Cut and fill shall comply with NCC 3.1.1.
3. Excavations and service trenches shall comply with the following guidelines unless otherwise approved by the design engineer.
4. Selected fill shall be approved natural material, gravel, decomposed or broken rock, free from clay lumps and organic matter.
5. The area of works shall be stripped of all topsoil and filled in 150mm compacted layers to 95% MDD, sand blinding layer directly below concrete shall be compacted by vibrating plate or flooding to 95% MDD.
6. Ensure area of excavation is properly drained from the time of excavation to ensure no ponding of water. install drains as required.
7. Embankments that are left exposed at the end of construction works must be stabilised by vegetation or similar works to prevent soil erosion.

Footings & Foundation Notes

1. Footings have been designed for an allowable soil bearing capacity of 100 kpa.
2. The assumed founding levels of the footings are to be as indicated on the drawings.  
Excavation shall continue until the required bearing capacity is found.  
The over-excavation shall be back-filled with a mass concrete mix to the approval of the engineer.
3. All walls and columns shall be concentric with supporting footing unless noted otherwise on drawings.
4. Service penetrations are permitted through the middle third of the depth of the footing/edge & stiffening beams. The effect of other footing penetrations shall be taken into account by the provision of extra concrete depth or reinforcement.

Plumbing Notes

1. Generally plumbing works shall be carried out by plumbers who have necessary licenses and registrations required by the governing authority and who are qualified to provide the required certificate of compliance.
2. Cold water: From meter to house use 25mm class 12 polyethylene. Inside house use 20mm Rehau class 'B' or PB with 12mm class 'B' Rehau or PB branch lines.
3. Hot water: From heater use 20mm Rehau class 'B' with 15mm Rehau branch lines to fixtures. Install 'RMC' or equivalent tempering valve set to 50°C.
4. Legend of outlet diameters:  
Trough - 50mm  
Sink - 50mm  
Bath - 40mm  
Basin - 40mm  
Shower - 50mm
5. Taps, fittings & hot water unit refer to owners requirements.
6. Where the works requirements provide for the installation of a heating appliance that requires a flue, the flue must be installed in accordance with the NCC.

Steelwork Notes

1. All workmanship and materials shall be in accordance with AS 4100 and except where varied by the contract documents.
2. Unless otherwise noted, all steel shall be in accordance with:  
AS 3679.1 grade 300 for rolled sections.  
AS 1163 grade 350 for rhs sections.  
AS 1163 grade 350 for chs sections.  
AS 3378 grade 350 for all plate.  
AS 3679.1 grade 350 for all flat.  
AS 1397 grade 450 for 1.5, 1.9, 2.4 and 3.0 bmt of cold-formed steel sections.
3. The builder shall prepare workshop drawings and shall submit three copies of each drawing for conditional approval. fabrication shall not commence until this approval has been given.
4. Unless noted otherwise all welds shall be 6mm continuous fillet welds and all gusset plates shall be 10mm thick.
5. Butt welds where indicated in the drawings are to be complete penetration butt welds. As defined in AS 1554.
6. Unless noted otherwise all bolts shall be 20 dia. commercial grade conforming to AS 1111 with a minimum of 2 bolts per connection. high strength (h.s.) bolts shall conform to AS 1252 and shall be installed in accordance with AS 4100.
7. All bolts for purlins and girts shall be M12-4.6 (commercial grade). All bolts, nuts and washers are to be galvanised.
8. The builder shall provide all cleats and holes for fixing steel to steel and timber to steel as required by engineering and architectural drawings whether or not shown.
9. The builder is to be present when all holding down bolts are installed to ensure they are not displaced during concrete placement.
10. The builder is to make good and/or repair all damaged surfaces during performance of the work.
11. Unless noted otherwise, the roof structure has been designed for normal roof loads only and does not allow any extraneous loads such as hoists, monorails etc.
12. Surfaces of existing material, which are to be strengthened, repaired, or welded shall be cleaned of dirt, rust, and other foreign matter except adherent surface protection. The portions of such surfaces that are to be welded shall be cleaned thoroughly of all foreign matter, including paint film, for a distance of 50mm from each side of the outside lines of the welds. the welding sequence shall be chosen so as to minimize distortion of the member and ensure that its straightness remains within the appropriate straightness limits of clauses in 14.4 of AS4100-1998.

## General Notes

New Shed  
E. & C.M. Sargent  
40 Blackabys Road  
Boat Harbour  
Tas 7321

**ABEL DRAFTING SERVICES**

33 GOLDIE STREET WYNYARD TAS. 7325  
ABN 78 009 572 749  
CC 1070 Ian Ray

PH. (03) 6442 3411



Plot Date: 4/12/19

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Project Date: 22/11/19



DRAWN  
Mar schrammeyer

PROJECT NUMBER  
19185

2/5



**National Construction Code (NCC) Compliance Notes****1. FIRE SAFETY**

Generally to be in accordance with NCC 3.7.

Fire separation to be in accordance with NCC 3.7.1. External walls and gable ends constructed within 90mm of boundary are to extend to underside of non combustible roofing/eaves and are to be constructed of a masonry skin 90mm thick with an FRL of 60/60/60.

Sarking to have a flammability index less than 5.

Roof lights not to be placed closer than 900mm from boundary.

Smoke alarm installation to be in accordance with NCC 3.7.2. Locations indicated on floor plan.

Installation locations: Ceilings - 300mm away from wall junction.  
Cathedral ceilings - 500mm down from apex.  
Walls - 300mm down from ceiling junction.

Smoke alarms shall be connected to mains power if available, and interconnected if there is more than one alarm, in accordance with N.C.C. 3.7.2

Heating appliances generally to be in compliance with NCC 3.7.3 and AS 2918.

Fireplace - extend hearth 400mm beyond unit.

Freestanding appliance to be 1200mm from combustible wall surface. 50mm from masonry wall.

Heat shield - 90mm masonry with 25mm air gap to combustible wall, extend 600mm above unit.

Flue installation to NCC 3.7.3.4.

Top of chimney/flue to terminate 300mm above horizontal plane 3600mm away from roof. Construction in Bush Fire Area to be in accordance with NCC 3.7.4. and AS 3959-2009

**2. HEALTH AND AMENITY**

Ceiling heights to be in accordance with NCC 3.8.2. Refer to drawing.

Door of a fully enclosed sanitary compartment must open outwards, slide or be readily removable from the outside of the compartment unless there is 1200mm between the closet pan within the sanitary compartment and the nearest part of the doorway

Condensation management generally in accordance with NCC 3.8.7.

Flow rate and discharge of exhaust systems to comply with NCC 3.8.7.3

25 L/s for a bathroom or sanitary compartment; and 40 L/s for a kitchen or laundry.

Ventilation of roof spaces to comply with NCC 3.8.7.4

Where an exhaust system covered by 3.8.7.3 discharges into a roof space, the roof space must be ventilated to outdoor air through evenly distributed openings.

Openings must have a total unobstructed area of 1/300 of the respective ceiling area if the roof pitch is more than 22°, or 1/150 of the respective ceiling area if the roof pitch is not more than 22°. 30% of the total unobstructed area must be located not more than 900 mm below the ridge or highest point of the roof space, measured vertically, with the remaining required area provided by eave vents.

**3. STAIR CONSTRUCTION**

Stairs to be generally in accordance with NCC 3.9.1.

Maximum of 18 risers to each flight.

Riser opening to be less than 125mm.

Treads must have a slip-resistant finish or a suitable non-skid strip near the edge of the nosings.

Riser - min. 115mm, max. 190mm.

Tread - min. 240mm, max. 355mm.

Balustrade/handrail generally in accordance with NCC 3.9.2.

Balustrade/handrail required where area is not bounded by a wall or where level exceeds 1000mm above floor level or ground level.

865mm high on stairs, measured from line of stair nosing.

1000mm high above floor or landing.

Openings between balusters/infill members to be constructed so as to not allow 125mm sphere to pass between members. Where floor level exceeds 4000mm above lower level, infill members between 150mm and 760mm above floor level to be constructed so as to restrict climbing.

Ramps shall comply with the NCC Volume 1 part D 2.10 - Slope gradient shall not exceed 1:8 and have a non-slip surface.

**4. SWIMMING POOLS**

Generally swimming pools and safety fences to be constructed in accordance with NCC 3.9.3. and AS 1926.1

**5. ENERGY EFFICIENCY**

Generally to be in accordance with NCC 3.12.

Climate Zone 7 applicable to Tasmania (Zone 8 applicable to alpine areas).

**6. BUILDING FABRIC**

Generally in accordance with NCC 3.12.1.

**7. BUILDING FABRIC INSULATION**

Insulation to be fitted to form a continuous barrier to roof/ceiling, walls and floors.

**8. BUILDING MEMBRANE/WRAP**

Use only vapour permeable membranes tested to AS/NZS 4200.1:1994 with minimum specifications;

Duty - light for walls, medium/heavy for roofs. Vapour barrier - low. Water barrier class - High. Emittance - Non-reflective. Flammability index - Low (less than 5).

**9. BULK INSULATION**

To maintain thickness and position after installation.

Continuous cover without voids except around services/fittings.

**10. ROOF INSULATION**

Roof to comply with NCC 3.12.1.1a

Roof lights to comply with NCC 3.12.1.2.

**11. EXTERNAL WALLS**

External wall construction to comply with NCC 3.12.1.4 & AS 1684.2.

**12. FLOORS**

Floor construction to comply with NCC 3.12.1.4.

Concrete slab on ground with an in slab heating system to be insulated to R1.0 around vertical edge of slab perimeter.

Ensure finished floor level is minimum 150mm above finished ground level.

Joint support and bearing details to AS 1684.2.

**13. GLAZING**

External generally in accordance with NCC 3.12.2 and AS1288.

Internal generally in accordance with NCC 3.6.4 and AS 1288.

**14. FLASHINGS**

Roof flashings in accordance with NCC 3.5.1.

Wall flashings in accordance with NCC 3.5.3.

**15. BUILDING SEALING**

Generally in accordance with NCC 3.12.3.

Chimneys or flues to be fitted with operable or permanent seal to minimize air leakage. External windows and doors to habitable rooms/conditioned spaces to be fitted with air seal to restrict air infiltration.

Exhaust fans to habitable rooms/conditioned spaces to be fitted with self closing damper or filter.

Building envelope to be constructed to minimize air leakage. Construction joints and junctions of adjoining surfaces to be tight fitting and sealed by caulking, skirting, architraves and cornices.

**16. AIR MOVEMENT**

Generally in accordance with NCC 3.12.4.

**17. SERVICES**

Generally in accordance with NCC 3.12.5.

Hot water supply system designed and installed in accordance with AS/NZS 3500.

**18. ENERGY REPORT**

If energy report is provided as part of this documentation, then it shall take precedence over the above energy efficiency provisions.

For residence construction these plans should be read in conjunction with the attached "First Rate Energy Report".

**19. CONCRETE & REINFORCING**

Generally in accordance with NCC 3.2.3.

Concrete must be manufactured to comply with AS 3600.

Materials used for reinforcing must comply with AS 2870.

Concrete must have a minimum strength at 28 days of 20MPa (denoted as N20 grade) for footings and 25MPa for slabs.

Concrete to have a nominal 100mm slump, water must not be added to the mix to increase the slump to a value in excess of that specified.

Concrete must have a 20mm maximum nominal aggregate size.

Concrete slabs finish shall be polished.

**20. MASONRY**

Generally in accordance with NCC 3.3.

All masonry and masonry accessories to comply with AS 3700 & AS 4773.

Brick ties to be: for 0-1km from marine environment, stainless steel (R4) sheet and wire ties; for 1-10kms from marine environment, stainless steel (R4) sheet ties, red CTA wire ties; for 10km+ from marine environment, galvanised Z600 (R2) sheet ties, red CTA wire ties.

Brick mortar to be: for >1.0km to coast M3 cement, lime, sand (1:1:6);

for <1.0km to coast M4 cement, lime, sand (1:0.5:4.5).

Masonry bed and perpendicular joints to be nominal 10mm, raked joints to be max. 10mm deep.

Wall ties and accessories embedded in masonry joints shall be built in as the construction proceeds.

Cavities shall be free from mortar droppings or other materials that might bridge the cavity and allow transmission of moisture. Where ducts, sleeves or pipes are laid along or across a cavity construction shall be such that transmission of moisture is prevented.

Weep holes @ 1200c/s.

Brickwork walls etc. to be provided with flashings and damp proof course, appropriately located.

**21. WET AREAS**

Generally in accordance with NCC 3.8.1.

Building elements in wet areas must comply with AS 3740.

Walls & ceiling Gyprock® Aquacheck® plasterboard or similar.

For definitions of shower area, vessel, wet area, waterproof and water resistant refer to NCC 3.8.1 definitions.

Preformed products are to be installed to manufacturers specifications and in a manner to avoid distortions or cracking.

Wet area floors must be installed so that water flows to the drain without ponding.

**22. STEELWORK CORROSION PROTECTION**

All steelwork which satisfy's NCC 3.4.4.4, defined environments, shall comply with NCC table 3.4.4.2.

**23. GENERAL**

All other matters not specifically mentioned are to comply with the NCC.

**NCC Compliance Notes**

New Shed  
E. & C.M. Sargent  
40 Blackabys Road  
Boat Harbour  
Tas 7321

**ABEL DRAFTING SERVICES**

33 GOLDIE STREET WYNYARD TAS. 7325  
ABN 78 009 572 749  
CC 1070 Ian Ray

PH. (03) 6442 3411



Plot Date: 4/12/19

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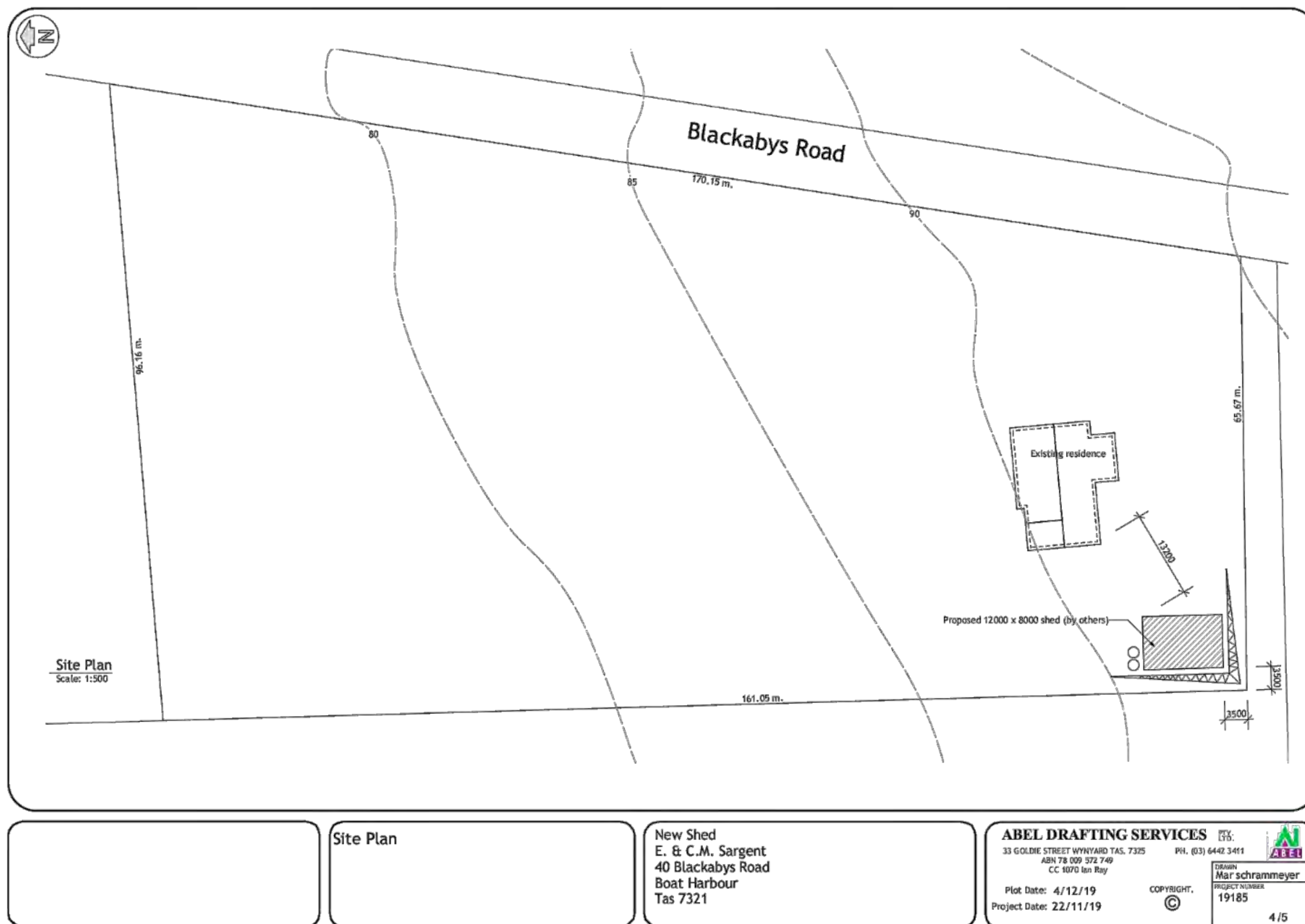
Project Date: 22/11/19

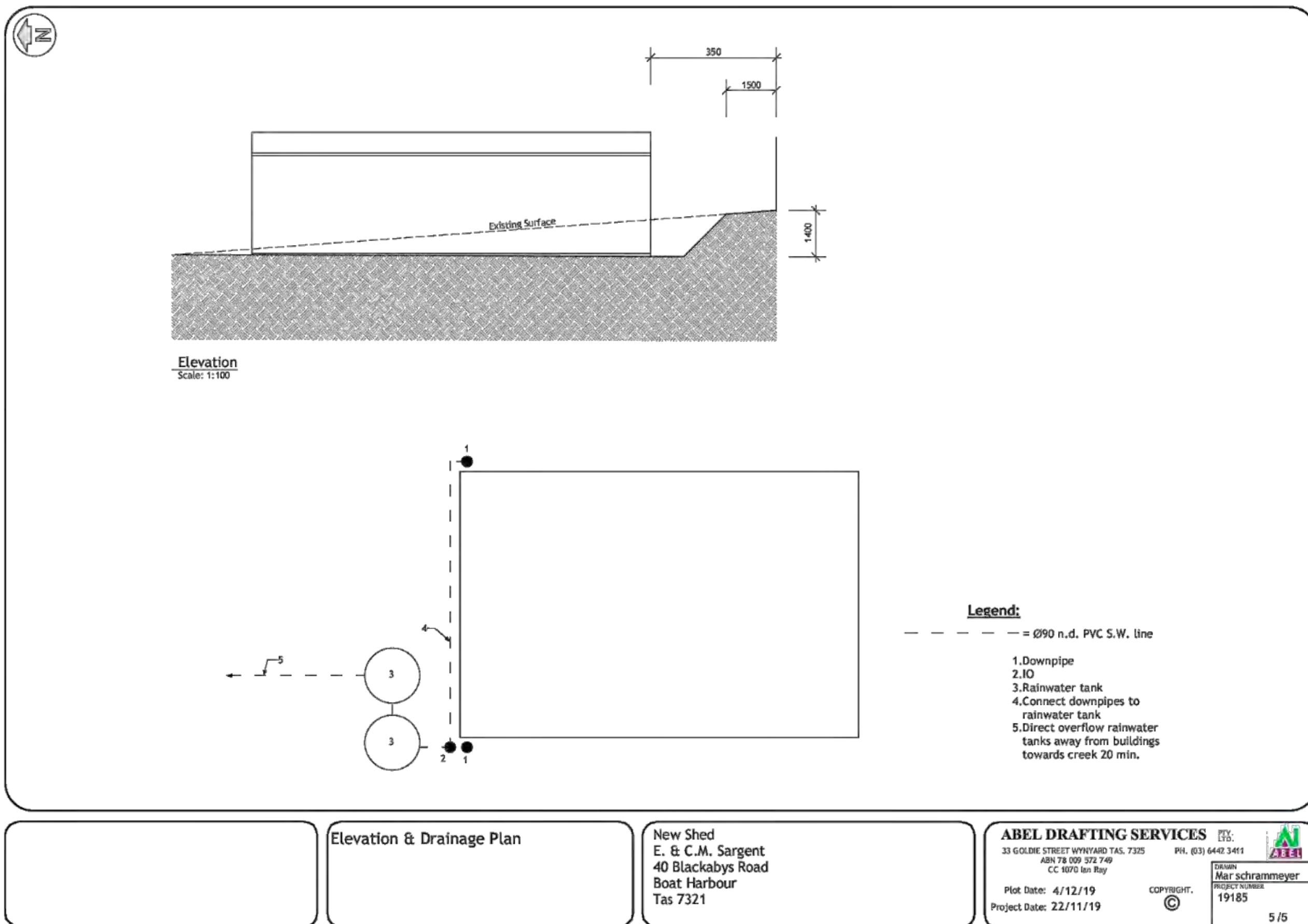


DRAWN  
Mar schrammeyer  
PROJECT NUMBER  
19185

3/5







**Rebecca Plapp**

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**From:** Council  
**Sent:** Tuesday, 28 January 2020 9:19 AM  
**To:** admindev  
**Cc:** www@connectt1cloud.com  
**Subject:** FW: Planning Application DA 184/2019 ( 40 Blackabys Road Boat Harbour )

**Categories:** Green Category

From Council inbox.

**From:** Peter Atkinson <pezyon@gmail.com>  
**Sent:** Monday, 27 January 2020 4:12 PM  
**To:** Council <council@warwyn.tas.gov.au>  
**Subject:** Planning Application DA 184/2019 ( 40 Blackabys Road Boat Harbour )

We wish to lodge an objection to the above development application . We make reference to an earlier development application (DA 161/2019 ) which was lodged by us prior to the above application and relates to a proposed residence at 44A Blackabys Road , on the western boundary of the above DA . Our DA 161 is for a residence located 10 metres west of the boundary , being the distance recommended by the planning scheme . The applicant's DA 184 is for a large shed 3.5 metres from said boundary with ourselves and 3.5 metres off our access from Blackabys Road . From the point of view of the streetscape , from our adjoining residence which we hope to commence late February - early March , our outlook to Blackabys Road will be largely obscured by the back of the proposed large shed . Also , when viewing from both Blackabys Road and our access to the road , our house will be largely obscured by the large shed . This also raises the security problem if we are not at home and our house is obscured .

We have no objections to a shed , but request it be moved to at least 10 metres off the north south running boundary between us and 10 metres off the strip of land running along the applicants south boundary along which we access our property .Alternatively , elsewhere on the applicants property .

Thanking you , Peter and Marie Atkinson ( 0407815729 )



Enquiries: Development & Regulatory Services

Phone: (03) 6443 8333 option 2

Our Ref: 9769057 & DA 184/2019

14 January 2020

Abel Drafting Services P/L

PO Box 579

WYNYARD TAS 7325

Via email: [ian@abeldesign.com.au](mailto:ian@abeldesign.com.au)

Dear Mr Ray

**PLANNING APPLICATION – DA184/2019 Outbuilding (Shed) – 40 Blackabys Road BOAT HARBOUR**

I am writing in relation to the above Planning Application proposal for an Outbuilding (Shed) at 40 Blackabys Road, BOAT HARBOUR

Section 57(6)(b) of the *Land Use Planning & Approvals Act 1993* grants the planning authority 42 days from the receipt of an application to refuse or grant a permit.

The subject application is yet to complete its advertising stage and as this date falls outside the prescribed 42 days I have enclosed an Agreement for Extension of Time with the necessary details filled out. I would appreciate the agreement being signed and returned to the Wynyard Office no later than 23 January 2020.

If you have any questions, please do not hesitate to contact Council's Town Planners on 6443 8308.

Yours faithfully

A handwritten signature in black ink, appearing to read "Ashley Thornton", is written over a circular official stamp.

Ashley Thornton

**MANAGER DEVELOPMENT & REGULATORY SERVICES**

Enc

**Waratah Wynyard Council**

21 Saunders Street (PO Box 168) Wynyard Tasmania 7325

P: (03) 6443 8333 | [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au) | E: [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au)

## Agreement for Extension of Time

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

Ian Ray of Abel Drafting Services P/L

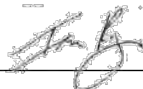
of

PO Box 579  
WYNYARD TAS 7325

hereby grant the Planning Authority an extension of time until the 18<sup>th</sup> day of February 2020,

Ref. No. 9769057 & DA 184/2019

Signed



(Applicant)

Ian Ray (Applicant)

14.1.2020

(Date)

Signed



ASHLEY THORNTON, *per Council delegation*

(Manager Development & Regulatory Services)

14 January 2020

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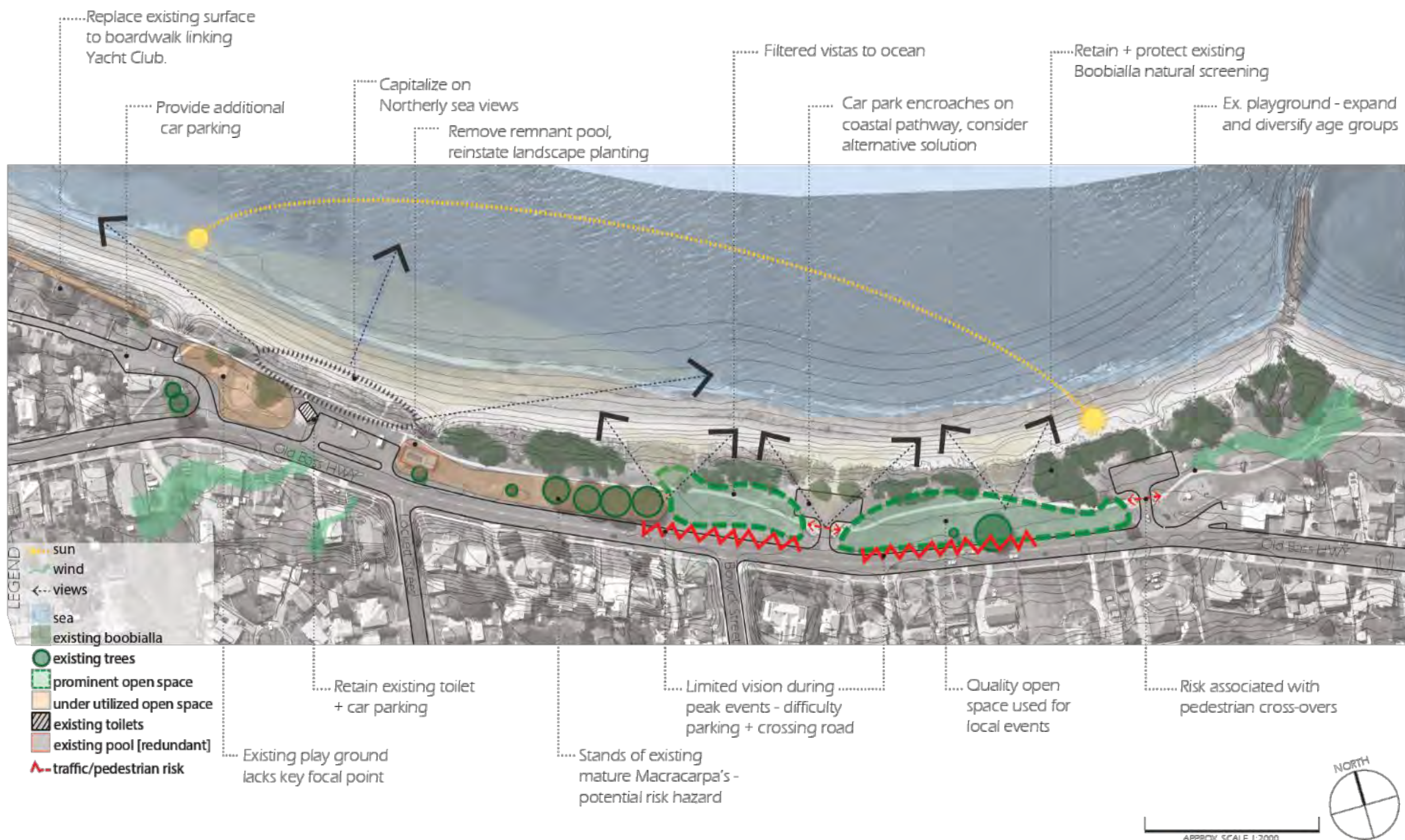
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East Wynyard Foreshore

Waratah Wynyard Council - Precinct Master Plan

Site Analysis

Old Bass Highway, Wynyard 7325

Job No. 32-18530

Scale: NTS

Original Size: A3

Drawing No: SD-01.1

Approved: MS

Date: 15.09.2017

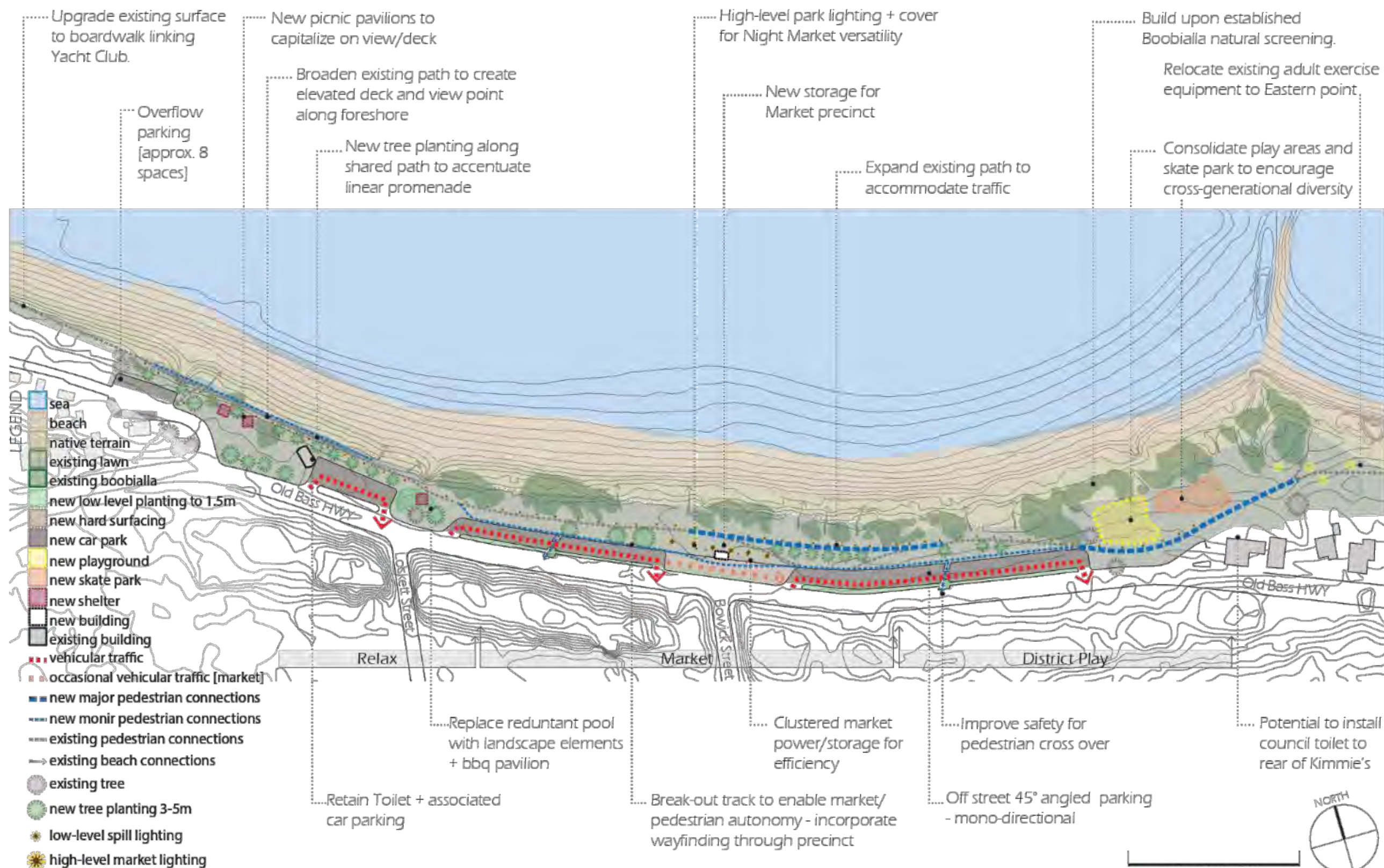
Rev: C

**GHDWOODHEAD**

10 Columer Court, Burnie TAS 7320  
 T 01 3 8432 7912 E tas@ghdwoodhead.com.au W www.ghdwoodhead.com

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East Wynyard Foreshore

Waratah Wynyard Council - Precinct Master Plan

Concept Plan

Old Bass Highway, Wynyard 7325

Job No: 32-18530

Scale: NTS

Original Size: A3

Drawing No: SD-02.1

Approved: MS

Expiry: 15.06.2017

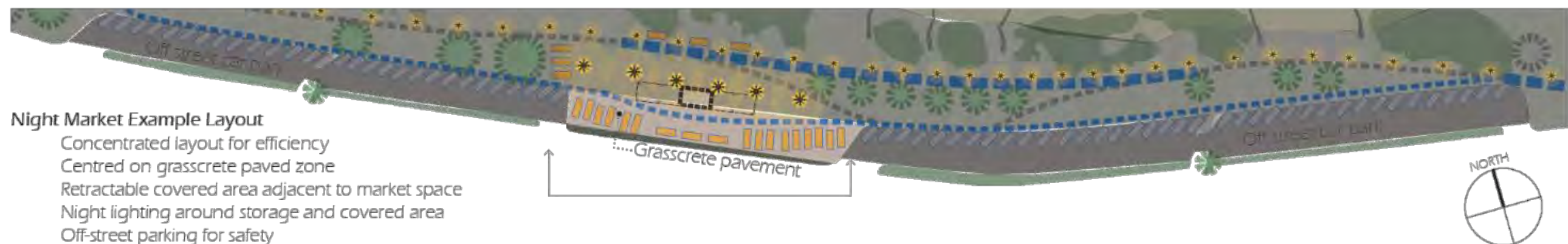
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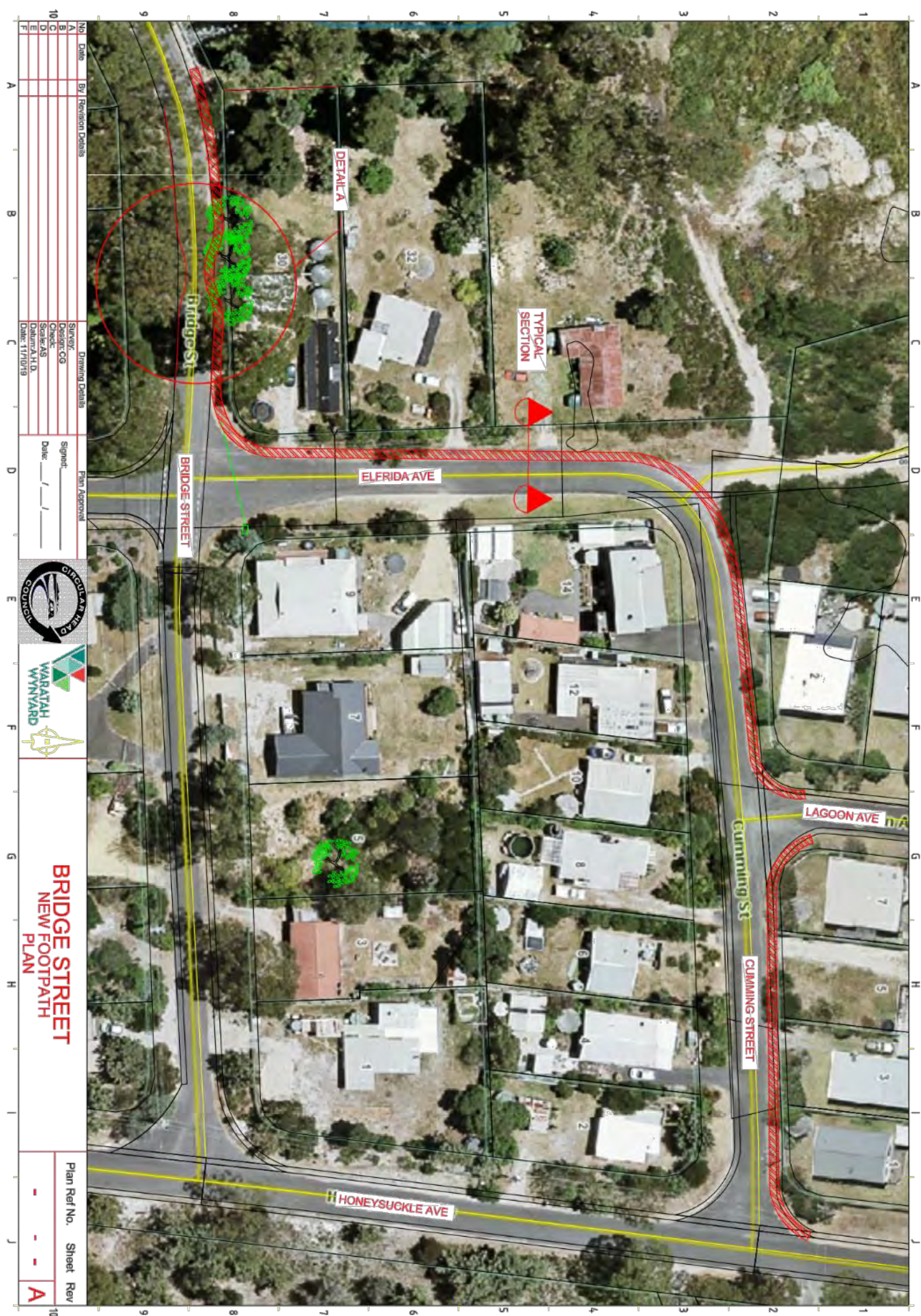
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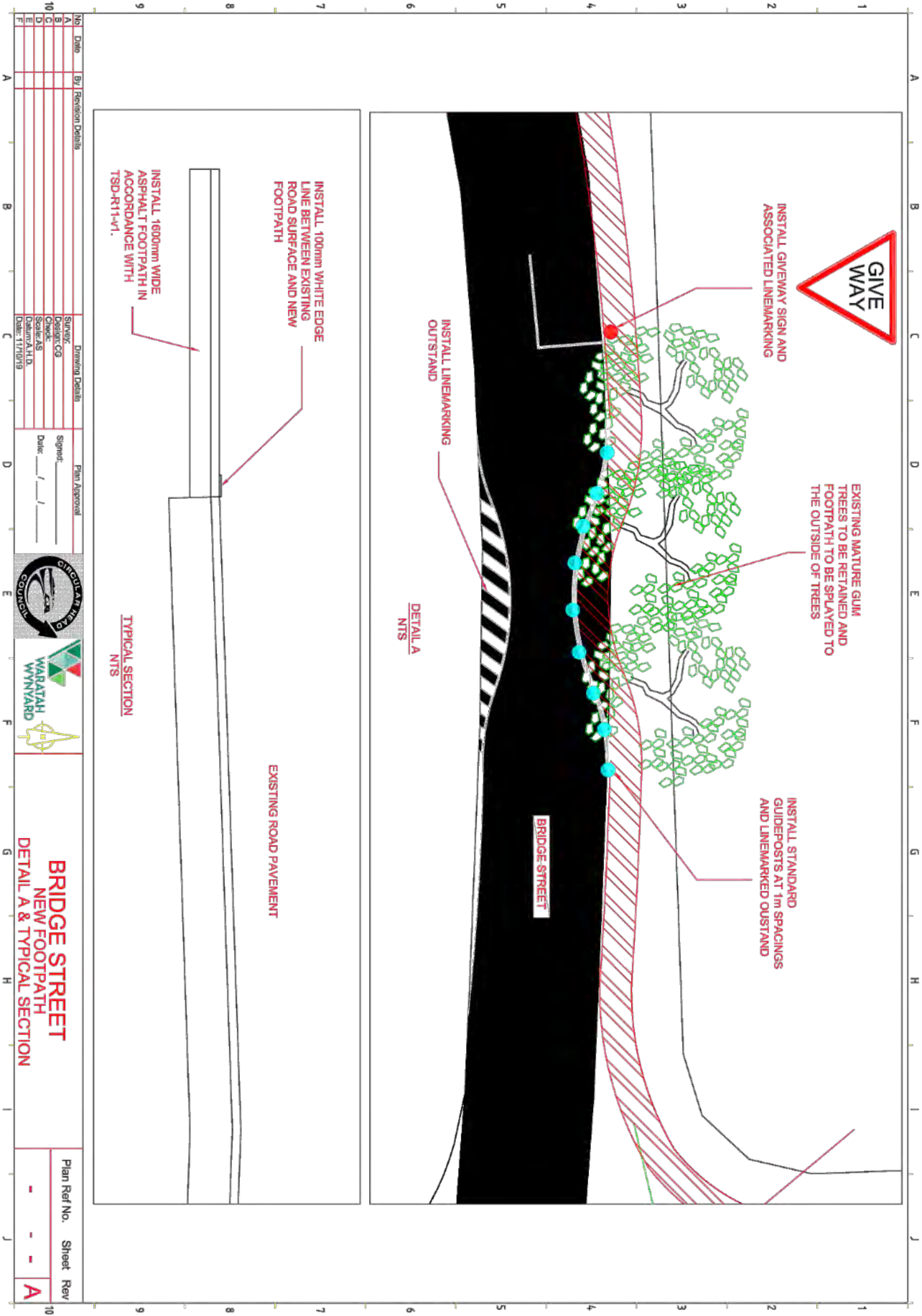


















REGIONAL ACTIONS		
Strategic Objective BUSINESS & INDUSTRY	Actions	Priority
	<i><b>Specialised diversity of the economy</b> – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports</i>	
1.1 Increased innovation, value adding and downstream processing across all industry sectors	B11 Complete the Cradle Coast Economic Development Plan to guide economic development and investment in Murchison <b>UPDATE</b> <i>The Cradle Coast Regional Futures Plan has now been completed, endorsed by all Councils and is now being implemented.</i>	High
1.2 Globally recognised regional brand	B12 Continue to collaborate with producers and industry groups to identify value- adding, product diversification, and opportunities for new markets for all industries, but in particular dairy, beef, forestry, mining and aquaculture	High
1.3 Niche businesses less vulnerable to macro- economic fluctuations	B13 Initiate market research into the concept and value of a regional brand for tourism, goods and services as a globally recognised premium brand of a quality food producing region. This process has started with King Island Dairy, and others in Tasmania, such as Tamar Valley and Ashgrove <b>UPDATE</b> <i>West by North West may be relooking at branding</i>	High
1.4 Increased local employment opportunities	B14 Encourage strategies to diversify into new agricultural ventures and tourism, and advanced manufacturing expansion into new markets through greater collaboration with State Growth industry sector managers <b>UPDATE</b> <i>CCA is supporting niche businesses through the Food Producers Network</i>	Medium
1.5 Strong export markets	B15 Facilitate domestic and foreign investment to agricultural land through collaboration with industry groups, State and Federal governments  <b>UPDATE</b> <i>Foreign Investment</i> <i>Shane Broad had been invited to a Joint Council Workshop to discuss the proposed changes to Stamp Duty and Land Tax for foreign investors as announced in the State budget. However, just prior to the Workshop, the State Government announced that it would withdraw these measures.</i>	Medium

1.6 Vibrant retail and small business sector	B16 Facilitate development of workforce plans for each industry sector in Murchison to understand industry requirements, identify skills gaps and employment pathways <b>UPDATE</b> <i>The Mining and Agricultural sectors have developed workforce plans through Skills Tasmania A Renewable Energy Workforce Development plan is expected to be completed as part of Energising Tasmania program</i>	
1.7 Collaboration between government and business	B17 Facilitate business and industry to develop Tourism Employment Plans for new enterprise venture and update existing plans for current enterprises	High
1.8 Skilled local business operators	B18 Promote the links between education, agriculture and industry to better match skills supply and demand	High
1.9 Settlements ready to accommodate new industries close to major roads and ports	B19 Encourage industry groups to support co-ops of growers and farmers to develop management skills, including technical, marketing, logistics and negotiation skills to deal with their major customers in the supply chain  <b>UPDATE</b> <i>The Cradle Coast Authority is facilitating the food producers network in the region with Seedlab Tasmania.</i>	Medium
<b>Strategic Objective TOURISM</b>	<b>Actions</b> <b>Memorable visitor experiences all year round</b> – <i>The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.</i>	<b>Priority</b>
2.1 Improved transport and access	V1 Initiate a complete access study of tourists for air, sea, road and rail transport to ensure the level of service assists growth of the tourism industry <b>UPDATE</b> <i>Action has been deferred until the completion of Reimagining the Region Project.</i>	High
2.2 Integrated tourism governance for regional product development and management	V2 Undertake a review of tourism industry structures and governance to maximise the benefits from the T21 partnership visitor economy strategies	Medium
2.3 A distinct well marketed regional brand	V3 Develop Regional Destination Management Plan and facilitate local government to prepare individual supporting sub-region Plans	High
2.4 Events and festivals Co-ordinated	V4 Identify and develop the iconic Murchison Visitor experience, for instance edible to energy, farm stays, cellar doors produce, sustainable access for adventure tourism, new holiday homes and resorts	High
2.5 New tourism product development	V5 Develop complimentary heritage and village tourism products along the Cradle Coast touring route to disperse visitors from primary tourist destinations.	Medium
	V6 Advocate to State government for legislative change to build on existing brand identity	Medium



<b>Strategic Objective</b> <b>STRONG COMMUNITIES &amp; SOCIAL CAPITAL</b>	<b>Actions</b> <i>Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.</i>	<b>Priority</b>
3.1 Increasing population in rural communities, including more young people and families	SC1 Prepare economic growth scenarios for regional Tasmania to assist with population forecasting and demand modelling for community facilities <b>UPDATE</b> <i>Population Strategy</i> <i>This is part of the Cradle Coast Regional Futures Plan and may be progressed through Steering Group.</i>	High
3.2 Strong participation in volunteering to build community pride and resilience	SC2 Coordinate a population retention and attraction strategy for North West Coast, which should include the whole north-coast of Tasmania <b>UPDATE</b> <i>This is being developed by the Choose Cradle Coast Working Group</i>	High
3.3 Social inclusion – everyone is included, engaged and understood	SC3 Investigate benefits/challenges of sharing services in sensible locations across Murchison <b>UPDATE</b> <i>Circular Head, Burnie &amp; Waratah Wynyard Councils are currently implementing a number of shared services projects</i>	Medium
3.4 Shared services and facilities	SC4 Work with business to address and manage impact of drive-out workers on West Coast	Medium
	SC5 Provide training opportunities for leadership within the community and education to build community capacity and to assist the public in the event of an impacting natural disaster.	Medium
3.5 Strong Focus on arts and cultural activities and attractions	SC6 Promote local communities and attract volunteers with the use of social media, video, YouTube videos and other methods to appeal to all ages	Medium
	SC7 Work with and develop new programs to identify and then support people at-risk	Medium
	SC8 Work with arts and cultural stakeholders to ensure a vibrant and active arts and cultural “scene” across Murchison <b>UPDATE</b> <i>This work is being undertaken by the Cradle Coast Arts and Cultural Working Group and through other local government initiatives</i>	Medium
<b>Strategic Objective</b> <b>ACCESS AND INFRASTRUCTURE</b>	<b>Actions</b> <i>Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications.</i>	<b>Priority</b>

	<i>Community infrastructure that supports economic development.</i>	
4.1 Efficient safe and fit for purpose road network	<p>A11 Facilitate development of a regional transport network strategy that identifies key upgrades and appropriate and flexible public transport to meet work, health, educational and tourism needs</p> <p><b>UPDATE</b>  <u><i>Freight Infrastructure</i></u>  <i>The CCA has developed the Regional Investment Framework to support regional infrastructure projects</i></p>	High
4.2 A range or access and transport alternatives	<p>A12 Facilitate government, business and industry cooperation to upgrade Burnie Port so that larger ships can be accommodated provide international access and lower cost freight</p> <p><b>UPDATE</b> <i>The CCA has developed the Regional Investment Framework to support regional infrastructure projects</i></p>	High
4.3 Lower cost freight		
4.4 Optimal renewable energy usage	<p>A13 Lobby for the region to have access and use of all renewable energy sources – hydro, wind, solar, tide, natural gas and biomass</p> <p><b>UPDATE</b>  <u><i>Battery to the Nation</i></u>  <i>The Cradle Coast Futures Plan Renewable Energy Working Group has commenced. The most recent update from the State Government indicates that feasibility studies are proving the financial viability of the Marinus Link.</i>  <i>The State Government has established a regional Futures Hub</i></p>	Medium
4.5 Sustainable water resources for Murchison's viable settlements	A14 Ensure Murchison has a sustainable long-term water plan for Murchison that considers future population scenarios	Medium
4.6 Improved communications network	<p>A15 Ensure all communities across Murchison connected at feasible speeds and communication black spots are removed</p> <p><u><i>Telecommunications</i></u>  <i>Work is now being undertaken with a Mobile Provider to explore how to best promote opportunities for macro and booster stations in rural communities with data requirements.</i></p>	Medium
4.7 Vacant industrial zoned land location and supply is suitable and ready for		

4.8 Efficient use of infrastructure	A16 Facilitate a networked approach to development and management of major community facilities together with transport links	Medium
	A17 Seek funding to integrate cycle ways and cycling facilities into local road networks and townships	Medium
	A18 All councils to lobby for the upgrade of the freight capacity of Burnie Port <b>UPDATE</b> <i>Burnie Port Upgrade</i> <i>The CCA has developed the Regional Investment Framework to support regional infrastructure projects</i>	All
	A19 Lobby for funding to upgrade disused rail corridors for cycling and walking tracks <b>UPDATE</b> <i>Funding has been received however Burnie City Council &amp; Waratah Wynyard Council is negotiating a resolution to erosion issues in the corridor between Burnie and Wynyard.</i>	
<b>Strategic Objective</b> <b>NATURAL RESOURCE MANAGEMENT</b>	<b>Actions</b> <i>Managing abundant, natural and productive resources – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity</i>	<b>Priority</b>
5.1 A clean natural environment	NM1 Investigate the needs and benefits of a Tarkine Management Plan	Medium
5.2 Unspoiled beauty in natural landscapes	NM2 Raise awareness and interest and protect all areas, especially those of significant biodiversity.	
5.3 Biodiversity protection	NM3 Implement the Cradle Coast Natural Resource Management Strategy	High
5.4 Murchison Communities value natural resource management	NM4 Coordinate identification of land capable for a wider range of agricultural activities, particularly areas where there is potential for irrigation schemes to stabilise water availability.	High
	NM5 Identify knowledge gaps that require further study, such as soils, waterways and groundwater. etc.	Medium
<b>Strategic Objective</b> <b>HEALTH &amp; WELLBEING</b>	<b>Actions</b> <i>Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities</i>	<b>Priority</b>
6.1 Healthy and active lifestyles	HW1 Monitor community feedback of freshness and diversity of fruit and vegetables available locally to determine if Murchison has access to quality produce	High

6.2 Residents have healthy eating habits access to fresh fruit and vegetables	HW2 Ensure that health programs include healthy eating, or develop a program to educate and raise skills in healthy eating and food preparation	High
6.3 Regular and convenient access to medical services	HW3 Facilitate audit of all the health programs and services available in Murchison and measure their effectiveness	High
6.4 Portable water is available to all residents in Murchison	HW4 Coordinate regional approach with health and community service agencies to understand and respond to the diverse care needs and care options currently available in the community. This should include consideration of workforce capability and supply	Medium
6.5 Education and awareness programs to improve health levels		
6.6 Consumer directed age care services		
<b>Strategic Objective EDUCATION</b>	<b>Actions</b> <i>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.</i>	<b>Priority</b>
7.1 Retention of students in education and training to reach their potential.	E1 Support Department of Education and schools' programs to promote pathways to employment that encourage students to remain in formal education through Years 11 and 12 <b>UPDATE</b> <i>This work is being undertaken through the Cradle Coast Authority Education and Training Working Group The Federal Government has announced the roll-out of an Industry Training Hub for the region</i>	High
7.2 Parents and families are involved in education so that students have a pathway to education and matching job opportunities	E2 Promote the government's ME (My Education) initiative that provides information and guidance for students of all ages, and their parents, through students' education journey to the workforce	High
7.3 Well trained and valued teachers	E3 Advocate for creation and development of teaching roles specifically for regional communities that can deliver classes as well as support digital learning and courses	Medium
7.4 Communities value and participate in life- long learning	E4 Encourage new policy development for teacher retention in remote communities, in particular for casual or support teachers	Medium

	<b>UPDATE</b> <i>The Mayors have written to the Minister for Education seeking priority be given to staffing for remote schools.</i>	
7.5 Better access to tertiary education physically and through technology	E5 Continue to be active advocates for the Education-Driven Economic Revitalisation of Northern Tasmania led by UTAS to lobby the Commonwealth government for investment <b>UPDATE</b> <u>University Study Hub</u> <i>This is being pursued through CH Education and Training Community</i> <u>West Park Campus</u> <i>Work is expected to commence on the new campus first quarter 2020. UTAS has announced a number of new courses when completed.</i>	High
7.6 Collaborative approach to the strategic development of learning to meet future workforce and community needs	E6 Work with schools and other groups to help parents develop their skills such as teaching parents how to help their children learn	Medium
	E7 Investigate and implement initiatives and programs to enable education providers to work closely with employers to best meet demand for future workforce planning needs <b>UPDATE</b> <u>Industry Training Hub</u> <i>Lobbying for the Burnie region to be included as a first site for the Federal Government's Industry Training Hub.</i> <u>Remote Trainers</u> <i>It has been identified that access to qualified trainers in remote areas is an obstacle to young people accessing VET training.</i>	Medium
<b>Strategic Objective</b> <b>PLACE MAKING AND LIVEABILITY</b>	<b>Actions</b> <i>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</i>	<b>Priority</b>
8.1 Livability is a core objective for the community	PL1 Ensure best practice planning principles are applied to all development, such as character statements and Outline Development Plans for new development	Medium
8.2 Settlements have green space and community places	PL2 Ensure there are up-to-date, well developed plans for community facilities across Murchison, including open space, youth services and multi-purpose facilities.	High

8.3 Settlements are well planned to accommodate new developments	PL3 Facilitate a regional Youth Plan that integrates youth needs and activities so that common needs are better met, and geographic-specific needs have raised awareness for a regional response. This Youth Plan should also address the findings in the Tasmanian Youth Forum.	High
8.4 Existing settlements have attractive streetscapes and neighbourhood centres and access to static and performing art.	PL4 Obtain funding for the redevelopment of Circular Head pool <b>UPDATE</b> <i>This project is now complete</i>	
8.5 Activities for young people locally and across Murchison		
8.6 Strong community identities distinct from one another and together make a recognisable region appealing to residents and visitors		
<b>Strategic Objective</b> <b>GOVERNANCE &amp; WORKING TOGETHER</b>	<b>Actions</b> <b><i>Working together for Murchison</i></b> –Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.	<b>Priority</b>
9.1 Cooperative and innovative governance structures for the Cradle Coast Authority	GT1 Confirm the strategic objectives of Murchison align with the Framework and revise if necessary with the other Councils <b>UPDATE</b> <i>All Murchison Councils have endorsed the Regional Futures Plan and are involved in the implementation.</i>	High
9.2 Municipalities share resources to achieve value for money from local land regional governance functions quality, service and better facilities	GT2 The Murchison Region is to agree an appropriate governance arrangement for the implementation and monitoring of the Regional Framework Plan <b>UPDATE</b> <i>An MOU is in place between the Cradle Coast Authority and the Murchison Councils.</i>	High
9.3 Achievement of the Sustainable Murchison 2040	GT3 Implement the Regional Actions in this Action Plan <b>UPDATE</b> <i>The Cradle Coast Authority along with the Circular Head, Burnie City and Waratah Wynyard Councils have developed an MOU to implement actions in the Murchison Plan</i>	High
	GT4 Promote community organisations, arts and culture events and activities at the regional level	Medium



	<b>UPDATE</b> <i>This work is being undertaken by the Cradle Coast Arts and Cultural Working Group and through other local government initiatives</i>	
9.4 Strong local political leadership that is honest with constituents, advocates for community-wide benefits and committed to a sustainable region		High
9.5 Key projects requiring government and private sector funding are well defined, provide the desired benefits, are prioritised according to Murchison's desired benefits, and aligns with State and Commonwealth funding criteria	<p>GT5 Develop and implement a framework for investments in infrastructure and grants programs. Ensure an assessment process evaluates how well any given proposal aligns with relevant State and Federal Government strategic objectives</p> <p><b>UPDATE</b> <i>The Cradle Coast Authority has developed the Regional Investment Framework</i></p> <p>GT6 Create a public register of investment projects with their status, value of investment and likely number of jobs arising from the investment</p> <p><b>UPDATE</b> <i>The Cradle Coast Authority has developed the Regional Investment Projects Register</i></p>	

<b>LOCAL ACTIONS</b>		
<b>Community Theme</b>	<b>Local Action</b>	<b>Council</b>
1 BUSINESS & INDUSTRY	<p>B11 Prepare an Industrial Land Use strategy at the municipal level to ensure land suitable for industrial use is available, and unsuitable land is available for conversion to a more suitable use</p> <p><i>UPDATE The Land Use Strategy is currently being developed.</i></p>	All
2. TOURISM	<p>V1 Seal the Western Explorer and link to Tarkine Drive.</p> <p>V2 Coordinate local events and festivals <i>UPDATE Tulip Festival completed 2019</i></p> <p>V3 Conduct event organiser skill building programs</p> <p>V4 Develop Indigenous Cultural experiences</p>	<p>Circular Head</p> <p>All</p> <p>All</p> <p>All</p>
3. STRONG COMMUNITY AND SOCIAL CAPITAL	<p>SC1 Maintain a register that identifies all the local volunteer organisations that require volunteers that residents can assist</p> <p>SC2 Conduct an annual survey of local volunteer organisations to estimate the total number of volunteers and hours contributed by volunteers and publish the results</p>	<p>All</p> <p>All</p>
4. ACCESS AND INFRASTRUCTURE	<p>A11 Lobby for the upgrade of the Bass Highway between Smithton and Burnie and resolve junction conflicts <i>UPDATE The Wynyard to Marrawah Working Group has drafted the Bass Highway Wynyard to Marrawah Corridor Strategy. This was released, and feedback closed on the 13Dec2019. After consideration from Councils and DSG it is expected that this Strategy will be available March/April 2020.</i></p> <p>A12 Seek funding to integrate cycle ways and cycling facilities into road networks and townships</p>	<p>Circular Head / Waratah-Wynyard / Burnie</p> <p>All</p>

	<b>UPDATE</b> Funding has been received however Burnie City Council & Waratah Wynyard Council is negotiating a resolution to erosion issues in the corridor between Burnie and Wynyard.	
	A13 Implement the North West Coastal Pathway <b>UPDATE</b> Conversations continuing with State Government.	Waratah-Wynyard / Burnie
	A14 Seek funding to upgrade King Island Airport and implement Tas Ports structure plan for Currie port	King Island
	A15 Investigate the feasibility of Strahan airport future development potential	West Coast
5. NATURAL RESOURCE MANAGEMENT	NM1 Ensure sewage, drainage and land use strategy protects waterways <b>UPDATE</b> The Stormwater System Management Plan was adopted by Council December 2019	All
	NM2 Increase recycling and nutrient recycling and reduce reliance on landfill <b>UPDATE</b> The Waste Management Strategy was adopted by Council August 2019.	All
	NM3 Litter control and reducing illegal dumping program <b>UPDATE</b> The Waste Management Strategy was adopted by Council August 2019.	All
	NM4 Prepare cultural Landscape Assessment for key areas in Murchison to ensure that vistas of significant natural, tourism and settlement character value are suitable protected. <b>UPDATE</b> Once the Settlement Strategy and Environmental Plan have been completed this action will be reviewed.	All
	NM5 Develop water quality improvement plans and catchment plans to ensure that waterways are protected	All
	NM6 Provide sustainable access to native and protected areas	All
	NM7 Ensure climate change is considered in the planning processes of Natural Resource Management, such as adaptation and mitigation of floods and fire	All
	<b>UPDATE</b> The Integrated Council Environmental Plan is currently being developed. It is anticipated that this Plan will be released June 2020.	
6 HEALTH & WELLBEING	HW1 Development of a community engagement strategy that encourages the development of self-sufficient communities	All
	HW2 Develop an integrated network of shared pathways in and between Murchison township	All
	HW3 Identify opportunities for future aged care and disability services and the workforce needs to support them	All

	HW4 Prepare inclusive Aging Plans with strategies to capitalise on the needs and services for this growing demographic <b>UPDATE</b> <i>Age Friendly Community Plan developed across WWC and CHC</i>	All
	HW5 Support and promote a range of care services that involve engagement with the community and access to welfare resources, with a focus on aged care, mental health and disability services.	All
	HW6 Review the Tasmanian Health Strategy and identify what can be implemented.	All
	HW7 Ensure that Planning Schemes have sufficient flexibility to cater to range of accommodation requirements for aged care within settlements.	All
7 EDUCATION	E1 Establish digital hubs in libraries or similar community facilities, to get students acquainted with digital learning and develop digital skills from an earlier age in preparation for Year 11 and 12	All
	E2 Develop strategies to respond to the findings of the Tasmanian Youth Forum for Learning and Education (April 2016).	
8 PLACE MAKING AND LIVEABILITY	PL1 Identify investments and programs to Implement arising from Open Space, Sport and Recreation Plans <b>UPDATE</b> <i>The Open Space, Sport and Recreation Plan Annual Update was provided at the September Council Meeting</i>	ALL
	PL2 Investigate options for Smithton War Memorial Pool and alternate pool facilities	Circular Head
	PL3 Continued revitalisation of the Burnie Paper Mill Site	Burnie
	PL4 Implement the Wynyard Waterfront Master Plan <b>UPDATE</b> <i>Several projects comprising the Wynyard Waterfront Master Plan have commenced with three of the five projects completed, these being Wynyard Wharf access and car park upgrade, refurbishment of the Waterfront, Seawall and construction of the Waterfront Boardwalk. Camp Creek remediation works are well underway with topsoil and planting still to be completed. The Wynyard Waterfront Multi-use Community Facility is currently out for tender.</i>	Waratah Wynyard
	PL5 Prepare Outline Development Plans for key settlements <b>UPDATE</b> <i>The Land Use Strategy is currently being developed.</i>	Waratah Wynyard
	PL6 Evaluate opportunities to expand into the seniors housing market, such as retirement villages, aged care and auxiliary aging services	All
	PL7 Develop and implement township improvement plans	All

	<b>UPDATE</b> <i>Bike racks have been installed in Wragg Street with these racks doubling as a securing point for our four legged canine friends. Plaza canopy framework has been completed along with the electrical wiring. Completion of the outstanding work on the canopy, including the light fittings and roofing over the central canopy spine, are scheduled for completion in March.</i>	
	PL8 Develop Character Statements for the settlements that reflect the local characteristics, such as land uses, community activities, natural environment and aspirations. The Statement should identify the settlements role in Murchison and integrate with the Regional Land Use Strategy	All
	PL9 Prepare industrial Land Use Strategies at the local council level. Unsuitable land is rezoned to accommodate highest and best use.	All
	PL10 Endorse the Sustainable Murchison Community Plan, indicating the importance of the Framework to guide the future of the council in Murchison	All
9 GOVERNANCE AND WORKING TOGETHER	GT1 Political leaders behave in a manner that fosters two-way engagement with the community	All
	GT2 Community holds political leaders to account to foster two-way engagement that is consistent with the importance of the office of political leadership	All



## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

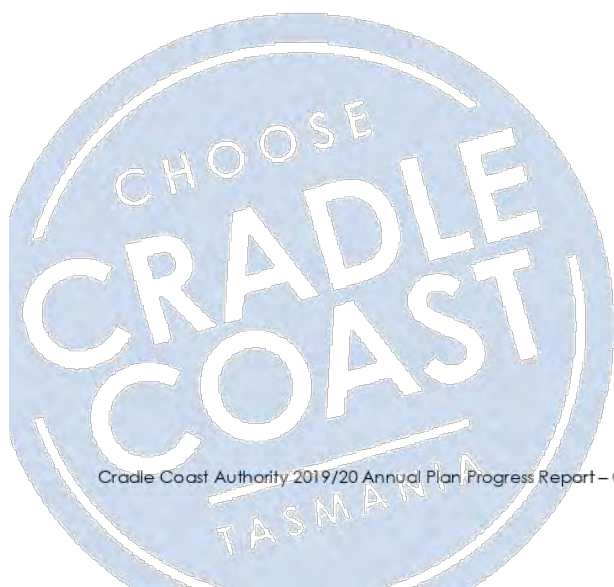
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### Acknowledgment of Country

We pay respect to and acknowledge the traditional owners of lutruwita (Tasmania); the palawa/pakana people.

We acknowledge the North-West Nation, including eight clans; Tommeginer, Parperloihener, Pennemukeer, Pendowte, Peerapper, Manegin, Tarkinener and the Peterndic, the South-West Nation, including four clans; Mimegin, Lowreenne, Ninene and Needwonnee, and two clans of the North Nation; Noeteeler and Plairhekehillerplue as the traditional owners of the lands within the Cradle Coast region.

We recognise and celebrate the Tasmanian Aboriginal peoples' survival and continual connection with the land, spanning more than 60,000 years. This is a very important part of our region's story.



Cradle Coast Authority 2019/20 Annual Plan Progress Report – Q2



CEO Daryl Connelly, Chief Representative  
Mayor Jan Bonde and Welcoming Cities  
Manager Sebastian Geers



## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

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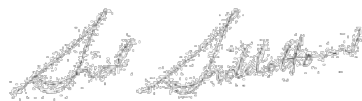
### Chairman's Report

Happy New Year from the Board and Staff at Cradle Coast Authority (CCA). We hope you have had a chance to rest up during the festive season and are looking forward to a positive, productive, and successful 2020 – I know we are at CCA.

In 2020, the Board is looking forward to seeing the Regional Futures Plan (RFP) take greater shape and implementation under the leadership of the Regional Economic Development Steering Group, its Chair, Sheree Vertigan AM, and our Regional Economic Development team led by our CEO. There are lots of opportunities and ideas out there to advance our regional economy and the Regional Investment Framework (RIF) is a means to give effect to these.

2020 will also see our Natural Resource Management (NRM) team of dedicated staff and Committee Members set out to implement several significant regional projects funded by the Federal Government. These projects not only enhance our natural environment but complement and are centred in our economic and social environments.

The Board looks forward to working with our CEO and his dedicated and very talented staff, as well as our Committees to not only implement a comprehensive program of projects, but to further work with and for our nine Member Councils, as well as other important government and non-government stakeholders, to make our region and even better place in which to live, work, invest, study, visit, and recreate.



The Hon. Sid Sidebottom

**Chairman**

*Nine Councils working together to make a difference - representing one in five Tasmanians.*



## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

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### CEO's Report

I am pleased with the progress made in the second quarter and am confident that we will achieve our Annual Plan, benefiting our Member Councils while having a significant and positive impact on the region. A new inclusion in this report is a list of all of our current projects and initiatives, starting on page four. I'm sure you will agree that it is a great demonstration of how much our Member Councils do together, with and through the CCA team.

While I encourage you to read the entire document, just a few of the highlights from the last quarter include:

- The first construction tender has been awarded for our \$14.4m Coastal Pathway project, with work due to commence on the Latrobe to Ambleside section in January.
- Funding was secured for a new Council Workforce Development Officer role, which has already been filled. This role will help Councils employ more School-based Apprentices.
- Federal Environment Minister, Sussan Ley MP confirmed that we have been approved to deliver five NRM Regional Land Partnership projects worth more than \$3m between now and June 2023.
- Agreements negotiated with Economic Development Australia (EDA), LGAT, Local Government Professionals Tasmania, TasNetworks and Swinburne University will see a range of benefits delivered to the region.
- Minister for Energy, Guy Barnett MP, launched the Cradle Coast Future Energy Hub, a partnership between us and the renewable energy industry, which will be supported by a new fulltime CCA role funded by TasNetworks. The successful applicant commenced last week.
- The King Island offshoot of 'The Coasters' staged their first event, a testament to the success of the King Island Future Leaders Program we delivered with the support of the Australian Government, King Island Council, King Island Chamber of Commerce and King Island Tourism Inc.

Our team heads into 2020 with a period of major and successful change behind us, and a busy period of project delivery and consolidation ahead; we have aspired to and promised much and now is the time to deliver.

Thank you for your interest and don't forget to follow [Choose Cradle Coast](#) and [Cradle Coast Authority](#) on Facebook, or [signup](#) for our newsletter.

Best wishes,



Daryl Connelly MBus

**Chief Executive Officer**

20<sup>th</sup> of January 2020

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

## Stronger Councils, Stronger Region



## Summary of current projects and initiatives

Project/Description	Funding provider	Duration
<b>Coastal Saltmarsh Recovery in Robbins Passage and Surrounds</b> – This project aims to improve the condition and long-term protection of the Coastal Saltmarsh Threatened Ecological Community by targeting the primary ecological threat to Rice Grass through brokering and establishing conservation agreements with landholders to maintain and protect saltmarsh on or adjoining their properties.	Federal Government	2020 – 2023
<b>Giant Freshwater Crayfish Recovery</b> – This project will protect and improve priority stream habitat for the highly valued and vulnerable Giant Freshwater Crayfish. Working with landholders to establish conservation agreements and undertake riparian protection and rehabilitation works, the project will increase the area of the species range that is protected from further habitat loss and degradation.	Federal Government	2019 – 2023
<b>Protecting Our Productive Soils</b> – This project will engage and support farmers to build capacity to better manage hillslope erosion on mixed cropping farms and soil acidification on intensive grazing enterprises. This will achieve practice change on the ground and improve the sustainability of natural resource management across our productive landscapes.	Federal Government	2019 – 2023
<b>Creating a Hooded Plover Stronghold on Three Hummock Island</b> – This project will protect the threatened beach-nesting shorebird species, the Hooded Plover, on Three Hummock Island by working towards eradication of feral cats from the Island, as well as controlling the invasive weed, Sea Spurge, and removing marine debris.	Federal Government	2019 – 2023
<b>Rice Grass Removal from the Rubicon-Port Sorell Estuary</b> – This project will improve the condition and the long-term protection of Coastal Saltmarsh and feeding habitat for migratory and resident birds, by targeting the primary ecological threat of the estimated 659 ha of Rice Grass in the Rubicon-Port Sorell Estuary through control and containment.	Federal Government	2019 – 2023

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

## Stronger Councils, Stronger Region



<b>Regional Agriculture Landcare Facilitator (RALF)</b> – Working with farmers, industry and community groups to promote sustainable agricultural practices.	Federal Government	2019 – 2023
<b>Implementing the Tasmanian Cat Management Plan (TCMP)</b> – This project supports the implementation of the TCMP through: developing and implementing awareness and education programs to improve levels of responsible cat ownership across the region, assisting Councils in the development of policies linked to the TCMP including the development of by-laws and development and implementation of compliance programs for the Cat Management Act along with training programs for Council officers.	State Government	2018 – 2021
<b>Little Penguin Conservation Project</b> – The objective of this project is to increase public awareness of the threats to Little Penguins; to develop a community-based survey and monitoring program; and develop a structured framework to assess and mitigate threats to this species. This will provide an implementation pathway and the basis for land managers and community stakeholders to undertake a state-wide census of Penguins in Tasmania.	State Government	2019
<b>Cradle Coast Future Energy Hub</b> – A CCA and Industry Partnership established to showcase Cradle Coast's future energy potential. The Hub will be a central place for industry participants to host community and industry engagement activities and a place for the community to learn about the range of renewable energy opportunities in our region.	Industry / State Government	2019 – 2022
<b>New Farm Vehicle Washdown and Effluent Dumping Facilities</b> – This project will see the construction of modern washdown and effluent dumping facilities at Smithton, Burnie, Devonport and King Island for livestock transport and other vehicles.	Federal Government	2019 – ongoing
<b>Food Producers Network</b> – This initiative will support start-up agritourism, food and drink business in the region. In partnership with new food business incubator, Seedlab Tasmania, CCA will support the delivery of a number of business bootcamps and masterclasses at Smithton, Devonport and between which will form the basis of a Food Producers Network.	Industry / Federal / Local Government	2019 – ongoing

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

## Stronger Councils, Stronger Region



<b>Kickstarting Energy Careers on the West Coast</b> – In partnership with Beacon Foundation and Granville Harbour Wind Farm this project will provide West Coast students with the opportunity to engage with the renewable energy industry and partake in a two-day intensive project involving work-readiness education, mentoring and site tours. Beacon Foundation's Growth Industry Preparation Programs promote Tasmania's key industries to young Tasmanians and will help raise student, teacher and parent awareness of the growing career opportunities.	Industry	2020
<b>King Island Future Leaders Program</b> – This project aims to establish The Coasters on King Island and provide important career building and networking opportunities to help King Islanders overcome some of the challenges of isolation to help them thrive in their community.	Federal Government	2019 – 2020
<b>Regional Employment Trials</b> – Working with Member Councils the project involves providing employability skills training to 70 jobseekers and one to two-week work placements with Member Councils. The project will also see Councils working together to streamline and improve recruitment and selection practices with a view to reduce barriers to employment.	Federal Government	2019 - 2020
<b>Local Government School-based Apprenticeship (SBA) Program</b> – Councils are looking to provide more jobs for young people and this program aims to make it easier for Councils, schools and young people to navigate SBAs. The project will increase the number of SBAs within Councils, help Councils understand benefits of SBAs and map SBAs to areas of current and future skills shortages.	State Government	2019 – 2021
<b>Local Government Networking Program</b> – In partnership with Local Government Professionals Tasmania, this initiative will deliver a series of professional development and networking events aimed at increasing collaboration and engagement amongst Council employees across the region.	Industry / Local Government	Ongoing
<b>Constructing the Coastal Pathway</b> – Jointly funded by the State and Federal Government along with Latrobe, Devonport City and Central Coast Councils the \$14.4m Coastal Pathway extension project will see 21km of additional pathway built between Latrobe and Sulphur Creek between 2020 and March 2021.	Federal / State / Local Government	2019 - 2021



## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### Stronger Councils, Stronger Region



### Other ongoing initiatives

- **Implementing the Regional Futures Plan (RFP)** – The RFP provides a blueprint for a new way of doing regional economic development, backed by industry, government and the university sector it aims to boost regional growth and foster a more resilient economy, lifting the living standards of residents in the region.
- **Regional Investment Framework (RIF)** – As part of the RFP, the RIF provides a systematic approach to identifying and securing support for regionally significant projects. The REDSG will maintain a list of regionally significant projects, reviewed and published quarterly. The first list will be released in early 2020. The purpose of the list is for our region to speak with one voice in support of projects that will drive positive economic change.
- **Regional Events Strategy** – An initiative whereby Councils have joined forces to promote regional events. Regional events identified by the Regional Events Working Group (REWG) are marketed on behalf of Member Councils through CCA's new-look website and its "Choose Cradle Coast" social media channels. The REWG also aims to deliver other initiatives aligned with the Regional Events Strategy.
- **The Coasters** – Hosted by CCA and sponsored by UTAS and CPA Australia, The Coasters was established in 2017 to "Connect. Inspire. Grow". The network aims to connect like-minded aspirational young people who live and work on the Cradle Coast and wish to influence the region's future. They share skills, knowledge and experiences to raise aspirations and improve access to career development and mentoring opportunities.
- **Swinburne University Partnership** – The MoU with Swinburne University's Centre for Social Impact will see CCA support work to achieve social impact, providing an opportunity to work in and within the region, to create an inclusive, people-centred regional economy. The MoU arrangements also include: a co-funded PhD scholarship aimed at supporting the implementation of the RFP, and the establishment of a Centre of Social Impact within CCA's premises.
- **LGAT Partnership** – Aimed at strengthening Local Government and reducing duplication, by sharing information more freely, CCA and LGAT will work together to deliver training, events and other services to Councils.



## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### Stronger Councils, Stronger Region



#### Purpose of this document

Outlining high level actions designed to support a clear strategy, CCA's 2019/20 Annual Plan and Budget was endorsed by the Representatives in May 2018. A new initiative of CCA, this Annual Plan Progress Report provides an additional layer of detail, and is designed to keep external stakeholders informed of our progress. It will be updated quarterly and published on our website.

Making this information publicly available is a show of our commitment to our Vision, Purpose and Values.

#### Our Vision, Purpose and Values

**Our Vision:** A region that is prospering as a result of strong Councils working together; where ratepayers, industry and government see the benefits of investing in the CCA model. In short, 'Stronger Councils, Stronger Region'.

**Our Purpose:** To help Councils achieve regional outcomes and maintain strong Local Government, by working together.

**Our Values:** We are agile, collaborative, optimistic, and lean. We take our responsibility as public administration professionals seriously and have a growth mindset.

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### **Stronger Councils, Stronger Region**



### **Overview of the 2019/20 Annual Plan**

The first part of the 2018/19 financial year saw the emergence of several crises for our business, and the second part of the year saw a period of intense organisational reform, including a change of CEO and a shift to a flatter, leaner organisation. The fact that we have turned a corner and the 2019/20 financial year looks set to be a period of strength and renewal, is a testament to the calibre and commitment of our staff, our Board and our Committees. Nor could this have been achieved without the support of the Representatives and everybody else who maintained faith in the CCA model. While many challenges remain, the future is bright.

The 2019/20 Annual Plan and Budget outlines an organisational structure which will provide much needed extra capacity compared to the September 2018 – July 2019 period, while still delivering a reduction in core employee expenses. The Premier's recent \$300,000 commitment is a significant show of faith in our new direction, as is Swinburne University's decision to fund a PhD candidate to assist with economic development. Other external funding will see us continuing our great NRM work, as well as managing construction of the Coastal Pathway and farm vehicle washdown facilities, and working with Councils, National Joblink and jobseekers, to promote Local Government careers and overcome barriers to employment.

'Stronger Councils, Stronger Region' encapsulates our understanding of what our owners expect from the business. The 2019/20 Annual Plan and Budget retains the best of the good work done before now, while shifting our focus towards working more effectively with and for our Councils. The creation of a new position – Director of Strategic Services – is central to this and will provide the expanded CEO role with valuable support.

Best wishes,

Daryl Connelly MBus  
**Chief Executive Officer**

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### Stronger Councils, Stronger Region



#### 1. Regional Economic Development - Making our region an even better place to work, visit, learn and invest.

Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
1.1 Support the implementation of the Regional Futures Plan (RFP)	More jobs, better jobs. Regional Futures Plan is established as an effective overarching economic development framework for the region.	Establish overarching governance framework: <ul style="list-style-type: none"> <li>Execute MoU with key agencies</li> <li>Execute Shared Service Agreement</li> <li>Establish 'Core Team' working arrangements</li> </ul>	<ul style="list-style-type: none"> <li>MoU negotiated with all Councils</li> <li>Core Team working arrangements established and initial work allocated</li> </ul>	<ul style="list-style-type: none"> <li>Shared Service Agreements supporting RFP MoU executed</li> <li>Core Team working arrangements continued to be established with RFP work allocated, monthly time recording introduced, and the first Core Team meeting held in November</li> </ul>
		Establish Regional Economic Development Steering Group (REDSG)	<ul style="list-style-type: none"> <li>Sheree Vertigan AM appointed as Inaugural Chair</li> <li>UTAS, RDA and DoSG representation on REDSG confirmed</li> <li>Other REDSG members recruited through an advertised process</li> <li>First REDSG meeting held in October, with Rules, WG Terms of Reference (ToR) and Regional Investment Framework (RIF) presented for review and adoption</li> </ul>	<ul style="list-style-type: none"> <li>REDSG meetings held in October and November with Terms of Reference (ToR) finalised, RIF agreed, and 2020 meeting dates set</li> <li>Preparation of February reports underway including population strategy and skills shortage analysis</li> </ul>

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### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
		Establish Working Groups (WG), estimated: <ul style="list-style-type: none"> <li>Education and Training (ETWG)</li> <li>Renewable Energy (REWG)</li> <li>Business Association (BAWG)</li> <li>Choose Cradle Coast - Retention &amp; Attraction (CCCWG)</li> <li>Events (EWG)</li> <li>Arts &amp; Culture (ACWG)</li> </ul>	<ul style="list-style-type: none"> <li>WG ToR drafted</li> <li>Core Team members identified for facilitation of WGs</li> <li>Visioning workshop held for REWG and ACWG to determine scope of initial activities</li> <li>REWG commenced development of PR strategy</li> <li>EWG agreed on key regional events and a proposal for CCA to manage regional events website and social media channels</li> <li>Website redeveloped in-house, to showcase the region and position the 'Choose Cradle Coast' brand to support the work of the CCCWG</li> </ul>	<p>All WGs established, with further discussion/planning re: Adventure Business Network. Activity in relation to each WG listed below.</p> <p><b>ETWG</b></p> <ul style="list-style-type: none"> <li>Focus areas identified</li> <li>Investment Logic Map (ILM) reviewed and project ideas generated and prioritised</li> <li>Options paper drafted on Retaining Older Workers and Young Adult Career Building Program</li> <li>Skills shortage paper drafted</li> </ul> <p><b>REWG</b></p> <ul style="list-style-type: none"> <li>ToR finalised</li> <li>Action plan developed inc. PR Strategy, Investment Prospectus and Energising Tasmania funding opportunities investigated</li> <li>Secured funding for Beacon Foundation schools pilot program through Granville Harbour grants program</li> <li>Core Team worked on other ongoing projects</li> <li>Action plan developed</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
				<b>BANWG</b> <ul style="list-style-type: none"> <li>Options considered by REDSG – agreed to replace BANWG with an annual business submit, forum or workshop</li> <li>Program development underway for 2020 with initial options explored</li> </ul> <b>CCCWG</b> <ul style="list-style-type: none"> <li>First meeting held in November to identify opportunities</li> <li>Population strategy guiding principles reviewed/discussed</li> <li>Draft action plan developed for February meeting</li> <li>Regional Australia Institute arranged to deliver workshop in February to provide an overview of population and mobility trends and factors to ensure migration is successful to assist WG to develop attraction and retention initiatives and/or a strategy</li> </ul> <b>EWG</b> <ul style="list-style-type: none"> <li>No further activity until next meeting in February 2020</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
				<b>AWG</b> <ul style="list-style-type: none"> <li>Confirmed additional members</li> <li>Developed action plan</li> <li>Defined and scoped "Assets List" project with work assigned to Core Team</li> <li>Feedback sought on BCC Museum and Art Gallery project to present to group in February</li> </ul>
		Develop Regional Investment Framework (RIF)	<ul style="list-style-type: none"> <li>RIF developed using investment logic mapping approach, for endorsement by REDSG</li> </ul>	<ul style="list-style-type: none"> <li>RIF developed, finalised with RESG in November and released – two submissions received to date</li> </ul>
		Map the entrepreneurial ecosystem including the identification of gaps and opportunities (Swinburne PhD initiative)	<ul style="list-style-type: none"> <li>Recruitment, selection and appointment of Swinburne University funded PhD candidate complete</li> </ul>	<ul style="list-style-type: none"> <li>PhD candidate commenced</li> <li>PhD scoping and work program completed</li> <li>Scoping paper presented to Swinburne for approval, ethics approval in progress</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
		Establish food producers' network	<ul style="list-style-type: none"> <li>Negotiations with NTDC and RDA Tasmania took place to establish a collaborative approach for the initiative – draft proposal developed for consideration</li> <li>First event saw industry members visit Lion cheese factory</li> <li>Negotiations for the delivery of an SME Export Hub in the region took place, awaiting outcomes of Van Diemen Project grant application before further progress</li> </ul>	<ul style="list-style-type: none"> <li>Developed partnership with Seedlab Tasmania to support professional development for food producers in our region</li> </ul>
		Initiate other Regional Futures Plan projects	<ul style="list-style-type: none"> <li>Investigation into entrepreneurial program for women took place</li> <li>Consultation on the "Boosting Female Founders" federal grant program took place</li> </ul>	<ul style="list-style-type: none"> <li>Investigation into the Tasmania Community Fund (TCF) funding round for workplace engagement and community wellbeing</li> <li>Background work completed in order to submit ETWG proposal on Retaining Older Workers and Young Adult Career Building Program to TCF</li> </ul>



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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
<b>1.2 Build the Coastal Pathway improvements</b>	Improved community health and wellbeing and connectedness across the region supporting future cycling related economic development opportunities.	Complete detailed designs and obtain development application approvals for all sections	<ul style="list-style-type: none"> <li>Tender awarded for detailed design for Latrobe to Ambleside and Sulphur Creek to Penguin sections</li> <li>Latrobe to Ambleside designs finalised and sent to Crown Land for consent prior to DA submission</li> <li>Sulphur Creek to Penguin section progressed with TasRail</li> <li>Design commenced for Don to Leith section, with landowner consultation commenced</li> <li>CCA Representatives adopted proposal for CCA to take on a broader coordination role to realise entire Coastal Pathway vision</li> </ul>	<ul style="list-style-type: none"> <li>PCG discussed fencing requirements – agreed on standards Councils are willing to accept around TasRail fencing</li> <li>Report re: fencing prepared and sent to TasRail detailing Council recommendations</li> <li>Consultation with TasRail re: other three sections</li> <li>Sulphur Creek to Penguin section progressed with TasRail – further information requested/submitted</li> <li>Don to Leith section design progressed and reports considered</li> <li>Aboriginal Heritage consent received for Don River bridge DA – proceeded to Crown Land Services to obtain consent to submit DA to Council for approval</li> </ul> <p><b>Latrobe to Ambleside</b></p> <ul style="list-style-type: none"> <li>Consultation with Property Services re: Crown Land consent to proceed</li> <li>DA submitted; Representations considered at November Council meeting</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
				<ul style="list-style-type: none"> <li>Planning applications considered, approved and issued by DCC and LC</li> <li>RFI advertised for construction and tender was awarded in December</li> </ul>
		Commence and manage construction	N/A	N/A
		Execute Deed with State Government	<ul style="list-style-type: none"> <li>Draft deed received, reviewed and returned to State Government for consideration</li> </ul>	<ul style="list-style-type: none"> <li>Changes made to milestone dates to allow for time passed and lessons learnt re: timeframes on other sections</li> <li>Draft Deed accepted by State Government and CCA</li> <li>Deed executed late November and progress report submitted against first milestone</li> </ul>
<b>1.3 Manage the establishment of farm vehicle washdown facilities</b>	Improved biosecurity, amenity and animal welfare.	Complete request for information (RFI) and secure funding	<ul style="list-style-type: none"> <li>Reference Group convened and RFI submitted</li> </ul>	<ul style="list-style-type: none"> <li>Workshop held in Smithton with DPIW, TasWater and RanchoSix to discuss design, construction and management options</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
<b>1.4 Assist with hosting the Australian Regional Tourism Convention</b>	Increased capacity and capabilities of stakeholders and greater regional profile.	Host Australian Regional Tourism Convention (ARCT) in October 2019 in collaboration with Devonport City Council, Department of State Growth (DoSG) and Business Events Tasmania	<ul style="list-style-type: none"> <li>• Provided input into program</li> <li>• Arranged for the Premier to make welcoming remarks</li> </ul>	<ul style="list-style-type: none"> <li>• Hosted ARTC in October in collaboration with Devonport City Council, DoSG and Business Events Tasmania</li> </ul>
<b>1.5 Complete Award-Winning Tasmania television series</b>	Increased regional exposure as a food tourism destination.	Manage contract delivery	<ul style="list-style-type: none"> <li>• Meetings held with Producer to confirm production schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Draft episodes reviewed by CCA Management and submitted to television network.</li> </ul>

**2019/20 ANNUAL PLAN PROGRESS REPORT – Q2****Stronger Councils, Stronger Region****2. Natural Resource Management - Maintaining our clean, green environment and supporting sustainable agriculture.**

Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
<b>2.1 Undertake regional NRM planning</b>	Stakeholders are engaged with the Regional NRM Strategy and Investment Prospectus which supports a collaborative approach to addressing regional NRM priorities.	Establish a Stakeholder Advisory Group to guide strategic decision making and advocate for Regional NRM	Nil	Planned February 2020
		Review 2015-20 Regional NRM Strategy, including identification of synergies with RFP and opportunities to collaborate with Councils	Nil	<ul style="list-style-type: none"> <li>Draft planning process prepared for discussion at December Committee meeting</li> <li>State-wide workshop with NRM North and South organised for December to discuss strategy and prioritisation approach</li> <li>Strategic planning workshop held with all three regional NRM bodies to begin the process of developing new Regional NRM Strategies</li> <li>Existing strategy review process initiated with the development of a questionnaire to facilitate review</li> </ul>

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### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
		Develop a Regional NRM Investment Prospectus	Nil	Not yet progressed
<b>2.2 Deliver Regional Land Partnership (RLP) services</b>	RLP projects successfully engage the community and deliver stated project outcomes.	<p>Establish a Project Reference Group</p> <p>Develop Community Participation and Communication Plans</p> <p>Deliver RLP and Regional Agricultural Landcare Facilitator (RALF) projects</p>	<p>Nil</p> <ul style="list-style-type: none"> <li>Consultant engaged to assist with NRM Aboriginal Participation Plan</li> <li>Draft Communication Plan developed – planned to be finalised by April 2020</li> <li>Negotiations continued with Australian Government re: RLP environment projects, two of the five projects proposed progressed for sign off</li> <li>Funding secured for 'Protecting Our Productive Soils' project</li> <li>Dr Tom O'Malley active as the region's RALF, supporting local, sustainable agriculture initiatives and landholders</li> </ul>	<p>Not yet progressed</p> <ul style="list-style-type: none"> <li>Draft Communications Plan developed and submitted to Federal Government for approval</li> <li>Meetings established with key indigenous stakeholders re: NRM engagement</li> </ul> <p><b>RLP Core Services</b></p> <ul style="list-style-type: none"> <li>Aboriginal stakeholder meetings undertaken to assist in development of Indigenous Participation Plan</li> </ul> <p><b>Regional Agriculture Landcare Facilitator (RALF)</b></p> <ul style="list-style-type: none"> <li>Maintained spring-active dung beetle colony, with new beetles to emerge in late summer</li> <li>State-wide RALF and Sustainable Agriculture project meeting held, as was</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
			<ul style="list-style-type: none"> <li>• Ali Dugan joined the team to coordinate agriculture projects</li> <li>• Agriculture team actively pursued demonstration trial options and liaised with landholders</li> <li>• Two events delivered in soil health: one field day with over 100 attendees and one follow-up workshop with 37 attendees</li> <li>• Hannah Sadler joined the team on a casual basis to assist with the delivery of environmental projects</li> </ul>	<p>the state-wide NRM meeting with the Regenerative Agriculture Network Tasmanian (RANT) to explore potential future synergies</p> <ul style="list-style-type: none"> <li>• Event support provided for "Protecting Our Productive Soils" project</li> <li>• Projects and local farmer network promoted at Burnie Agriculture Show</li> </ul> <p><b>Protecting Our Productive Soils</b></p> <ul style="list-style-type: none"> <li>• Project agreements established with project partners</li> <li>• Hillslope erosion commercial scale trial featured at a well-attended Field Day event at Forthside, with in excess of 120 participants</li> <li>• Stage two of erosion control trial installed for future demonstrations</li> <li>• Soil acidification trial at TasTAFE's Freer Farm continued to progress with soil testing undertaken to confirm acidity, pasture has been cut for hay and the paddock is ready for various amendments to be applied</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
				<ul style="list-style-type: none"> <li>Dung beetle workshop delivered and attended by 15 landholders, interested in establishing beetle colonies in their farms to benefit soil health and productivity</li> </ul> <p><b>Coastal Saltmarsh Recovery in Robbins Passage and Surrounds</b></p> <ul style="list-style-type: none"> <li>Final detailed Project Plan and Budget developed and submitted to Australian Government for final approval</li> </ul> <p><b>Creating a Hooded Plover Stronghold on Three Hummock Island</b></p> <ul style="list-style-type: none"> <li>Baseline monitoring undertaken to trap and collar (GPS) cats, test non-toxic bait and obtain survey of Hooded Plovers on the island</li> <li>Project agreements established with project partners</li> </ul> <p><b>Giant Freshwater Crayfish (GFC) Recovery</b></p> <ul style="list-style-type: none"> <li>Recruitment, selection and appointment of Agriculture Project Coordinator, Fiona Marshall</li> </ul>



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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
				<ul style="list-style-type: none"> <li>Project agreements established with project partners</li> <li>Social Research commissioned with results to inform the projects stakeholder engagement strategy</li> <li>Priority sites with high value habitat identified</li> </ul> <p><b>Rice Grass Removal from the Rubicon Estuary</b></p> <ul style="list-style-type: none"> <li>Detailed Project Plan and Budget developed and submitted to Australian Government for final approval</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Initiation of project establishment of a new project to control Rice Grass in the Rubicon Estuary – negotiations between funding and project partners took place</li> <li>Rice Grass removal in Rubicon Estuary project pricing and implementation plan submitted to Australian Government for final approval</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
<b>2.3</b> <b>Deliver on-ground NRM projects</b>	Effective partnerships and diversified funding streams deliver successful regional NRM priority projects.	Deliver projects as determined by funding partners to address regional NRM priorities	<ul style="list-style-type: none"> <li>Three Hummock Island Feral Cat assessments completed</li> <li>King Island Threatened Bird Surveys complete</li> <li>Little Penguin Conservation project progressed, with both threat abatement and population monitoring resources developed to build capacity for local community groups</li> </ul>	<ul style="list-style-type: none"> <li>Draft Little Penguin Conversation Community Toolkit submitted to DPIWE for feedback - feedback addressed for further comment prior to sign off</li> </ul>
<b>2.4</b> <b>Implement the Tasmanian Cat Management Plan (TCMP)</b>	The Tasmanian community is well-informed on cat management issues leading to more responsible cat ownership and management.	Engage key stakeholders and establish strategic partnerships to facilitate collaborative cat management	<ul style="list-style-type: none"> <li>Stakeholders from all nine Councils, Biosecurity Tasmania, cat management facilities and local vets engaged through Cradle Coast Cat Management Working Group</li> <li>Working Group identified set of regional priorities that will form the foundation of a Regional Cat Management Strategy to be developed by TCMP</li> <li>Annual report submitted and approved</li> </ul>	<ul style="list-style-type: none"> <li>Represented TCMP along with Kingborough Council at the Australian Institute for Animal Management Annual Conference in Darwin – Coordinators presented project outcomes to date and engaged with cat management professionals from around Australia to learn about innovative ways that other Councils and projects are approaching cat management</li> <li>Margot Oerbeek joined the team after the departure of Haylee Kaplan, Margot met with the WG to progress discussions and facilitate the establishment of a cat holding facility on the Coast</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
		Develop and implement awareness and education programs	<ul style="list-style-type: none"> <li>TassieCat campaign developed for TCMP to improve levels of responsible cat ownership</li> <li>Launched TassieCat social media and website, which provides advice and resources</li> <li>A set of responsible cat ownership fact sheets and other TassieCat communications products developed and distributed through Councils, vets and animal shelters</li> <li>Broader community engagement continued</li> </ul>	<ul style="list-style-type: none"> <li>The three Regional Coordinators have met with DPIWE to discuss the progress of the Cat Management Amendment Bill 2019 and potential impact on the project and Councils</li> <li>Letterbox drop of TassieCat marketing material and responsible cat management in relation to The Nut completed</li> <li>TassieCat social media posts reached 15,571 users, attracted 78 new followers and had 1,514 engagements in October</li> <li>Results of the state-wide public survey on understanding community perceptions of cats and cat management drafted and awaiting approval from Steering Group before publishing</li> <li>Approvals sort and received from Libraries Tasmania and Service Tasmania to display cat management brochures in service centres</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	Activity in previous quarter(s)	Activity this quarter
				<ul style="list-style-type: none"> <li>Brochures providing information on the impacts of stray cats under development</li> </ul>
		Assist Councils to develop policies and compliance programs in accordance with the TCMP	<ul style="list-style-type: none"> <li>Fact sheet on Cat Management and Cat Prohibited Areas along with Cat Management Area SOP/template developed as a resource for Councils</li> <li>Draft Cat Policy and associated documents completed</li> <li>Presented overview of project at Circular Head Council workshop</li> </ul>	<ul style="list-style-type: none"> <li>Presentation at Devonport City Council workshop</li> <li>Progress report of WGs approach to strategic cat management prepared to provide summary of information to Councils and highlight regional objectives</li> <li>Project report highlighting achievements of WG completed for distribution to Councils</li> </ul>
		Conduct first annual review of strategic plan in conjunction with the state-wide TCMP team and adapt where necessary	<ul style="list-style-type: none"> <li>Strategic Plan reviewed by TCMP – no revisions to goals or objectives made</li> <li>Several evaluation metrics redefined to support more accurate and relevant measurement within the timeframe of the project</li> </ul>	<ul style="list-style-type: none"> <li>Review of strategic plan took place, and the project is on schedule to deliver key actions for 2019-20 period</li> </ul>



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### 3. Strategic Services - Pursuing opportunities for our business, our owners and our region.

Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
<b>3.1</b> <b>Attract, influence and manage private and public sector funding to achieve better regional outcomes</b>	Improved long-term financial sustainability leading to increased value of CCA model to owners.	Develop and implement a stakeholder engagement plan to complement project level planning	<ul style="list-style-type: none"> <li>Stakeholder engagement plan developed to ensure our staff, Committee Members and Directors are across key messages</li> </ul>	<p><b>In addition to communication and engagement activities covered elsewhere, the following events were also attended:</b></p> <ul style="list-style-type: none"> <li>CEO attended Institute of Public Administration Australia – Tasmania Division AGM and was elected as a Councillor</li> <li>CEO attended CPA Congress Business Lunch as Tasmanian General Managers' guest</li> <li>CEO invited to attend Regional Australia Institute's 'Regions Rising Tasmania' Roadshow with the Premier and other stakeholders</li> <li>CEO and DSS met with RAI Co-CEO, Kim Houghton to discuss opportunities for RAI to assist/support CCCWG activities</li> <li>CEO met with State DFAT Director, Dr Tim Ault, to brief him on regional issues</li> <li>CEO participated in 'Reimagining Tasmania's North West' Reference Group Meeting</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
				<ul style="list-style-type: none"> <li>CEO invited to attend Business Growth Strategy Forum with Minister Ferguson and key stakeholders</li> <li>CEO and DSS met with Northern Tasmania Development Corporation team including incoming CEO Mark Baker</li> <li>CEO met with Pro Vice Chancellor, Jim Cavaye</li> <li>CEO and Board Members attended Councillor year-end get togethers initiated by Chief Representative</li> <li>CEO attended Burnie Excellence in Service Awards</li> <li>CEO attended TICT Tasmanian Tourism Awards Dinner</li> </ul>
		Advocate for regional projects to attract private and/or public investment in the region	<ul style="list-style-type: none"> <li>Letters of support provided for two separate initiatives around youth engagement and recreation</li> <li>Compassionate Communities initiative considered by CCA Representatives</li> </ul>	<ul style="list-style-type: none"> <li>Developed a collaborative bid for Industry Training Hub tender, which if successful, will see a Careers Facilitator colocated at CCA and will see our REDSG providing oversight of the Hub</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
		Secure funding for relevant projects and strategic services initiatives	<ul style="list-style-type: none"> <li>Negotiations took place with several potential proponents to share office space and work on collaborative projects</li> <li>Strategic partnerships progressed with TasNetworks, Hydro and Swinburne University, involving possible co-location at CCA offices and other initiatives</li> <li>Secured UTAS PhD scholarship with a view for the position to commence in January 2020</li> <li>Discussions re: a Local Government focussed School-based Apprenticeship program occurred and looked promising</li> </ul>	<ul style="list-style-type: none"> <li>Launch of the Cradle Coast Future Energy Hub, a CCA and Industry Partnership established to showcase Cradle Coast's future energy potential</li> <li>Teaming Agreement with TasNetworks finalised to fund a dedicated economic development resource to coordinate activities of the Future Energy Hub</li> <li>The Future Energy Hub will be a "one stop shop" for renewable energy development in the region and will be a central place to host community and stakeholder engagement activities and a place the community can come and learn more about what is ahead for renewable energy development in Tasmania</li> <li>Recruitment took place for the Future Energy Hub resource in December</li> </ul>

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Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
<b>3.2 Plan, coordinate, facilitate, advocate and otherwise act on behalf of Councils, when required</b>	Greater capacity to deliver and support Councils, increasing value of CCA model to owners.	Evaluate requests and opportunities and act on behalf of Councils (to be determined based on needs) where strategic alignment is achieved	<ul style="list-style-type: none"> <li>Discussed Coastal Pathway erosion and funding concerns with Deputy Prime Minister, Minister for State Growth and other parliamentarians</li> <li>Arranged for UTAS Vice Chancellor, Professor Rufus Black to meet with Mayors and General Managers to</li> </ul>	<ul style="list-style-type: none"> <li>Successfully secured Skills Tasmania funding for Local Government School-based Apprenticeship program – recruitment activities commenced in December</li> <li>MoU negotiated and finalised with Swinburne University which will see us collaborate on social impact initiatives</li> <li>MoU negotiated and finalised with LGAT which will see us collaborate on initiatives such as Local Government training and advocacy</li> <li>MoU negotiated and finalised with EDA, which will see membership benefits extended to staff from Member Councils</li> </ul>



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### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
			discuss the University's strategic direction and commitment to the RFP	by CCA to establish The Coasters on the Island <ul style="list-style-type: none"> <li>CCA supported The Coasters King Island launch event in December</li> <li>Arranged for Welcoming Cities Manager, Sebastian Geers to meet with Representatives' to discuss initiative and how we might become a 'Welcoming Region'</li> </ul>
<b>3.3 Assist with the implementation of additional shared services and collaborative working arrangements</b>	Increased rate payer and government confidence in Councils - <i>Stronger Councils, Stronger Region.</i>	Develop an Internal Audit Program for Member Council consideration	<ul style="list-style-type: none"> <li>Developed draft Internal Audit Program and proposal for Waratah Wynyard Council consideration</li> </ul>	<ul style="list-style-type: none"> <li>Internal Audit Program proposed considered by Waratah Wynyard Council at Audit Panel meeting in November</li> </ul>
		Establish program of events for Local Government networking	<ul style="list-style-type: none"> <li>Discussed opportunity/idea with several external stakeholders to test idea</li> <li>Presented RFP at LG Pro NW Branch meeting and progressed discussions re: joint LG networking program</li> </ul>	<ul style="list-style-type: none"> <li>Entered into an MoU with LG Professionals Tasmania to jointly deliver a Local Government Networking Program – first event held in December following the NW branch meeting</li> </ul>

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### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
		Deliver regional events calendar through the events working group	<ul style="list-style-type: none"> <li>Refreshed website, incorporating Choose Cradle Coast look and feel to support EWG initiatives</li> </ul>	Refer to EWG section under RFP
		Develop a shared services strategy to be endorsed by the Representatives	<ul style="list-style-type: none"> <li>Explored shared service opportunities and commenced development of shared services plan and discussed proposed approach with some Councils</li> </ul>	<ul style="list-style-type: none"> <li>Draft Shared Services Strategy developed and presented to Representatives' in November – final strategy will be tabled at the February Representatives' meeting for endorsement</li> <li>Discussions progressed with DPAC and others re: dashboard and performance reporting for Councils</li> <li>Submitted a shared payroll service proposal to another organisation</li> </ul>

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
<b>3.4</b> <b>Promote Local Government careers and help councils with workforce development</b>	Councils have the right people in the right roles to meet service delivery needs.	Deliver Regional Employment Trials (RET) Project	<ul style="list-style-type: none"> <li>40 Council work experience placements secured</li> <li>12 speakers and four tours organised as part of training, this included Council staff talking about LG roles, guided tours of arts and events spaces and Council HR managers involved in mock interviews</li> <li>Work experience placements commenced in Burnie</li> <li>Additional training session organised for Kentish/Latrobe</li> <li>Online jobs board created on the Choose Cradle Coast Website, providing Councils with the ability to upload vacancies</li> </ul>	<ul style="list-style-type: none"> <li>Training and work placements completed in Burnie and Devonport</li> <li>Fifth training block completed in Latrobe/Kentish</li> <li>19 job seekers were put through two weeks of training followed by work experience with councils</li> <li>Councils supported the project with 18 work experience placements, extending the placements duration and getting heavily involved in the training – training was also supported by many local business guest speakers</li> </ul>
<b>3.5</b> <b>Increase Member Council and external stakeholder communication</b>	Increased stakeholder confidence.	Biannual attendance at Council workshops	<ul style="list-style-type: none"> <li>Kentish Council</li> <li>Central Coast Council</li> <li>Burnie City Council</li> </ul>	<ul style="list-style-type: none"> <li>Devonport City Council</li> <li>Waratah Wynyard Council</li> <li>Circular Head Council</li> <li>West Coast Council</li> <li>Latrobe Council</li> <li>King Island Council</li> </ul>

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
		Maintain monthly newsletter and social media	<ul style="list-style-type: none"> <li>Regular e-news maintained</li> <li>New 'Choose Cradle Coast' social media presence established</li> <li>Facebook content maintained</li> </ul>	<ul style="list-style-type: none"> <li>Regular e-news maintained</li> <li>Facebook content maintained including new 'Choose Cradle Coast' social media presence</li> </ul>
		Continued radio, television and newspaper coverage	<p><b>The Advocate coverage:</b></p> <ul style="list-style-type: none"> <li>REDSG Chair appointment</li> <li>UTAS PhD Scholarship</li> <li>Renewable Energy</li> <li>Regional jobs growth</li> <li>Sustainable Murchison Group/CCA MoU</li> </ul> <p><b>Radio/television coverage:</b></p> <ul style="list-style-type: none"> <li>CEO interviewed on ABC Drive re: REWG</li> <li>CEO interviewed on breakfast show re: Linking with a Leader event with Ambassador Stewart</li> <li>CEO interviewed on Tasmanian Country Hour re: regional economic growth</li> <li>CEO interviewed for Southern Cross story re: Cradle Coast Investment Prospectus</li> </ul>	<p><b>The Advocate coverage:</b></p> <ul style="list-style-type: none"> <li>Regional Employment Trials – Giovanna Simpson guest speaker at training</li> <li>Cradle Coast Future Energy Hub Launch</li> <li>Regional Investment Framework Launch</li> <li>Coastal Pathway Launch</li> <li>Council School Based Apprenticeship Program</li> <li>RALF Risk and Cost of Soil Erosion</li> <li>CCA preferred provider of RLP services for Cradle Coast region – suite of five RLP projects announced</li> </ul> <p><b>Radio/television coverage:</b></p> <ul style="list-style-type: none"> <li>CEO interviewed by ABC Rural Reporter, Hugh Hogan re: NRM RLP funding</li> </ul>



## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

**Stronger Councils, Stronger Region**



Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
			<ul style="list-style-type: none"> <li>CEO interviewed on 7AD re: Cradle Coast Investment Prospectus</li> </ul>	<ul style="list-style-type: none"> <li>CEO interviewed on ABC Drive re: Coastal Pathway Launch</li> <li>CEO interviewed by Darren Kerwin from 7AD re: School-based Apprenticeship program</li> <li>CEO interviewed on ABC Drive re: CCA's involvement in Live Learn / UTAS Devonport Community Conversations initiative</li> </ul>
		Public presentations	<b>Regional Futures Plan:</b> <ul style="list-style-type: none"> <li>EDA forum</li> <li>CPA Business in the Boardroom Luncheon</li> <li>LG Professionals NW Branch Ordinary Meeting and AGM</li> </ul>	<ul style="list-style-type: none"> <li>CCA community information session – Smithton, Devonport and Ulverstone</li> <li>CEO presented at Live Learn / UTAS Community Conversations initiative</li> </ul> <b>Regional Futures Plan:</b> <ul style="list-style-type: none"> <li>LG Professionals Tasmania Conference – panel discussion</li> </ul>

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
		Regular, transparent and meaningful reporting to our owners and external stakeholders	<b>In addition to communication and engagement activities covered elsewhere, briefings were provided to:</b> <ul style="list-style-type: none"> <li>Minister for Local Government, Mark Shelton MP</li> <li>Shadow Minister for Regional Development, Catherine King MP</li> <li>Senator Anne Urquhart</li> <li>Minister for State Growth, Michael Fergusson MP</li> <li>State Shadow Minister for Local Government, Anita Dow MP</li> <li>Deputy Prime Minister, Michael McCormack MP</li> <li>New Regional Tourism Organisation Chairman and CEO</li> </ul>	<b>In addition to communication and engagement activities covered elsewhere, briefings were provided to:</b> <ul style="list-style-type: none"> <li>The Hon. Jane Howlett MLC</li> <li>Premier, Will Hodgman</li> <li>Deputy Premier, Jeremy Rockliff</li> <li>Melanie Brown, Senior Advisor – Office of Minister Mark Shelton</li> <li>Andrew Byer, National Wind Farm Commissioner</li> </ul>
<b>3.6 Increase organisational performance (staff morale and capabilities)</b>	Increased confidence in CCA's capability and capacity to deliver – CCA has the right people and right skills to achieve its purpose.	Develop learning and development plans for all staff	<ul style="list-style-type: none"> <li>Performance appraisals completed, including review of learning and development needs</li> </ul>	
		Embed project management framework into business practices	<ul style="list-style-type: none"> <li>Project management framework is now being applied to all projects</li> </ul>	
		Review Strategic Plan (2017-20 Corporate Plan)	<ul style="list-style-type: none"> <li>Commenced strategic planning</li> </ul>	<ul style="list-style-type: none"> <li>Two strategic planning workshops held with Board</li> </ul>

## 2019/20 ANNUAL PLAN PROGRESS REPORT – Q2

### Stronger Councils, Stronger Region



Annual Plan Action	Long-term outcome	Key Deliverable	YTD Activity	Quarterly Activity
				<ul style="list-style-type: none"> <li>Commenced development of five-year draft Strategic Plan</li> <li>Focus group meeting planned for February to review and discuss draft Strategic Plan with representatives from Board, REDSG, NRM Committee, General Managers, the Chief Representative and Deputy Chief Representative</li> </ul>
		Establish clear financial goals and continue to enhance and streamline financial reporting	<ul style="list-style-type: none"> <li>Commenced development of streamlined reporting for 2019/20</li> <li>Dashboard under development, for presentation with first quarter</li> </ul>	<ul style="list-style-type: none"> <li>Delivered dashboard reporting with first quarterly reporting for 2019/20</li> <li>Continued to progress streamlined reporting initiatives</li> </ul>

## CADS Implementation Plans

Somerset	Initiative	Description	Investment strategy	Trigger actions	Responsibility Who	Implementation
1	Local connectivity projects	Improving the cycle and pedestrian connectivity in Somerset, particularly linking the School with the Cam River Reserve via the town centre. A two-lane cycle path on Simpson Street, together with appropriate bike parking near the town centre, and signage would assist in improving accessibility in Somerset. Connections to the proposed North West Coastal Pathway should also be planned to encourage cyclists and others using the 110 km pathway to call in to Somerset.	<ul style="list-style-type: none"> <li>– Council budget processes</li> </ul>	<ul style="list-style-type: none"> <li>– Concept plans prepared</li> <li>– Public consultation undertaken</li> <li>– Identify reference group(s) and interested parties for collaboration</li> <li>– Potential external funding sources identified</li> <li>– Council budget allocations</li> </ul>	WWC	<ul style="list-style-type: none"> <li>– A post-coastal walkway improvement and post Cam River Reserve Master Plan</li> <li>– Cam River Master plan will address connectivity with the eastern end of Simpson Street</li> <li>– Prepare concept plans in 21/22</li> <li>– Construction in 22/23</li> </ul>

**Enclosure 1 CADS Implementation Plan**

2a	Langley Park Oval potential redevelopment	Relocation of sport activities to the new recreation precinct provides opportunity for the redevelopment of a prime waterfront site, for either tourism purposes, housing, recreation, or a combination of all three.  Staging: Rezoning, EOI, sale and realisation of funds for public infrastructure, contribution to construction of Bass Highway overpass and associated landscaping.	– EOI to the private sector	– Consult facility users and other Key community advocates  Feasibility study to determine the market, size and type of development  – EOI based on Feasibility Study  – Engage a <i>Project champion</i> of influence  – Preferred developer identified	WWC Private Sector	Sale of land for development would trigger the relocation of the sports ground and clubs  GM to continue to seek interested parties  Develop feasibility study in 21/22
2b	Langley Park potential rezoning	Rezoning to the surrounding General Residential Zone is a necessary component of attracting new investment to the site.	– Council consideration during preparation of Local Provisions Schedule	– Local Provisions Schedule and background reporting	WWC Future Property Owner  Tasmanian Planning Commission	In process. Rezoning was submitted to the TPC with the draft Local Provisions Schedule



**Enclosure 1 CADS Implementation Plan**

3	IGA additional car parking	Potential to provide additional public car parking on land at the rear of the existing IGA new carpark. Council would be required to purchase additional land to facilitate development in accordance with the concept plan.	<ul style="list-style-type: none"> <li>– Council consider purchasing additional title at 1 George Street</li> </ul>	<ul style="list-style-type: none"> <li>– Review investment strategy and demand for public carparks in 3-5 years.</li> </ul>	WWC Property Owner	Trigger would be IGA expansion. No action within next 4 years
4	Wragg Street additional public car parking	Opportunities to develop new public car parks in Wragg Street are identified, both located on private land. Joint venture development of the parking areas should be explored whereby Council leases a number of the parking spaces for public use. Alternatively offering rates relief in return for allocation of spaces for public use.	<ul style="list-style-type: none"> <li>– Council negotiating to enter a JV, long term lease, or purchase to facilitate development</li> <li>– Council budget processes</li> </ul>	<ul style="list-style-type: none"> <li>– Prepare preliminary masterplan and enunciate drivers</li> <li>– Council approach to property owners</li> <li>– JV, lease, sale or other arrangement negotiated</li> <li>– Concept plans confirmed and costed</li> </ul>	WWC Property Owner	Develop master plan/design in 21/22 Budget submission for 22/23
5	Bass Highway potential intersection upgrades and pedestrian crossing	A range of traffic calming, junction upgrades and potential pedestrian overpass identified to improve connectivity and road safety (local road network only). While the pedestrian overpass has not been identified as a priority by the Department of State Growth in the recent	<ul style="list-style-type: none"> <li>– Council budget processes</li> <li>– DSG budget processes</li> <li>– Federal</li> </ul>	<ul style="list-style-type: none"> <li>– Council discussions with DSG seeking a pedestrian overpass</li> <li>– Engage key community members to advocate</li> </ul>	WWC State Govt Cmlth Govt	Long term project post development of Langley Park and veneer mill site. These key uses would be required for successful business case 4+ years

**Enclosure 1 CADS Implementation Plan**

		Bass Highway Study, this could change over time should Langley Park and the Somerset Mill sites be redeveloped as described.	grant funding. – Private sector funds realised from sale of Langley Park land.	member to champion the concept – Prepare schematic plan and costings – Grant funding sources identified – Lobbying during State and Federal Govt election cycles		
6a	Somerset Veneer Mill site potential redevelopment	The relocation of the existing Veneer Mill to an industrial park would improve the appearance and amenity of Somerset. Some site remediation works may be required. It is a key strategic site given its proximity to the Somerset Central Area, take-off site for a potential Bass Highway pedestrian overpass, and new entry to Somerset utilising the adjoining Elizabeth Street.	– Private sector interest tested by land owner and Council. – Council offer to purchase.	– Ongoing discussions with property owner – Encourage market evaluations and feasibility studies of alternative uses – Be proactive and prepare a site redevelopment plan based upon outcomes of feasibility study – Consider development incentives as part of a masterplanned and strategic approach	Property Owner WWC EPA	Mill has recently changed ownership, and new owner has plans to continue to use the site for the foreseeable future.  Monitor progress with new owner  4 + YEARS

**Enclosure 1 CADS Implementation Plan**

6b	Somerset Veneer Mill site potential rezoning	Replacement with a range of retail, business and community uses would require a rezoning of the site from General Industrial to General Business and Commercial, as an extension of the Somerset town centre.	– WWC	<ul style="list-style-type: none"> <li>– Confirm property owner interest in seeking a rezoning</li> <li>– Change zoning during preparation of Local Provisions Schedules</li> </ul>	WWC Property Owner Tasmanian Planning Commission	In process. Rezoning was submitted to the TPC with the draft Local Provisions Schedule
7	General Business Zone potential boundary change	<p>The General Business Zone east of the Wragg Street/Falmouth Street intersection identified as being an anomaly, and contrary to efforts to consolidate the town centre.</p> <p>Rezone three properties east of Wragg Street/Falmouth Street intersection from General Business to General Residential.</p>	– Council consideration during preparation of Local Provisions Schedule	<ul style="list-style-type: none"> <li>– Confirm property owner interest in seeking a rezoning</li> <li>– Change zoning during preparation of Local Provisions Schedules</li> </ul>	WWC Property Owners Tasmanian Planning Commission	In process. Rezoning was submitted to the TPC with the draft Local Provisions Schedule
8	Somerset Industrial Estate	Significant areas of vacant industrial land remains east of McKays Road and to the south of existing developments. Servicing issues will need to be addressed during subdivision of the land; however, these are not anticipated to preclude development of the balance General Industrial Zoned land.	<ul style="list-style-type: none"> <li>– Property owner with Council support</li> <li>– Planning Scheme Amendment</li> </ul>	<ul style="list-style-type: none"> <li>– Ongoing discussions with property owner</li> <li>– Provide examples of other Specific Area Plans for property owner consideration</li> <li>– Confirm property owner interest in</li> </ul>	Property Owner and Council Tasmanian Planning Commission	Best use of land to be considered by the settlement strategy

**Enclosure 1 CADS Implementation Plan**

		The estate would benefit with preparation of a Specific Area Plan and underlying master plan, initiated by the property owner.		<p>seeking a rezoning</p> <ul style="list-style-type: none"><li>– Consider incentive strategies to attract investment and marketing of the opportunities</li><li>– Determine infrastructure capacity and necessary augmentation costs</li><li>– Identify public/private investment grants as part of regional development funding initiatives</li></ul>		
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**Enclosure 1 CADS Implementation Plan**

Wynyard	Initiative	Description	Investment strategy	Trigger actions	Responsibility Who	Implementation
1a	Fonterra site potential expansion	Expansion for storage of product on land owned by Fonterra and accessed internally via a new crossing of the disused TasRail rail line easement.	Property owner	<ul style="list-style-type: none"> <li>– Ongoing discussions with property owner</li> <li>– Undertake gap analysis to identify likely issues and remedial actions</li> <li>– Consider communication strategy</li> </ul>	Fonterra WWC	No action required within the next 4 years
1b	Fonterra site potential rezoning	A related Scheme amendment either in the form of an SAP or PPZ is required to enable consideration of a future Development Application.	Planning Scheme Amendment	<ul style="list-style-type: none"> <li>– Confirm property owner interest in seeking a rezoning</li> <li>– Change zoning during preparation of Local Provisions Schedule</li> </ul>	WWC Property Owner Tasmanian Planning Commission	In process. Rezoning was submitted to the TPC with the draft Local Provisions Schedule



**Enclosure 1 CADS Implementation Plan**

2a	Wynyard IGA potential expansion	Realignment of Park Street, and future expansion of supermarket.	<ul style="list-style-type: none"> <li>– Property owner with Council support</li> </ul>	<ul style="list-style-type: none"> <li>– Ongoing discussions with property owner</li> <li>– Council review public works schedule to facilitate a public/private partnership approach</li> </ul>	WWC Property Owner	<p>Planning, design and consultation in 20/21</p> <p>Budget submission for 21/22</p>
2b	Wynyard IGA potential rezoning	Expansion is dependent on a change in zoning, most likely to Local Business in the new Tasmanian Planning Scheme.	<ul style="list-style-type: none"> <li>– Council consideration during preparation of Local Provisions Schedule<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>– Confirm property owner interest in seeking a rezoning</li> <li>– Change zoning during preparation of Local Provisions Schedule</li> </ul>	WWC Property Owner Tasmanian Planning Commission	In process. Rezoning was submitted to the TPC with the draft Local Provisions Schedule
3	Goldie Streetscape Works	A range of streetscape improvements are suggested, ranging from paving to delineate trafficable areas, trees in existing outstands, private awnings and shade areas, private outdoor eating zones, connectivity to existing car parks, and the like.	<ul style="list-style-type: none"> <li>– Council budget processes</li> <li>– Private investment</li> </ul>	<ul style="list-style-type: none"> <li>– Establish a reference group to include key stakeholders to generate ownership and feedback</li> <li>– Concept plans prepared</li> </ul>	WWC Property owners	Not a priority within the next 4 years

**Enclosure 1 CADS Implementation Plan**

				<ul style="list-style-type: none"> <li>– Public feedback sought</li> <li>– Property owner discussions</li> <li>– Budget allocations over a number of years</li> <li>– Prepare an investment strategy identifying strategic grant funding</li> </ul>		
4	Former school site redevelopment opportunities	Relocation of existing skate park provides opportunity to develop large area of vacant land adjacent to the existing Community Centre. Suggestions include medium density or affordable housing in fulfilment of the Affordable Housing Strategy, or expansion of the retail offering.	<ul style="list-style-type: none"> <li>– WWC</li> <li>– State Govt offering site to private sector, or a JV.</li> </ul>	<ul style="list-style-type: none"> <li>– Ongoing discussions with Dept of Education to determine long term plan for site</li> <li>– Ongoing discussions with Communities Tasmania in relation to Affordable Housing</li> <li>– Determine whether partial sale or transfer of land is an option,</li> </ul>	<ul style="list-style-type: none"> <li>– State Govt</li> <li>– WWC</li> </ul>	<p>Skate park to be relocated in accordance with the East Wynyard foreshore masterplan. Skate park relocation not anticipated prior to 2021/22.</p> <p>Continue discussions with stakeholders, and prepare a site master plan in 22/23</p>

**Enclosure 1 CADS Implementation Plan**

				and process moving forward – Explore potential for private investment and development based upon a model of mixed affordable housing		
5a	Better linking Wynyard Central Area with Inglis River waterfront	Encouraging activation of the area between Wynyard Central Area and the Inglis River waterfront in accordance with the Wynyard Waterfront Master Plan. Uses that encourage pedestrian movement focussing on the water front preferred.	– Property owners with Council support	– Determine individual property owner interest in rezoning  – Identify preferred commercial use and likely private investor interest on the basis of continuing public/ private investment models	WWC Property Owners	In process. Rezoning were submitted to the TPC with the draft Local Provisions Schedule  Provide an update on master plan actions

**Enclosure 1 CADS Implementation Plan**

5b	Moore and Goldie Streets (Old Bass Highway) potential rezoning	Consideration given to introducing the Urban Mixed Use Zone between the Goldie Street General Business Zone and the Waterfront. Facilitating greater activity and orientation toward the waterfront, the Urban Mixed Use Zone also provides opportunities for higher density residential development.	– Council consideration during preparation of Local Provisions Schedule <sup>2</sup>	– Potentially change zoning during preparation of Local Provisions Schedules	WWC Property Owners  Tasmanian Planning Commission	In process. Rezoning was submitted to the TPC with the draft Local Provisions Schedule
6	24 Saunders Street – potential rezoning.	Rezone property from General Residential to General Business to recognise approved use as a veterinarian clinic.	– Council consideration during preparation of Local Provisions Schedule	– Change zoning during preparation of Local Provisions Schedules	WWC Tasmanian Planning commission	In process. Rezoning was submitted to the TPC with the draft Local Provisions Schedule
7	Central Car Park - Redevelopment	The existing car park to the rear of Woolworths Supermarket and Council Offices represents a large under-used site that could be developed for additional retail or commercial use, with existing and new car park located above ground level.	– Council – Private sector EOI process	– Feasibility study to determine the market, size and type of development – EOI based on Feasibility Study – Preferred developer	WWC	Car park recently refurbished. Any further redevelopment would be 4+ years

**Enclosure 1 CADS Implementation Plan**

				identified		
8	Inglis River - Pedestrian Bridge	Pedestrian footbridge over the Inglis River linking the Central Area with walking trails, golf course precinct residences, and the coastal foreshore including Fossil Bluff.	<ul style="list-style-type: none"> <li>– Council</li> <li>– State Govt Grant Funding</li> <li>– Cmlth Govt Grant Funding</li> </ul>	<ul style="list-style-type: none"> <li>– Concept design prepared and costed</li> <li>– Grant funding sources identified</li> <li>– Lobbying during State and Cmlth Govt election cycles</li> </ul>	WWC State Govt	Long term project. No action required in next 4 years.





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## Annual Report

### Cradle Coast Waste Management Group



2018-19



This report was prepared by:

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## GLOSSARY OF ABBREVIATIONS

BCC	Burnie City Council
CCA	Cradle Coast Authority
CCC	Central Coast Council
CHC	Circular Head Council
CCWVG	Cradle Coast Waste Management Group
CCWS	Cradle Coast Waste Services
DCC	Devonport City Council
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DWM	Dulverton Waste Management
EPA	Environmental Protection Authority
ERF	Emissions Reduction Fund
FOGO	Food Organics Garden Organics
KC	Kentish Council
LC	Latrobe Council
LGAT	Local Government Association of Tasmania
MRA	MRA Consulting Group
MRF	Materials Recycling Facility
MSW	Municipal Solid Waste
NSRF	National Stronger Regions Fund
NTWVG	Northern Tasmania Waste Management Group
WGPC	Waste Governance Project Coordinator
WSS	Waste Strategy South
WTS	Waste Transfer Station
WWC	Waratah Wynyard Council

# 1 INTRODUCTION

## 1.1 WHO WE ARE

---

The Cradle Coast Waste Management Group (CCWMG) was formed in 2007 and represents seven northwest Tasmanian municipal councils participating in the voluntary waste levy including: Burnie City (BCC), Central Coast (CCC), Circular Head (CHC), Devonport City (DCC), Latrobe (LC), Kentish (KC) and Waratah Wynyard (WWC).

It is made up by a representative from each council and includes practitioners skilled in engineering, environmental health, waste management, corporate governance and general management.

The 2018/19 CCWMG representatives include:

- > **Rowan Sharman**, Engineering Representative from the BCC.
- > **Sandra Ayton (Chair)**, General Manager Representative from the CCC.
- > **James Brewer**, Engineering Representative from the CHC.
- > **Matthew Atkins**, Management Representative from the DCC.
- > **Adam Gardner**, Environmental Health Representative from LC & KC.
- > **Dana Hicks**, Service Officer Representative from the WWC.

The Cradle Coast Authority's Chief Executive Officer (CEO) is an ex-officio member of the CCWMG, providing corporate governance support and expertise. The CCA Representatives Group nominate an observer to attend the meetings on their behalf. These members include:

- > **Daryl Connelly**, CEO from the CCA; and
- > **Don Thwaites**, Observer on behalf of the CCA Representatives Group.

The Cradle Coast Waste Services (CCWS), operated by Dulverton Waste Management (DWM), provides project management support and waste expertise to the CCWMG and is represented by:

- > **Mat Greskie**, CEO; and
- > **Mel Pearce**, Project Officer (PO).

**The CCWMG's vision is to deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery.**





## 1.2 OUR PRINCIPLES, GOALS AND TARGETS

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The CCWVG's *5 Year Strategy 2017 – 2022* was ratified in June 2017 by the Cradle Coast Council's participating in the voluntary waste levy of \$5 per tonne.

The Strategy's four goals are:

- 1. Waste diversion:** Diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
- 2. Regional planning & efficiencies:** Provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/waste infrastructure.
- 3. Partnerships:** Maintain partnerships with government, planning authorities and the 3 waste regions to shape waste management policies and regulation to influence future regulatory requirements and to identify programs and infrastructure best delivered with a state-wide approach.
- 4. Community engagement:** Work with the community and industry, through education and feedback, to take ownership of waste avoidance and reuse to improve the use of existing and future services.

The CCWVG have also set measurable and achievable objectives in the Strategy which will allow the CCWVG and member councils to track their progress over the 5-year plan. The objectives take the form of Key Performance Indicators (KPIs), which include:

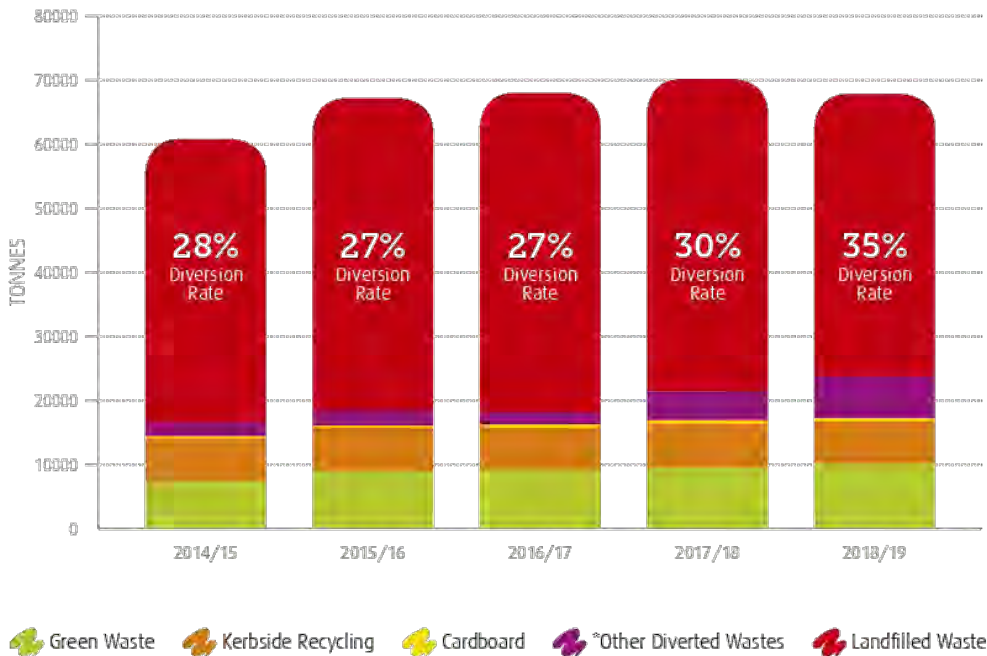
- 1.** By 2022, divert 50% of all MSW from local government landfill facilities across the region.
- 2.** By 2022, increase the proportion of recycling bin receiving a pass mark as part of the recycling bin assessments to 90% across the region (based on the 2015-16 assessment pass rate of 81%).
- 3.** By 2022, reduce incidents of illegal dumping at hotspot sites by 25% across the region (upon first establishing baseline data from council reports).
- 4.** By 2022, member councils to be collection and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

The interim MSW diversion target of 50% took into account the implementation of a kerbside Food Organic Garden Organic (FOGO) collection service, which was estimated to divert approximately 50% (20,000 tonnes) of waste placed into kerbside bins from landfill into composting. In early 17/18 councils determined not to proceed with a FOGO collection and are likely to revisit this project again into the future.

The region continues to perform well achieving a waste diversion rate of 35% in 2018/19, which is a testament to the efforts made to improve resource recovery across the region. The diversion rates should be considered conservative as there are still some Councils who are yet to input data into the regional data collection portal.

Figure 1 displays the tonnes of MSW landfilled by the region compared with the tonnes of wastes diverted.

**Figure 1 – Tonnes of Regional Municipal Waste:  
Landfilled vs Diverted**

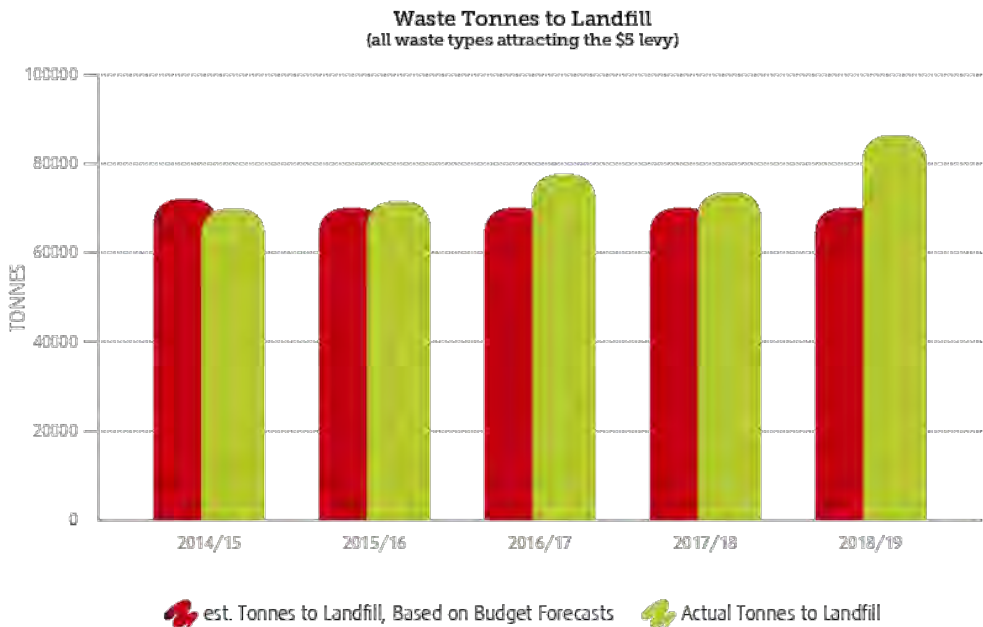


*\*Other diverted wastes includes the smaller scale recycling initiatives carried out by the regional transfer stations including the recycling of steel, e-waste, tyres, concrete and oil for example.*

1.3 Regional Waste Trends

Waste landfilled at the DWM, Ulverstone (inert) and Port Latta Landfills is charged the voluntary waste levy of \$5 per tonne. Figure 2 displays the tonnes of waste (attracting the \$5 levy) landfilled annually compared with the budgeted waste projections.

Figure 2 – Tonnes to Landfill vs Budgeted Waste Projections



A total of 86,281 tonnes of waste was recorded in 2018/19, a 14% increase from 2017/18 which recorded 73,441 tonnes.

Approximately 50% of this waste is made up of MSW and the remainder is a mixture of waste types generated by the commercial sector.

A number of factors can influence the tonnages of waste to landfill, over the years some standout events include:

- > The mono-cell special project at DWM in 2016/17, resulting in an additional 6,306 tonnes of waste landfilled;
- > Extreme weather events such as the flooding in June 2016, resulting in significant property damage which consequently required landfilling; and
- > Another special project at DWM in 2018/19 charged by cubic meter, resulting in excess of 11,000 cubic metres of waste landfilled.

**Figure 3 – Tonnes of Municipal Solid Waste to Landfill – Specific Tonnes Received for Each Landfill**

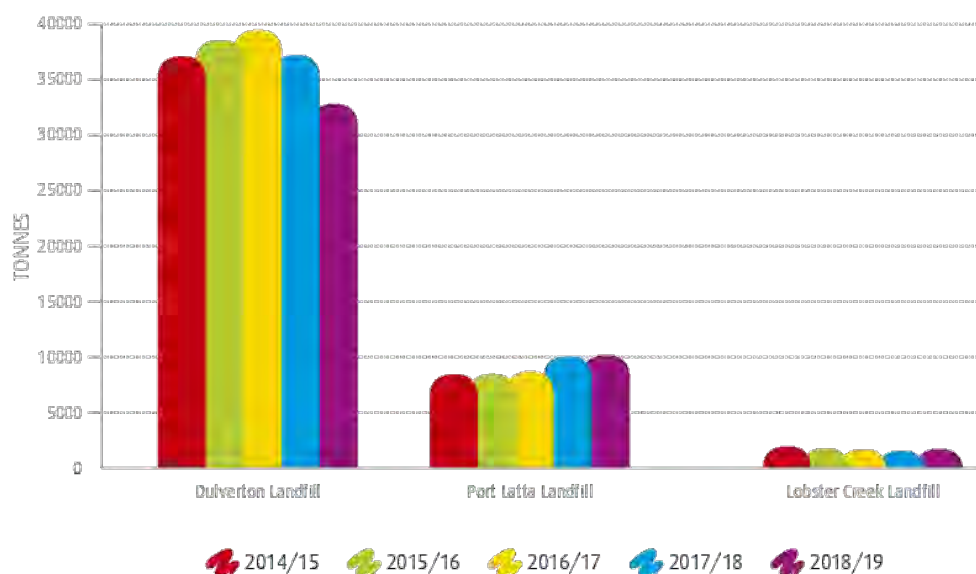


Figure 3 displays the MSW tonnages received at each Council owned landfill since 2012/13. Municipal waste is the term used to describe the waste collected at waste transfer stations (WTS) and from kerbside waste bins.

The Dulverton Landfill predominately receives MSW from BCC, CCC, DCC, KC and LC. In 2018/19 the waste received at the Dulverton Landfill decreased by 12%. This decrease was predominately due to an improved alignment of landfill waste codes conducted by DWM, where waste previously reported by a customer as MSW was reassigned to the Commercial & Industrial Waste category.

Both Lobster Creek (predominately MSW from CCC) and Port Latta (MSW from CHC and WWC) saw a slight increase in MSW landfilled.

## 2 REPORTS

### CHAIRPERSON'S REPORT

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I have pleasure in presenting the Cradle Coast Waste Management Group's Annual Report on behalf of the Group to member Councils.

The report provides an overview of the Group's activities throughout the 2018-2019 financial year, to deliver on the objectives and actions of the 5 Year Strategic Plan for our region. The Group have actioned many projects this last year and I implore you to read through the rest of the Annual Report to understand the activities that have been undertaken. These activities are funded via a voluntary levy on waste deposited to landfill which at present is \$5 per tonne.

Our four key focus areas as highlighted in the Strategic Plan for 2017-2022: - waste diversion; - regional planning and efficiencies; - partnerships; and - community engagement.

The report also provides information that all councils should be aware of to help us in strategically preparing for the future, both within our region and at individual council level. Information such as the tonnes of municipal waste landfilled, green waste mulched, kerbside recycling and cardboard recycling provide targets and trends that should be at the forefront of our thinking, particularly as our Strategic Plan is centred around a major waste diversion target.

This year has seen a focus on progressing the review of governance and waste management arrangements for waste management services within the region.

All seven Councils agreed to investigate and determine the most appropriate governance model to be implemented by the Cradle Coast Waste Management Group. It is pleasing to be able to report that this project has moved forward and all Councils resolved to transition the management of the regional

waste management services, including administration and financial services to a separate project arm of the Dulverton Regional Waste Management Authority. This will allow greater opportunities within our regional through the availability of specialist skills within the waste area. Once the new governance model has proven successful, Councils will then consider the next stage, which includes the regional delivery of waste management services.

It is pleasing that the State Government is committed to the development of a Waste Action Plan for the State. In June 2019, the Tasmanian Government released its draft Waste Action Plan for comment. We will be watching the development of this Plan with interest as it will have implications for our Regional Waste Management Groups in the strategic areas that the state wishes the EPA, Local Government and the Waste Industry to progress and work together on.

The Cradle Coast Waste Management Group is a Local Government skills-based group hosted by the Cradle Coast Authority (CCA). Participation in the CCWMG is voluntary with representation from Burnie City Council, Central Coast Council, Devonport City Council, Circular Head Council, Latrobe Council, Kentish Council and Waratah-Wynyard Council.

I would like to sincerely thank them for the time and focus that they put into the Group for the benefit of the region. This is on top of their own work at their Councils. I would also like to thank both Dulverton Waste Management and the Cradle Coast Authority for their expertise and dedication of skills to this Group as well. I commend this report to you.

**Sandra Ayton, Chair**



## 3 ACTIVITIES UNDERTAKEN FOR YEAR

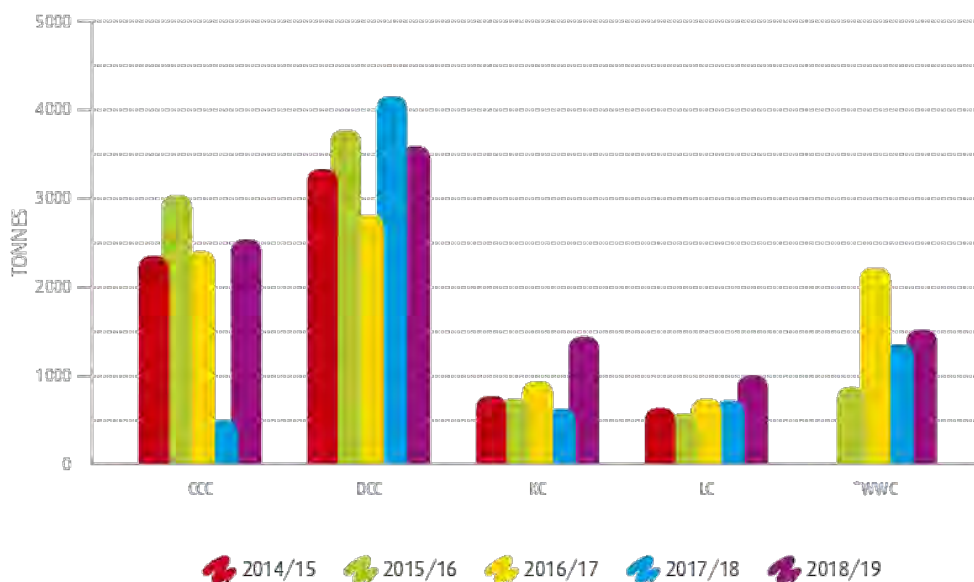
### 3.1 REGIONAL CONTRACTS

#### a) Mulching of Green Waste Contract

The current green waste mulching contract with Fieldwicks Crushing and Screening is in place until 2020, participating councils include CCC, CHC, DCC, LC, KC and WWC. Green waste collected at each participating Council's WTS is mulched and unless Council has a specific use for it, it is transported to the DWM Organics Recycling Facility (DORF) for composting. Green waste is a critical ingredient in the composting process and the efforts being made to keep contamination minimised is evident by the high quality green waste received at the DORF over the past 12 months.

Figure 4 displays the total tonnages of green-waste mulched through the Mulching of Green Waste contract from 2014/15 to 2018/19.

**Figure 4 – Tonnes of Green Waste Mulched Under Contract**



\*Waratah Wynyard Council commenced utilising the service in 2015/16.

NOTE: Circular Head Council are not included in Figure 4 as they have not yet utilised the mulching service.

### b) Regional Recycling Contract

A regional recycling contract was implemented in 2009, between Veolia Environmental Services and the CCWVG Councils. This contract currently services approximately 42,973 tenements across the region.

Table 1 compares the average number of tenements eligible for a kerbside recycling service with the average number of bin collections per month during 2018/19.

**Table 1 – 18/19 Kerbside Recycling Collection, Average Tenement and Bin Collection Breakdown by Council**

Council	*Average Number of Tenements Eligible for Collection	Average Bin Pickups per Month	Bin Presentation Rate
Burnie City Council	8,238	10,816	76%
Central Coast Council	8,775	13,797	64%
Circular Head Council	2,137	2,418	88%
Devonport City Council	11,758	16,207	73%
Kentish Council	1,708	2,370	72%
Latrobe Council	5,346	7,996	67%
Waratah Wynyard Council	5,011	6,688	75%

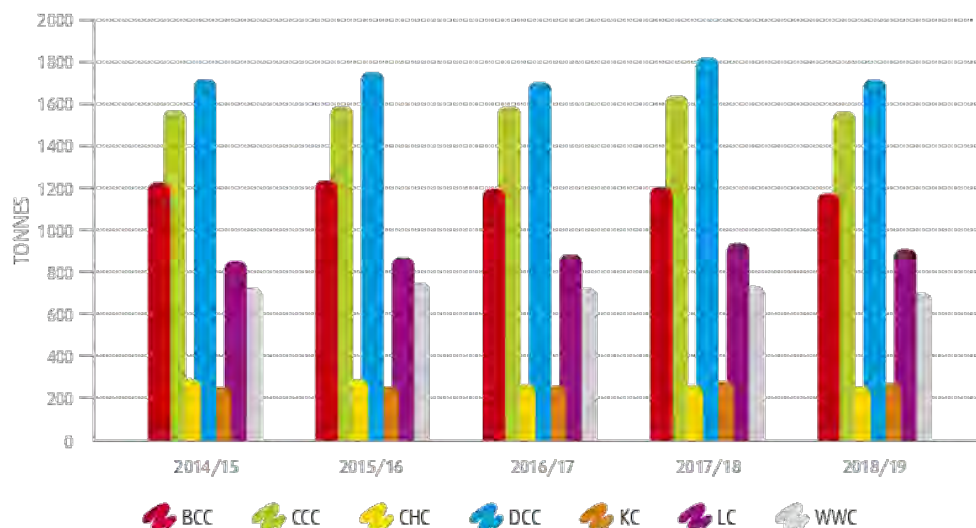
*\*Every month the quantity of tenements within the kerbside recycling collection service zone increases as new properties are built and subdivisions are developed. The average number of tenements is therefore calculated taking an average of the monthly recorded tenements for each Council in 2018/19, using information provided by Veolia.*

A bin presentation rate was determined for each Council by comparing the average tenements with average bin pickups per month. From a regional perspective, the average presentation rate for 2018/19 was 74%. This is lower than the presentation rate recorded in the kerbside recycling assessments of 86%. The difference may be due to the kerbside assessments only capturing approximately 12 weeks of residential activity in select Council areas, avoiding known holiday areas (shacks) and locations under development.

An annual breakdown of the tonnes of kerbside recycling received by Veolia from each Council is detailed in Figure 5.

Approximately **42,973**  
households across the region are  
participating in kerbside recycling.

**Figure 5 – Tonnes of Kerbside Recycling by Council**



In 2018/19 6,585 tonnes of recyclables were collected under the kerbside recycling contract across the region, a 4% decrease when compared to 2017/18.

The types of waste being recycled can have an impact on the annual tonnages of recycling, for example less weighty items such as newspapers/magazines and more plastic bottles (which are lighter) can result in a reduction in total weight.

The total tonnes of kerbside recycling collected since 2012 is detailed in Table 2.

**Table 2 – Annual Regional Kerbside Recycling Collection Tonnages**

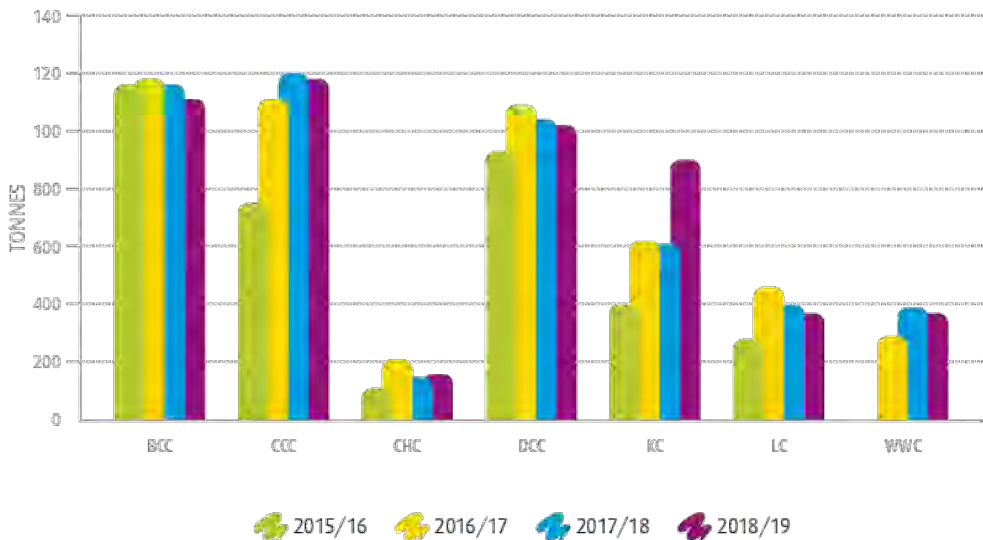
Year	Tonnes
2012/13	6,974
2013/14	6,807
2014/15	6,631
2015/16	6,737
2016/17	6,613
2017/18	6,874
2018/19	6,585

c) Regional Cardboard Recycling Contact

In 2015 a regional cardboard recycling contract was established with Veolia, providing a cardboard collection bin at all Council WTS (except the small rural sites). This service was discounted by Veolia due to the participation of all CCWVG Councils.

In 2018/19, 512 tonnes of cardboard was collected, a 3% increase when compared to 2017/18 (495 tonnes). Cardboard collection data for each Council is displayed in Figure 6.

Figure 6 – Tonnes of Cardboard Recycled by Council  
(Under the Regional Recycling Contract)



## 3.2 KEY PROJECTS

A significant number of projects were completed by the CCWVG in 2018/19, with the complete list detailed under Section 6. Each project can be referenced back to the Annual Plan and Budget 2018/19 using the project number detailed within each heading.

### a) Illegal Dumping Funding (2.2)

Two rounds of illegal dumping funding were conducted, with up to \$90,000 available to assist Councils with implementing illegal dumping reduction initiatives. Applications were received from the CCC, LC and DCC, all of which were approved either in part or in full. A total of \$23,800 worth of signage, surveillance cameras and funding assistance for clean ups was awarded

A portion of the remaining budget was allocated to a regional illegal dumping education campaign and conducting a security camera installation workshop for Council staff.

Feedback on the illegal dumping funding program received to-date has been positive. Particularly pleasing was DCC's report that they have seen a dramatic decrease in dumping incidents since conducting clean-ups and erecting signage in 2017/18.

**A total of \$23,800 worth of illegal dumping funding was awarded for signage, surveillance cameras and funding assistance for clean ups.**



**Figure 7 – Clean-up before and after images in the Latrobe Municipality.**





**Figure 8 –  
Undercover storage  
area at White Hills WTS.**



**Figure 9 –  
New bins at the  
Spreyton WTS.**

### b) Best Practice Improvements (2.3)

Another round of funding was made available to Council in 2018/19, aimed at improving WTS across the region. Councils were encouraged to refer to the independent audit conducted in 2014, against the Transfer Station Best Practice Guidelines, for improvement ideas and to suggest other initiatives which will improve the safety, environmental impact and/or functionality of their WTS.

A total of 11 applications were received from CCC, CHC, DCC and WWC, all of which applied for more than one improvement.

CCC received funding to install a block wall and concrete pad to place a co-mingled recycling skip bin at the Preston WTS. Additionally the CCC installed Armco railing, to improve the safety for visitors at the Preston WTS.

CHC tackled safety risks at the White Hills WTS by receiving part funding for installation of a security boundary fence. Funding was also received for an undercover storage shed to house the paint, batteries and gas bottle collection points and a trolley jack to assist the operator to safely move pallets of waste.

DCC utilised the funding to replace their old open top domestic recycling bins with new bins that have a pedal lid, providing safe and easy access to residents and to keep the recyclables out of the elements.

A signage upgrade was conducted by WWC at the Wynyard WTS, who also received funding to install a safety rail at the general waste disposal drop off point.

**Approximately \$55,000  
of funding was awarded for  
improvements at a number of  
regional WTS.**

### c) Community Based Recycling Initiatives (2.5)

Community groups had the opportunity to apply for funding to implement waste collection and diversion initiatives.

A number of applications were received and \$3,562 worth of funding was awarded to 4 community groups whose applications met the criteria.

The following initiatives were funded:

- > TS Mersey Australian Navy Cadets: purchase of bins for recycling.
- > Lorinna Residents & Ratepayers Association: purchase of bins to collect soft plastic and co-mingled waste for recycling.
- > Live Well Tasmania: funding to conduct a repair café which was free to access by the community and involved workshops by people experienced in repairing clothing, furniture, electrical appliances, bicycles and toys.
- > Wynyard Men's Shed: purchase of tools to process waste timber into furniture.

Additionally, a number of Councils made an application for bin toppers to use at community events. As a consequence of this interest, bin toppers were supplied to each Council and a marketing campaign conducted to raise awareness and assist people with using them.



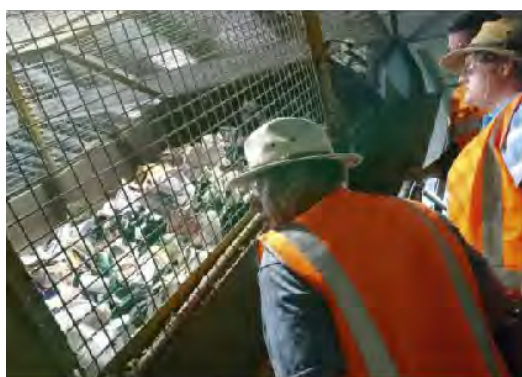
**Figure 10 – Bin topper education campaign poster/handout.**

### d) Recycling Bin Assessments (2.6)

Residential recycling bin assessments and contamination education was completed across the region in October/November 2018 and again in April 2019. A total of 13,734 properties were visited and 11,887 bins assessed, 36% of which had bins with some form of contamination. Soft plastic was the most common contaminant found with 129 occurrences recorded per 1,000 bins. Recycling packed inside plastic bags was the second most commonly occurring contaminant, followed by garbage and/or garbage in bags, foil food bags (a form of soft plastic) and foam meat trays.

Overall the region performed well with an 85% pass rate, which was slightly less than 86% which was achieved in 2017/18. With the passion for improving waste management practices evident across the community, it is looking promising that a 90% pass rate will be achieved by the year 2022 target.

**36% of properties assessed had bins with some form of contamination.**



**Figure 11 –  
Some lucky residents  
who won a Facebook  
competition to visit the  
Materials Recycling Facility  
in Spreyton.**



**e) Education & Promotion (2.11)**

The three regional waste groups continued the state-wide waste education with some great content regularly published on both the Rethink Waste Facebook and Website.

A number of resources were developed to assist people in improving resource recovery including fact sheets, mini videos, education about the waste hierarchy and case studies, to name a few.



**Figure 12 –  
The display at Ecofest.**

**f) Public Events (2.14)**

The CCWVG held a waste educational stall at Ecofest in Ulverstone, which was estimated to have over 1,500 attendees.

The stall inspired some great discussions and learning experiences, particularly around compostable packaging and how it is not recyclable in the kerbside recycling bin.

**Over 1,500  
people attended Ecofest**

#### g) WTS Diversion Initiatives (2.24)

A number of 2018/19 projects targeted at reducing waste to landfill and improving resource recovery rates had their budgets merged into the WTS Diversion Initiatives project. Doing so allowed the CCWVG to roll out a number of resource recovery services at a WTS in each Municipality and to conduct a supporting awareness campaign.

The services include providing residents with the opportunity to dispose of and recycle the following items for free:

- > Household batteries;
- > E-waste;
- > Paint; and
- > Fluoro Globes and Tubes.

A \$5/tyre subsidy was also implemented, to assist Councils with recycling tyres collected at WTS. A total of 4,319 tyres were recycled under this initiative in 2018/19.



**Figure 13 – Example of the awareness campaign for the new resource recovery services.**













## 4 ACHIEVEMENTS AGAINST THE 5 YEAR STRATEGY














 Action Not Started
  Action on Hold
  Action in Progress
  Action Completed/Ongoing

NO.	ACTIONS	COMMENTS
<b>FOOD AND GARDEN ORGANICS</b>		
1	Establish which member councils intend to participate in FOGO tender and appoint contractor where applicable.	17/18: Implementation of a kerbside FOGO collection was considered by each Council who determined not to proceed at this stage.  18/19: Revised FOGO pricing was provided to Councils, based on funding assistance received from the State Government, no further action was taken.
2	Where applicable, work in partnership with successful FOGO tenderer and member councils to implement communications materials, bin rollout and collection services to best practice standards for recovered organics.	
3	Develop and secure markets for reprocessed organics products in the agricultural or land rehabilitation sectors. Facilitate trials where necessary and utilise results in market development activities.	
4	Support the development of a Tasmanian organics strategy.	18/19: In June 2019 the Department of Primary Industries, Parks, Water and Environment released the Tasmanian Draft Waste Action Plan. This plan included actions associated with improving organic waste recovery and the CCWVG will respond to the Action Plan by the deadline.
<b>ILLEGAL DUMPING AND LITTER</b>		
5	Facilitate liaison between member councils, the regional group and relevant Tasmanian Government departments responsible for managing illegal dumping incidents by establishing an illegal dumping working group.	18/19: The Tasmanian Draft Waste Action Plan does not appear to address whether there will be state-wide approach to the management of illegal dumping, the CCWVG will query this as part of their feedback submission.
6	Using data obtained from the Illegal Dumping Web Database, produce an annual report to be disseminated amongst member councils in order to provide a measurable evidence base to group members.	18/19: A report on the regional illegal dumping database is provided to the CCWVG annually. At present the database is under utilised resulting in insufficient information available to form an accurate evidence base.
7	Call for annual applications from member councils for funding of projects to address illegal dumping (e.g. clean-up of hotspots, installation of signage/CCTV). Establish process for determination of successful applications, distribution of funding, reporting requirements and measurement of outcomes	18/19: Two rounds of illegal dumping funding were conducted. It is anticipated that this project will be ongoing, with funding available annually to target illegal dumping.
8	Use the Keep Australia Beautiful (2016) Litter Toolkit to build a litter reduction campaign to be rolled out across the region. Incorporate the litter reduction campaign in the regional communications and education plan.	
9	Provide evidence-based input to any further discussions regarding the introduction of container deposit scheme (CDS) legislation in Tasmania.	17/18: The EPA engaged consulting firm Marsden Jacob to generate a report on the framework for a CDS in Tasmania. DWM provided input on behalf of the CCWVG and Marsden Jacob were invited to attend a CCWVG meeting, however this did not eventuate. The EPA have released the report and there has been no further action at this stage.  18/19: The Tasmanian Draft Waste Action Plan addresses a CDS and the CCWVG will respond to the Action Plan by the deadline.













NO.	ACTIONS	COMMENTS	
<b>INFRASTRUCTURE</b>			
10	Continue work to establish a standardised set of data collection parameters and ensure all councils are reporting data to the waste data collection portal according to the standard (including material categories, units and frequency of reporting). Monitor and audit data inputs into the centralised waste data collection portal.	17/18: The regional data collection portal was implemented and quarterly reporting to the CCWVG was carried out. To date a number of Councils are not inputting data, affecting the integrity of the reporting.  18/19: Quarterly reporting is ongoing, however some Councils are still not entering data into the portal.	
11	Conduct a recycling activity survey in order to: a) establish the size of the recycling and reprocessor network b) measure the quantity of materials managed throughout the network c) establish the flow of materials between member councils and other regions d) identify opportunities for network expansion or rationalisation.  This could be conducted in conjunction with other regional groups in order to build a picture of the resource recovery network in Tasmania.	17/18: The Recycling Activity Survey was complete and a master spreadsheet developed housing the collected information.	
12	Conduct an assessment of the region's tip-shop network. Develop standardised guidelines for tip-shops which define material diversion, stock and inventory control, material storage requirements, etc.		
13	Internally review progress of actions recommended by the <i>Cradle Coast Transfer Station Audits</i> report completed for CCWVG (Blue Environment 2014) in order to bring facilities up to best practice standards. Call for applications from member councils for funding for facility upgrades, establish process for determination of successful applications, distribution of funding and reporting requirements.	18/19: A round of funding was made available to Councils to apply for improvements to their WTS in accordance with the <i>Cradle Coast Transfer Station Audits</i> report (or other initiatives that fit the criteria). Four Councils made an application and funding was awarded for 9 different projects.	
14	Investigate options for accepting additional materials at council resource recovery centres/transfer stations, including requirements for collection infrastructure, potential on-site reprocessing opportunities and material markets.	18/19: Implementation of Project 2.24, WTS Diversion Initiatives, has resulted in WTS being able to accept and recycle additional materials that were going to landfill.	
15	Explore community-based recycling initiatives with local community groups in order to identify feasible materials for collection and diversion. Where feasible, consider funding assistance to community groups to implement services (e.g. transport vehicles, temporary storage facilities, compactors, communications).	18/19: Community groups were given the opportunity to apply for funding to implement waste collection and diversion initiatives. Funding was awarded to 4 community groups across the region.	
<b>SERVICES</b>			
16	Continue to undertake annual residential recycling bin assessments and contamination education across the region.	18/19: A round of assessments were undertaken, resulting in a pass of 85%. This project will be conducted annually.	
17	In conjunction with NTWVG, continue to conduct landfill and kerbside waste composition audits.	17/18: Consulting firm Anne Prince Consulting (APC) conducted landfill audits at DWM, Ulverstone and Port Latta landfills.	
<b>HAZARDOUS WASTE</b>			
18	Provide for collection and management of household batteries across the region (including advertising, bins, collection services, transport and disposal). Measure and evaluate the collection's performance.	17/18: This project is ongoing.	
19	Hold a household hazardous waste collection event. Event actions will include advertising, establishing a waste management contractor (via tender process), determining program and location(s), measurement and reporting framework.		










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NO.	ACTIONS	COMMENTS	
20	Continue to monitor member council e-waste schemes and opportunities to provide an economical service in the region.	18/19: E-waste recycling was rolled out at one WTS in each municipality.	
21	Work with EPA Tasmania as required to implement the hazardous waste tracking system.		
22	Liaise with EPA/other regions on investigations into hazardous waste stockpiles and disposal points in the CCWMG region.		
<b>TYRES</b>			
23	Support the development of a tyre recycling site at Longford.	18/19: Tyre recycling at Longford appears to have stalled and as a consequence the CCWMG provided Councils with a \$2/tyre subsidy, to recycle tyres at Tyrecycle in Hobart.	
24	Work with EPA and other regional groups to investigate end users for end-of-life tyres.		
25	Disseminate and support the statewide waste tyre recycling guidelines/management strategy when released by EPA.		
<b>C&amp;D AND C&amp;I RECOVERY</b>			
26	Work with the EPA to develop and align strategies to divert C&D and C&I materials from landfill. Investigate funding opportunities as they arise.	18/19: The Tasmanian Draft Waste Action Plan addresses C&D and C&I and the CCWMG will respond to the Action Plan by the deadline.	
27	Conduct a review of C&I waste in the region to build on previous reviews conducted for C&D waste. Include consultation with key industries and identification of synergies with C&D waste processing and disposal.	18/19: The Tasmanian Draft Waste Action Plan addresses C&D and C&I and the CCWMG will respond to the Action Plan by the deadline.	
28	In conjunction with member councils, investigate the options for expanding residential recycling collections to cover C&I customers.	18/19: The Tasmanian Draft Waste Action Plan addresses C&D and C&I and the CCWMG will respond to the Action Plan by the deadline.	
<b>REGIONAL GOVERNANCE ARRANGEMENTS</b>			
29	Develop and document a governance framework which stipulates the roles, responsibilities and expectations of CCWMG member councils.	17/18: A CCWMG Terms of Reference document was developed and implemented.	
30	Create a role within CCWMG to manage stakeholder group member engagement. The role should be part-time for a minimum of one year and be at an experienced/ senior level.	17/18: Greg Preece was appointed as the Waste Governance Project Coordinator to work with the CCWMG and member Councils to determine the most appropriate governance model and assist with the implementation.  18/19: Stage 1 of the proposed model was agreed to by the CCWMG, which involved transitioning the management of the regional waste management services, administration and financial services to DWM.  Works are ongoing into 19/20 regarding an interim agreement for Stage 1 and progressing into Stage 2.	
<b>COLLABORATIVE ARRANGEMENTS BETWEEN COUNCILS</b>			
31	Continue to identify opportunities for collaborative resourcing by investigating current contractual arrangements in each council.		
32	Investigate and facilitate human resource sharing between member councils.		
33	Establish a platform for councils to share information with regards to their current projects and outcomes of previous projects (e.g. as an agenda item at CCWMG meetings).	18/19: Councils have an opportunity to raise projects and outcomes at the CCWMG meetings.	

22 > ACHIEVEMENTS

NO.	ACTIONS	COMMENTS
<b>BUILDING REGIONAL CONSISTENCY</b>		
34	Review member council landfill and resource recovery centre/transfer station charges and services offered and investigate barriers to implementing total cost recovery pricing.	
<b>WORKING WITH THE TASMANIAN GOVERNMENT</b>		
35	Establish a framework for cooperation and collaboration between state government, waste management groups and local councils to: <ul style="list-style-type: none"> <li>a) influence policy and strategy documents</li> <li>b) highlight current issues impacting on waste management in the region</li> <li>c) contribute to and support government policy on emerging waste issues.</li> </ul>	18/19: The Tasmanian Draft Waste Action Plan addresses governance and waste management issues, the CCWVG will respond to the Action Plan by the deadline. 
36	Maintain key dialogue and build contacts with state government agencies. Encourage EPA to attend CCWVG meetings.	17/18: Dialogue has been undertaken with LGAT representative regarding the status of kerbside recycling in Tasmania. Dialogue with the EPA is ongoing as required, EPA representative attended a CCWVG meeting to discuss illegal dumping. Will invite other representatives to attend CCWVG meetings as appropriate. 18/19: DWM and the CCWVG will be providing feedback to the EPA regarding the Tasmanian Draft Waste Action Plan. 
37	Highlight current waste management issues to state government on an as needed basis as raised by member councils.	17/18: This is ongoing, consultation carried out with state government as the need arises. 18/19: Regional waste issues will be communicated to the state government as part of the feedback provided on the Tasmanian Draft Waste Action Plan. 
38	Provide assistance and advice to state government on emerging waste issues.	17/18: Ongoing, will provide appropriate assistance as requested. 18/19: Waste issues will be communicated to the state government as part of the feedback provided on the Tasmanian Draft Waste Action Plan. 
39	Identify funding options from various Tasmanian Government departments, not just those responsible for waste or environment issues.	17/18: Currently monitoring opportunities for funding and approaching local members for opportunities to receive funding assistance for implementation of a FOGO collection. 
<b>WORKING WITH INDUSTRY</b>		
40	Establish a framework for cooperation and collaboration between state government, waste management groups and industry to facilitate improvements to C&I and C&D waste management and resource recovery.	18/19: The Tasmanian Draft Waste Action Plan has actions to address C&I and C&D waste management and resource recovery. 
41	Facilitate a regional industry workshop/forum to encourage innovation and sharing of waste and resource management practices. Where feasible, consider using local service groups to extend CCWVG reach into local businesses.	17/18: Conducted an industry workshop in Burnie, there were 43 attendees and a number of discussions around better use of by-products. 
42	Maintain key dialogue and build contacts with industry sectors.	17/18: Commenced building industry contacts through the recycling activity survey and the industry workshop. 18/19: Obtained Master Builders Association Membership as part of the state-wide waste communications. It is envisioned that communications will target members of this association in future years. 
43	Support the development of a Tasmanian recycling market development strategy.	18/19: Likely to be addressed by the Tasmanian Draft Waste Action Plan. 

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NO.	ACTIONS	COMMENTS	
<b>COLLABORATING WITH OTHER REGIONS</b>			
44	Pending state government regional group coordination, establish a direct link between other regional groups (which may involve quarterly/six monthly meetings, etc.) to continue collaboration.	18/19: Key Project Officers from each of the waste groups regularly meet to discuss waste communications and other upcoming projects as necessary.	
45	Conduct a mid-term strategy review to consider linkages between regional strategies and funding requirements.		
<b>COMMUNITY EDUCATION</b>			
46	Develop a regional or cross regional communications and education plan with input from member councils, including for: a) FOGO service b) other kerbside services c) illegal dumping d) e-waste recycling e) other waste initiatives as appropriate.	18/19: Year 2 of the Tasmanian Waste Communications Plan was successfully completed by the three waste groups.	
47	Develop communication materials that promote CCWVG, the Rethink Waste website and brand and correct waste and recycling practices using: a) media releases b) TV, radio and newspaper advertising c) promotional materials (e.g. bags, pens, caps) d) fact sheets e) social media (e.g. YouTube, Facebook, Twitter) Where possible, activities to be jointly undertaken with the NTWVG.	18/19: Year 2 of the Tasmanian Waste Communications Plan (which covers these activities) was successfully completed by the three waste groups.	
48	Continue to support the Rethink Waste Schools Program. Establish a program for visits to schools in the region to conduct waste education programs.	17/18: A list of schools has been developed and a number of workshops conducted at the Kids4Kids event in Burnie. 18/19: Work to secure an education officer was undertaken, with school visits to commence in 2019/20.	
49	Coordinate with member councils and other regions to provide consistent updates to the Rethinkwaste.com.au website.	18/19: Councils are required to review and provide updates to their page annually. Other updates undertaken as required.	
<b>RAISING AWARENESS</b>			
50	Provide regular briefings to Cradle Coast Authority member councils (to be disseminated throughout each), in order to build group awareness. This could be done through scheduled group meetings and dissemination of CCWVG minutes of meetings.	18/19: CCWVG receive a copy of the meeting minutes and also a monthly waste communications report.	
<b>PUBLIC EVENTS</b>			
51	Research and maintain a calendar of public events (such as local shows, market days, etc.) which would be appropriate to host an education session/stall/booth. Attend two public events per year.	18/19: A stall was held at Ecofest in Ulverstone. This project is ongoing.	
52	Conduct community consultation forums when introducing new programs or services (as appropriate).		

## 5 FINANCIAL

**Table 3 – Cash Flow Summary**

Table 3 details the CCWVG Waste Levy Account opening and closing balance as at 30/06/2019.

<b>2018/19 Cash Flow Summary Regional Waste Management Levy</b>	
Opening Balance 30/06/2018	359,440
Levy funds received 01/07/2018 to 30/06/2019	431,404
Interest	8,345
<b>Total Cash Inflow During 2018/19</b>	<b>799,189</b>
2018/19 Annual Plan & Budget Project Expenditure	(392,996)
<b>Closing CCWVG Waste Levy Account balance 30/06/2019</b>	<b>406,193</b>

**Table 4 – 2018/19 Profit and Loss**

Table 4 details the CCWVG profit and loss for 2018/19.

<b>2018/19 Profit and Loss Regional Waste Management Levy</b>	
Waste Levy Income for period 01/07/2018 to 30/06/2019	431,404
Interest	8,345
<b>Total Income for 2018/19</b>	<b>439,749</b>
2018/19 Annual Plan & Budget Project Expenditure	(392,996)
<b>Total Expenditure for 2018/19</b>	<b>(392,996)</b>
<b>Net Profit (Loss) as at 30/06/2019</b>	<b>46,753</b>



## 6 SUMMARY

With over 18 discreet projects for the CCWMG to undertake, the 2018/19 financial year was completed in a successful manner with a high project completion rate.

Many of the projects implemented provided immediate outcomes consistent with the goals of the CCWMG Strategic Plan. The balance of the projects form the foundation for implementation of actions in coming years. Table 5 displays a summary of the 2018/19 actions and their status at 30 June 2019. For more information please refer to the CCWMG Annual Plan & Budget 2018/19.

**Table 5 – 2018/19 Action Summary as at 30 June 2019**

**KEY:** CF = Carried Forward IP = In Progress NP = CCWMG Resolved Not to Proceed TC = Task Complete

REF#	PROJECT NAME	ACTION SUMMARY	STATUS
2.1	Illegal Dumping Database	Manage and report on the established regional illegal dumping database.	TC
2.2	Illegal Dumping Funding	Conduct two rounds of illegal dumping funding.	TC
2.3	WTS Best Practice Improvements	Assist Councils in improving transfer stations in line with the Best Practice Guidelines.	TC
2.4	WTS Material Diversion	Assist Councils in implementing recommendations from the 2017/18 Additional Material Diversion Options investigation report.	TC
2.5	Community Based Recycling Initiatives	Funding assistance for community groups to implement waste collection and diversion initiatives.	TC
2.6	Recycling Bin Assessments	Undertake kerbside recycling bin assessments and contamination education across the region.	TC
2.7	Household Battery Recycling	Continue to fund a free household battery recycling program to be managed by councils.	TC
2.8	Hazardous Waste Collection	Tender for and conduct a household hazardous waste collection event.	NP
2.9	Waste Governance Project Coordinator	Fund a role within the CCWMG to manage stakeholder group member engagement.	TC
2.10	Annual Industry Workshop	Facilitate an industry workshop/forum to facilitate sharing of waste management and resource recovery ideas.	NP
2.11	Education & Promotion Year 2	Implementation of year 2 of the state wide Communications Plan to promote correct waste and recycling practices.	TC
2.12	Schools Program	Visit schools to provide waste education / presentation.	CF
2.13	Rethink Waste Website	Management and ongoing improvements to the Rethink Waste Website.	TC
2.14	Public Events	Host an education stall at 2 public events.	TC
2.15	WTS Staff Training	Fund an asbestos awareness training session for two WTS staff from each Council.	TC
2.16	Landfill Audit Findings	Implement a recommendation(s) from the 2017/18 Landfill Audit Report.	TC
2.17	Regional Waste Data Collection	Support the Regional Waste Data Collection Portal	TC
2.24	WTS Diversion Initiatives	Combination of project budgets from 2.4, 2.7, 2.8, 2.15 & 2.16. Provided free household battery, fluoro tube, globe, e waste and paint collection. Also funded a \$2/tyre subsidy for Councils and staff training.	TC



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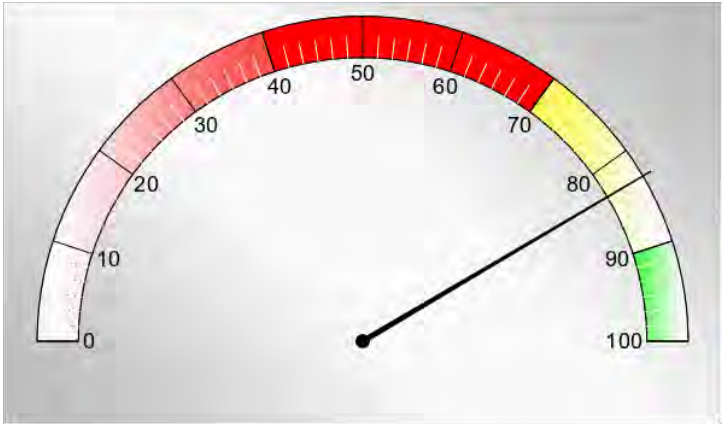


## **Departmental Monthly Performance Report**

January 2020

Departmental Monthly Performance Report

Monthly Progress against Actions



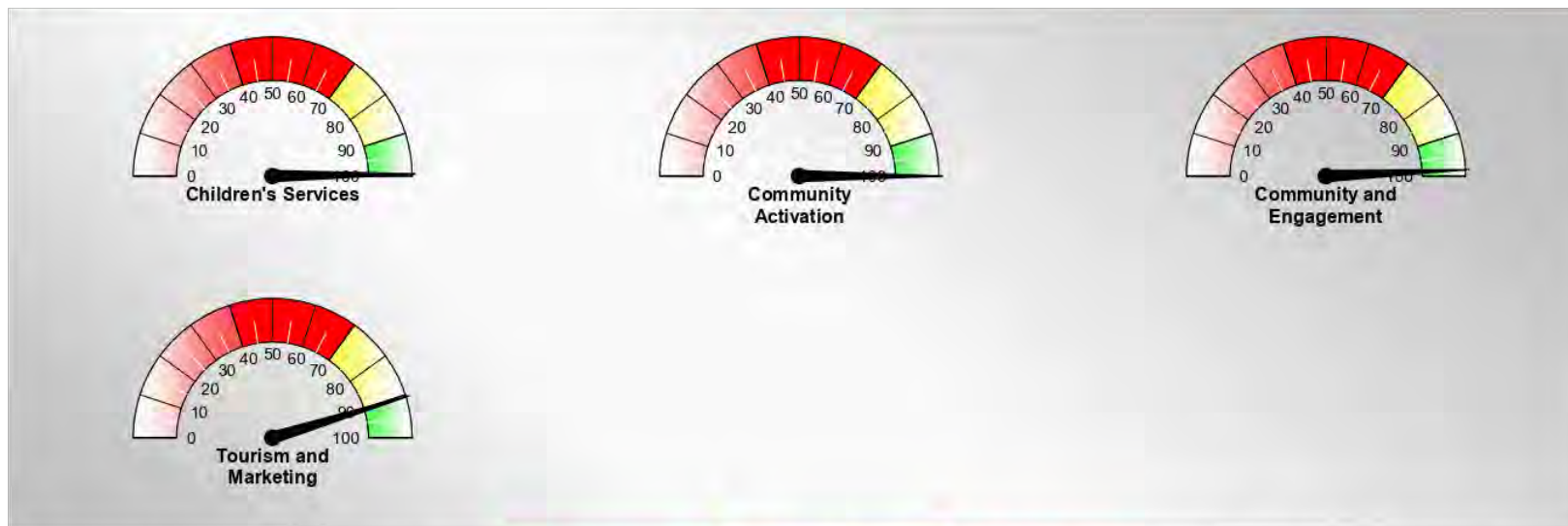
Description	Indicator
57 Actions reported on	
36 Actions at least 90% of monthly target	
10 Actions between 70 and 90% of monthly target	
11 Actions less than 70% of monthly target	
0 Ongoing Actions	
0 Deferred Actions	
0 Actions with no target set	
0 Incomplete Actions	



January 2020 - 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	2	2	0	0	0	0	0	0
Community Activation	6	6	0	0	0	0	0	0
Community and Engagement	9	7	2	0	0	0	0	0
Tourism and Marketing	3	2	0	1	0	0	0	0



January 2020 - 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
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.4.1 Promote and work with stakeholders to provide affordable quality services.</b>							
3.4.1.1 Complete detailed design for infrastructure proposal for Warawyn Early Learning and seek funding for the project.	Educators have been developing key considerations for concept plan. Business plan being developed by Warren Moore	Wendy Richards	30/06/2020	N/A	56	52	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.</b>							
4.1.1.1 Implement year two actions for Warawyn Early Years Reconciliation Action Plan.	Key deliverables being implemented in accordance with the plan	Wendy Richards	30/06/2020	N/A	56	57	




Departmental Monthly Performance Report - Community and Engagement

**Community Activation**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.1.1 Commit to best practice in community engagement.</b>							
1.1.1.1 Work with Waratah Community Board to develop a feasibility proposal for Waratah Falls walk to secure funding.	Jen Evans has met with the Board to discuss project options and the approach to the plan. A final feasibility proposal will be presented to the Board at the March meeting	Richard Muir Wilson	30/06/2020	N/A	56	69	
<b>Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.</b>							
1.4.1.1 Process map customer service function to inform proposal for enabling technology.	Customer Service process has been mapped and continues to be developed as more avenues for data input are identified. Processes are being refined to insure that the data captured in the current system is inclusive and a fair representation of information coming to Council. The recommendation is not to propose the purchase of enabling technology at this time, rather to ensure that the current technology is being used consistently and by all internal stakeholders.	Bronwyn Folden	30/06/2020	N/A	56	100	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.</b>							
3.3.1.1 Develop a program of community events including a Christmas themed event for the retail hubs.	We helped out Waratah, Yolla, Somerset, Sisters Beach, Boat Harbour and Wynyard with Christmas themed activities by supplying lollies, Santa suit and funds for the Wynyard Band and Wynyard Chorale to perform. The Wynyard Businesses held a Wynyard Community Christmas shopping night on the 13th December with Councils support.	Chantelle French	30/06/2020	N/A	56	100	

January 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.</b>							
3.5.1.1 Develop implementation plan for Health and Wellbeing Plan and implement year-one deliverables.	Implementation plan has been developed and year one deliverables are underway.	Bronwyn Folden	30/06/2020	N/A	56	67	
3.5.1.2 Develop implementation plan for Youth and Age Friendly Communities plans and implement year-one deliverables.	Implementation plan has been developed and year one deliverables are underway.	Bronwyn Folden	30/06/2020	N/A	56	67	
<b>Strategy: 3.5.2 Become a 24/7 accessible council through the use of technology.</b>							
3.5.2.1 C/FWD 2018/2019 - Investigate Opportunities for online access to booking payments for facilities.	Use of Facilities Form has been added to the list of online forms that will be included in the new webpage. Software designers have been advised of the workflow that is generated by facilities bookings, and have stated that these will be included in the functionality of the online form. Software designers have stated that online access to payments for facilities will be available within the new webpage.	Bronwyn Folden	30/06/2020	N/A	56	67	



Departmental Monthly Performance Report - Community and Engagement

**Community and Engagement**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.1.1 Commit to best practice in community engagement.</b>							
1.1.1.1 In conjunction with the community, develop a plan for Sisters Beach informed by OSSR and other relevant plans.	Sisters Beach Working Group operational. final concept plan complete. funding submission commenced Draft Public camping paper developed Community Centre discussion paper commenced	Tracey Bradley	30/06/2020	N/A	56	58	
<b>Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.</b>							
1.3.1.1 Implement Public Camping Strategy and practices.	Assisting with inquiries on alternate sites Draft Public camping paper for Sisters Beach developed - February dissemination	Tracey Bradley	30/06/2020	N/A	56	44	
<b>Strategy: 1.6.1 Encourage increased participation by all stakeholders.</b>							
1.6.1.1 Develop Partnership Agreements with key community organisations to formalise working relationship.	Review of the Seven Up agreement with Rural Health underway Partnership agreement with the Wynyard Girl Guides completed Building Somerset's Future Partnership agreement developed and implemented Partnership agreement with Wynyard adult Day Centre being considered	Tracey Bradley	30/06/2020	N/A	56	63	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							

January 2020 - Departmental Monthly Performance Report



Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.1.1.1 Review Waratah-Wynyard Council Emergency Management Plan.	The Waratah-Wynyard Council Emergency Management Plan was superseded by the Western Emergency Management Plan (Waratah-Wynyard, Burnie and Circular Head Councils). The initial plan was approved by the State Emergency Management Controller (Commission of Police) in June 2017. The 2 yearly review was submitted for approval in May 2019 - waiting official approval.	Julie Bernhagen	30/06/2020	N/A	56	93	
<b>Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.</b>							
3.3.1.1 Complete the Anzac Park All Ability Playground.	Completion of the project in accordance with the preliminary timeline on track. Concept Plan developed. Internal project management group established. Final approval from the Commonwealth for grant approved.	Tracey Bradley	30/06/2020	N/A	56	52	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.</b>							





January 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.1.1.1 CFWD - 2018/2019 - OSSR - Work with Wynyard BMX Club to design, develop and implement upgrade to facilities in line with OSSR Plan.	<p>The BMX Track Upgrade Project is progressing well and is currently inside its projected budget</p> <p>BMX is managing the works and contractors involved and Dana Hicks is managing Council's involvement in the project.</p> <p>Completed:</p> <ul style="list-style-type: none"> <li>Planning and compliance matters e.g. Development Approval, Building Permit, WHS regulations and contractor and volunteer inductions.</li> <li>Site preparation including surveying and tree removal</li> <li>Start hill earthworks and underground plumbing and electricals</li> <li>Purchase of new gate and new shelter</li> </ul> <p>The realignment of the track and its connection to the new start hill is underway and on schedule and compaction tests are currently achieving the required standards.</p>	Tracey Bradley	30/06/2020	N/A	87	75	
<b>Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in</b>							
4.3.1.1 Develop facility / sponsorship policy.	<p>A Facility/Sponsorship Signage Policy has been drafted, received input and direction from AFG, was sent to SMT where further feedback was provided. The policy will be presented to Council in February for consideration, feedback and future adoption.</p>	Bronwyn Folden	30/06/2020	N/A	56	80	
<b>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</b>							



January 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.4.2.1 Review all Council infrastructure leases, agreements and fees and implement any required changes to ensure equity and consistency.	A comprehensive review of all Council infrastructure leases, agreements and fees and charges has commenced and significant work has been completed. A draft report has been prepared and is actively being edited and refined as scenarios are devised and role modeled to relevant internal stakeholders. The draft report will be presented to Council at an upcoming meeting.	Greg Irwin	30/06/2020	N/A	56	70	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.</b>							
5.1.3.1 Progress planning for a regional heritage centre in Waratah.	Proponent working with business planning provider to refine plan	Tracey Bradley	30/06/2020	N/A	56	53	


Departmental Monthly Performance Report - Community and Engagement

**Tourism and Marketing**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.2.1 Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.</b>							
3.2.1.1 Implement year-one priorities from the Communications and Engagement Strategy 2019-2021.	<p>Preliminary design concept for website approved and content development started.</p> <p>Existing website pageviews increased 32% on Nov 1 to Dec 9 last year (18,462 views vs 13,892). Users up 13% (4240 vs 3742)</p> <p>Twitter - 2 tweets and 3 mentions in last month gained 1150 impressions - we currently have 764 followers.</p> <p>facebook - 2093 page views (up 41%), post reach 50,180(up 180%) and post engagement 15, 635 (up 8%). Post re Somerset canopy very popular and great engagement.</p> <p>Increased community participation in public consultation - visits to Your Say page up 1912% on Nov 1-Dec 9 last year (664 Vs 33).</p> <p>Community forums in Yolla and Somerset completed and well received.</p>	Rachael Hogge	30/06/2020	N/A	56	61	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.1 Investigate and embrace new economic opportunities.</b>							
5.1.1.1 Implementation of recommendations of the Destination Action Plan 2017 - progress and complete the 'Loo with a View' concept plan and feasibility plan.	<p>Report against actions delivered to November Council meeting.</p> <p>Discussed DAP status with new Regional Tourism body and Tourism Tas - unsure if they will be moving forward with their focus on the DAP's - as the plan is coming to the end of its life would need new group to take on developing new 3 year targets...</p>	Rachael Hogge	30/06/2020	N/A	56	87	

January 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.</b>							
5.1.3.1 Review and update the Tourism Plan (2011-2020).	Not started. Tourism Tasmania is launching a new brand strategy and preparing a new strategic planning document (Tourism 2030 - to replace T21) with consultation starting in November. With the withdrawal of CCA from Tourism and the new WxNW Regional Tourism Organisation only just set up in July - there will be a number of new Destination Priority Plans at a regional level that will filter down from that planning process. It is advisable that Council waits to see the priority directions from these documents before developing our own strategic pathway for the next 5-10 years.	Rachael Hogge	30/06/2020	N/A	28	0	

January 2020 - 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	8	2	1	5	0	0	0	0



Departmental Monthly Performance Report - General Manager



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

**General Manager**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.</b>							
1.5.1.1 CFWD - 2018/2019 - Complete feasibility study for a HR system to record training and qualifications to identify skill gaps.	Not yet commenced. Progress expected in final quarter on financial year.	vacant Human Resources Coordinator	30/06/2020	N/A	56	0	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 CFWD 2018/2019 - Refine arrangements for resource shared employees, including development of individual MOU's.	MOU development has stalled due to under resourced human resources area following departure of the HR Coordinator. Expected to progress in final quarter of financial year.	Shane Crawford	30/06/2020	N/A	75	25	
2.2.2.2 Progress actions and continue to explore shared service and resource sharing opportunities.	Five initial shared service projects have commenced and progressing to schedule. Update provided to Council in December agenda. Attention now on next projects and development of long term direction	Shane Crawford	30/06/2020	N/A	56	50	
<b>Strategy: 2.6.1 Promote Best Practice and foster innovation.</b>							
2.6.1.1 Undertake a review of the internal employee classification system.	Not yet commenced due to vacant Human Resources Coordinator position. Will be priority of final quarter of financial year.	vacant Human Resources Coordinator	30/06/2020	N/A	56	0	
<b>Future Direction: 3 Connected Communities</b>							

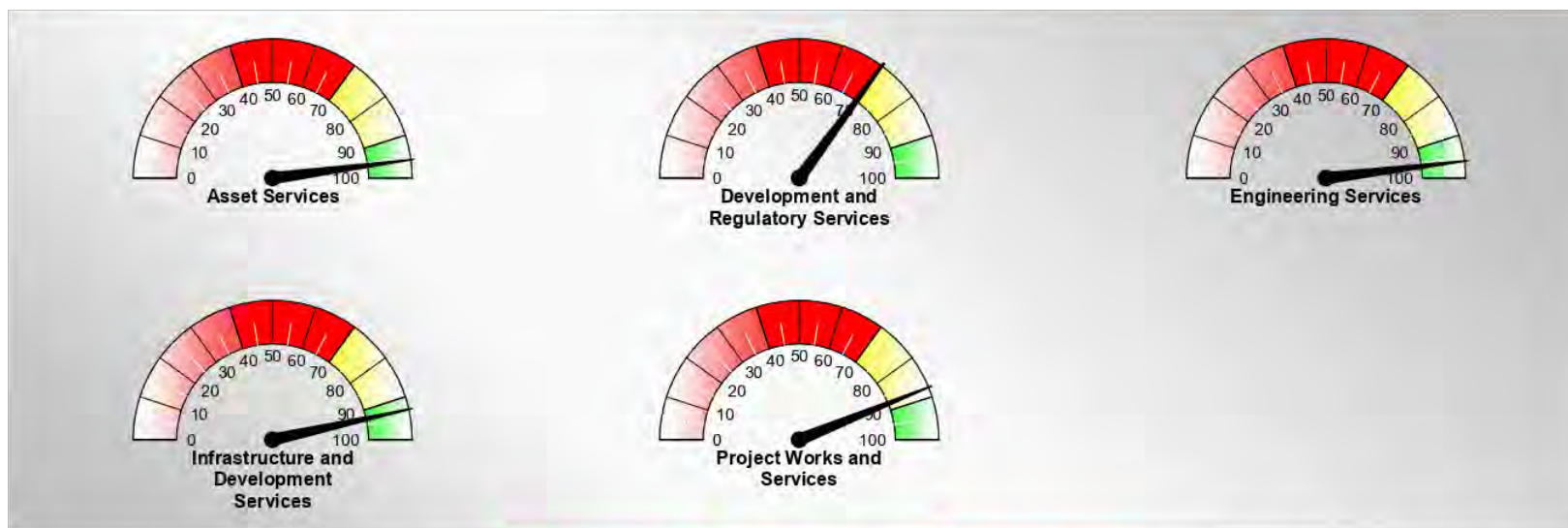
Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							
3.1.1.1 Develop a detailed and prioritised implementation plan for the Boat Harbour Beach Masterplan and complete year-one actions.	First meeting of project group to progress adopted plan held Monday 30 September 2019. Developed draft schedule and agreed first steps would be seeking Crown Lands permission for western bay seawall repair/replacement. Currently waiting for reply from CLS. BHBSLC progressing plans for Surf Club building.	Shane Crawford	30/06/2020	N/A	56	56	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.</b>							
4.1.1.1 CFWD 2018/2019 - Work with Taswater and the Waratah community to facilitate a mutually agreed future for the Waratah Dam.	Taswater have advised "A potential new owner for the dam was identified from the Expressions of Interest (EOI) process that concluded in September 2019, with the primary interest being use for hydropower generation.". Waiting on further updates from TasWater	Shane Crawford	30/06/2020	N/A	74	95	
<b>Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in</b>							
4.3.1.1 Develop detailed design for the Somerset Recreation Precinct.	Meetings have been held with the Department of Education and the Somerset Primary School regarding their requirements and preliminary concept plans commenced. Spatial analysis to be undertaken.	Shane Crawford	30/06/2020	N/A	56	25	
<b>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</b>							
4.4.2.1 Secure an operator for the cafe within the new multi-purpose (Yacht Club) facility.	This task will commence following completion of the development application process for the Yacht Club building	Shane Crawford	30/06/2020	N/A	56	0	

January 2020 - 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	5	4	1	0	0	0	0	0
Development and Regulatory Services	4	2	0	2	0	0	0	0
Engineering Services	5	4	1	0	0	0	0	0
Infrastructure and Development Services	6	3	2	1	0	0	0	0
Project Works and Services	2	1	0	1	0	0	0	0

Departmental Monthly Performance Report - Infrastructure and Development Services



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

**Asset Services**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 CFWD 2018/2019 Conduct internal review of the management of public halls (Asset and Facilities Group).	Financial data has been collected alongside other asset information. Some research outstanding before analysis can be completed and report prepared.	Dana Hicks	30/06/2020	N/A	69	50	
1.2.1.2 Update the Stormwater Asset Management Plan.	Forward works planning 98% finalised, preliminary draft preparation well progressed.	Jonathan Linden	31/03/2020	N/A	0	75	
1.2.1.3 Update a Stormwater Service Level document.	Draft service level document completed, workshopped with Councillors, ready to present for adoption in conjunction with AMP.	Jonathan Linden	31/03/2020	N/A	77	95	
<b>Future Direction: 6 Transport and Access</b>							
<b>Strategy: 6.1.1 Develop service levels to inform the delivery of a transport network that affordably meets demand and transparently communicates accepted risk.</b>							
6.1.1.1 Update the Roads Asset Management Plan.	Forward works planning finalised, preliminary draft preparation well progressed.	Jonathan Linden	31/03/2020	N/A	77	75	
6.1.1.2 Update the Roads Service Level documentation.	Awaiting minor amendments to the Draft service level document following workshop in late 2019.	Jonathan Linden	31/03/2020	N/A	56	95	



Departmental Monthly Performance Report - Infrastructure and Development Services

**Development and Regulatory Services**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Undertake a review of town planning services.	Inception meeting has been held, with project plan to be drafted. Project deferred until the second half of the year, with focus on completing the planning scheme work.	Ashley Thornton	31/05/2020	N/A	0	5	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.3.3 Actively manage community and economic growth through community engagement.</b>							
5.3.3.1 Develop a list of priority actions from the Central Area Development Plan.	IDS team has reviewed list of projects with recommendations made on priorities. Report to be prepared for the February Council meeting.	Ashley Thornton	29/02/2020	N/A	88	50	
<b>Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.</b>							
5.4.2.1 Develop and deliver a Settlement Strategy to guide future growth and development within the municipality.	Background research has been undertaken and the project plan has been drafted. Mapping of constraints has begun. Tender documents being prepared to engage consultants.	Ashley Thornton	30/06/2020	N/A	56	21	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.2.1 Practice effective urban and landscape design and planning that promotes liveability and connectivity and recognises local heritage.</b>							
7.2.1.1 Tasmanian Planning Scheme implementation.	Editing of draft LPS after direction from the TPC following the post lodgement conference. Mapping of Utilities Zone revised based on requests from TPC and Dept of State Growth. Revised documents to be submitted to TPC in February.	Ashley Thornton	30/06/2020	N/A	56	55	



Departmental Monthly Performance Report - Infrastructure and Development Services

**Engineering Services**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Undertake reserve irrigation installation at Frederick Street Reserve and Somerset Recreation Ground.	Cardigan Street irrigation project complete, Frederick Street irrigation to commence in March 2020	Corey Gould	30/05/2020	N/A	60	70	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>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</b>							
4.4.2.1 Continue flood mitigation projects, including - Cotton Street, Stanwyn Court and Port Creek, Wynyard.	Detailed design work continues, capital works project submissions for 20/21 have been submitted	Corey Gould	30/06/2020	N/A	56	60	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.3.2 Assess potential capability for economic expansion.</b>							
5.3.2.1 Develop detailed design and pricing for Inglis / Park / Church Street intersection and surrounding business area.	Detailed survey of the area has been completed, concept design and consultation to proceed.	Corey Gould	30/06/2020	N/A	0	40	
<b>Future Direction: 6 Transport and Access</b>							
<b>Strategy: 6.1.2 Prioritise and address service gaps with a road hierarchy.</b>							
6.1.2.1 Undertake a Rural Roads Safety Audit.	Rural Road Safety Audit received.	Corey Gould	29/02/2020	N/A	56	100	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.3.1 Provide education to facilitate awareness and appreciation of built and natural assets.</b>							
7.3.1.1 Develop and adopt Environmental Plan.	210120 background research complete, community engagement complete	Daniel Summers	30/06/2020	N/A	56	50	


Departmental Monthly Performance Report - Infrastructure and Development Services

**Infrastructure and Development Services**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							
3.1.1.1 CFWD 2018/2019 Design, develop and implement the next stage of Coastal Pathway - Cooeee to Wynyard.	Project now reliant upon the State Governments process for providing access to the rail corridor following coastal erosion events.	Daniel Summers	30/06/2020	N/A	64	26	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.</b>							
4.1.1.1 Undertake Wynyard Recreation Ground changeroom construction.	Main electrical and plumbing complete, wall framing and windows finished. Cladding and internal fit-out to commence.	Dana Hicks	31/05/2020	N/A	60	60	
<b>Strategy: 4.2.1 Focus on the value of recreation in promoting the health and wellbeing of our community.</b>							
4.2.1.1 Review and improve educational information relating to animal control.	Council has adopted changes to the Dog Management Policy. Signs reflecting the new beach restrictions are now being designed before being sent to a sign maker. Contractor engaged to undertake after hours patrols over the summer period.	Ashley Thornton	30/06/2020	N/A	56	71	
<b>Strategy: 4.4.1 Employ land-use planning strategies to promote connectivity and equity in the allocation or use of open space for recreation purposes.</b>							
4.4.1.1 Develop a masterplan for the Cam River area.	Possible actions have been brainstormed to address key concerns and ideas from the research and engagement phase. Cost estimates are being prepared before developing the concept plan.	Dana Hicks	28/02/2020	N/A	80	60	
<b>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</b>							
4.4.2.1 Continue the Wynyard Waterfront Project including seawall, boardwalk and multi-purpose facility.	210119 sea wall complete, wharf entry works complete and board walk complete. Camp creek reclamation complete pending final sow of grass	Daniel Summers	30/06/2020	N/A	56	98	

January 2020 - Departmental Monthly Performance Report



Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.1.1 Foster opportunity through sustainable development and community engagement.</b>							
7.1.1.1 Waste Strategy adoption and implement year-one actions.	210120 strategy adopted, engagement regarding expansion to kerbside services and FOGO beliefs to now occur	Daniel Summers	30/06/2020	N/A	56	50	

January 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Infrastructure and Development Services

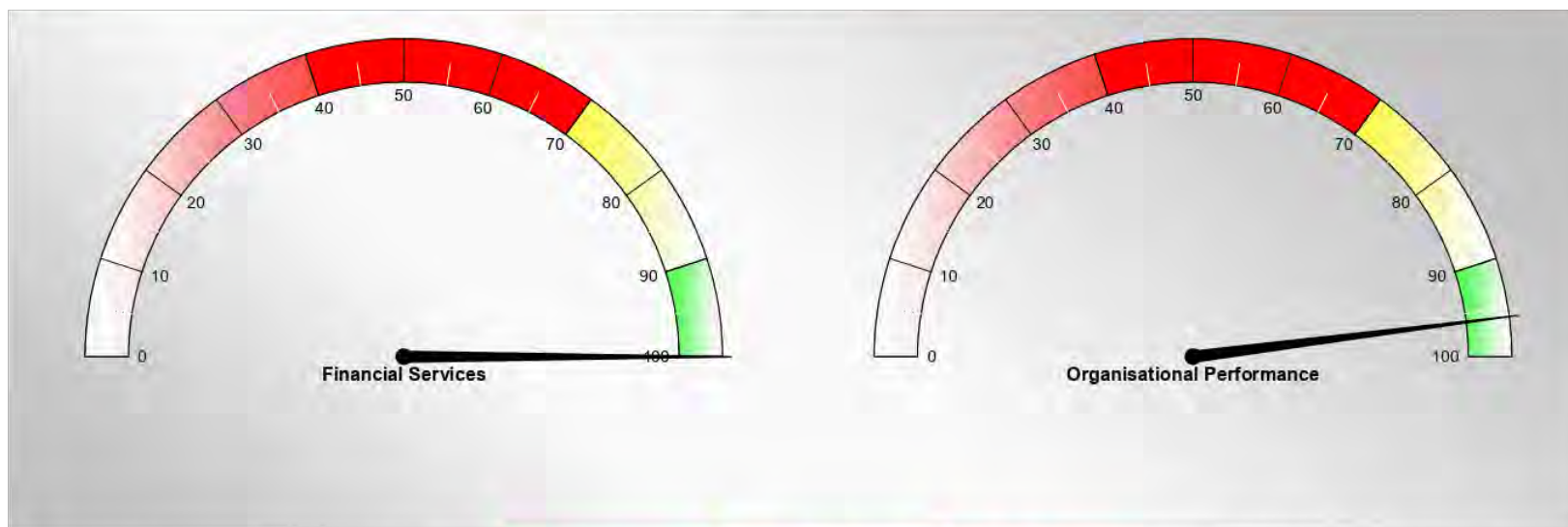
**Project Works and Services**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 Complete a review of after-hours and call out arrangements.	We completed the initial workshops where we analysed the current Service Level using process mapping etc with the final products been a report for EMT and an Implementation Plan. We have just started back up on the Implementation Plan and are moving forward with this.	Don Russell	30/04/2020	N/A	70	30	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.5.1 Consider and encourage biodiversity through forward thinking and planning.</b>							
7.5.1.1 Complete Camp Creek reclamation stages 2 to 4.	Earth works are complete. Sowing of grass seed to occur in Autumn.	Don Russell	31/10/2020	N/A	56	95	

January 2020 - 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
Financial Services	2	2	0	0	0	0	0	0
Organisational Performance	5	1	3	1	0	0	0	0



January 2020 - Departmental Monthly Performance Report

## Departmental Monthly Performance Report - Organisational Performance



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved







Less than 70% of monthly Action target achieved

### Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 CFWD 2018/2019 Improve the Long Term Financial Plan.	Long Term Financial Model currently being reviewed and updated. EMT scheduled to review at workshop in February and presented with plan for formal adoption in March.	Samantha Searle	30/06/2020	N/A	60	67	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.1 Facilitate effective knowledge management practices.</b>							
2.2.1.1 CFWD 2018/2019 Update the financial module of the enterprise software solution (Authority).	Upgrade was successful with only a few minor issues	Stephen Imms	30/06/2020	N/A	79	100	


Departmental Monthly Performance Report - Organisational Performance

**Organisational Performance**

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.1.1 Commit to best practice in community engagement.</b>							
1.1.1.1 Conduct the four-year review of the 10-year Strategic Plan.	Desktop review has commenced and expected to be finalised by May.	Samantha Searle	30/06/2020	N/A	56	48	
<b>Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.</b>							
1.3.1.1 Implement year one actions identified through the Sustainable Murchison 2040 framework Memorandum of Understanding.	Progress report provided by the reference group is presented to Council in February 2020. Initiatives are ongoing and progressing.	Samantha Searle	30/06/2020	N/A	56	50	
<b>Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.</b>							
1.4.1.1 Review complaint handling procedures relating to services provided by Council to address legislative requirements.	Review underway by the Community Activation Team including review of Conquest Use.	Samantha Searle	30/06/2020	N/A	56	50	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							
3.1.1.1 Develop a Municipal Signage Strategy.	Strategy under development. Expected to be presented to Council for consideration over the coming months.	Samantha Searle	30/06/2020	N/A	56	31	

January 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.1.1.2 Complete and implement CCTV project in Somerset and Wynyrd CBD's.	<p>Waratah-Wynyrd Council In collaboration with Burnie City Council and Tas Communications have engaged INOVO Technologies for the procurement, installation and configuration of 18 individual CCTV cameras in strategic locations around Wynyrd and Somerset.</p> <p>All cameras have been purchased for all 18 sites with currently 3 locations completely installed, live and recording to the recorder (NVR) installed in the Council server room, these locations include:</p> <ol style="list-style-type: none"> <li>1. Wonders of Wynyrd (Information Centre)</li> <li>2. Warawyn Early Learning Centre (Childcare)</li> <li>3. Council Chambers Reception</li> </ol> <p>There are 5 other sites currently being prepared for installation. The remaining 10 locations are in and around the Wynyrd C.B.D area and plan to be installed, live and recording by the end of the financial year.</p>	Murray Jamieson	30/06/2020	N/A	56	60	

## **1. SCOPE**

- 1.1. This policy relates to signage at facilities owned or managed by Council, including open space, that acknowledge sponsorship of activities or events initiated by Council or other users of such facilities.
- 1.2. This policy relates to signage that includes banners, bunting or flags but excludes directional, destination and interpretative signage or short-term information signage relating to specific events or activities.

## **2. PURPOSE**

- 2.1. This policy provides guidelines to be used when considering requests to place sponsorship signage at facilities owned or managed by Council.
- 2.2. This policy allows Council to determine if, where, when, how and why signage can or cannot be placed on or in Council facilities, how the installation and removal of approved signage will be managed and who the cost of any agreed placement or removal rests with.
- 2.3. This policy does not seek to influence the financial or 'in-kind' terms of any sponsorship deal between a sponsor and Council or a facility user.

## **3. POLICY STATEMENT**

- 3.1. Council recognises sponsorship signage as a legitimate and necessary means for users to help fund activities and events and endorses the need for users of Council facilities to display sponsorship signage, but Council approval must be achieved before any signage can be installed at a Council owned or managed facility.
- 3.2. Council assessment of requests for the placement of signage on or in its facilities will be managed by relevant Council staff within Infrastructure and Development or Community and Engagement and endorsed by the relevant managers.
- 3.3. Assessments of requests for the placement of signage on or in Council facilities will consider the Sponsorship Signage Guidelines and compliance or otherwise with relevant legislative requirement.

## **4. LEGISLATIVE REQUIREMENTS**

*Workplace Health and Safety Act 1995*  
*Local Government (Highways) Act 1982*

## **5. REFERENCES AND RELATED DOCUMENTS**

*Sponsorship Signage Guidelines*

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## **1. PURPOSE**

- 1.1. The purpose of these guidelines is to direct the application process for the installation of signage that acknowledges sponsorship of activities or events at facilities, including open space, owned or managed by Council.
- 1.2. These guidelines need to be read in conjunction with the Sponsorship Signage Policy and any other documents developed or employed by Council that relate to the placement and management of signage on or in Council assets.

## **2. REQUESTS FOR SPONSORSHIP SIGNAGE**

- 2.1. All requests for sponsorship signage should be submitted in writing and include the following:
    - 2.1.1. Identification of the facility that the signage will be placed on or in, and the proposed location.
    - 2.1.2. Information about the proposed signage including size, material involved and purpose.
    - 2.1.3. The length of time the sign will be in place based on the length of the sponsorship arrangement.
    - 2.1.4. Evidence that the signage can be fixed flat to a surface in the facility in a secure and safe manner that does not damage the facility, or that the facility will be restored to its original condition when the signage is removed.
    - 2.1.5. Evidence via a Certificate of Currency that the applicant organisation carries a minimum of \$20 million in public liability insurance.
    - 2.1.6. Planning approval (if applicable).

*NB The applicant is to see pre-lodgement advice from Council's Town Planners and obtain any relevant permits prior to erection of signage.*
  - 2.2. Sponsorship signage should not:
    - 2.2.1. Impact on Councils need to install directional, destination and interpretative signage or signage that deals with conditions of use, safety issues or short-term information.
    - 2.2.2. Comprise more than two (2) panels or exceed 5.0m<sup>2</sup> in size.
    - 2.2.3. Impact upon the facility's amenity and character, the general environment or obscure or compromise important views or lines of sight.
    - 2.2.4. Disrupt the flow of foot traffic or create congestion or a hazard.
    - 2.2.5. Compromise the safety and convenience of users of a facility.
    - 2.2.6. Be seen as intentionally or accidentally 'renaming or rebranding a facility'. Signage must relate to organisations, activities or events not Council assets.
    - 2.2.7. Be on the outside of a facility and able to be viewed from outside the boundaries of the site unless it has planning approval from Council.
    - 2.2.8. Be on artificial playing surfaces such as those used for basketball or tennis. Temporary signage on turf surfaces may be permitted but requires Council approval of the 'marking products' involved.
    - 2.2.9. Be left in place if the user group involved ceases use of the facility.
-



2.2.10. Not be inappropriate or potentially offensive to the community generally, or any particular community group or promote gambling, alcohol or smoking.

*NB: Council's Director of Infrastructure and Development or Community and Engagement reserve the right to refer any applications for signage which might be potentially contentious material to Council for a decision.*

### **3. ERECTION AND REMOVAL OF SIGNAGE**

- 3.1 All work associated with the erection and removal of signage requires Council approval and should comply with the Council contractor and volunteer induction requirements.
- 3.2 Council is not liable for any damage to, or loss of, any signage during the period that the signs are on display or being erected or removed.
- 3.3 Should any damage occur to a sign because of extreme weather conditions, vandalism, or any other circumstance which makes a sign unsafe or unsightly Council will remove the sign at the earliest opportunity and advise the owner as soon as reasonably practicable.
- 3.4 Organisations are required to remove signage if the signage is out of date, no longer relevant or if the organisation ceases its activities.

### **4. COSTS**

- 4.1. Signage will be installed, repaired, replaced and removed at the cost of the proponent
- 4.2. Council will not normally levy any charges upon bona fide 'not for profit' or community organisations for the erection, display, and removal of signage but reserves the power to resolve, at an Ordinary or Special Council meeting, to impose a charge, upon a particular user, that shall not exceed the actual cost to Council of any works associated with the erection, display, and removal of signage.

### **5. RELATED DOCUMENTS**

Sponsorship Signage Policy

Applicants seeking to locate signage in a road reserve must complete an application form

See:

<http://www.warwyn.tas.gov.au/webdata/resources/files/Application%20for%20Permission%20to%20Temporarily%20Occupy%20Road%20Reserve.pdf>

Applicants seeking use of the Goldie Street banner frame must complete an application form

See:

<http://www.warwyn.tas.gov.au/webdata/resources/files/Goldie%20Street%20Banner%20Frame%20Application%20Form.pdf>

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**1. SCOPE**

- 1.1 This policy applies to all public reserves and buildings owned or managed by Council.

**2. PURPOSE**

- 2.1 This policy provides direction on the regulation, control and protection of public reserves and buildings owned or managed by Council.

**3. POLICY STATEMENT**

- 3.1 Council is committed to ensuring the safe, equitable and transparent management of public reserves and buildings.
- 3.2 This policy provides guidance relating to the application of Council's Highway, Public Reserves, Parking Areas and Stormwater By-Law (no. 1 of 2016).
- 3.2 The application of the By-Law for the management of public reserves shall be in accordance with Council's Management of Public Reserves Guidelines.

**Legislative Requirements**

- *Local Government Act 1993*
- *Dog Control Act 2000*
- *By-Law No 1 of 2016 Highway, Public Reserves, Parking Areas and Stormwater*

**Related Procedures/Guidelines:**

- Management of Public Reserves Guidelines
-

## **1. PURPOSE**

This guideline has been adopted to assist the regulation, control and protection of public reserves and buildings owned or managed by Council. It shall provide direction and guidance to Council staff in relation to practical implementation of the discretionary powers contained in Council's Highway, Public Reserves, Parking and Stormwater By-Law (No.1 of 2016).

This guideline only provides direction for *Part 3 – Public Reserves* of Council's Highway, Public Reserves, Parking and Stormwater By-Law (No.1 of 2016). Please refer to *Part 1 – Preliminary* of the by-law for definitions and interpretation.

In this guideline, each reference to a "Clause" refers to a Clause contained in Council's Highway, Public Reserves, Parking and Stormwater By-Law (No.1 of 2016).

## **2. CLAUSE 18 – “Closure of Public Reserve”**

- The General Manager may close all or part of a public reserve for one or more of the following reasons:
  - all or part of a reserve has been the subject of a hiring arrangement in respect of which closure is reasonably necessary.
  - for public safety reasons.
  - for maintenance and repairs.
- Closure of all or part of a public reserve for hiring purposes must originally be initiated by a written application to Council requesting such a closure and outlining the reasons for the request.
- The Project Works Manager will arrange for re-usable 'temporary closure'-type signage to be installed at all normal public access points to the reserve or part of any reserve that has been closed and for this signage to be maintained for the duration of such closure.

## **3. CLAUSE 19 – “Hire of Public Reserve”**

- All public reserves may be used on a casual basis at any time subject to compliance with the provisions of the By-Law or any relevant legislation.
  - In accordance with Clause 22 of the By-Law written permission from the Manager is required for the conduct of a function, party or reception in a public reserve at which more than 50 people are likely to be present.
  - Closure of all or part of a public reserve for hiring purposes must originally be initiated by a written application to Council requesting such a closure.
  - A booking/permit will ensure reservation of an area in a public reserve, but it will not preclude public use of the reserve at that time unless the area in question has been closed by the Manager.
  - Permits for the hire of all or part of a public reserve will be subject to any conditions specified in writing by the Manager. They may vary according to the nature and size of the event or activity that is the reason for the hire of the reserve and can include, but are not limited to, the following:
    - Written evidence of Public Liability insurance coverage for a minimum amount that Council's public liability insurance provider recommends as a minimum level of public liability insurance required for casual users of Council reserves.
-

- The area hired is to be left in a clean and tidy condition and all rubbish removed or left in wheelie bins provided specifically for the event. No rubbish is to be left in or around permanent litter bins.
- Activities must not interfere with any underground irrigation systems.
- No vegetation may be moved, removed, tampered with or damaged.
- No disturbance, inconvenience or nuisance is to be caused to the public by contravention of any of the provisions of the By-Law or other legislation.
- The erection and removal of marquees, tents and other structures is subject to approval. The Manager may direct the hirer to site the structure at a specified location.
- The hirer is to be responsible for the repair or reinstatement of any damage to a reserve resulting from, or attributable to, the event or activity that is the reason for the hire.
- The erection and use of amusement devices are subject to compliance with all relevant provisions of the By-Law and any applicable legislative requirements.
- The lighting of ceremonial fires or conduct of fireworks displays is subject to compliance with all relevant provisions of the By-Law and any applicable legislative requirements.
- The selling of food, refreshments or other goods is subject to compliance with all relevant provisions of the By-Law and any other applicable Council or legislative requirements.
- The possession of alcohol is prohibited other than by specific exemption by the Manager and subject to any requirements of the Licensing Board of Tasmania.
- Payment of a Hire Charge which has been approved by Council. All charges are to be approved and reviewed annually by Council.

**4. CLAUSE 20 – “*Mooring a vessel to a wharf or marina*”**

- An authorised officer, after receiving a complaint, is to either issue an infringement notice or refer the matter to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935*.

**5. CLAUSE 21 – “*Peaceable use of Public Reserves*”**

- An authorised officer, after receiving a complaint, is to either issue an infringement notice or refer the matter to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935*.

**6. CLAUSE 22 – “*Functions*”**

- In relation to any application received by Council to conduct or hold a function, the General Manager is granted the discretion to issue written permission, or refusal, to hold a function depending upon the potential ‘nuisance’ that may be generated by that particular function.

**7. CLAUSE 23 – “*Creation of an entrance to a Public Reserve*”**

- This Clause is to be the subject of a future Council policy to be titled “Private Entrances to Public Reserves”.
-

**8. CLAUSE 24 – “*Permit for Outside Dining*”**

- If an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence or revoke the permit issued to the offending party.

**9. CLAUSE 25 – “*Sale of Item*”**

- If an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.
- Should the offence continue to occur, the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935*.

**10. CLAUSE 26 – “*Organised Sport*”**

- All applications for use of a public reserve for organised sport are to be in writing and provide sufficient detail of the proposed activities, including a match roster where appropriate, to enable Council to make an informed decision as to whether or not approval to undertake the organised sport activities will be granted.
- In the event that approval is granted the applicant is to provide Council with written evidence of Public Liability insurance coverage for a minimum amount that Council’s public liability insurance provider recommends as a minimum level of public liability insurance required for users of Council reserves.
- Seasonal users of reserves are required to provide written applications to Council at least four weeks in advance of the commencement of any proposed activities and casual users are required to provide Council with a written application at least one week in advance of the proposed activities.
- Council is to inform hirers, in letters of approval, that a staff member with responsibility for the management of Council’s public reserves has the authority to cancel activities that, in their opinion, are likely to cause damage to the reserves playing surface, infrastructure or amenity.

**11. CLAUSE 27 – “*Commercial Activity*”**

- If an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.

**12. CLAUSE 28 – “*Damage to Children’s Playground*”**

- When an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.
-



- Action may be initiated by an authorised officer, in the absence of a complaint, if, in their opinion, the actions of any person would be likely to result in damage to playground equipment or affect the safety of users of a playground. If the authorised officer is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.

### **13. CLAUSE 29 – “Camping”**

- Where an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.
- Where an alleged breach of this Clause relates to the parking of a self-contained motor home, camper van or like vehicle in a parking area under the control of Council that contains a sign indicating a maximum parking period, the provisions of Part 4 – Parking Areas of the By-Law (No. 1 of 2016) shall apply.

The relevant clauses follow:

#### **Parking Longer than Maximum Period**

8. (1) A person must not allow a vehicle to remain parked in a parking area for a longer period than is allowed by the conditions of entry to that parking area, which conditions are indicated by signs displayed in the parking area.
- (2) An authorised officer may issue an infringement notice for this offence.

### **14. CLAUSE 30 – “Projectiles”**

- Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935*.

### **15. CLAUSE 31 – “Disorderly, Threatening and Offensive Conduct”**

- Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935*.

### **16. CLAUSE 32 – “Damage to Council Property”**

- Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935*.

**7. CLAUSE 33 – “*Protection of Wildlife*”**

- Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935*.

**Enclosure 1 Confirmed Minutes Waratah Community Board 30 November 2019**

Unconfirmed minutes of the  
**Waratah Community Board** meeting  
held at the Athenaeum Hall  
at 2.00pm on Saturday 1<sup>st</sup> February 2020.

- 
- 1. Present**  
Tony Schmidt, Rosemary Dick, Anne Dunham, Neil Thorne, Cr. Kevin Hyland & Yvette Ekman  
Council Staff: Tracey Bradley & Richard Muir Wilson
  - 2. Apologies**
  - 3. Declaration of Conflicts of Interest**  
Nil
  - 4. Presentation**
  - 5. Confirmation of the Minutes of the Waratah Community Board**  
Moved Tony Schmidt and Seconded by Tony Schmidt  
"That the minutes of the Waratah Community Board meeting held on the 30<sup>th</sup> November 2019  
are a true and accurate record of the meeting." CARRIED
  - 6. Correspondence**
    - 6.1 Inward
      - John Backhouse: Re Community Development Facilitator funding
    - 6.2 Outward
      - John Backhouse: Re Community Development Facilitator funding
  - 7. Business Arising**
    - 7.1 Natural Burials.  
A site inspection at the Waratah cemetery occurred on Thursday 30<sup>th</sup> January. Present  
were Wayne Flint, Noel Fagan and Richard Muir Wilson. It was agreed that there was  
enough space for an area (South East corner) to be reserved for natural burials.  
Council would need to agree to this occurring through a report to Council  
*ACTION: Richard*
    - 7.2 Picnic Shelter at Saunders Park. Check status of funds for the park.  
*ACTION: Richard*
    - 7.3 Request for outdoor seats.  
Funds are being investigated to finance the purchase of two seats while another is to  
be purchased from community fundraising efforts. The seats are proposed to be  
located close to the cenotaph and have a services theme.  
*ACTION: Anne Dunham*
    - 7.4 Waratah Hub
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**Enclosure 1 Confirmed Minutes Waratah Community Board 30 November 2019**

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It was reported that community groups are accessing the centre and are required to complete a Use of Facility Form. The Adventist Church to be advised of this requirement.

**ACTION: Richard**

**8. Council Update**

8.1 Budget submissions for the 2020/2021 budget are now being developed. A funding submission for a detailed design and costing of the new Waratah Falls Walkway has been developed.

A funding submission for camping ground amenities has also been developed. Funds are being made available for pay as you go dryers and washing machines and a new door lock system.

**9. Waratah Community Plan**

9.1. **Priority Project 1: Waratah Falls –**  
Capital funding submission developed for next stage

9.2. **Priority Project 2: Community Development Facilitator and community social services**

A proposal for a Facilitator to be based in Waratah has been sent to the State Government. This will include elements of program delivery and potentially be based in the Community Hub. The proposal noted that the State Government had offered funds for a Waratah project. These were to be sourced from the sale of the health centre in Little Quiggin Street.

9.3. **Priority Project 3: Railway Bridge Restoration -**

A report has been developed by Auspan on the rail bridge and sets out various options. Three options were outlined.

- A. Explore existing condition is possible refurbish the existing bridge.
- B. Provide pedestrian walkway adjacent to the existing Rail Bridge.
- C. Provide walkway adjacent to Smith Street and install a rail bridge viewing platform. Leaving the existing bridge in a safe condition and as an attraction.
- D. Do Nothing. Restricted access will have to be upgraded with consideration for demolition and removal of the existing rail structure in the future to ensure public safety.

The WCB resolved that they support option B with the proviso that the pedestrian bridge be built on the southern side of the rail bridge. Height of the new bridge to be lower than the existing bridge to minimise impairment of the view.

**10. Update from Waratah Tourism Association**

10.1 Western Wild project. New interpretation signage is being considered at the White Hills Lookout along with road signage to alert motorists to the attraction.

10.2 Tony Schmidt reported that the Tourism Association had recently met and that Paul Ledger was the new president.

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**Enclosure 1 Confirmed Minutes Waratah Community Board 30 November 2019**

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10.4 Powerhouse Walking Track. To be discussed in General Business.

The meeting was suspended at 3:10pm. Waratah residents were invited to meet with the Board. New residents Darrell and Sandra from the Post Office discussed their plans to restore the Post Office and create their home there.

The meeting resumed at 3:30pm.

**11. General Business**

11.1 Power House Track: It was noted that land ownership is an issue as very little of the track is on Council managed land. Board members supported removal of any Council signage which directed people to the track. They also supported removal of the bridge currently stored at the Waratah Depot as this wasn't suitable or able to be feasibly used as advised by Council staff.

11.2 Public Toilets. The stainless steel bowls now have more comfortable seats installed.

11.3 Back to Waratah. Neil advised that the Thorne Family are able to assist by running an event in 2021 to commemorate the 150<sup>th</sup> year since the discovery of tin at Mount Bischoff. He also mentioned that the family are interested in donating a commemorative seat to the town.

**12. Next Meeting**

Meetings are held at 2pm in the Athenaeum Hall.

Next Meeting 28<sup>th</sup> March.

Meeting dates for 2020: May 30<sup>th</sup>, July 25<sup>th</sup>, September 19<sup>th</sup>, November 28<sup>th</sup>.

**13. Meeting Closed 3:45pm**

Date	Action	Who
01.02.2020	Proposed dates for Back to Waratah: 26 <sup>th</sup> January 2021 to the 14 <sup>th</sup> February 2021. <i>ACTION: Council Community &amp; Events Officer could assist plan the event</i>	<i>Richard</i>
21/9/19	WMS proposed funding a new picnic shelter for Saunders Park. Council has declined this offer as it was made during the OSSR review. <i>ACTION: Seek clarification on the project history</i>	<i>Richard</i>
21/9/19	7.2 Natural Burials. <i>ACTION: Presentation to be provided to Council</i>	<i>Richard</i>

Attachments Minutes of Other Bodies/Committees

9.12.1 Minutes of Other Bodies - Waratah Community Board Confirmed Minutes 30 November 2019 and  
Unconfirmed Minutes 1 February 2020

**Enclosure 1 Confirmed Minutes Waratah Community Board 30 November 2019**

30/11/19	<b>ACTION:</b> Request for permanent seats at the Waratah Cenotaph. Grant to be sourced through the Teddy Sheean grants program.	<i>Anne</i>
01.02.2020	<b>ACTION:</b> Adventist Church to be advised of requirements for use of Council buildings	<i>Richard</i>

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**Enclosure 2 Unconfirmed Minutes Waratah Community Board - 1 February 2020**

Unconfirmed minutes of the  
**Waratah Community Board** meeting  
held at the Athenaeum Hall  
at 2.00pm on Saturday 1<sup>st</sup> February 2020.

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- 1. Present**  
Tony Schmidt, Rosemary Dick, Anne Dunham, Neil Thorne, Cr. Kevin Hyland & Yvette Ekman  
Council Staff: Tracey Bradley & Richard Muir Wilson
  - 2. Apologies**
  - 3. Declaration of Conflicts of Interest**  
Nil
  - 4. Presentation**
  - 5. Confirmation of the Minutes of the Waratah Community Board**  
Moved Tony Schmidt and Seconded by Tony Schmidt  
"That the minutes of the Waratah Community Board meeting held on the 30<sup>th</sup> November 2019  
are a true and accurate record of the meeting." CARRIED
  - 6. Correspondence**
    - 6.1 Inward
      - John Backhouse: Re Community Development Facilitator funding
    - 6.2 Outward
      - John Backhouse: Re Community Development Facilitator funding
  - 7. Business Arising**
    - 7.1 Natural Burials.  
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