



**ORDINARY MEETING  
OF COUNCIL**

**MINUTES  
OPEN MEETING**

**18 November 2019**

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

**MINUTES OF AN ORDINARY MEETING OF THE WARATAH-WYNYARD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, 21 SAUNDERS STREET, WYNYARD ON MONDAY 18 NOVEMBER 2019, COMMENCING AT 6.02PM**

	<b>From</b>	<b>To</b>	<b>Time Occupied</b>
Open Council	6.02PM	6.31PM	29MINS
Closed Council	6.31PM	6.39PM	8MINS
Open Council	6.39PM	6.39PM	0 MINS
TOTAL TIME OCCUPIED			37MINS

**AUDIO RECORDING OF COUNCIL MEETINGS POLICY**

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**ANNOUNCEMENT RE TRIAL VIDEO RECORDING OF COUNCIL MEETING**

The Mayor advised that Council would be trialling video camera equipment at Council Meeting in preparation for commencement of Live Streaming of Council Meetings in the new year.

He advised that the video recording of this meeting was for internal/testing purposes only and will not be live streamed or available to the public.

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<b>1.0 RECORD OF ATTENDANCE</b>
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**1.1 ATTENDANCE**

Mayor Robby Walsh  
Councillor Mary Duniam  
Councillor Darren Fairbrother  
Councillor Celisa Edwards  
Councillor Gary Bramich  
Councillor Andrea Courtney

**IN ATTENDANCE**

Shane Crawford - General Manager  
Daniel Summers - Director Infrastructure and Development Services  
Samantha Searle – Director Organisational Performance  
Sally Blanc - Executive Officer

**1.2 APOLOGIES**

COUNCILLOR KEVIN HYLAND  
COUNCILLOR ALLIE HOUSE

**1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil received.

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

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

**That the Minutes of the Ordinary Meeting of the Waratah-Wynyard Council held at Council Chambers, 21 Saunders Street, Wynyard on Monday 21 October 2019, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.**

The MOTION was put and was CARRIED.

**IN FAVOUR**

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

**2.2 CONFIRMATION OF MINUTES OF PREVIOUS SPECIAL COUNCIL MEETING**

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

**That the Minutes of the Special Meeting of the Waratah-Wynyard Council held at Council Chambers, 21 Saunders Street, Wynyard on Tuesday 5 November 2019, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.**

The MOTION was put and was CARRIED.

**IN FAVOUR**

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

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<b>3.0 DECLARATIONS OF INTEREST</b>
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**Councillor and Agenda Item Number**

Nil

**Staff and Agenda Item Number**

Nil

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## 4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

### 4.1 ANNOUNCEMENTS BY MAYOR

Nil received.

### 4.2 MAYOR'S COMMUNICATIONS

18/10/19	Tidy Town Awards
19/10/19	<b>DEPUTY MAYOR</b> – Somerset Fire Brigade Dinner
21/10/19	Probus Club of Wynyard Annual Luncheon
21/10/19	Regional Cabinet Meeting – Networking Event
21/10/19	Council Meeting
22/10/19	Regional Cabinet Meeting
22/10/19	AGM Video Filming
22/10/19	Tasmania Talks Radio
22/10/19	Media Event Tablecape Farm
22/10/19	Meeting with constituent
22/10/19	Tulip Festival meeting
23/10/19	Mayors Message Filming
24/10/19	Bischof Hotel Waratah – Thank You Event
26/10/19	Veteran's Health Week BBQ
28/10/19	FM Radio Interview
28/10/19	Council Annual General Meeting
28/10/19	Sisters Beach Community Conversations
29/10/19	Bass Highway Wynyard to Marrawah Corridor Strategy -Working Group Meeting
29/10/19	Meeting with General Manager
29/10/19	Meeting with Building Somerset Futures
30/10/19	Mayors Message Filming
31/10/19	Opening of Biochar Forum
1/11/19	Frank McDonald Memorial Prize Ceremony
4/11/19	Gunn's Plan Potato Festival Judging
5/11/19	Meeting with General Manager
5/11/19	Special Council Meeting
5/11/19	Councillor Workshop
8/11/19	Tasmanian Tourism Awards
11/11/19	Remembrance Day Service Wynyard RSL
11/11/19	Citizenship Ceremony
11/11/19	Councillor Workshop
12/11/19	Bush Watch Meeting
12/11/19	Media event Hon Steve Irons MP
12/11/19	Somerset Business Visit

MOVED BY	CR COURTNEY
SECONDED BY	CR BRAMICH

**That the Council note the Mayors communications**

The MOTION was put and was CARRIED.

IN FAVOUR

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



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### 4.3 REPORTS BY DELEGATES

Nil received.

### 4.4 NOTIFICATION OF COUNCIL WORKSHOPS

#### Upcoming Workshops – Indicative Only

27/11/19	Storm Water Management Plan
27/11/19	Updates Roads and Storm Water Asset Management Plan

MOVED BY	CR COURTNEY
SECONDED BY	CR DUNIAM

#### **That the Council note the following Councillor Workshops**

5/11/19	Dog Park Discussion
5/11/19	Settlement Strategy
5/11/19	Road Service Level Review
5/11/19	Storm Water Service Level Review
11/11/19	Braddon Business Centre Presentation
11/11/19	Rating Review

The MOTION was put and was CARRIED.

#### IN FAVOUR

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

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**5.0 PUBLIC QUESTIONS AND STATEMENTS****5.1 RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING****5.1.1 R KRABBE - ENVIRONMENTAL PLAN****QUESTION**

Mrs Krabbe of Wynyard asked if the community could have access to the background paper which she believes was prepared regarding the development of the Environmental Plan

**OFFICERS RESPONSE**

The Director of Infrastructure and Development Services advised that the *Draft Environmental Issues Paper - Issues and Considerations for Natural Resource Management* was prepared as background for the environmental plan. The paper was tabled at the 17 September 2018 ordinary meeting of Council and is available to the community through the minutes listed on Council's website. Additionally, research that is undertaken for the development of iCEP will be provided to the community as an attachment to the draft plan when it is released in June 2020 for further comment.

**5.1.2 R KRABBE - ENVIRONMENTAL PLAN****QUESTION**

Mrs Krabbe of Wynyard asked what level of participation will the community group that met on the 15th of October at the Council Chambers have into decision making regarding the Plan (as well as how will other community input be integrated into the plan), and if the community could have access to the background paper which she believes was prepared regarding the development of the Environmental Plan

**OFFICERS RESPONSE**

The Director of Infrastructure and Development Services advised that the development of Council's Integrated Community Environmental Plan (iCEP) will be formed on the basis of technical research and input from the community. The initial engagement period, closing on 15 November, enables the community to submit their thoughts about the development of the plan. Information received during the workshops hosted on the 15 October and 6 November with individuals who registered their interest will also be included as part of this process. Once a draft plan has been prepared on the basis of this information, the draft will be released to the community for feedback which will be considered prior to its final adoption. This process has been selected on the basis of allowing the whole community equal opportunity for input and design of the plan. Suggestions for a different approach to this process may be submitted during the engagement period so it can be considered in detail

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

### **5.2.1 MR C. HUTCHISON - NORTHERN PRISON EXPRESSION OF INTEREST PROCESS**

#### **QUESTION**

In relation to October 2019 council meeting, 'Item 5.3.3 NORTHERN PRISON EOI', which states the following: "Mr Hutchison of Preolenna asked if council could please detail their justification for not disclosing information regarding the Northern Prison Expression of Interest (EOI). The General Manager advised that deliberations regarding the Northern Prison EOI were discussed in closed session of a council meeting and not authorised for release."

I ask why does council determine not to authorise the release of the information relating to the Council's Northern Prison EOI submission and on what date will this information be made public?

#### **OFFICERS RESPONSE**

The Northern Prison Expression of Interest (EOI) process is a confidential process run by the State Government. The Government has announced a preferred location and information concerning other submissions will not be released as not to cause any undue angst within communities across the State. Council has no intent to disclose any deliberations it had regarding the Northern Prison EOI.

### **5.2.2 MR C HUTCHISON - ALTERNATE FREEDOM CAMPING SITE FOLLOWING BAN AT BOAT HARBOUR BEACH**

#### **QUESTION**

A summary of the questions on page 16 of the statement attachment sent to councillors and staff - given that it is now the middle of November, and that summer is at our doorstep, where has council established an alternative freedom camping site in the municipality and if there is no alternative, will council be managing camping along the Boat Harbour Beach foreshore over the summer period

#### **OFFICERS RESPONSE**

Alternate freedom camping sites have not been established following the decision by Council to alter camping arrangements at Boat Harbour Beach. Investigations and discussions are being undertaken to explore other opportunities within the municipal area. Appropriate controls have been put in place to manage and monitor the Boat Harbour foreshore over the summer period.

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## **5.3 PUBLIC QUESTIONS WITHOUT NOTICE**

### **5.3.1 MR N. HIGGINS - ADDITIONAL PEDESTRIAN CROSSING GOLDIE STREET WYNYARD**

Mr Higgins of Wynyard noted the difficulty crossing Goldie Street, Wynyard (between Jackson Street and Hogge Street roundabouts). He asked if Council would revisit the idea of a pedestrian crossing at the RSL end of town.

The General Manager advised that three pedestrian crossings are in the 19/20 financial year budget and that one of those is a crossing in Goldie Street as requested.

### **5.3.2 MR C HUTCHISON - DISPOSAL OF EAST WYNYARD PLAYGROUND SLIDE**

Mr Hutchison of Preolenna asked if the existing yellow slide at East Wynyard Foreshore met Australian Standards and if not why was it still in operation in a council managed playground. He also asked that if equipment met current standards then is there probability that a purchaser could ensure that slide met current standards dependant on their willingness or ability or Council presumptions of future maintenance.

The Director of Infrastructure and Development Services advised that the slide does not meet current Australian Standard, he noted that the slide could stay in place as it did meet the Australian Standards when built. The Director advised that to re-use / move the slide would trigger a requirement for the equipment to be judged against the current standards.

The Director took the question on notice to determine whether the slide could be auctioned off and kept for historical purposes.

### **5.3.3 MR C HUTCHISON - UPC RENEWABLES TRANSMISSION LINE PROPOSAL**

Mr Hutchison asked if UPC Renewables had hired the meeting room (at Council) for this event and if not what exchange was negotiated for this arrangement. He also asked if there was an indication as to when a planning application would be submitted to Council for the transmission line and since what date had UPC Renewables been in contact with Council. He also asked if any Councillors intended to attend the Community Consultation this week.

The General Manager advised:

- Council makes meeting rooms available for meetings/sessions that are of community interest at no charge.
- UPC Renewables are currently conducting public consultation work – a planning application to Council is anticipated towards the end of 2020.
- UPC Renewables have been in contact with Council for some time and Council has received various briefings through each stage of the project. Multiple community consultation events have also been previously hosted in the region.

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- The General Manager noted he was unaware what Councillors would attend the Community Briefing.

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

### **5.4.1 C HUTCHISON - FREEDOM CAMPING**

#### **SUMMARY/PURPOSE**

Mr Hutchison of Preolenna provided a statement in writing regarding camping at Boat Harbour Beach. The report provided by Mr Hutchison has been circulated to Councillors however it does not meet the requirements of a Public Statement as per Councils Meeting Procedures Policy – Section 31B (1) (a & c) – Public Statements and therefore has not been included in the agenda.

#### ***B Public Statements***

*(1) Members of the public may, during the public statements segment of the order of business, with the consent of the Presiding Member make a public statement on any matter that appears on the agenda for that meeting provided that:*

*(a) The member of the public submits to the General Manager prior to the commencement of the meeting the public statement in a form acceptable to the General Manager and which includes the name and residential or contact address of the member of the public;*

*(c) The public statement is limited to a maximum period of 3 minutes, unless otherwise determined by the Presiding Member; and(d) No discussion or questions relating to the statement are permitted, unless otherwise determined by the Presiding Member.*

## **5.5 PUBLIC STATEMENTS WITHOUT NOTICE**

### **5.5.1 MR C HUTCHISON - BOAT HARBOUR BEACH CAMPING AND PREOLENNA HALL EXPRESSION OF INTEREST**

Mr Hutchison of Preolenna made a statement regarding camping at Boat Harbour Beach and the Preolenna Hall Expression of Interest. The statement is attached below.

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**Statement without Notice**

**Mayor Walsh's Boat Harbour Beach Foreshore Camping Ban & Preolenna Community Centre EOI Objection**

**Preolenna**

Preolenna Hall EOI process - Objection letter sent to the General Manager, I hope Councillors will also benefit from reading my objection, in order to be informed should the Council continue on with the EOI process.

**Boat Harbour Beach**

I've sent Councillors some more material regarding the Boat Harbour Beach foreshore camping ban, and it is my hope that Councillors can read over this. I would like to take a brief moment to highlight a piece of information for the benefit of the interested public.

On June 25, 2017, the Advocate reported that Mayor Walsh does not want to comment on any of the decisions by VOS. A day later, the Mayor is being reported as 'Breaking his silence' about VOS' decision to withdraw their 7 million development of the Boat Harbour Beach.

On June 26, 2017, from the Advocate's article:

"I'm very, very disappointed that it's been taken off the drawing board," he said on Monday. "I thought it would have been excellent for the area."

Cr Walsh said it must have been a very serious decision for Vos Nominees, which had proposed a luxury resort at the popular beach. "They had to knock back a \$1.5 million grant from the government," he said. "We could certainly do with that money here." "

Then at the August 2019 council meeting, Mayor Walsh moved a motion, which was successful, to ban camping along the Boat Harbour Beach foreshore, saying in his closing of the debate on item 8.2 "Boat Harbour is the most magical coastal location in Tasmania and indeed in our nation. We have the right to protect it, it is our decision. Let us have the vision to protect it for the future"

So in 2017, Mayor Walsh was all for approving a private developer on the Boat Harbour Beach foreshore crown land, which proposed the very activity that council proceeded to ban in 2019 in order to 'protect' a strip of the Boat Harbour Beach foreshore off Port Road.

So my rhetorical question is for Mayor Walsh and Council, do you want to develop the Boat Harbour Beach foreshore, or do you want to 'protect it', and how do residents in the municipality really know?

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<b>6.0 PLANNING AUTHORITY ITEMS</b>
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**THERE WERE NO PLANNING AUTHORITY ITEMS**

**6.1 PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS**

N/A.

**6.2 PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS**

N/A.

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**7.0 MATTERS RAISED BY COUNCILLORS****7.1 RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING****7.1.1 CR D FAIRBROTHER - DISPOSAL OF PLAYGROUND SLIDE****QUESTION**

Cr Darren Fairbrother asked if the slide from the East Wynyard Foreshore Playground which is being replaced can be auctioned off so that a community group could make use of it.

**OFFICERS RESPONSE**

As stated in the October Council agenda, the existing yellow slide is nearing the end of its functional life and is displaying signs of wear and tear. Council is unable to use it within other playgrounds whilst still meeting obligations set out in the current Australian Standards.

Any purchaser of the slide would equally need to ensure that the slide meets current standards and given this is unlikely, it is not prudent for Council to sell the slide. It is proposed that once decommissioned, the slide will be disposed of accordingly, that is with steel to be sent for recycling and the remainder of the slide to be placed in landfill.

**7.1.2 CR D FAIRBROTHER - COST OF REPORTS****QUESTION**

Cr Darren Fairbrother asked how much the Geo Tech and other reports (for assessing the alternate access to Boat Harbour Beach) had cost Council.

**OFFICERS RESPONSE**

The cost of reports commissioned by Council was \$35,700 and included:

1. Landslide Condition Report Port Road, Boat Harbour - Tasman Geotechnics
2. Boat Harbour Beach Access Road Preliminary Options Assessment - GHD
3. Boat Harbour Access Review - CSE Tasmania
4. Port Road Landslip Prevention Drainage - CSE Tasmania

**7.1.3 CR G BRAMICH - SUMMARY OF CAPITAL PROJECTS****QUESTION**

Cr Gary Bramich asked if a summary of the capital works projects and their expected completion dates could be provided and if the Cherry Picker was purchased within budget.

**OFFICERS RESPONSE**

The General Manager advises that a workshop will be scheduled with Councillors to outline current capital project progress. He also advises that the cherry picker budget was \$80,000 and the purchase price was \$83,871.



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#### **7.1.4 CR G BRAMICH - STREET SWEEPER CUTTING EDGE**

##### **QUESTION**

Cr Gary Bramich asked if cutting/edger will be put on front of the Street Sweeper and what was the cost.

##### **OFFICERS RESPONSE**

The Director of Infrastructure and Development Services advised that this matter is being investigated, however the cost of fitting the existing implement to the new machine is not expected to be more than \$1,500.

#### **7.1.5 CR A HOUSE - DOG CONTROL STATISTICS**

##### **QUESTION**

Cr Allie House asked if updated Dog Control Statistics could be provided.

##### **OFFICERS RESPONSE**

The statistics have been included in the Senior Management Report on this agenda.

#### **7.1.6 CR D FAIRBROTHER - CROWN REPORT SISTERS BEACH EROSION**

##### **QUESTION**

Cr Darren Fairbrother asked if Councillors could be provided with a copy of the Crown Land Services report on Sisters Beach Erosion to read.

The General Manager advised that he had previously requested the release of the report which was been declined by Crown Land Services. A further request for the release of the report has been sent recently following the recent Sisters Beach environment group meeting.

##### **OFFICERS RESPONSE**

The General Manager advised he would notify Councillors of the outcome of the request when a response was received.

#### **7.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING**

##### **7.2.1 CR A. HOUSE - CONFLICTS OF INTEREST**

##### **QUESTION**

In order to ensure Councillors are informed and diligent in declaring Conflicts of Interest, can arrangements be made for the Director of Local Government or the Integrity Commission to deliver a Conflict of Interest training session for Waratah-Wynyard councillors?

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## OFFICERS RESPONSE

Arrangements can be made for a dedicated training session on Conflicts of Interest. In the meantime, Councillors are reminded of their obligations as follows:

### Legislation

The *Local Government Act 1993* clearly sets out expectations in regard to pecuniary interests. The Act can be found online.

### Code of Conduct

The adopted Waratah-Wynyard Council Code of Conduct states -

1. *When carrying out his or her public duty, a councillor must not be unduly influenced, **nor be seen to be unduly influenced**, by personal or private interests that he or she may have.*
2. *A councillor must act openly and honestly in the public interest.*
3. *A councillor must uphold the principles of transparency and honesty and declare **actual, potential or perceived conflicts of interest** at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.*
4. *A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.*
5. *A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.*
6. *A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –*
  - (a) *declare the conflict of interest before discussion on the matter begins; and*
  - (b) *act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself physically from any Council discussion and remaining out of the room until the matter is decided by the Council.*

The Code makes it clear that a councillor must declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop. It is not the case that a councillor can simply declare the interest is not material and then remain in the council meeting. Councillors must use their own reasonable judgement however it is recommended that councillors act conservatively and if there is any doubt around a perceived or potential conflict, the prudent course of action would be to remain out of the room and not participate in the discussion.

### Education Materials

The Integrity Commission have a range of resources including fact sheets and video scenarios - <https://www.integrity.tas.gov.au/publications>

LGATs resources can be found at - <http://www.lgat.tas.gov.au/page.aspx?u=863>

Attached is a letter provided by the Director of Local Government in December 2017 which also outlines expectations.

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## Department of Premier and Cabinet

Executive Building 15 Murray Street HOBART TAS 7000 Australia  
GPO Box 123 HOBART TAS 7001 Australia  
Ph: 1300 135 513 Fax: (03) 6233 5685  
Web: [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



Dear Mayor

I am writing to all councils to remind elected members of their obligations under the *Local Government Act 1993* (the Act) and the Model Code of Conduct (the Code) in managing conflicts of interest, both pecuniary and non-pecuniary.

This matter was discussed at the recent Premier's Local Government Council (PLGC) meeting on 14 December 2017, and the PLGC affirmed the importance for all councillors to understand their obligations with regards to managing conflicts.

### *Conflict (Non Pecuniary) Interests*

Non-pecuniary conflicts of interests may arise from any personal involvement or relationships in areas such as sporting, social, religious or cultural activities. They include any tendency toward favour or bias because of personal beliefs, friendship or animosity, that a reasonable person would at least perceive would affect a councillor's capacity to be impartial. Part 2 of the Code of Conduct – Conflict of interest outlines the conduct of councillors in matters of interest. The Code has been adopted by all councils. Section 28U of the Act provides that a councillor is to comply with the provisions of the council's code of conduct while performing the functions and exercising the powers of his or her office.

The Code makes it clear that a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests they may have. A councillor must declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the council.

The matter of 'materiality' has been raised during the review of the Code of Conduct. The Code currently provides that a councillor must declare an interest and then act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself from any council discussion and remaining out of the room.

It is not the case that a councillor can simply declare the interest is not material and then remain in the council meeting. The councillor must act in good faith and exercise reasonable judgement. In practice, for example, a councillor could seek guidance via the general manager and/or the mayor to manage any risk of conflict, prior to a meeting if possible. If there is any doubt, the prudent course of action would be to remain out of the room and not participate in the discussion. Failure to act conservatively increases the likelihood that a Code of Conduct complaint could be brought against the councillor, where the Code of Conduct Panel would then need to assess whether the councillor has acted in good faith and exercised reasonable judgement.

17/11/590

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### **7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE**

#### **7.3.1 CR M DUNIAM – NATURAL BURIALS**

Cr Duniam asked if there was any further information on Council's Policy regarding natural burials.

The General Manager took the question on notice.

#### **7.3.2 CR C EDWARDS – DOG INFRINGEMENT NOTICES**

Cr Edwards asked if a breakdown of dog infringement data could be provided.

The General Manager took the question on notice.

#### **7.3.3 CR D FAIRBROTHER - SISTERS BEACH EROSION REPORT**

Cr Darren Fairbrother asked if any further update had been received on whether the report regarding Sisters Beach Erosion could be released to Councillors and the public. He also asked, that when report was received, who was it addressed to. He queried that if report was co-funded by Council why could Councillors not access.

The General Manager advised that the report was co-funded and that as Council was not the owner of report approval had been sought from state to release. He advised that while staff have continued to seek a response, no decision has been received to date. The State previously advised the document was not to be circulated. The General Manager took on notice to determine who report was addressed to.

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<b>8.0 NOTICE OF MOTION</b>
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Nil received.

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## 9.0 REPORTS OF OFFICERS AND COMMITTEES

### 9.1 WYNYARD DESTINATION ACTION PLAN UPDATE

To:	Council
Reporting Officer:	Manager Tourism and Marketing
Responsible Manager:	Director Community and Engagement
Report Date:	24 October 2019
File Reference:	1
Enclosures:	1. Wynyard DAP 2017-202 - Status Update November 2019  

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#### PURPOSE

To provide an update on the status of current recommendations contained within the Wynyard Destination Action Plan 2017-2020

#### BACKGROUND

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

DAP's were developed for a number of Tasmanian destinations as an initiative of the Tasmanian Visitor Economy Strategy 2015-202 (T21) Priority 4: Building capability, capacity and community'.

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

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

The DAP was prepared by a facilitated workshop process involving business and community representatives who considered and reached consensus on tourism development, marketing and management opportunities and challenges. The group then identified and agreed on the key priorities and actions that would make a positive difference to the growth and sustainability of the Wynyard visitor economy and experience. From these sessions, a working group consisting of 15 Wynyard business, industry and community members was formed to guide the staged 3-year implementation process.

Council adopted the Destination Action Plan in August 2017.

#### DETAILS

A key principle of Destination Action Planning is to give primary consideration to the fact that visitors are attracted to destinations and experiences, which are delivered by the community and industry. The delivery of the visitor experience is collaboratively supported and facilitated by community, business and government organisations.

The DAPS were developed to be industry led – with assistance from key partners such as Council, Regional Tourism Organisations and various State Government institutions/programs.

The Wynyard DAP identified five key priority areas, with a number of actions to be implemented over the life of the Plan.

After the initial planning phase, membership of the working group dwindled to just two members – Council’s Manager Tourism and Marketing and the Manager of Wynyard Waterfront Motel. Despite this lack of interest in the implementation phase from the local industry/community members, the priority actions were pursued, and a significant number have been completed to date. The Cradle Coast Authority was initially a key partner in the DAP’s – however structural changes within that organisation have meant the DAP’s have essentially been ‘shelved’ – awaiting consideration by the new Regional Tourism Organisation once established.

Key projects included the development of the ‘Loo with A View’ Concept Plan, support for the Coastal Pathway and the development of a premier all-abilities playground (ANZAC Park Somerset). A full list of identified priorities and actions to date are attached (Wynyard DAP 2017-202 – Status Update Report November 2019).

## **STATUTORY IMPLICATIONS**

### Statutory Requirements

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

## **STRATEGIC IMPLICATIONS**

### Strategic Plan Reference

<b>GOAL</b>
<b>Desired Outcomes</b>
We understand our local and regional potential, and we plan for and encourage investment in it.
<b>Our Priorities</b>
5.6 Advocate for regional delivery of training specific to business.
1.3 Encourage increased participation by all stakeholders.
1.4 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.
3.3 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and which recognises and celebrates local history.
3.6 Facilitate activities and events that promote inclusion, health, safety and a sense of place.
4.2 Focus on the value of recreation in promoting the health and wellbeing of our community.
<b>GOAL</b>
<b>Desired Outcomes</b>
Tourists and residents visit and appreciate our natural environmental attractions and unique surroundings.
<b>GOAL</b>
<b>Desired Outcomes</b>
We encourage broad community input to create a focussed and strong sense of belonging.
<b>Our Priorities</b>

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## Sustainable Murchison Community Plan 2040

<b>Community Future Direction Theme</b>	<b>Key Challenges &amp; Opportunities:</b>
<b>Business &amp; Industry</b>	<b>Specialised diversity of the economy</b> – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
<b>Tourism</b>	<b>Memorable visitor experiences all year round</b> – The must-see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
<b>Strong communities and social capital</b>	<b>Enduring community capital</b> – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
<b>Access and infrastructure</b>	<b>Local, regional and global transport and infrastructure access</b> – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.
<b>Health and Wellbeing</b>	<b>Maintaining good health and wellbeing</b> – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
<b>Education</b>	<b>Lifelong learning and education</b> – Education and lifelong learning is valued and there is access to vocational training and tertiary education. Education retention rates have increased.
<b>Place making and liveability</b>	<b>Liveable places for all ages</b> – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

### **CONSULTATION PROCESS**

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

### **CONCLUSION**

It is recommended that the status update for the Wynyard Destination Action Plan 2017-2020 be received and noted.



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MOVED BY	CR COURTNEY
SECONDED BY	CR DUNIAM

**That Council note the status update on the Wynyard Destination Action Plan.**

The MOTION was put and was CARRIED.

IN FAVOUR

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

# Wynyard

## Destination Action Plan 2016–2020

### ACRONYMS - Organisations

CCA	Cradle Coast Authority
DAPLG	Destination Action Plan Leadership Group
DSG	Dept. of State Growth
WWC	WW Council
BCCCI	Burnie Chamber of Commerce and Industry
WOW	Wonders of Wynyard Visitor Centre
OCG	Office of the Coordinator General
THA	Tasmanian Hospitality Association
TICT	Tourism Industry Council Tasmania
TT	Tourism Tasmania

### ACRONYMS – Status

OG	Ongoing
C	Closed
P	Pending
N	New
OH	On Hold
DEF	Deferred
IP	In Progress
CF	Carry Forward

### ACRONYMS - People

T	Tourism Officer
GM	Council GM
EDO	Economic Development Officer
RTM	Regional Tourism Manager

### PRIORITIES

1	HIGH within the first year
2	MEDIUM within one to two years
3	LOW within three years

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### Priority # 1 Visitor Service Excellence

Actions	Who	Priority	What	Status
<p><b>1. Establish and regularly repeat a visitor satisfaction intercept survey.</b></p> <ul style="list-style-type: none"> <li>● <b>Consider relevant visitor ‘touch points’</b></li> <li>● <b>Publish the data</b></li> <li>● <b>Establish a benchmark and targets for continuous improvement</b></li> <li>● <b>Incorporate digital /online review data</b></li> <li>● <b>Consider results relevant to target market expectations</b></li> <li>● <b>Visitor centre review</b></li> </ul>	<p>WWC WOW industry</p>	<p>MED</p>	<p>Cyndia agreed to review and coordinate data gathering from digital reviews with the purpose of improving match between visitor expectations and current offerings. Issue has been resources to gather data and compose into meaningful interpretation for action. Cyndia to coordinate either with tourism students or tourism industry to volunteer time to gather data and compose into meaningful report that can be used to track performance against visitor expectations. * Report to be developed by Cyndia in conjunction with Racheal <b>Carryforward to next DAP</b></p>	
<p><b>2. Consider the outcomes of the statewide visitor engagement project and adopt relevant recommendations, possibly as a pilot destination if appropriate.</b></p>	<p>CCA DSG WWC</p>	<p>HIGH</p>	<p>Manager, Tourism &amp; Marketing participated in development of a statewide response to the Visitor Engagement Strategy through the TVIN. A number of projects that align with the Visitor Engagement Strategy have been implemented – including agreement to move to a single booking platform</p>	<p>C</p>

			across all 19 accredited Visitor Information Centres and the incorporation of more digital signage at WOW. Renovations to WOW followed recommendations of the report that positive face-to-face interactions at VIC's are vital to enhancing the visitor experience – and modernisation of VIC's must occur to ensure brand alignment and a quality visitor experience.	
<p><b>3. Establish an ongoing training and education program on visitor service excellence aimed inclusively at all business and the community.</b></p> <ul style="list-style-type: none"> <li>• Consider the THA and TICT programs</li> <li>• Consider the Victoria 'Tourism Excellence' modules and business tips for ideas</li> <li>• Provide a range of delivery and engagement mediums such as on line tools, webinars, short seminars, guest speakers</li> <li>• Appoint 'Destination Ambassadors' with a role to champion the visitor economy, the destination and experiences and to promote service excellence.</li> </ul>	THA TICT CCA BEC	HIGH	<p>Group considered there is already many training programs in play at present, but the issue is a lack of coordinated communication to businesses who may be interested in accessing the training for themselves or their staff.</p> <p>Training programs in marketing and customer service have been rolled out to interested businesses by THA and CCA. Take up stats have not been released.</p>	C
<p><b>4. Establish a 'local Famils' program to increase awareness and knowledge of visitor experiences and services. Involve all business, VIC volunteers, schools and community groups.</b></p>	BCCI WOW	LOW	<p>Famils – low priority but small things already happening with VIC and school programs.</p>	CF
<p><b>5. Establish a schools based program to encourage awareness of the local visitor economy, promote industry work experience opportunities, career and job opportunities and visitor service principles and values. Consider involving students in DAP projects</b></p>	NOT ALLOCAT ED FOR ACTION	MED	<p>Work Inspirations already happening. Council involved with Smith Family and schools. THA are involved with promoting schools based apprenticeships programs, education about hospitality industry as a career, etc~</p>	CF
<p><b>6. Consider the establishment of an ongoing visitor service excellence recognition program,</b></p> <ul style="list-style-type: none"> <li>• Volunteer, employee and business of the month award</li> <li>• Feature successful awardees in local media</li> </ul>	Smith Family  Schools CCA WWC	LOW	<p>It was discussed that whilst this is a worthy proposal, the resources are simply not available to coordinate this program at this time.</p> <p>Help to promote existing recognition programs instead, such as the Cradle Coast Tourism awards, Chamber of commerce programs, and THA awards, TICT awards.</p> <p>CCA decided not to continue with awards programs. Resources have precluded council from moving this forward as a priority.</p>	C
<p><b>7. Hold regular business networking events to announce and celebrate awardees and feature service excellence, case studies and guest speakers.</b></p>	CCA	MED	<p>Networking events BCCI holding events in Wynyard – working well.</p> <p>Burnie Chambers of Commerce is now aligned with Burnie Tourism and regularly hold breakfast networking meetings for all industries to participate.</p>	C

			They are linked to other networking groups in the local area related to retail and tourism. They also disseminate training opportunities and feature local business identities at breakfast meetings as speakers from a range of industries.	
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## Priority #2 Infrastructure, product and experience development

Actions	Who	Priority	What	Status
<p><b>1. Undertake an audit of visitor infrastructure (including accommodation), products, services and experiences to identify needs for maintenance, renewal and development opportunities matched to market demand. Concentrate on understanding market needs and consider:</b></p> <ul style="list-style-type: none"> <li>• Public visitor assets and amenities</li> <li>• Table Cape development (site interpretation, lookout and related visitor infrastructure development)</li> <li>• Premier playground that caters for all abilities</li> <li>• Garden experiences</li> <li>• Local produce including markets</li> <li>• Nature based experiences</li> <li>• Tracks and trails</li> <li>• Agriculture &amp; farm based experiences</li> </ul>	<p>Tourism Tas WWC CCA</p>	HIGH	<p>“Loo with a view” concept developed and presented to Council in August 2019 – motion to proceed with project not carried</p> <p>Premier All-Abilities playground being developed at ANZAC Park.</p> <p>Markets, nature-based experience and tracks/trails part of ew destination marketing materials being rolled out now.</p> <p>Agriculture and farm-based experiences continues to be considered as a marketing focus – with Tourism Tasmania and the new Regional Tourism Organisation announcing the new Journey for North/North West Tasmania focussing on these experiences.</p>	<p>OH IP</p>
<p><b>2. Identify priorities and prepare business cases and advocacy plans to source funding and support required to progress. Consider quick win opportunities for affordable and achievable improvements and progressive development. (Refer to Priority #5)</b></p>	<p>WWC CCA SG</p>	MED	see above	OG

<p><b>3. Establish an events strategy. Consider</b></p> <ul style="list-style-type: none"> <li>● Development of existing community events</li> <li>● Tulips and gardens</li> <li>● Winter events</li> <li>● Sport events</li> <li>● Children’s events</li> <li>● Arts and culture including music</li> <li>● Year round calendar</li> <li>● Unique rather than ‘me too’ events</li> </ul>	<p>WWC CCA Events TAS Arts tas</p>	<p>MED</p>	<p>CCA developed Regional Events Strategy.</p> <p>Events being built into our destination marketing strategy as a key tool to encourage regional dispersal.</p> <p>Community and business groups being encouraged and supported in developing their own local events.</p> <p>Council’s Community Grants Program supporting events of significance such as Gone Nuts and Wynyard Rodeo.</p> <p>New events calendar being integrated into WWC website development project in 2019/20.</p>	<p>C  OG  IP</p>
<p><b>4. Leverage the North West Coastal Pathway master plan as a shared pathway experience</b></p> <ul style="list-style-type: none"> <li>● Complete current works</li> <li>● Consider uniqueness features and ‘story telling’</li> <li>● Align with event opportunities</li> <li>● Link with gardens experiences</li> <li>● Develop short and long walk and ride experiences</li> <li>● Develop Rail Trail between Wynyard and Circular Head</li> <li>● Cycling Experience strategy (adventure and recreational riders)</li> </ul>	<p>CCA WWC State Govt Fed Govt</p>	<p>HIGH</p>	<p>Coastal pathways – funding received and CCA managing project implementation for Burnie-Wynyard section of coastal pathway.</p> <p>Project has been delayed - Supporting marketing and infrastructure/experiences will be developed once pathway building begins.</p>	<p>IP</p>

**Priority # 3 Skills and staffing development**

Actions	Who	Priority	What	Status
<p><b>1. Undertake a business survey to identify skills and staffing needs. This includes incorporating all businesses that sit within the visitor economy, even if they do not consider themselves ‘tourism industry.’</b></p>	<p>TAFE UTAS THA TICT CCA</p>	<p>HIGH</p>	<p>CCA conducted business skills survey and is now undertaking skills development programs such as Regional Employment Trials.</p> <p>THA and TICT offering industry specific skills training such as Great Customer Experience program.</p>	<p>C</p>
<p><b>2. Research and consider the availability of national, state and regional grant and support programs including consultation with organisations such as TICT, THA and Skills Tasmania.</b></p>	<p>CCA</p>	<p>HIGH</p>	<p>CCA distributes link to central funding website and this is shared with local business and community groups</p>	<p>OG</p>

<b>3. Research how other destinations and industries have or are addressing skill and staffing needs. Collaborate with neighbouring destinations.</b>	NOT ALLOCATED	MED	Could we tap into existing training organisations to understand what is happening?? THA	CF
<b>4. Engage with schools to promote the visitor economy, career and job opportunities and work experience opportunities.</b>	WWC Schools	MED	Work inspirations, TAFE, THA - all working in this space	C
<b>5. Consider how to engage time available retirees and displaced or part time/casual workers from other industries. This may include work experience and training.</b>	NOT ALLOCATED	MED	Carry forward to next DAP	CF
<b>6. Investigate business training opportunities for SMEs. (e.g. Networking events)</b>	BEC CCA WWC	MED	CCA training opportunities and networking event already available – Addressed on other actions  Tap into existing training- Burnie Chamber of Commerce updates on training opps for businesses/ THA hospitality training opps  Distribution of this information to businesses will be via social media Facebook site for DAP group- Addressed elsewhere in plan	C

#### Priority # 4 Marketing

Actions	Who	Priority	What	Status
<b>1. Identify target markets in collaboration with Cradle Coast Tourism and Tourism Tasmania. Gain an understanding of the interests and expectations of these target markets for experiences.</b>	CCA TT WWC LTA	HIGH	WWC Destination Marketing Strategy completed in 2017	C
<b>2. Undertake a destination market positioning process to establish a refreshed, and differentiated unique brand proposition for the destination, matched to the demand of target markets</b>	LTA	HIGH	See above – WWC completed as LTA group no longer exists	C

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<p><b>3. Communicate the market positioning and target markets to the industry and encourage business and community organisations to adopt the agreed positioning to support cooperative promotion.</b></p>	<p>LTA CCA</p>	<p>HIGH</p>	<p>Project implementation has been delayed due to resourcing issues.</p> <p>Information on branding strategy has been shared with Wynyard and Surrounds business group</p> <p>Plans for projects to engage business and community in the branding implementation in place for 2019/20 year</p>	<p>OG</p>
<p><b>4. Review all digital /on line websites relevant to the destination (organisations and business).</b></p> <ul style="list-style-type: none"> <li>● Refresh or redevelop the primary destination website relevant to contemporary practice (e.g. mobile enabled, content currency)</li> <li>● Encourage primary tourism operators to reflect the destination brand and link to the destination site/s.</li> <li>● Provide education, training and or mentoring to operators on how to maximise digital marketing</li> </ul>	<p>CCA TICT DSG</p>	<p>HIGH</p>	<p>CCA reviewed regional and destination websites and produced a new regional 'Visit Cradle Coast' website in 2019. This site is now no longer publicly available - ownership possibly being transferred to new RTO?</p> <p>CCA no longer participating in Tourism space.</p>	<p>C</p>
<p><b>5. Research visitor review sites (E.g. Trip Advisor, Review Pro) and social media to determine what visitors are saying about the destination and experiences.</b></p> <ul style="list-style-type: none"> <li>● Publish the information to the industry regularly</li> <li>● Provide advice and training to operators on how to make best use of on line visitor reviews.</li> <li>● Establish a benchmark and targets to raise the quality of visitor digital review performance.</li> <li>● Establish a repository of market information and data to share with the industry and to assist destination marketing, development and management planning. This may include the local collection of accommodation occupancy and attraction and event visitation data.</li> </ul>	<p>CCA WWC local industry</p>	<p>HIGH</p>	<p>Possible project for Cyndia at the Waterfront for 2019/20?</p> <p>Review sites for Wynyard and Wonders of Wynyard monitored by Manager, Tourism and Marketing regularly and reported on as required.</p>	<p>CF  OG</p>
<p><b>6. Consider opportunities to develop packages of accommodation and experiences.</b></p>	<p>CCA WOW</p>	<p>MED</p>	<p>CCA were considering this project as part of their website update – did not occur.</p> <p>WOW partnered with Wynyard Waterfront to provide one package option in 2018/19. Limited response</p>	



### Priority # 5 Leadership and resourcing

Actions	Who	Priority	What	Status
<p>1. <b>Establish a DAP Implementation Leadership Group or Steering Committee.</b></p> <ul style="list-style-type: none"> <li>• Include representatives from Council, Waratah Wynyard Tourism Association, community groups and interested individuals. Consider youth participation.</li> <li>• Consider an appropriate launch of the DAP</li> <li>• Publicise the DAP</li> <li>• Identify 2-3 initial actions as priority projects and apply sound project management practice to initiate and progress.</li> <li>• Engage with industry and community groups and individuals to facilitate action</li> <li>• Regularly communicate progress</li> <li>• Review after 12 months and update the plan if required</li> </ul>	DAP	HIGH	<p>Group established with originally half a dozen members. Quickly dwindled to just Waterfront Motel and Council Manager, Tourism Marketing. Limited/No interest from other local operators to pursue projects.</p> <p>Cyndia dan Rachael meet every 4-6 months to review progress – however with CCA no longer participating in Tourism space and changing their business focus, only Council-led projects are being completed.</p>	C
<p>2. <b>Identify priority visitor infrastructure, product, experience and industry development projects from the Destination Action Plan. Progressively prepare business cases and project plans for each priority project and identify potential funding and resourcing sources.</b></p> <ul style="list-style-type: none"> <li>• National, state and local grant programs,</li> <li>• Public /private partnerships</li> <li>• Crowd funding</li> <li>• Engage with the Cradle Coast Authority and Waratah Wynyard Council to explore potential shared staff resourcing support and assistance.</li> </ul>	DAP	HIGH	Priority projects noted and implementation begun.	C
<p>3. <b>Prepare an advocacy strategy to pursue priority projects at a local, state and national level as appropriate and to engage key stakeholders. Encourage alignment of priority development projects with Waratah Wynyard Council.</b></p>	CCA	HIGH	As previously noted – DAP implementation not a priority for CCA in recent years and has now been held over for new RTO to consider.	C

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<p><b>4. Engage with the Department of State Growth and the Coordinator General for assistance with business case development and support to pursue priority projects.</b></p>	<p>CCA</p>	<p>HIGH</p>	<p>Council Engaged with CCA and State Govt on development of Loo with a View project.</p>	<p>C</p>
<p><b>5. Engage with Cradle Coast Authority to investigate and develop leadership program to support current leadership and new upcoming leaders.</b></p>	<p>CCA</p>	<p>HIGH</p>	<p>The Coasters - Cradle Coast leaders group established</p>	<p>OG</p>
<p><b>6. Develop a risk and disaster management and mitigation plan for the visitor economy aligned with the Council emergency management plan.</b></p>	<p>WWC</p>	<p>HIGH</p>	<p>Emergency Risk Plan review conducted by Council and on-going meetings with State Govt about the inclusion of visitors in disaster management. SES has included TVIN's in Emergency Management Plan to ensure visitors are informed in times of emergency/disaster.</p>	<p>C</p>

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## 9.2 PUBLIC ART POLICY

To: Council  
Reporting Officer: Manager Community Activation  
Responsible Manager: Director Community and Engagement  
Report Date: 7 November 2019  
File Reference: 01

Enclosures:

1. Draft Public Art Policy  
2. Draft Public Art Procedures  
3. Draft Public Art Advisory Group Operating Procedure  

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### PURPOSE

For Waratah Wynyard Council to seek public comment on the draft Public Art Policy and associated procedures. The Waratah Wynyard Council Public Art Policy seeks to provide a framework for the development, planning, acquisition, maintenance, decommissioning and integration of Public Art across the region. The policy seeks to ensure all proposed Public Art is strategic, considers current and future plans, and complements existing assets.

### BACKGROUND

Public Art can create a unique community identity that informs or enhances a sense of place and can generate iconic branding for an area. Public Art can contribute to the vibrancy of public spaces for the enjoyment of locals and visitors, enhance community identity and enrich cultural life.

### DETAILS

The Public Art Policy and associated procedures were created to provide framework to support the existing budgetary allocation of funds. This is Council's first Public Art policy.

Public Art is defined as any permanent or temporary art object, installation or activity in the public realm (excluding galleries, museums and public collecting institutions). In general, Public Art is sited on public land and has been commissioned by a public authority.

Council demonstrates its commitment to Public Art through including an annual provision in the budget, continuing to apply for external funding for determined projects, developing partnership arrangements and creating a Public Art Advisory Committee that will operate at a strategic level to assist Council to implement the policy and guidelines.

### STATUTORY IMPLICATIONS

#### Statutory Requirements

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

## STRATEGIC IMPLICATIONS

### Strategic Plan Reference

<b>GOAL 1: Leadership and Governance</b>
<b>Desired Outcomes</b>
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
<b>Our Priorities</b>
1.4 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.

<b>GOAL 3: Connected Communities</b>
<b>Desired Outcomes</b>
Waratah-Wynyard is a modern community—moving forward but not forgetting where it started.
<b>Our Priorities</b>
3.3 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and which recognises and celebrates local history.

<b>GOAL 3: Connected Communities</b>
<b>Desired Outcomes</b>
Our community uses its voice to shape its future alongside a strong Council willing to listen and implement where reasonable and practical.
<b>Our Priorities</b>
3.4 Build community capacity through services and programs that strengthen, support and care for our community.

<b>GOAL 4: Community Recreation and Wellbeing</b>
<b>Desired Outcomes</b>
Our community enjoys access to visually appealing safe spaces and facilities for recreation.
<b>Our Priorities</b>
4.5 Collaborate with community organisations that provide recreation opportunities to our community.

### Sustainable Murchison Community Plan 2040

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

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## **POLICY IMPLICATIONS**

A Public Art Policy and associated procedures should not affect any existing Council policies.

## **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of this report. There is an existing annual budget allocation to support this policy.

## **RISK IMPLICATIONS**

Lack of a Public Art Policy leaves Council vulnerable to risk associated with an unfair selection or commissioning process, and does not provide a transparent or uniform approach to public consultation and input into artwork that appears in public spaces.

## **CONSULTATION PROCESS**

The draft copies of the Public Art Policy and associated procedures are to be distributed to the community for feedback via the regular Council communication channels.

## **CONCLUSION**

Comment is sort from the community to ensure the Public Art Policy and associated procedures are reflective of community aspirations, and to allow feedback.

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

**That Council endorse the draft Public Art Policy, Public Art Procedures and Public Art Advisory Group Procedures for public consultation for a four-week period to receive public comments prior to final review and adoption of the policy and procedures.**

The MOTION was put and was CARRIED.

## **IN FAVOUR**

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



**1. SCOPE**

1.1 This policy covers all permanent, integrated, or temporary public art work in public space that is either commissioned by, or in partnership with, Waratah-Wynyard Council (WWC).

1.2 Public artworks may be of varying scale and scope and can be:

- Functional - primary purpose is practical, such as seating or lighting
- Integrated - embedded within a natural or built environment, such as signage or landscaping
- Decorative - for aesthetic purpose, such as murals or sculptures
- Site Specific - designed for a specific location
- Interpretative - primary purpose to describe, educate or comment on issues, events, or situations.

**2. PURPOSE**

2.1 Public art can create a unique community identity that informs or enhances a sense of place and can generate iconic branding for the area.

This policy and associated procedures provide a framework to enable Council to contribute to the support and promotion of public art to reflect and enhance Waratah-Wynyard’s cultural, natural, and built heritage.

**3. POLICY STATEMENT**

3.1 Public art in the Waratah-Wynyard municipal area can express the community’s positive aspirations for its future based on its unique attributes, heritage, and people. Public art can contribute to the vibrancy of public spaces for the enjoyment of locals and visitors, enhance community identity, and enrich cultural life.

3.2 Council is committed to public art through:

- Including a biannual provision in the budget
- Continuing to apply for external funding for determined projects
- Developing partnership arrangements with local businesses or organisations
- Utilising opportunities within existing Council allocation for street furniture, seating etc
- Encouraging voluntary ‘Developer’ contributions that include public art
- Creating a public art advisory committee that will operate at a strategic level to assist Council to implement the policy and guidelines

**4. DEFINITIONS**

See Public Art Procedure for a full list of definitions

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	<b>WARATAH-WYNYARD COUNCIL</b>
	<b>Public Art Policy</b>

**5. RESPONSIBLE OFFICER**  
Manager Community Activation

**6. TRAINING COMPLIANCE**  
Nil

**7. FINANCIAL CONSIDERATION**  
Biannual provision made in the budget

**LEGISLATIVE REQUIREMENTS:**  
Nil

**RELATED DOCUMENTS:**  
Nil

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	<b>WARATAH-WYNYARD COUNCIL</b>
	<b>Public Art Procedures</b>

## 1. Purpose

This Public Art Policy Procedure document was created to attribute the roles, responsibilities and procedural guidance required to implement the Public Art Policy.

## 2. Definitions

<b>Artist</b>	An artist can be a person: <ul style="list-style-type: none"> <li>• Who practises or performs any of the creative arts, such as a sculptor, film-maker, actor, or dancer.</li> <li>• Who possesses high level interpretive, conceptualising and creative skills that result in the creation of artwork.</li> <li>• Who has demonstrated professional standing through exhibitions and commissions and is skilled at a particular task.</li> </ul>
<b>Contemporary Art</b>	Contemporary art is the art of today, produced in the second half of the 20th century or in the 21st century. Contemporary artists work in a globally influenced, culturally diverse, and technologically advancing world. Their art is a dynamic combination of materials, methods, concepts, and subjects that continue the challenging of boundaries. Diverse and eclectic, contemporary art is distinguished by the lack of a uniform, organising principle or ideology. Contemporary art is part of a cultural dialogue that concerns larger contextual frameworks, such as personal and cultural identity, family, community, and nationality.
<b>Public Art</b>	Public art is, for the purpose of this policy, defined as any permanent or temporary art object, installation or activity in the public realm (excluding galleries, museums and public collecting institutions). In general, public art is sited on public land and has been purchased, is owned or has been commissioned by a public authority.
<b>Integrated Art Work</b>	Art and design work that is embedded within signage, seating, paving, fences, urban design, landscape design, architectural design etc.
<b>Temporary &amp; Ephemeral Public Art</b>	Works of temporary public art are intended to occupy a place, and have a presence, for a finite period. Works of ephemeral public art are non-permanent and distinguished by their fleeting and immaterial presence on site, or incorporation of their own changing state and disappearance as an integral part of the artwork. The term is usually used to describe a work of art that only occurs once.
<b>Permanent Public Art</b>	Artwork in this category might include signature works, landmarks, acquisition of existing art work for a specific site, commemorative or monumental works and site-specific art work in a public place. All these terms relate to the fact that such works tend to be commissioned as set pieces of art in their own right. These artworks are often major commissions with significant budgets and therefore require a transparent and accountable commissioning process to ensure the best artists are considered and that due process occurs.

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<b>Public Realm</b>	The public realm can be defined as including, but not limited to, streets, parks and spaces that are within buildings that are accessible to the general public, and in the ownership of, or under the control of, public authorities.
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**3. Scope**

The procedure covers all permanent, integrated or temporary public art work in public space that is either commissioned by, or in partnership with, WWC.

**4. Implementation**

**Public Art Advisory Group**

The development of a Public Art Program will involve the continued guidance of the Public Art Advisory Group who will review proposals or concepts and make recommendations to Council on artwork to be commissioned. The Public Art Advisory Group will operate in accordance with the Public Art Advisory Group Operating Procedures.

**Engagement Process**

Public art projects may be engaged through the following processes:

- Direct or tendered commissions of work - permanent, temporary or ephemeral
- The loan or hire of realised work for a period time
- Engagement of artists for specific projects
- A collaborative design process for conceptual and design input to a capital work or project
- Collaborative community-based projects
- Artist-in-residence projects
- Collaborations with festivals and events

The Community Activation Manager will be the first point of reference for all matters relating to public art and the development of the program. Council will operate in accordance with their Procurement Policy.

**5. Guideline Statement**

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**A Commissioning Process | Example Model**

Depending on the commissioning process, the concept will either be developed in isolation, competitively, as in the case of a tender process, or in a more collaborative process, as for a community engagement project.

A commission brief will be developed using clear language that addresses the concept, the proposed location of the work and the commissioning amount. The brief may also include specific details, such as materials used or style of the installation, as necessary.

The artist's initial response to a commission brief may take the form of rough drawings and a written explanation of the idea for the project and how this might be developed.

The initial concept will give enough of an idea of what the artist is proposing without him or her going to great lengths to resolve either the design or any technical issues. A detailed budget will be provided by the artist.

The Public Art Advisory Group may then shortlist artists it considers suitable for the project to develop their initial concepts further and provide detailed drawings, a maquette (three-dimensional model) or photomontage of the proposed work in situ, and/or samples, together with a detailed budget breakdown to ensure that the work is able to be fabricated within the available budget.

The concept drawings or maquette should be of a sufficiently high standard so that it is clear what the artist is proposing.

The commission brief and project scope need to be clear on the level of community engagement expected by the Public Art Advisory Group. The commission brief may require a Community Engagement Plan to be developed for the project. Any Community Engagement Plan should outline the purpose of engagement, method of engagement and people responsible for carrying out that process and be developed in consultation with the Community Activation Manager.

Once the Public Art Advisory Group has selected the work to be commissioned from the shortlisted artists, a Contract is drawn up allowing the successful artist to commence fabrication.

Council will be responsible for permits and negotiations with landholders and other stakeholder agencies.

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**Community Engagement**

Engagement with the community is an important element of public artwork. Community engagement can include:

- Consultation with community members regarding the particular site and the focus of public art
- Inclusion of community representatives on the Public Art Advisory Group
- Contributions to project ideas through an artist's research
- Projects that are interactive and provide hands-on experience, training, or mentorship
- Projects that allow for a dialogue between the artist and community about the nature of the work and art-making process
- Projects that create opportunities for local manufacturers and businesses

**Sign off**

The final sign off is undertaken when the work has been installed and an assessment can be made that the work meets the artistic, conceptual and technical standards agreed to in the Contract. At that point the ownership and responsibility for the artwork is transferred from the artist to Council.

A defects liability period of between six to twelve months usually applies after installation. After this time the Council is responsible for maintaining the artwork. Artists are usually required to provide details of maintenance regimes and scheduling.

Upon completion works will be entered onto the Public Art Register, Public Art Maintenance Schedule and the WWC Asset Register.

**Attribution**

Artist's Moral Rights Legislation (part of copyright law) requires that artists be attributed as the creators of public art. This obligation is usually met by installing a plaque in the vicinity of the work that names the artist and can also include an explanation of the work. Moral Rights Legislation stipulates that an artwork can not intentionally be altered, modified or damaged in any way to alter the integrity of the artwork. Artists may want to retain copyright of their artwork and clauses dealing with copyright should be included in a Contract. Council may ask for the artist to grant a free license to reproduce images of their work in promotional materials. The artist should be acknowledged in any promotional material that reproduces images of their work.

All public artworks will have a WWC funded plaque that acknowledges:

- The artist, the commissioner, and any other funding or sponsor agreements
- The year the work is commissioned
- A short artist statement providing a context for the work

**Removal, Relocation and De-accessioning**

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An estimated lifespan of the work will be determined at the point of contract. WWC Public Art Assets may be removed, relocated or de-accessioned when the following conditions occur:

- When the environmental context of the work has changed significantly making that site inappropriate for the work.
- The cultural significance of the work or site has changed.
- Environmental concerns or vandalism occur that alter the lifespan of the work, the artists intent for the work or the integrity of the work.

Removal will occur:

- When the work is damaged to the point of non-repair or such a repair is of greater value that the perceived or real cost of the work.
- If the cultural or social context of the work is deemed no longer relevant or appropriate by the Public Art Committee.
  - For removal of donated art work, the donor has first option to claim the work.
  - For removal of purchased art work, the artist has first option to buy the work.
  - For the sale of the removed art work, proceeds from a Council sale of the art work will be allocated toward the Public Art Advisory Group for the commissioning or care of other public art assets.

De-accessioning:

When a work is de-accessioned, it will be removed from the WWC Maintenance Schedule and Asset Register. Any de-accession would need to be endorsed by the Public Art Advisory Group. The work will be removed, resold, reclaimed or destroyed as deemed appropriate.

## 6. Communication

These Public Art Procedures may be publicly accessed on the WWC Website and hard copies of the policy may be accessed at the Council offices.

## 7. Responsibility

Responsible Officer: Manager Community Activation

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**1. Objectives of the Advisory Group**

- 1.1. Operate at a strategic level to assist Council to implement the Public Art Policy and to engage with regional and state-wide plans containing public art outcomes and strategies, and identify and/or explore public art opportunities
- 1.2. Develop a schedule of public art projects considering identified priorities
- 1.3. Determine where to prioritise the annual budget for public art
- 1.4. Liaise with Asset Services with regard to the ongoing maintenance and care of existing public art assets
- 1.5. Work with Asset Services and Planning to identify the opportunities for public art as they arise
- 1.6. Provide recommendations to Council on any public art proposed on Council controlled land
- 1.7. Provide advice or recommendations to Council on policies and strategies for improving the delivery of public art

**2. Membership of the Advisory Group**

2.1 The Public Art Advisory Group will have at least five (5) members made from the following:

- o WWC Councilor (minimum of one)
- o Independent Artists
- o Art teachers, arts academics or individuals with an arts education background
- o Representatives of Wynyard Artscape
- o Representatives from the local indigenous community
- o Community representatives

Other parties as appropriate see below: -

- o WWC Council Officer

Any of the following representatives can be co-opted as determined by a particular project.

- o Key stakeholders such as representatives from: -
  - Local business
  - Special interest groups
  - Historical Society

2.2 Council will determine which Councillors are elected to the Advisory Group.

2.3 Community nominations will be called for by Council via advertisements on Council’s website.

2.4 Community representatives, with a whole of community perspective, will be sought from a variety of areas including, but not limited to, arts and community development.

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- 2.5 Council will determine the successful community representatives. All Expressions of Interest will be assessed by the Councillor(s) and Council Officer(s) on the Advisory Group in consultation with the General Manager.
- 2.6 Councillor representation will be confirmed following the conduct of the biennial local government elections.

**3. Functions of the Advisory Group**

- 3.1 To assist Council at a strategic level with advice and recommendations on public arts-based activities and strategies and identify and/or explore public art opportunities.
- 3.2 To provide advice or recommendations to Council on policies and strategies for improving the delivery of public art in the community.
- 3.3 To provide an avenue for consultation and the exchange of ideas between Council and the community in relation to public art.

**4. Advisory Group Meeting Procedures**

- 4.1 The Advisory Group meetings shall be conducted in accordance with standard meeting procedures.
- 4.2 Minutes of the meetings are to be shared with and kept by the Community Activation Manager (CAM).
- 4.3 The Community Activation Manager will ensure that minutes of each meeting are recorded to include at a minimum the following:
  - The names of those present,
  - an accurate record of the items discussed, and actions required,
  - the time, date, and place of each meeting.
- 4.3 The minutes of each meeting shall be stored in Enterprise Content Management (ECM).

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**5. Chairperson**

- 5.1 The Chairperson will be a Councillor elected by the Waratah-Wynyard Council.
- 5.2 Should the Chairperson be unable to attend a meeting, the meeting shall be chaired by the other Councillors elected by the Waratah-Wynyard Council.
- 5.3 A meeting will not be convened unless at least one Councillor is in attendance.

**6. Frequency of Meetings**

- 6.1 Meetings of the Advisory Group will be held at least two (2) times per year.
- 6.2 Consultation on issues will also be conducted with members through email and other means.

**7. Notice of Meetings**

- 7.1 Notice of each Advisory Group meeting shall be given to each member at least seven (7) days in advance, unless it is impractical to do so because an urgent matter requires a meeting be held at shorter notice.

**8. Risk Management**

- 8.1 Risk Management is an integral part of good management practice. Commitment to it will assist in keeping risk exposure to a minimum and help reduce injuries, damages and potential losses.
- 8.2 The objective is to identify, assess and control potential risks prior to them becoming actualities. Reasonable steps therefore must be adopted by all parties, to ensure that it is managed appropriately to minimise or eliminate the likelihood of it occurring.

**9. Insurance**

9.1 *Advisory Group Members and Voluntary Workers:*

Where requested, Council's personal accident and public liability insurance may be extended to cover Advisory Group members and/or nominated voluntary workers

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attending meetings and other activities, such as working bees, which have the prior approval of the Advisory Group.

## 10. Definitions

**“Committee”** means the Committee as stipulated in this document.

**“Council”** means the Waratah-Wynyard Council

**“General Manager”** means the General Manager of the Waratah-Wynyard Council, or a person acting in that position.

For the purposes of this Group the term public art will be limited to mean:

**“Public Art”** means any permanent or temporary art object, installation, or activity in the public realm (excluding galleries, museums and public collecting institutions). In general, public art is sited on public land and has been purchased or is owned by a public authority.

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### 9.3 GIFT AND BENEFITS POLICY

To: Council  
Reporting Officer: Director Organisational Performance  
Responsible Manager: Director Organisational Performance  
Report Date: 24 October 2019  
File Reference: GOV.022

Enclosures: 1. Gifts and Benefits Policy, Guidelines and Flowchart 

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#### PURPOSE

The Gifts and Benefits Policy is due for review, and this report presents the updated policy and associated guidelines for consideration.

The Policy outlines the obligations and responsibilities of Councillors and staff when dealing with offers of gifts and benefits and provides guidance in making appropriate judgements on whether to accept such offers.

#### BACKGROUND

Council's current policy addresses gifts or benefits to individuals.

Previously significant media publicity regarding the extent of expenses, gifts and benefits received by councillors in some Councils prompted Council to develop its own policy and guidelines around this area utilising the LGAT model policy template which is a comprehensive statement of overarching principles, policy positions, guidance, procedures and definitions that have common application across all local governments in Tasmania. This template has been used as the basis of the documents prepared for Waratah-Wynyard Council.

Minor modifications were made to the model LGAT policy to suit Waratah-Wynyard Councils policy framework and circumstances.

#### DETAILS

The policy defines the difference between personal gifts and business-related gifts, and establishes a set of behavioural standards regarding trust, fairness, impartiality and bias that are expected of Council officials and reinforces the Councillors Code of Conduct in this respect.

The policy identifies clearly that gifts should not be solicited, that cash should not be accepted and that any offer of gifts and benefits that might be construed as an attempt to influence the decision of individuals should be immediately reported.

Gifts and benefits may be acceptable in some circumstances, such as non-token gifts, gifts between organisations and gifts, where refusal to accept may cause embarrassment.

The policy provides guidance on what constitutes non-token and token gifts and benefits.

The Policy is a brief policy statement that makes clear the responsibilities and expectation of council officials and a second document, the Gifts and Benefits Guideline provides more

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detailed definitions, examples and procedures to assist council officials in making appropriate judgements and avoiding being placed in vulnerable positions where an impression of undue influence may undermine the community confidence in Council.

The revised policy includes an amendment to the value of gifts that may be accepted in certain circumstances. From \$150 to \$100.

Gifts and benefits that exceed \$100 are required to be declared and recorded in a gifts and benefits register. The register relating to gifts and benefits for Councillors is made publicly available on the web site. The register including staff gifts and benefits is maintained and is reviewed by Council's Audit Panel.

The documents also now include a flow chart to provide guidance to Council officials in the policy's requirements and the decision-making process around the acceptance of gifts and benefits.

## **STATUTORY IMPLICATIONS**

### Local Government Act 1993

Section 28 of the *Local Government Act 1993* requires Council to adopt a Code of Conduct for Councillors which addresses the matter of gifts and benefits. It clearly states the expectation that councillors, as holders of positions of trust within the community, will exercise their powers and carry out their duties without the influence of personal gifts or benefits. The Code also articulates the expectation that councillors will neither seek nor accept offers of money at any time or gifts of other than token-nature.

Section 339A of the *Local Government Act 1993* specifies penalties in relation to misuse of office by Councillors or employees.

339A(1) *A councillor, an employee or a member must not procure the doing or not doing of anything by the Council to gain, directly or indirectly, an advantage or to avoid a disadvantage for:*

- a) *The councillor, employee or member; or*
- b) *A close associate of the councillor, employee or member; or*
- c) *A member of the councillors, employees or members family.*

339A(2) *In addition to any penalty imposed under this section, a court may make an order:*

- a) *Barring the councillor from nominating as a candidate at any election for a period not exceeding 7 years; or*
- b) *Dismissing the councillor from office.*

### Criminal Code Act 1924

Section 83 of the *Criminal Code Act 1924*, Corruption of Public Officer, provides for criminal action in relation to public officers.

Any person who:

83(3) *being a public officer, corruptly solicits, receives or obtains, or agrees to receive or obtain, any property or benefit of any kind for himself or any other person on account of anything done or omitted, by him in or about the discharge of the duties of his office; or*

83(4) *corruptly gives, confers or procures, or promises or offers to give, confer or procure or attempt to procure, to, upon or for any public officer, or any other person, any property or benefit of*

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*any kind on account of anything done or omitted, or to be done or omitted, by such officer in, or about the discharge of the duties of his office.*

is guilty of a crime.

- Charge: (a) Official corruption.  
(b) Bribery of a public officer.

### **STRATEGIC IMPLICATIONS**

<b>Key Focus Area:</b>	<b>CIVIC LEADERSHIP &amp; GOVERNANCE</b> <i>A well-managed Council that services the municipality with integrity</i>
	<b>Outcome 4.3</b> <i>Council is managed in a financially sustainable and responsible manner</i>

### **POLICY IMPLICATIONS**

The adoption of this reviewed policy will not have an impact on any other Council policies.

### **FINANCIAL IMPLICATIONS**

There are minimal financial implications regarding this policy.

### **RISK IMPLICATIONS**

An inadequate policy framework on this issue leaves the Council vulnerable to reputational risk.

### **CONSULTATION PROCESS**

The Governance Officer has reviewed the LGAT model policy, the Integrity Commission policies and procedures and policies from a range of other Councils in reviewing this policy.

The Policy has also been reviewed by the Senior Management Team.

### **CONCLUSION**

It is therefore recommended that the Council adopt the revised Gifts and Benefits Policy with immediate effect.

MOVED BY	CR COURTNEY
SECONDED BY	CR DUNIAM

**That Council adopts the revised Gifts and Benefits Policy GOV.022 with immediate effect.**

The MOTION was put and was CARRIED.

### **IN FAVOUR**

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



1. **SCOPE**
  - 1.1 This policy applies to the Mayors, Councillors, Council staff (including staff engaged through an employment agency), Council Committee members, volunteers and contractors.
  
2. **PURPOSE**
  - 2.1 Gifts and benefits may be offered to individuals in the course of business relationships, often for commercial purposes, to create a feeling of obligation in the receiver.
  - 2.2 Council officials at all times must be seen to be fair, impartial and unbiased and should actively discourage offers of Gifts and benefits and avoid situations that suggest that a person or organisation is attempting to secure favourable treatment from Council.
  - 2.3 People doing business with the Council should be encouraged to understand that they do not need to give Gifts or benefits to Council officials to get high quality service.
  - 2.4 This policy defines the obligations and responsibilities of Council's officials when dealing with offers of Gifts or benefits.
  
3. **POLICY STATEMENT**
  - 3.1 Accepting Gifts of money is prohibited.
  - 3.2 Council officials should not accept Gifts or benefits that appear to be non-token in nature.
  - 3.3 Gifts or benefits of a token nature at or of a value below \$100 may be accepted by Council officials without the need to disclose the Gift to a supervisor, the General Manager or Mayor (in the case of Councillors).
  - 3.4 Council officials who receive a multiple number of token Gifts, from the same person or organisation, in a twelve-month period, that cumulatively exceed the nominal value of \$100 must disclose that fact in a Gifts and Benefits Declaration Form.
  - 3.5 Council officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor, General Manager or the Mayor (in the case of Councillors).
  - 3.6 If a non-token Gift or benefit is offered and cannot reasonably be refused (as this action may cause embarrassment), the offer and receipt of the Gift or benefit must be declared in a Gifts and Benefits Declaration Form. A Gift is not to be personally retained without the express consent of the General Manager (staff) or Mayor (Councillors) within 14 days.
  - 3.7 If a Council official refuses a Gift or benefit because they, or a reasonable person, may believe that the Gift was a deliberate attempt to receive "special treatment", that instance is to be reported to a supervisor, the General Manager or Mayor.
  - 3.8 At times a Gift of a non-token nature may be given by one organisation to another. Such Gifts are often provided to a host organisation. These Gifts may be given as an expression of gratitude without obligation on the receiver to respond. The gratitude usually extends to the work of several people in the organisation and therefore the Gift is for the organisation, not a particular individual.

DOC NO: - GOV.022	VERSION NO: 2	APPROVAL DATE: 20 July 2015
CONTROLLER: General Manager	APPROVED BY: - Council	REVIEW DATE: October 2018



- 3.9 All Gifts and benefits disclosed are to be included in a Council Gifts and Benefits Register, which will be monitored by the General Manager and available for public inspection.

**Legislative Requirements**

*Local Government Act 1993:*

Part 5A – Gifts and Donations

- Section 339A – Misuse of office - Specifies penalties in relation to the misuse of office by councillors and employees;
- Section 28E - Deals with the Code of Conduct for Councillors;
- Section 62 - Identifies the functions and powers of the General Manager

*Local Government (General) Regulations 2015)*

- Part 3A – Gifts and Donations

**Related Procedures/Guidelines:**

Gifts and Benefits Guidelines,

Gifts and Benefits Register

Gifts and Benefits Declaration Form

Procurement Policy & Associated Procedures

Flow Chart

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	<b>WARATAH-WYNYARD COUNCIL</b>
	<b>GIFTS AND BENEFITS GUIDELINES</b>

**1. PURPOSE**

The purpose of this guideline is to assist Council officials to make appropriate judgements in relation to gifts and benefits and therefore avoid being placed in a situation where they may become vulnerable to undue influence or threaten community confidence in the fairness, impartiality and integrity of the Council.

**2. DEFINITIONS**

**Benefit** – Benefits include preferential treatment, privileged access, favours or other advantage offered to an individual. They may include invitations to sporting, cultural or social events, access to discounts and loyalty programs. The value of benefits may be difficult to define in dollars, but as they are valued by the individual, they may be used to influence the individual’s behaviour.

**Bribe** – a gift or benefit given specifically for the purpose of winning favours or to influence the decision or behaviour of a Council official to benefit someone or something;

**Cash** – money or vouchers which are readily convertible;

**Conflict of interest** – any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit;

**Council official** – Mayor, Councillors, Council staff (including staff engaged through an employment agency), Council Committee members, volunteers and contractors;

**Cumulative gift** – a series of gifts, individually below the nominal value, from the same person or organisation, over a specified period of time that have an aggregate value that exceeds the nominal value;

**Gift** – is usually a tangible item provided at no charge. Gifts may include, but are not limited to items such as cash, property (real or otherwise), goods and services made available at heavily discounted prices, alcohol, clothes, products, invitations to social functions and tickets to sporting, theatrical or music events;

**Gift of gratitude** – a gift offered to an individual or department in appreciation of performing specific tasks. Gifts to staff who speak at official functions may be considered an example of gifts of gratitude;

**Gift of influence** – a gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future;

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	<p><b>WARATAH-WYNYARD COUNCIL</b></p> <p><b>GIFTS AND BENEFITS GUIDELINES</b></p>
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**Gifts and Benefits Declaration Form** – a form to be completed when an individual receives a gift or benefit of a non-token nature above the nominal limit or receives a series of token gifts or benefits in a specified time that exceeds the nominal value (Cumulative Gift);

**Gifts and Benefits Register** – a register maintained by Council of all declared gifts and benefits

**Hospitality** – the provision of accommodation, meals, refreshments or other forms of entertainment;

**Nominal value** – is the monetary limit of the value of gifts or benefits that may be accepted (i.e. total value of gift or benefit received). A gift or benefit is of nominal value when it has no significant or lasting value (gifts under the value of \$100).

**Non-token** – Non-token gifts include personal benefits and/or valuable objects (with a value of above \$100).

**Public perception** – the perception of a fair-minded person in possession of the facts;

**Significant value** – a gift or benefit that has a value above \$100; and

**Token Gift** -A gift given, or granted item of value, only to the recipient with no other appreciable economic value. Examples are trophies, certificates or other customised symbols of appreciation, recognition or courtesy; free promotional items such as advertisers' calendars, pens, notepads, etc.

**3. SCOPE**

The policy applies to all gifts and benefits offered to or received by all Council officials in their role as officers of the Council.

**4. APPLICATION**

4.1 In a private context gifts and benefits are usually unsolicited and meant to convey a feeling on behalf of the giver such as gratitude. There is ordinarily no expectation of repayment. Gifts given in a private context are not the focus of Council's policy or this guideline.

4.2 Gifts and benefits may also be offered to individuals in the course of business relationships. Such gifts and benefits are often given for commercial purposes and serve to create a feeling of obligation in the receiver. Gifts and benefits given in the course of business relationships are the focus of Council's policy and this guideline.

4.3 The policy guideline is to be applied in conjunction with provisions in the Councils Codes of Conduct and other relevant Council policies and procedures.

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**5. GUIDELINE STATEMENT**

**5.1 Token gifts and benefits**

- 5.1.1 Gifts or benefits of a token nature do not create the appearance of a conflict of interest and include:
  - a) Items with a company logo on them, ties, scarves, coasters, diaries, chocolates, flowers;
  - b) Books given to individuals at functions, public occasions or in recognition of exceptional work done;
  - c) Gifts of single bottles of reasonably priced alcohol given to individuals at functions, public occasions or in recognition of exceptional work done;
  - d) Free or subsidised meals of a modest nature and/or beverages provided infrequently (and/or reciprocally) that have been arranged for or in connection with the discussion of official business;
  - e) Free meals of a modest nature and/or beverages provided to Council officials who formally represent Council at work related events such as training, education sessions and workshops; and
  - f) Invitations to approved social functions organised by groups such as Council committees and community organisations.
- 5.1.2 If a Council official has any doubt if a gift or benefit is token or of nominal value they should discuss it with a supervisor, General Manager or Mayor.

**5.2 Nominal value**

- 5.2.1 For the purpose of this guideline the current nominal value limit is **\$100**.

**5.3 Non-token gifts and benefits**

- 5.3.1 Gifts or benefits of a non-token nature include:
  - a) Free or discounted travel;
  - b) Use of holiday homes;
  - c) Tickets to major sporting events;
  - d) Corporate hospitality at a corporate facility or sporting venue;
  - e) Free training excursions;
  - f) Access to confidential information;
  - g) Discounted products for personal use; and
  - h) Goods and services provided via a determination in a Will.

**5.4 Actual or perceived effect of the gift or benefit**

- 5.4.1 Accepting gifts where a reasonable person could consider that there may be influence applied as a result of accepting the gift or benefit is prohibited. (gift of influence).

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**5.5 Bribes**

5.5.1 Council officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor, General Manager or the Mayor (in the case of Councillors). Council is to take steps to report the matter to Police immediately.

5.5.2 Receiving a bribe is an offence under both the common law and Tasmanian Legislation.

**5.6 Family members**

5.6.1 Council officials must take all reasonable steps to ensure that immediate family members do not receive gifts or benefits of a non-token nature or gifts or benefits above the nominal value. Immediate family members include parents, spouses, children and siblings.

**5.7 Records – Gifts and Benefits Registers**

5.7.1 Council officials, who receive a multiple number of token gifts or benefits from the same person or organisation (cumulative gift) over a twelve-month period that exceeds the nominal value must disclose that fact on the Gifts and Benefits Declaration Form and Register (attachment 1 and 2).

5.7.2 Where more than one Council official receives a token gift from the same person or organisation, within a twelve-month period, then the cumulative value of those gifts must be disclosed on the Gifts and Benefits Declaration Form and Register, by the senior officer of those staff who received the token gifts.

5.7.3 If an official of the Council receives a non-token gift or benefit in circumstances where it cannot reasonably be refused or returned, the receipt of the gift or benefit should be disclosed, and the details recorded on a Gifts and Benefits Declaration Form and in the Gifts and Benefits Register.

5.7.4 Benefits inclusive of scholarships or payment of training by external sources should be disclosed and the details recorded on a Gifts and Benefits Declaration Form and in the Gifts and Benefits Register.

5.7.5 The Register will be available for public inspection.

5.7.6 The content of the Registers will be monitored by the General Manager on a monthly basis.

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**5.8 Disposal of gifts**

- 5.8.1 A supervisor, General Manager or Mayor is to determine whether a gift or benefit of a non-token nature should be disposed.
- 5.8.2 There are options for the disposal of gifts that have been accepted because they could not reasonably be refused, but they should not be retained by an individual. Examples of such circumstances where gifts or benefits may be received include:
  - a) Gifts accepted for protocol or other reasons, where returning it would be inappropriate;
  - b) Anonymous gifts (received through the mail or left without a return address);
  - c) A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment; and
  - d) A gift or benefit of significant value provided to a Council official through a Will, where the relationship between the giver and recipient was essentially a council related business relationship.
- 5.8.3 Options for disposal include:
  - a) Surrendering the gift to Council for retention;
  - b) Distributing the gift or benefit amongst a selection of Council's officials - where a reasonable person would agree that the allocation was appropriate, (public perception); and
  - c) Donating the gift to an appropriate charity.

**5.9 Breaches of Policy**

- 5.9.1 All Council officials are obliged to comply with the Gifts and Benefits Policy and sanctions may be applied if the policy is breached.
- 5.9.2 Any person may report an alleged breach of the policy by an official of the Council to the General Manager or Mayor as appropriate who is to investigate any report received and take such action as is considered necessary.
- 5.9.3 If this policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

*Amendment Schedule:*

Amended 15 April 2016 – new clause 5.7.4

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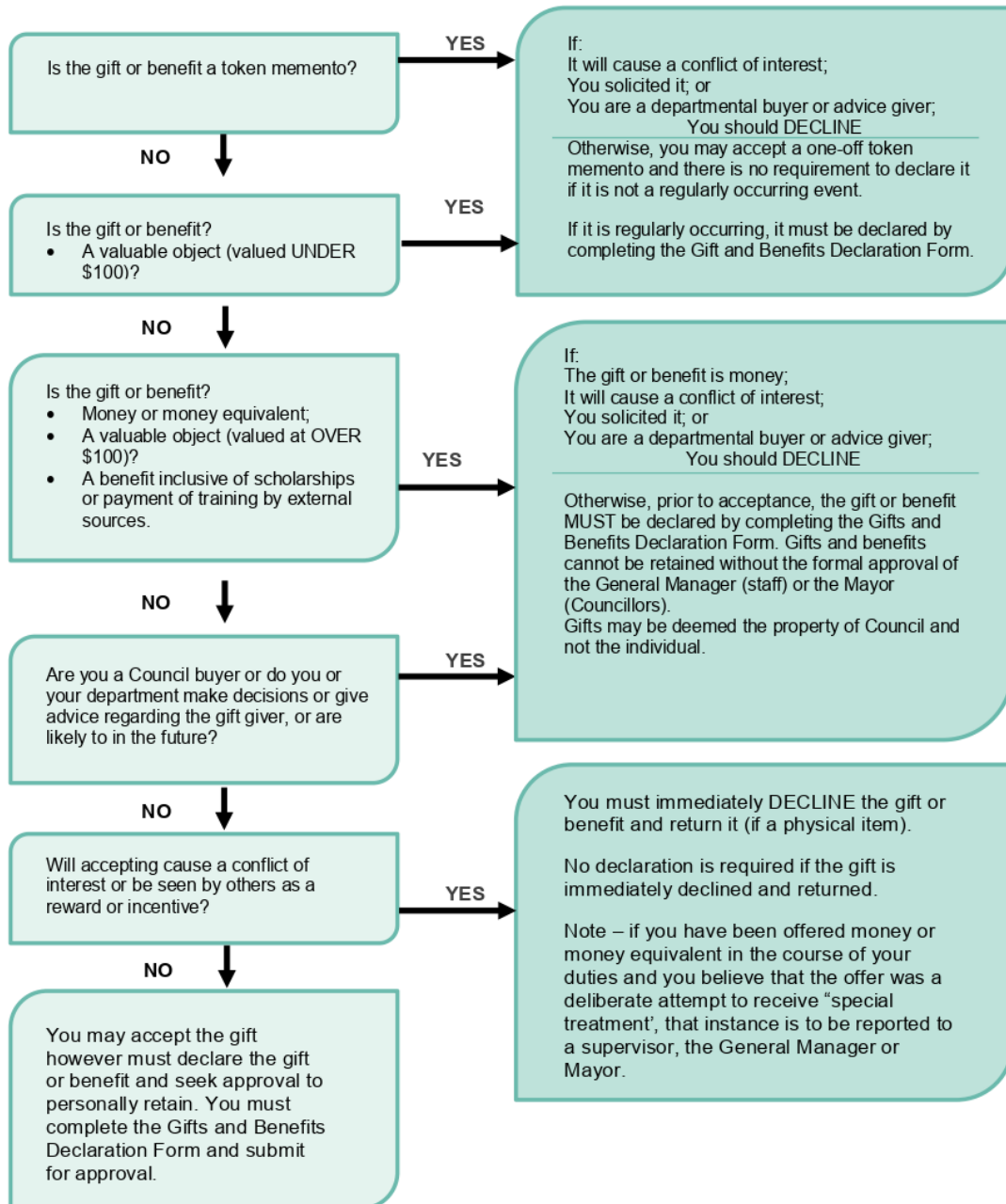


**WARATAH-WYNYARD COUNCIL**

**GIFTS AND BENEFITS FLOW CHART**

Waratah-Wynyard Council employees should not expect to receive gifts or benefits for doing a job they are paid by the public to do. In most situations, staff should refuse gifts and benefits if offered.

However, in limited circumstances, it may be appropriate to consider acceptance of a gift or benefit or a modest refreshment, if offered. In these cases, follow the guidance below:



DOC NO: GOV.022.5	VERSION NO: 1	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: - Council	REVIEW DATE:

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## 9.4 FIXING OF COUNCIL MEETING DATES 2020

To:	Council
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	20 September 2019
File Reference:	01
Enclosures:	Nil

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### PURPOSE

The purpose of this report is for Council to determine meeting dates and times for the Council for the 2020 calendar year.

### BACKGROUND

The Council has over the past year generally conducted its Ordinary Council Meeting on the third Monday of each month, starting at 6:00pm, and held at the Council Chambers in Wynyard.

This report has been prepared to enable the timing of Ordinary Meetings to be determined by the elected Council. For Council to be open, accessible and accountable to its community, and to encourage communication and engagement, consistency in the meeting schedule allows residents and stakeholders to know with some certainty when Council meetings are normally held.

### DETAILS

The Council may determine the most appropriate timing for Ordinary Meetings. The only provision included within the *Regulations* is that an Ordinary Meeting is to be conducted at least once per month. All meetings are to commence after 5:00pm unless determined otherwise by the Council by absolute majority therefore, Council can determine to commence meetings at any time which suits the majority of Councillors.

A 6:00 pm start for meetings has been in place for some time now to allow both Councillors and residents time to complete normal daily work routines and attend Council meetings in a refreshed and unhurried state of mind.

The proposed dates list three meetings that have been moved from the third Monday of the month. The January meeting is moved later to allow time for leave and avoid the Australia Day Public Holiday; the June meeting is one week later to ensure the Annual Plan and Budget Estimates are completed for adoption at this meeting; the December meeting is one week earlier to allow for opportunity for leave.

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## STATUTORY IMPLICATIONS

### Statutory Requirements

Section 18 (3) of the *Local Government Act 1993* provides that a meeting of Council is to be conducted in accordance with the prescribed procedures.

The *Local Government (Meeting Procedure) Regulations 2015* states:

#### **4. Convening meetings of council**

- (1) *The mayor of a council may convene council meetings.*
- (2) *The general manager of an existing council is to convene the first ordinary meeting of a council following an ordinary election.*
- (3) *The Minister is to convene the first ordinary meeting of a newly established council on a date determined by the Minister.*
- (4) *An ordinary meeting of a council is to be held at least once in each month.*
- (5) *The general manager is to convene an ordinary meeting of a council if the mayor has not convened such a meeting in the previous calendar month.*
- (6) *The mayor of a council, or the general manager if the mayor has not done so, must convene a special meeting of the council at the request of a majority of Councillors.*
- (7) *A request for a special meeting of a council must –*
  - (a) *be in writing and signed by the Councillors; and*
  - (b) *include details of the subject matter and any motion to be dealt with by the meeting; and*
  - (c) *be lodged with the mayor.*
- (8) *The mayor of a council, or the general manager if the mayor has not done so, must convene a special meeting of the council if the council so determines.*

#### **6. Times of meetings**

- (1) *A meeting is not to start before 5 p.m. unless otherwise determined by the council by absolute majority or by the council committee by simple majority.*
- (2) *After each ordinary election, a council and a council committee are to review the times of commencement of meetings.*

## STRATEGIC IMPLICATIONS

### Strategic Plan Reference

GOAL
Desired Outcomes
We are a knowledgeable organisation—we demonstrate best practices in our business processes.
Our Priorities
1.4 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.

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## Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Business & Industry	Specialised diversity of the economy – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Education	Lifelong learning and education – Education and lifelong learning is valued and there is access to vocational training and tertiary education. Education retention rates have increased.
Governance and working together	Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

### **POLICY IMPLICATIONS**

Council meetings are conducted in line with the *Waratah-Wynyard Council Meeting Procedures* as amended and adopted on 17 June 2019.

### **FINANCIAL IMPLICATIONS**

The conduct of any Council meeting has costs associated with the development of reports and agendas, their public distribution and the involvement of some Council officers after normal business hours.

The conduct of meetings at venues other than the Council Chamber will also incur some additional costs in terms of staff time and transport costs in the setting up of venues suitable for a Council meeting.

### **RISK IMPLICATIONS**

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

### **CONSULTATION PROCESS**

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

### **CONCLUSION**

It is recommended that Council adopt the meeting dates for 2020 as listed.

MOVED BY	CR DUNIAM
SECONDED BY	CR FAIRBROTHER

**That Council approve scheduling of Ordinary Council Meetings for the third Monday of each month commencing at 6:00 pm for the period from January 2020 to December 2020, or according to the Schedule below:**

<b>DATE OF MEETING</b>	<b>TYPE OF MEETING</b>
<b>Tuesday 28 January 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 17 February 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 16 March 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 20 April 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 18 May 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 22 June 2020</b>	<b>Ordinary Council Meeting including Budget adoption</b>
<b>Monday 20 July 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 17 August 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 21 September 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 19 October 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 16 November 2020</b>	<b>Ordinary Council Meeting</b>
<b>Monday 14 December 2020</b>	<b>Ordinary Council Meeting</b>

The MOTION was put and was CARRIED.

**IN FAVOUR**

<b>MAYOR WALSH</b>	<b>CR DUNIAM</b>	<b>CR FAIRBROTHER</b>	<b>CR EDWARDS</b>
	<b>CR BRAMICH</b>		<b>CR COURTNEY</b>

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## 9.5 FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2019

To: Council  
Reporting Officer: Accountant  
Responsible Manager: Director Organisational Performance  
Report Date: 6 November 2019  
File Reference: 1  
Enclosures: Nil

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### PURPOSE

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

### BACKGROUND

The financial reports presented incorporate:

- Underlying Position
- Balance Sheet
- Statement of Cashflows
- Cash Position
- Rate Summary
- Capital Works Summary
- Capital Program Monthly Progress

### STATUTORY IMPLICATIONS

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

### STRATEGIC IMPLICATIONS

Strategic Plan Reference

<b>GOAL</b>
<b>Desired Outcomes</b>
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
<b>Our Priorities</b>
1.8 Review and adjust service levels to provide value for money.
2.2 Facilitate effective knowledge management practices.

### POLICY IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

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



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## CONSULTATION PROCESS

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

## COMMENT

Year to date budget profiling has been updated to reflect more accurately the expected monthly spend of the council. With exception of where noted in Rates and Depreciation, final results are expected to be consistent with end of year budget estimates.

Capital Works Summary has been updated to include a Forecast column to show the effect of any approved amended capital works or material costings since budget adoption. The Annual Balance Sheet Budget is updated to reflect these alterations.

MOVED BY	CR DUNIAM
SECONDED BY	CR FAIRBROTHER

**That Council notes Financial Reports for the period ended 31 October 2019.**

The MOTION was put and was CARRIED.

## IN FAVOUR

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

## Underlying Position

The Underlying Position Statement shows the outcome of Council's day to day operations. As at 31 October 2019 the actual YTD surplus is \$6,445,321. This is a favourable variance YTD of \$252,687. At this time there have been no material variances to budget identified and Council's operating performance is expected to be consistent with budget estimates.



UNDERLYING POSITION STATEMENT AS at 31 October 2019	Note	YTD ACTUAL	YTD BUDGET	% VARIANCE	YTD VARIANCE	ANNUAL BUDGET
<b>INCOME</b>						
Rate Revenue	1	11,374,378	11,305,532	-1%	(68,846) ✓	11,331,753
User Charges	2	783,397	909,057	14%	125,660 ✗	2,613,127
Reimbursements/Contributions		208,629	201,967	-3%	(6,662) ✓	708,309
Grants and Subsidies	3	556,789	472,659	-18%	(84,130) ✓	3,935,370
Interest		84,278	74,968	-12%	(9,310) ✓	225,000
Proceeds from Sale of Assets		45	-	0%	(45) ✓	155,763
Other		528	-	0%	(528) ✓	562,000
		<b>13,008,044</b>	<b>12,964,183</b>	<b>0%</b>	<b>(43,861) ✓</b>	<b>19,531,322</b>
<b>EXPENDITURE</b>						
Employee Costs	4	2,149,880	2,406,312	-11%	(256,432) ✓	7,006,172
State Levies		138,197	137,576	0%	621 !	527,258
Remissions & Discounts		393,940	391,751	1%	2,189 !	401,695
Materials & Contracts	5	2,443,497	2,376,546	3%	66,951 ✗	6,974,750
Depreciation	6	1,437,482	1,423,456	1%	14,026 !	4,272,038
Borrowing Costs		(273)	10,760	-103%	(11,033) ✓	32,293
Value of Disposed Assets		-	25,148	-100%	(25,148) ✓	231,243
		<b>6,562,723</b>	<b>6,771,549</b>	<b>-3%</b>	<b>(208,826) ✓</b>	<b>19,445,449</b>
<b>UNDERLYING SURPLUS/(DEFICIT)</b>		<b>6,445,321</b>	<b>6,192,634</b>	<b>-4%</b>	<b>(252,687) ✓</b>	<b>85,873</b>
<b>RECONCILIATION TO COMPREHENSIVE RESULT</b>						
Capital Grants/Contributions		-	-	0%	- ✓	2,966,131
Advance Payment of FAGs Grant		-	-	0%	- ✓	(1,487,140)
<b>COMPREHENSIVE SURPLUS/(DEFICIT)</b>		<b>6,445,321</b>	<b>6,192,634</b>	<b>-4%</b>	<b>(252,687) ✓</b>	<b>1,564,864</b>

Legend  
 ✓ Favourable  
 ! Insignificant  
 ✗ Unfavourable

Note	Commentary
1	Rates levied are consistent with the annual budget estimates. Supplementary rates are not allowed for in the budget estimates. As a result, a favourable variance to budget is anticipated for the year.
2	The User Charges unfavourable variance to budget is due to timing of Child Care, Waratah services and Cemetery operations income. Revenue is expected to be consistent with budget estimates by year end.
3	Council has receipted unbudgeted grant funds of \$50k for BMX Track project and \$24k from Department of State Growth for Community Development. Overall expected to have a favourable impact on year end budget.
4	Wages are tracking below budget, in part due to increased capital works allocations and current unfilled vacancies. Expenditure is expected to increase as the year progresses.
5	Materials & Contracts unfavourable against budget, seasonal change allowing for increased outdoors maintenance and work and timing of Wharf redevelopment budgeted operational expenditure. Overall no material variances to budget are expected.
6	Minor variance in depreciation. At year end expected unfavourable impact on the budget due to the recently completed roads revaluation.

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## Balance Sheet

This report provides a balance sheet of the Council's Assets and Liabilities as at 31 October 2019.



<b>BALANCE SHEET</b>	<b>YTD Actual</b>	<b>Forecast Annual Budget</b>
<b>As at 31 October 2019</b>	<b>\$</b>	<b>\$</b>
Current Assets		
Cash & Cash Equivalents	16,290,659	6,147,242
Receivables	2,356,304	891,000
Inventories	109,709	227,000
Other Current Assets	156,344	190,000
<b>Total Current Assets</b>	<b>18,913,016</b>	<b>7,455,242</b>
Non-Current Assets		
Property, Plant and Equipment	159,377,770	168,947,714
Other Non-Current Assets	51,687,318	46,117,782
<b>Total Non-Current Assets</b>	<b>211,065,088</b>	<b>215,065,496</b>
<b>Total Assets</b>	<b>229,978,104</b>	<b>222,520,738</b>
Current Liabilities		
Payables	413,096	1,418,407
Interest-Bearing Liabilities	115,936	119,862
Provisions	1,696,837	1,923,745
<b>Total Current Liabilities</b>	<b>2,225,869</b>	<b>3,462,014</b>
Non-Current Liabilities		
Interest-Bearing Liabilities	870,174	750,312
Provisions	280,145	406,607
<b>Total Non-Current Liabilities</b>	<b>1,150,319</b>	<b>1,156,919</b>
<b>Total Liabilities</b>	<b>3,376,188</b>	<b>4,618,933</b>
<b>Net Assets</b>	<b>226,601,916</b>	<b>217,901,805</b>
Equity		
Accumulated Surplus	160,678,528	156,003,558
Reserves	65,923,387	61,898,247
<b>Total Equity</b>	<b>226,601,915</b>	<b>217,901,805</b>

\* Annual Budget updated to reflect Port Road Boat Harbour drainage amendment approved by Council on 21/10/19

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## Statement of Cashflows

This report provides details of cash movements and balances for the current financial year to 31 October 2019. Total cash and investments as at 31 October was \$16,290,659.



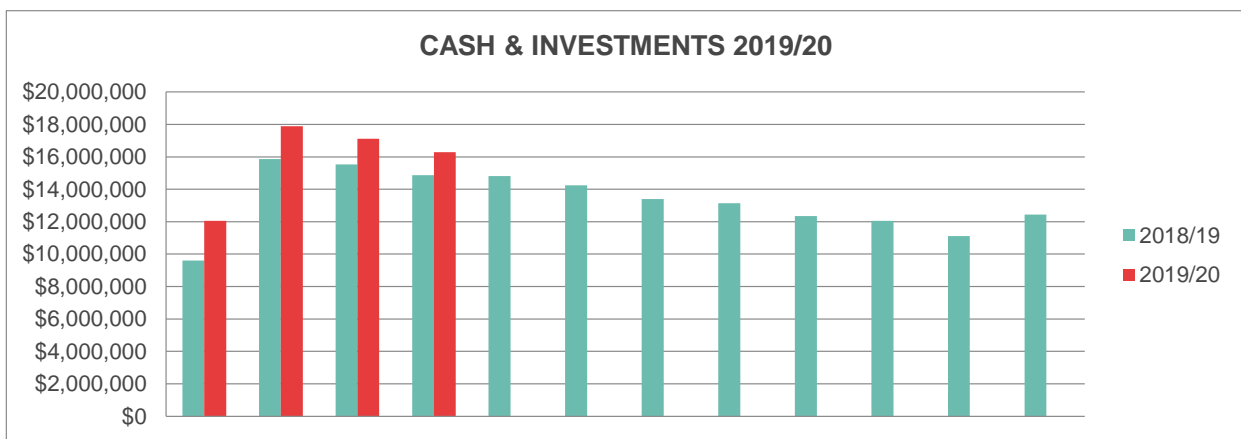
<b>STATEMENT OF CASHFLOWS TO 31 OCTOBER 2019</b>	<b>YTD Actual \$</b>
	<b>\$</b>
<b>Cash flows from operating activities</b>	
Employee Costs	-2,149,881
Materials and Contracts	-2,735,242
State levies	-138,197
Finance costs	0
Receivables	8,893,907
User charges	783,397
Interest	84,278
Reimbursement of expenses	208,629
Government grants	556,789
<b>Net Cash provided by (used in) operating activities</b>	<b>5,503,680</b>
<b>Cash flows from investing activities</b>	
Payments for Property, Plant and Equipment	-1,654,264
Investment revenue from Water Corporation	0
Proceeds from Sale of Property, Plant and Equipment	45
Capital grants	0
<b>Net cash provided by (used in) investing activities</b>	<b>-1,654,219</b>
<b>Cash flows from financing activities</b>	
Financial liabilities	273
<b>Net cash provided by financing activities</b>	<b>273</b>
<b>Net (Decrease) in Cash Held</b>	<b>3,849,734</b>
Cash at beginning of year	12,440,925
<b>Cash at end of period</b>	<b>16,290,659</b>

## Cash Position

The following table provides an outline of Council's cash and investment portfolio as at 31 October 2019.



CASH POSITION As at 31 October 2019		\$	INVESTMENTS	\$	Weighted Average Return
Deposits	15,050,000		Commonwealth Bank	1,239,059	1.00%
			Bankwest	15,050,000	1.65%
Petty Cash and Till Floats	1,600		Petty Cash and Till Floats	1,600	
Trading Account	1,239,059				
<b>BALANCE (ALL ACCOUNTS)</b>	<b>16,290,659</b>			<b>16,290,659</b>	<b>1.59%</b>



RBA Cash Rate\* 0.750  
90 Day BBSWs Rate\*\* 0.925

\*source: [www.rba.gov.au](http://www.rba.gov.au) as at 1 November 2019

\*\*source: <https://www.asx.com.au/data/benchmarks/bbsw-10-day-rolling-history.pdf> as at 1 November 2019

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

## Rates Summary

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

Rates were levied in July but issued on 2 August 2019 in line with the rates set by Council as part of the Annual Plan and Budget Estimates adopted on 24 June 2019.



RATE SUMMARY		2019/20		2018/19	
For the period 1 July 2019 to 31 October 2019		%	\$	%	\$
<i>Notice Issue Date - 2 August 2019</i>					
OUTSTANDING RATE DEBTORS (As at 1 July 2019)	4.27	507,597	3.91	452,217	
ADD CURRENT RATES AND CHARGES LEVIED (including penalties)	95.73	11,374,377	96.09	11,112,407	
GROSS RATES AND CHARGES DEMANDED	100.00	11,881,974	100.00	11,564,624	
LESS RATES AND CHARGES COLLECTED	74.85	8,893,907	76.22	8,814,011	
REMISSIONS AND DISCOUNTS**	8.26	980,893	8.34	964,392	
	83.11	9,874,800	84.55	9,778,403	
ADD PROPERTIES IN CREDIT	(1.84)	218,177	(1.75)	202,781	
UNPAID RATES AND CHARGES (includes Deferred Rates)	18.73	2,225,351	17.20	1,989,002	
**REMISSIONS AND DISCOUNTS		<b>2019/20</b>		<b>2018/19</b>	
Discount		386,483		387,243	
Pensioner Rebates		586,953		570,949	
Council Remissions and Abandements		7,457		6,200	
		<u>980,893</u>		<u>964,392</u>	
<b>Number of Assessments</b>	<b>2,013</b>				

## Capital Works Summary

The Capital Works Summary provides a snapshot of the percentage of expenditure against the 2019/2020 Capital Works program. Timing of expenditure is based on the works plan and actual spend, and not reflective of the actual progress of the Capital Work, which is detailed under Capital Program Monthly Progress.



CAPITAL WORKS SUMMARY As at 31 October 2019	Actual \$	Budget \$	% Spend of Budget	Forecast \$
<b>Governance</b>				
Multi Use Community Facility	16,909	3,666,100	0.46%	3,666,100
New Board Walk and Seawall Renewal	395,917	679,000	58.31%	679,000
Other	88,732	303,570	29.23%	303,570
	<b>501,557</b>	<b>4,648,670</b>	<b>10.79%</b>	<b>4,648,670</b>
<b>Strategic &amp; Financial Services</b>	<b>2,470</b>	<b>320,000</b>	<b>0.77%</b>	<b>320,000</b>
<b>Organisational Performance</b>	<b>1,644</b>	<b>58,000</b>	<b>2.83%</b>	<b>58,000</b>
<b>Community Services</b>				
Children Services	3,397	69,868	4.86%	69,868
Tourism	5,078	4,500	112.83%	4,500
General	13,924	49,000	28.42%	49,000
	<b>22,399.37</b>	<b>123,368</b>	<b>18.16%</b>	<b>123,368</b>
<b>Engineering Services</b>				
Depot	12,208	98,255	12.42%	98,255
Plant	87,138	791,777	11.01%	830,937
	<b>99,345</b>	<b>890,032</b>	<b>11.16%</b>	<b>929,192</b>
<b>Waste Management</b>	<b>0</b>	<b>25,000</b>	<b>0.00%</b>	<b>25,000</b>
<b>Public Conveniences</b>	<b>31618.17</b>	<b>117,000</b>	<b>27.02%</b>	<b>117,000</b>
<b>Transport</b>				
Re-Sheeting	73,768	721,288	10.23%	721,288
Reseals - Rural	12	234,207	0.01%	234,207
Reseals - Urban	591	158,660	0.37%	158,660
Footpaths	42,995	192,605	22.32%	192,605
Bridges	-	10,000	0.00%	10,000
Somerset CBD	27,450	262,615	10.45%	262,615
Wynyard CBD	34,195	500,000	6.84%	500,000
General	80,453	509,521	15.79%	509,521
	<b>259,464</b>	<b>2,588,896</b>	<b>10.02%</b>	<b>2,588,896</b>
<b>Sporting Facilities</b>				
Wynyard	53,345	872,927	6.11%	872,927
Somerset	24,378	199,970	12.19%	199,970
	<b>77,723</b>	<b>1,072,897</b>	<b>7.24%</b>	<b>1,072,897</b>
<b>Parks &amp; Gardens</b>				
Wynyard	212,419	1,416,928	14.99%	1,433,887
Somerset	10,724	150,000	7.15%	150,000
General	84,411	178,708	47.23%	178,708
	<b>307,555</b>	<b>1,745,636</b>	<b>17.62%</b>	<b>1,762,595</b>
<b>Stormwater Drainage</b>				
Stormwater Pipe Replacement/Upgrades	11,158	204,245	5.46%	204,245
General	12,936	46,000	28.12%	46,000
	<b>24,094</b>	<b>250,245</b>	<b>9.63%</b>	<b>250,245</b>
<b>Total Capital Works Program 2019/20</b>	<b>1,327,869.37</b>	<b>11,839,744</b>	<b>11.22%</b>	<b>11,895,863</b>

\* Capital Works Program updated to include Port Road Boat Harbour drainage amendment approved by Council on 21/10/19

\*\* Forecast updated to include additional capital expenditure associated with the new street sweeper as reported to Council on 21/10/2019

## 2019/20 Capital Program Monthly Progress Report

Overall the capital works program is on target for full completion with no foreseeable delays.

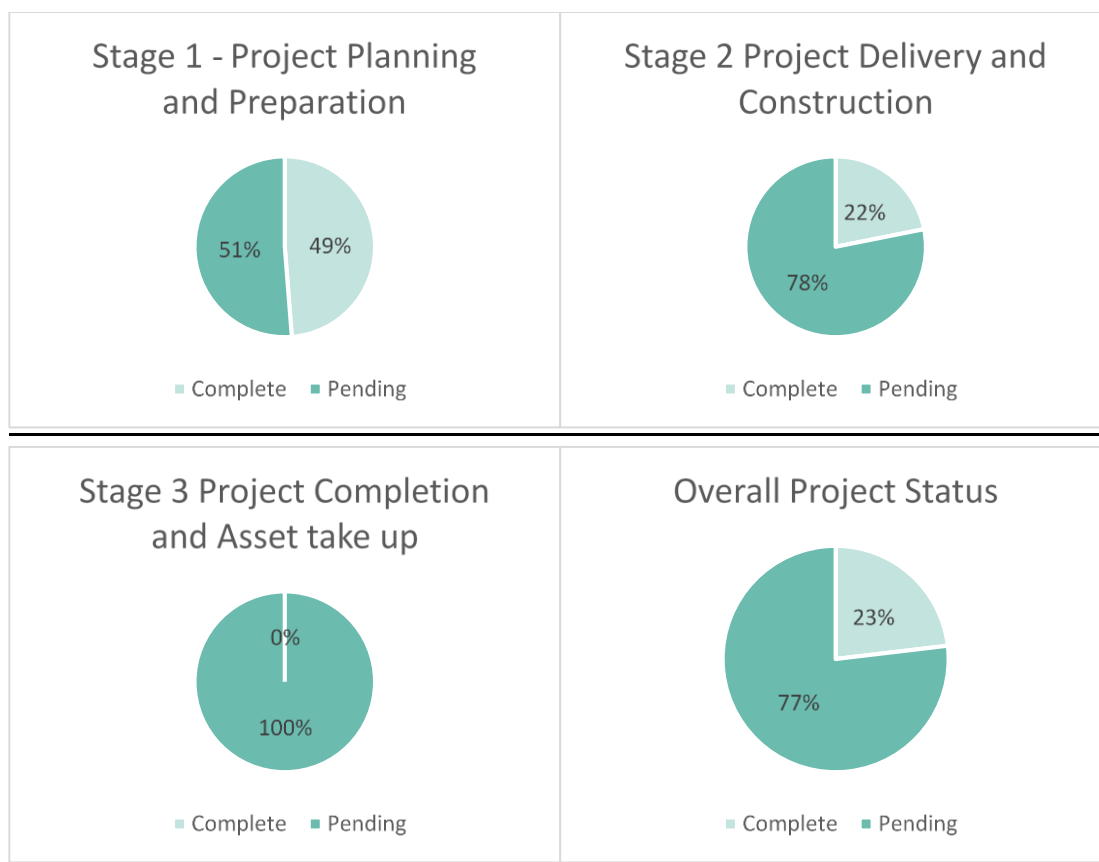
The overall project status completion is provided for each category of the program in the table below.

Section	Total Project Completion (%)
Governance	23.13
Strategic & Financial Services	25.00
Community Services	32.22
Engineering Services	17.44
Waste Management	25.00
Public Convenience	62.50
Transport	26.60
Sporting Facilities	15.42
Parks and Gardens	54.52
Stormwater Drainage	38.13
Special Projects	29.17

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



## GOVERNANCE

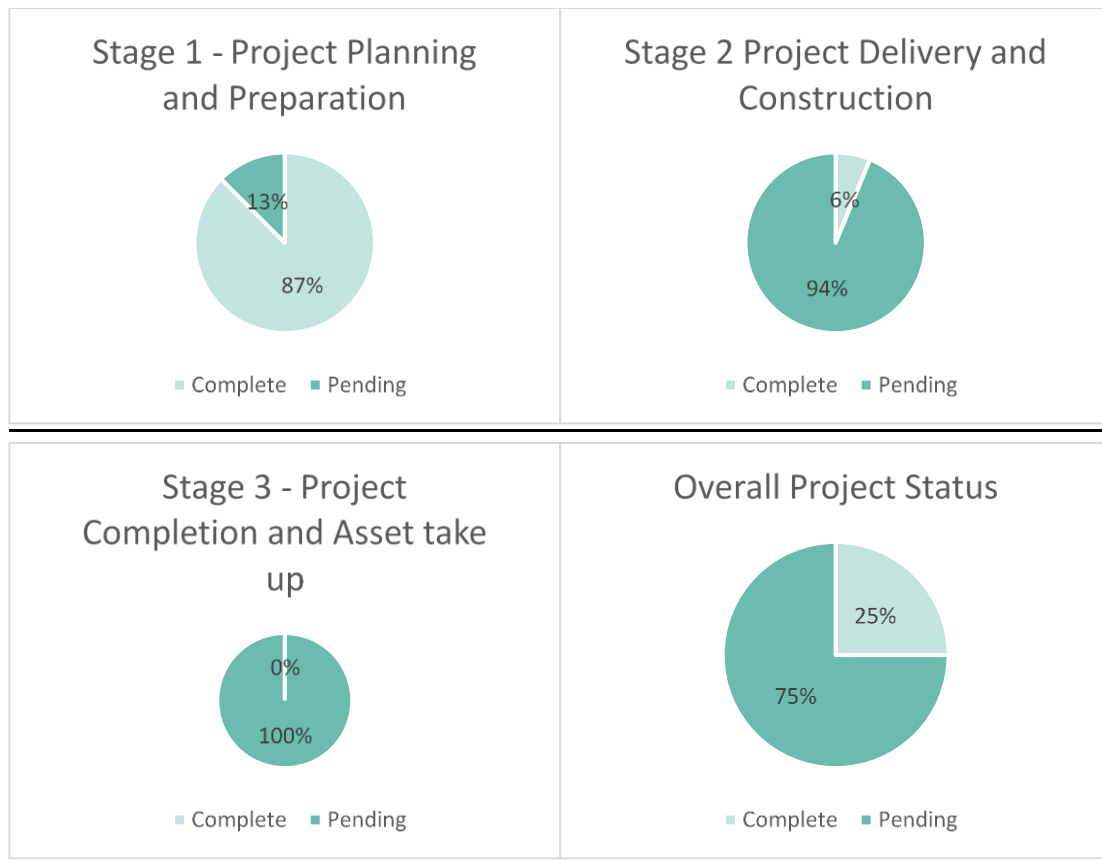


Projects	Status (%)
Renew Chambers Facia & Eaves	0.00
Replace Chambers Atrium Roof	0.00
Council Chambers Security Improvements	12.50
RSL Honour Board	17.50
Multi Use Community Facility	17.50
Wynyard Wharf Entrance Augmentation	72.50
New Boardwalk and Seawall Renewal	65.00
HR Management System	0.00

### Key project milestones/updates:

- New Boardwalk and Seawall Renewal well into construction and progressing well.

## STRATEGIC AND FINANCIAL SERVICES

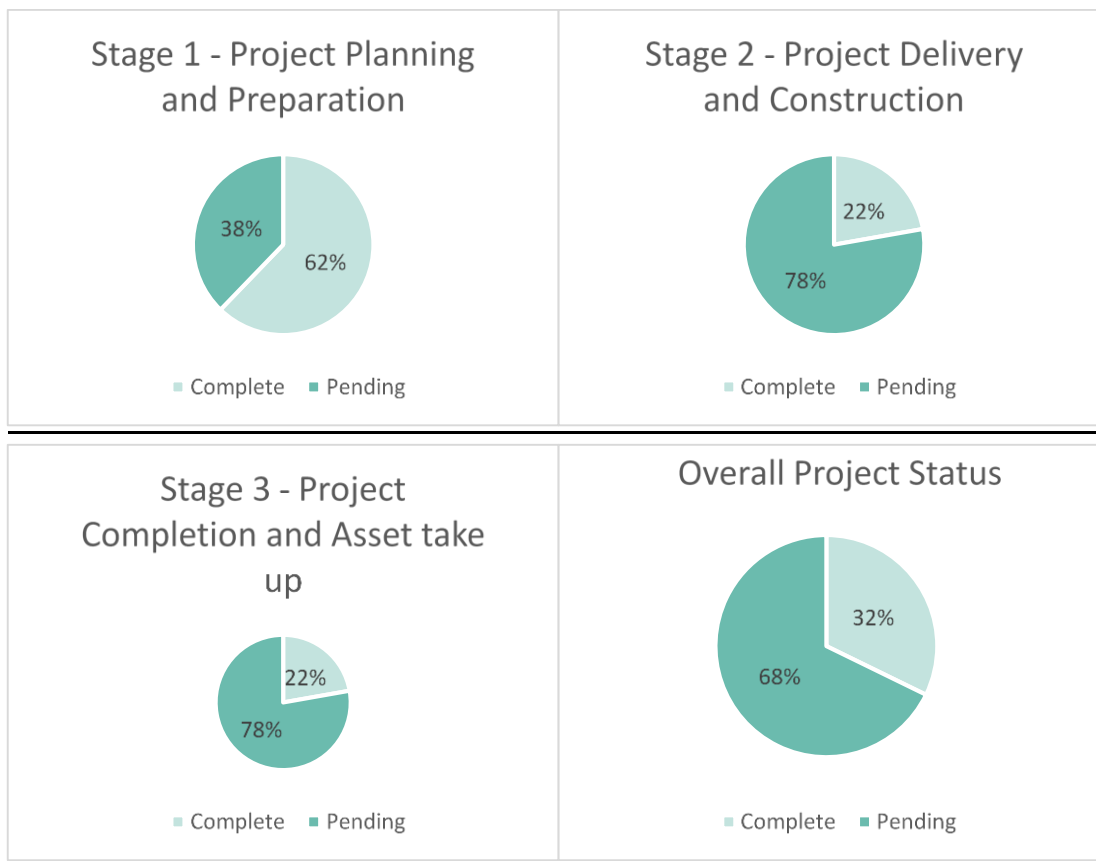


Projects	Status (%)
Finance/Assets Software	7.50
CCTV Cameras	22.50
IT Replacement	25.00
Aerial Imagery Upgrade	25.00

### Key project milestones/updates:

- Aerial Imagery Upgrade to be undertaken in 2020
- CCTV Project underway in conjunction with Burnie City Council with expected installation March 2020.
- Finance Software upgrade has been tested and on schedule for November go live.

## COMMUNITY SERVICES

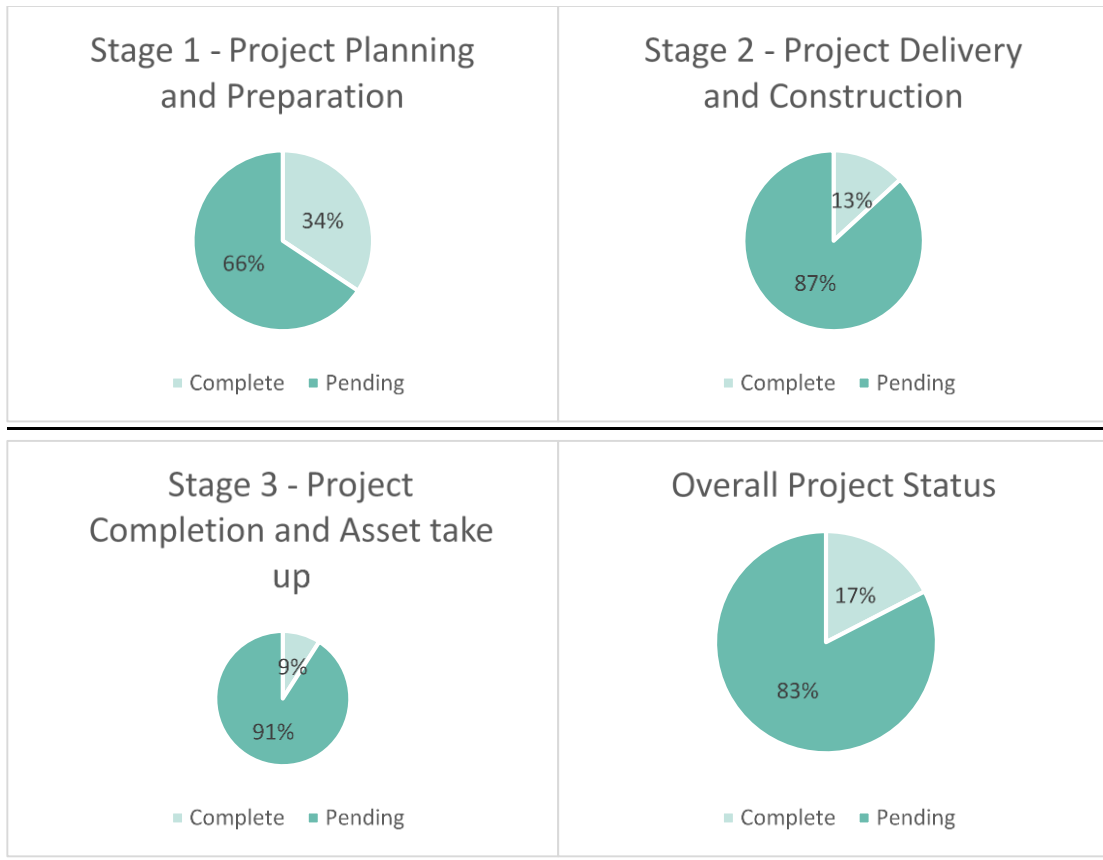


Projects	Status (%)
Links Child Care Security Door	10.00
Links Child Care Playground Replacement	20.00
Links Child Care Drainage Upgrade	0.00
Duress Alarm – WOW	100.00
Waratah Museum Veranda Enclosure	100.00
Online Booking System	0.00
Public Art	12.50
Somerset Xmas Decorations	25.00
Skate Park Art Boards	2.50

### Key project milestones/updates:

- Duress Alarm at WOW installed
- Waratah museum veranda enclosure works complete

## ENGINEERING SERVICES

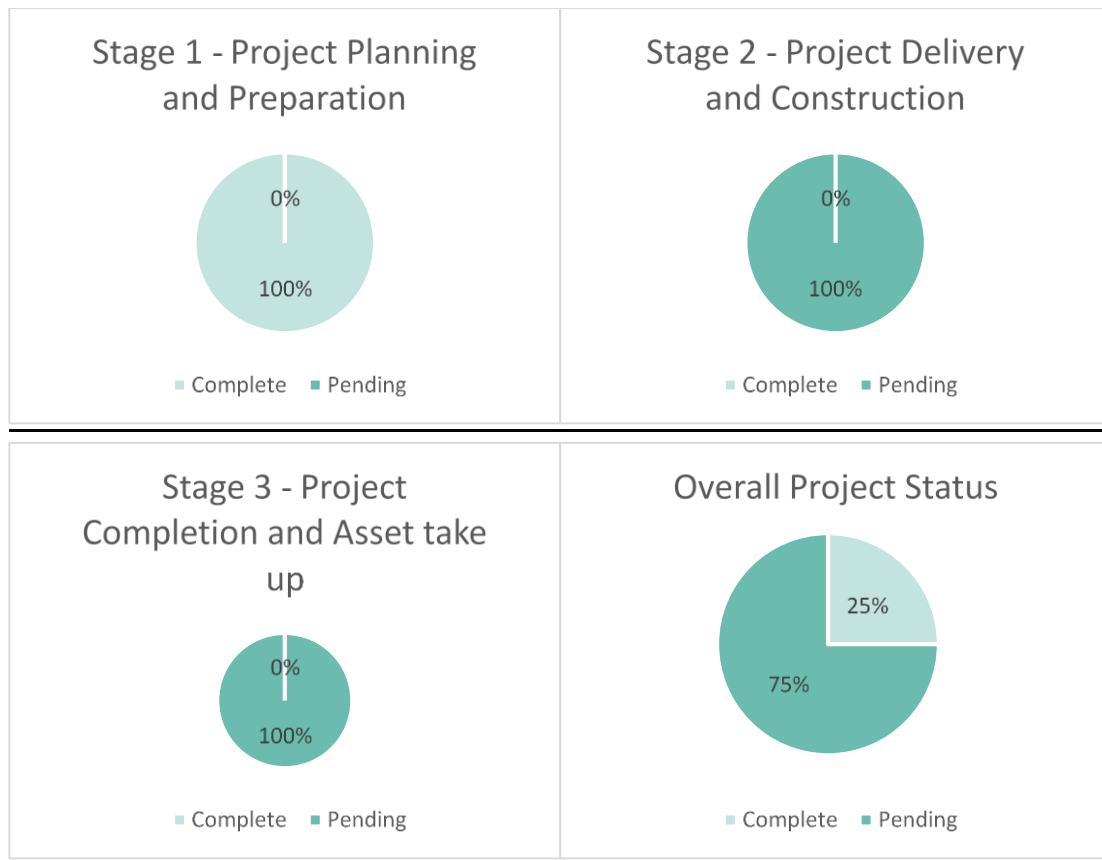


Projects	Status (%)
Asset System Upgrade	2.50
360° Site Camera	70.00
Depot Trade Waste System	22.50
Depot Car Park & Security	70.00
New Radio System	12.50
10' Grader Blade	0.00
8' Grade Blade	0.00
Plant & Fleet Vehicles	8.67

### Key project milestones/updates:

- Depot carpark and security works nearing completion.
- New truck mounted Cherry Picker purchased and operating amongst Council fleet

## WASTE MANAGEMENT

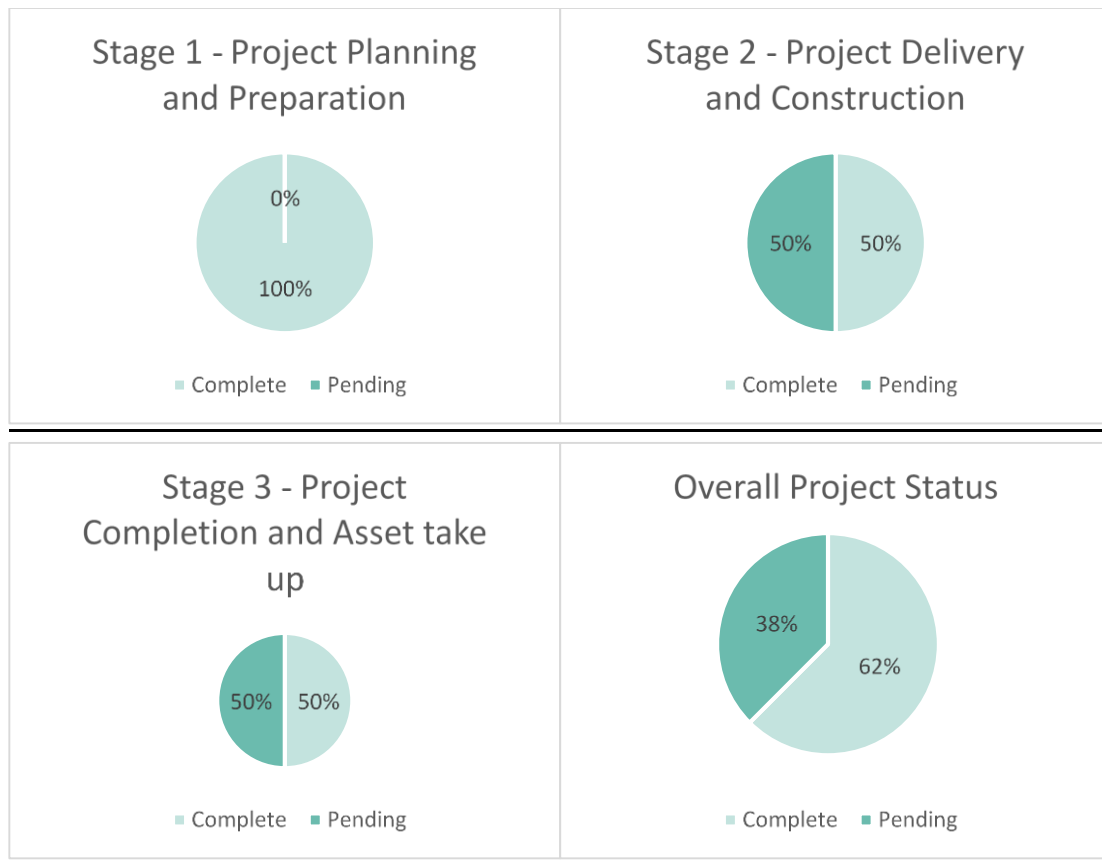


Projects	Status (%)
Relocate RV Dump Point	25.00

### Key project milestones/updates:

- Concept for RV dump point being progressed with works commencing on site.

## PUBLIC CONVENIENCE



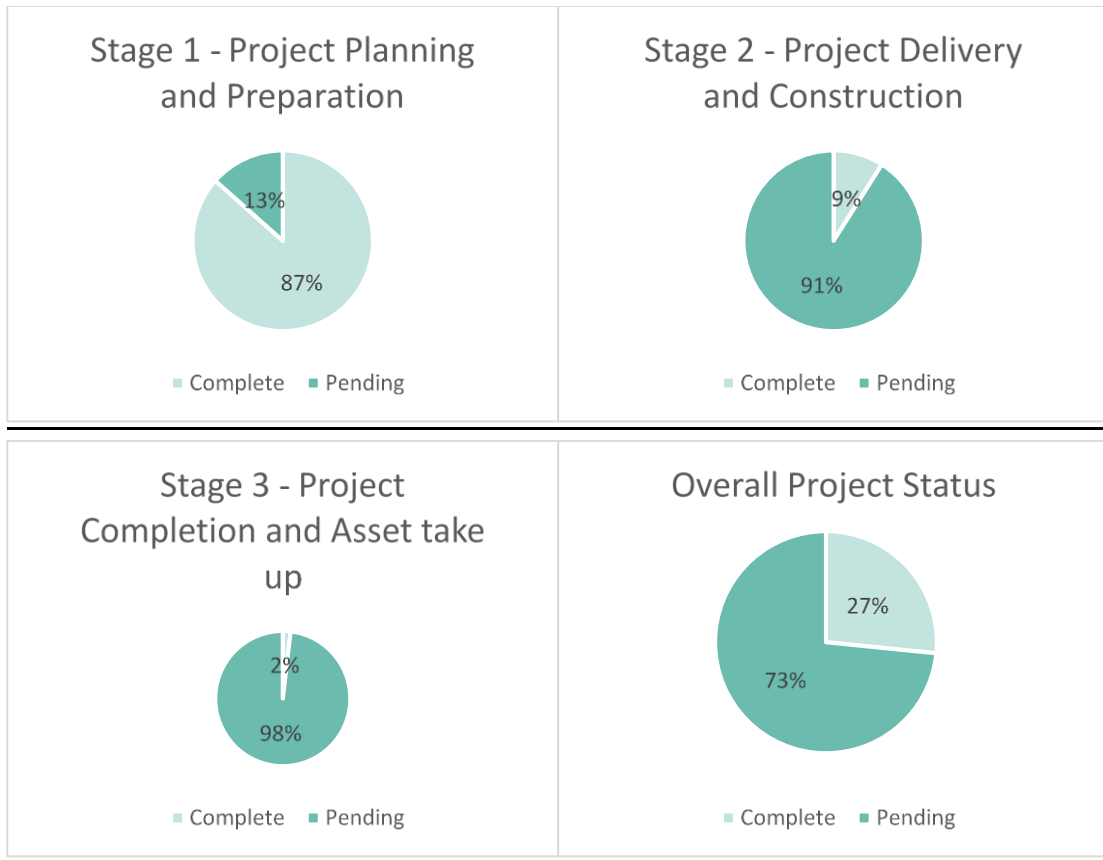
Projects	Status (%)
Boat Harbour Beach Toilets Stainless Steel Lining	100.00
East Wynyard Foreshore Toilets	25.00

### Key project milestones/updates:

- Boat Harbour Beach stainless steel toilet lining complete.

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## TRANSPORT



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## **TRANSPORT Cont.**

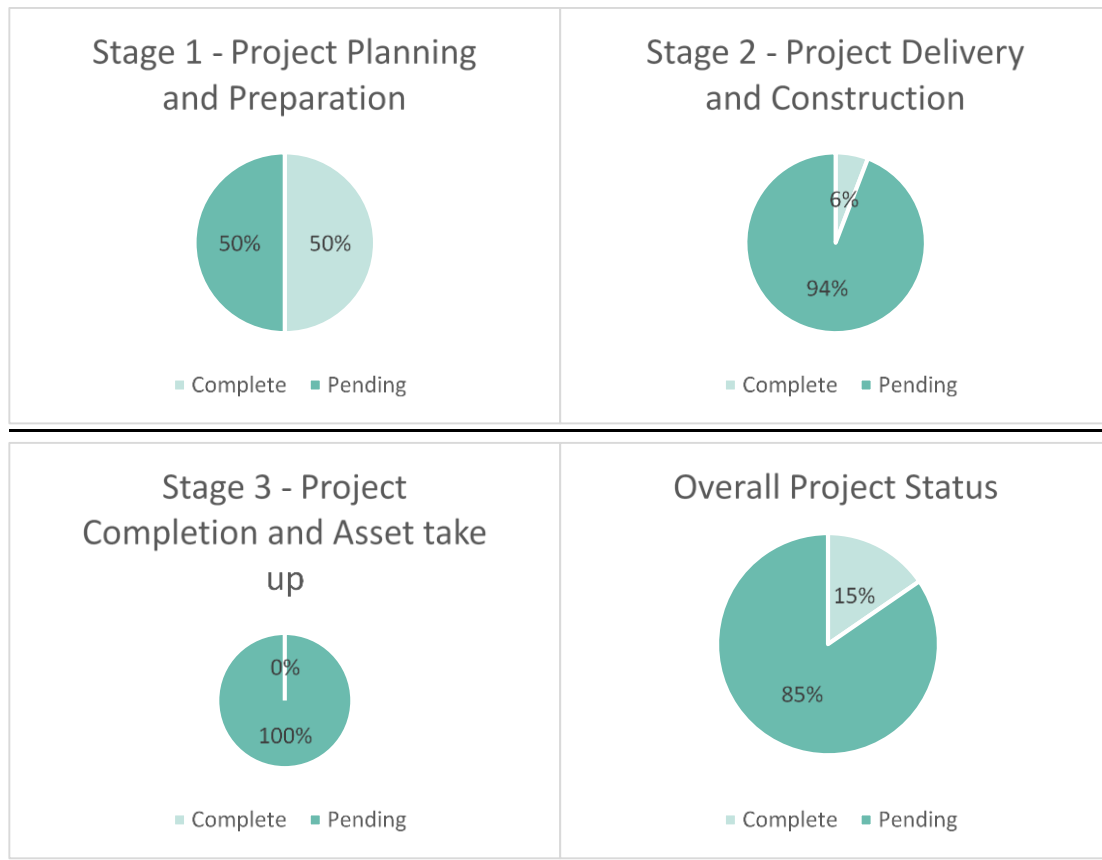
<b>Projects</b>	<b>Status (%)</b>
Re-Sheeting	25.00
Rural Reseals	25.00
Urban Reseals	25.00
Footpath Repairs Dodgin to Wharf Entry	75.00
Urban Footpaths (DDA)	47.50
Belton St/Frederick St Footpath	35.00
Bridge St Footpath	2.50
Woolworths Car Park	65.00
Somerset CBD Art	17.50
Somerset Master Plan	40.00
Railway Int. Window Replacement	18.75
Rural Road Junctions	0.00
Wynyard CBD Bins	27.50
57 Jackson St Retaining Wall	75.00
96 Jackson St Retaining Wall	12.50
Wynyard CBD Heavy Vehicle Signs	100.00
Jackson St – VRU Link	20.00
Goldie St – Ped Crossing	5.00
Exhibition Link VRU Link	20.00
Tennis Court Road – Speed Humps	25.00
Big Creek Guard Rail (Inglis St)	5.00
Park St – DDA Compliant Parking Bays	2.50
Wynyard CBD Plaza	23.75
Rural Road Bridges – Upgrade Approaches	0.00

### **Key project milestones/updates:**

- Wynyard CBD heavy vehicle signs installed
- Urban footpath DDA compliant ramps being rolled out in Somerset and Wynyard
- Woolworths carpark progressing with expected completion 15 November.



## SPORTING FACILITIES

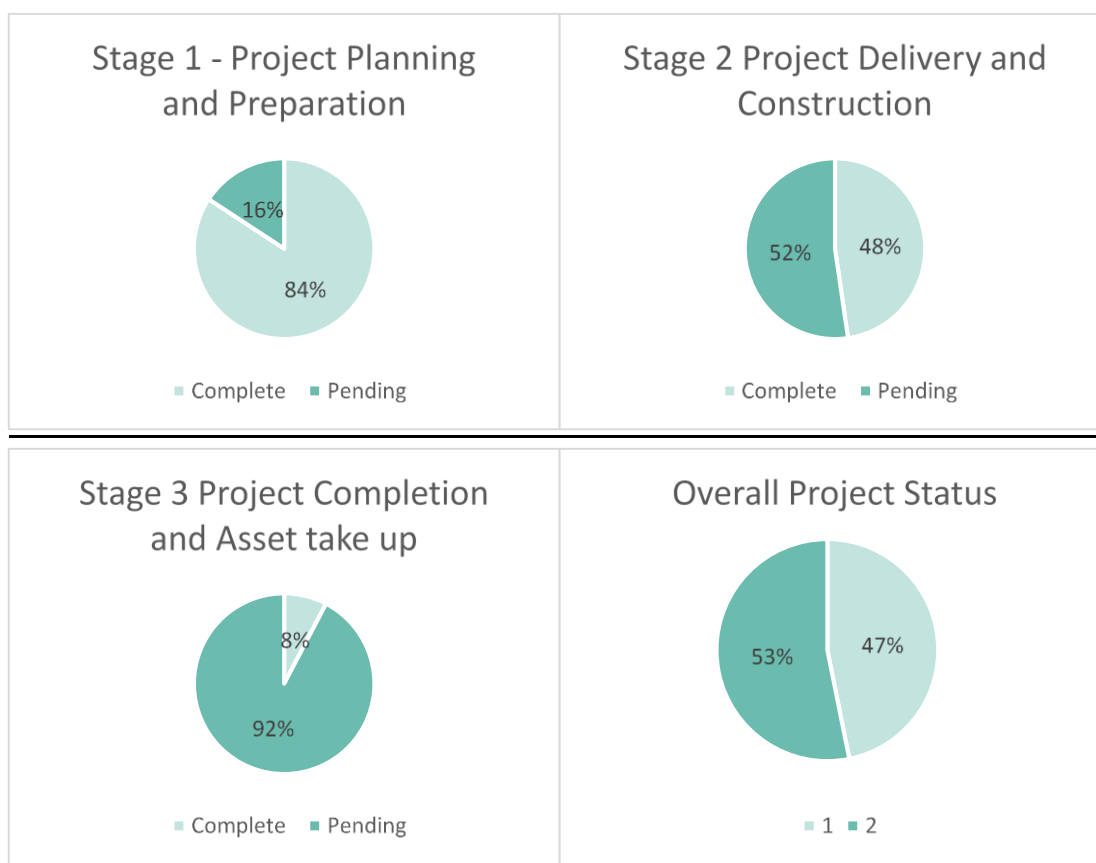


Projects	Status (%)
Wynyard Rec Change Rooms	30.00
Wynyard Rec Fence Replacement	25.00
Wynyard Sports Centre Line marking	0.00
Wynyard Tennis Upgrade Lights	25.00
Wynyard Wharf Damaged Pylons	0.00
Frederick St Underground Irrigation	25.00
Somerset Soccer Fence and Security	0.00
Somerset Rec Replace Box Gutters	12.50
Somerset Rec Install LED Lights West Wing	12.50
Langley Park Grease Trap	0.00
Somerset t Surf Club Grease Trap	0.00
Cardigan St Underground Irrigation	55.00

### Key project milestones/updates:

- Contract awarded for irrigation tenders and work commenced.
- Contract awarded for Wynyard Rec change rooms and work commenced.
- Wynyard Rec Fence Replacement tender awarded.

## PARKS AND GARDENS

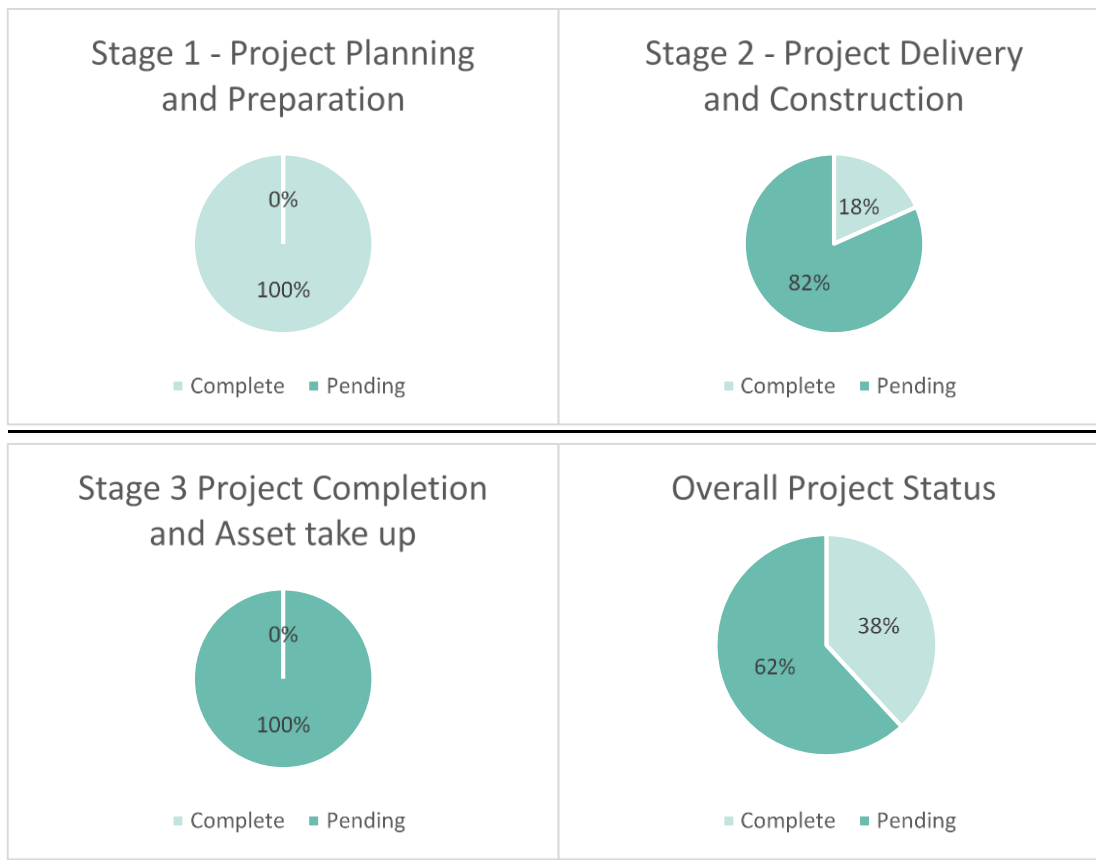


Projects	Status (%)
Camp Creek Remediation	70.00
Camp Creek Ped Bridge	70.00
East Wynyard Foreshore Playground	18.75
Guttridge Gardens Replace Fence	100.00
Bollard Replacement	40.00
Zig Zag Track	22.50
Inglis River Telford Creek Bridge	20.00
ANZAC Park Playground	7.50
BBQ Renewals	60.00
Parks Furniture Renewals	60.00
Waratah Falls – Lookout Track	50.00
Sisters Beach – Access Repairs	75.00
Sisters Beach Hardstand	12.50

### Key project milestones/updates:

- Gutteridge Gardens fence replacement project complete
- Construction of the Sisters Beach access stairways complete.
- Zig Zag track tender awarded.

## STORMWATER DRAINAGE



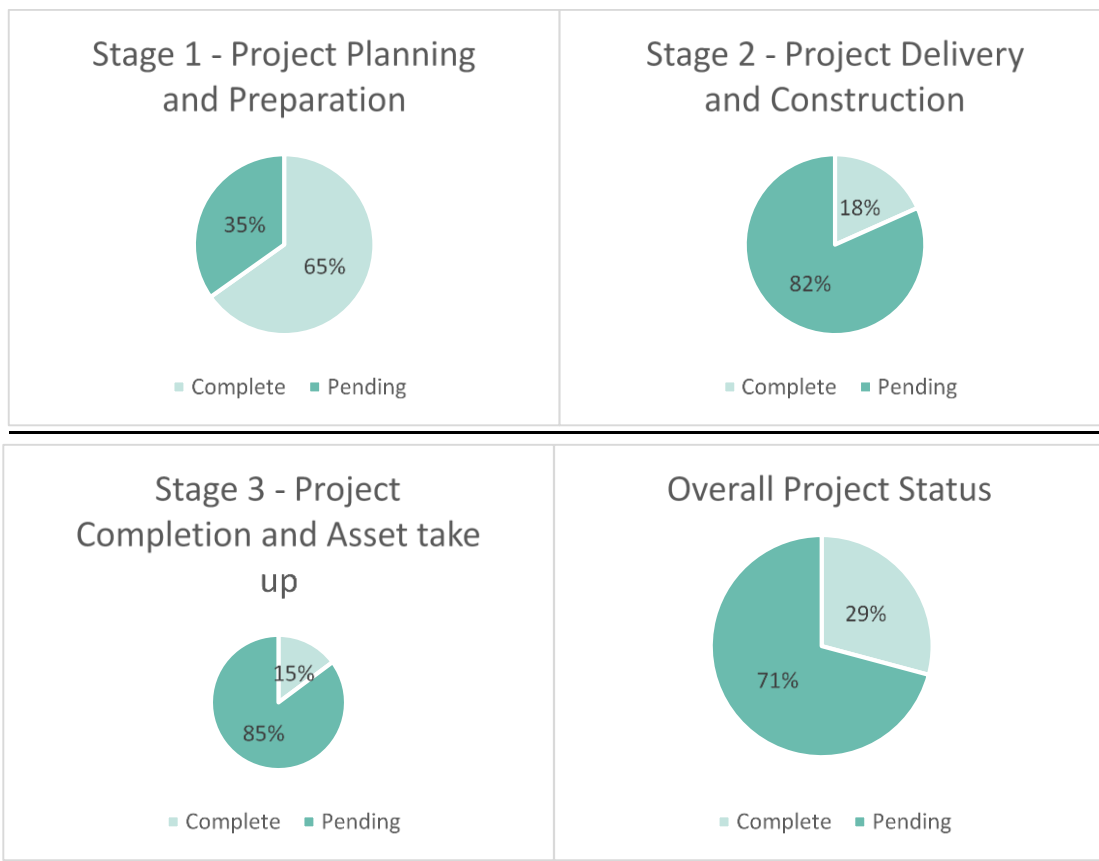
Projects	Status (%)
Rural Road Culverts	50.00
Dart St Outfall	25.00
Gully Pits	37.50
Manhole Covers	40.00

### Key project milestones/updates:

- Rural road culvert replacements have commenced.

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## SPECIAL PROJECTS



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## **SPECIAL PROJECTS Cont.**

<b>Projects</b>	<b>Status (%)</b>
Tulip Festival Reusable Glasses	100.00
Tulip Festival Hats & T-Shirts	100.00
Mural for Market Shed	0.00
Reroof Philosophers Hut	1.25
SES Equipment Replacement	22.50
Waratah Falls Walking Track	25.00
I Am Youth Project	20.00
Council Chamber Lawn	25.00
WOW Gardens & Lawn	100.00
Athenaeum Hall – Bird Proofing	0.00
Lifetime Dog Tags	100.00
Settlement Strategy	27.50
Cam River Master Plan	7.50
Enviro Strategy	32.50
Rural Road Safety Audit	25.00
Depot Special Projects	32.50
1069 Calder Rd Tree Trimming	12.50
Old Pool Demolition	22.50
Wynyard Rec Landscaping	0.00
Somerset Surf Club Paint Exterior	12.50
Somerset Tennis Club Rewiring	12.50
Waratah Historic Rail Study	12.50
Mt Hicks Round About	0.00
FOGO Feasibility	42.50
Inglis/IGA Area – Study	12.50
Digital Innovation	16.25
BHB Master Plan	25.00

### **Key project milestones/updates:**

- Contract awarded for rural road safety audit
- Permit application for demolition of the old pool submitted to Crown Land Services for approval.

## 9.6 SENIOR MANAGEMENT REPORT

To:	Council
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	24 October 2019
File Reference:	0.0
Enclosures:	Nil

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### SUMMARY/PURPOSE

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

### GENERAL MANAGERS OFFICE

#### BUDGET VARIATION

Positions at the depot have been realigned, resulting in the creation of a new role as a building and maintenance municipal employee. This position will reduce costs associated with use of external contractors.

The position creates a need to add a service vehicle (Triton ute) to the depot fleet. The operating cost of the position including depreciation and running costs associated with the vehicle will be funded from a reduction in contract expenditure and therefore is covered within the existing operational budget allocation.

The capital cost however is not allowed for in the budget estimates. Quotations have been sought and the purchase price of the vehicle is expected to be \$24,593 excluding GST. The expenditure if approved by Council will be reflected as a capital expenditure budget overrun. The decision is however commercially viable and will support a more efficient operation of building and facility maintenance operations within the municipal area.

The General Manager does not have a delegation to spend outside the budget adopted by Council and therefore it is therefore recommended that Council approve the purchase of a Triton ute values at \$24,593.

#### ACTIVITIES SINCE LAST COUNCIL MEETING

Listed below is a summary of activities undertaken by the General Manager during the period 11 October 2019 and 7 November 2019.

#### **Corporate**

- Council held its Annual General Meeting on Monday 28 October. All statutory requirements were met, and no submissions received regarding the Annual Report
- Continued weekly meetings to progress the Shared Services project being undertaken by Burnie, Circular Head and Waratah-Wynyard Council. Meetings included continued discussions regarding common IT platforms between the three Councils
- Attended the Audit Panel meeting. The minutes of the meeting will be provided to Council as a separate report.

- Council continues to explore options for internal audit programs and met with the Cradle Coast Authority to discuss possible regional alternatives

### **Community**

- Participated in the Community Conversations Forum in Sisters Beach
- Attended and volunteered at the Tulip Festival. The event was again very successful and a great driver for visitation to the area
- Participated in working group meetings for the Wynyard Showgrounds
- Met with a developer regarding a planning matter
- Participated in the working group for the Bass Highway – Wynyard to Marrawah Corridor Strategy
- Met with representatives of Building Somerset Futures to explore options to enhance walkability and pedestrian movement in the CBD and through to the Cam River Reserve
- Participated in a new working group established by the Department of State Growth relating to the Burnie to Wynyard Coastal Pathway

### **Industry**

- Attended the launch of Tasmania’s Future Energy Hub, a joint initiative of CCA, TasNetworks and Hydro Tasmania. Announced by the Minister for Energy, Guy Barnett, the Hub will be developed as 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 Tasmania regarding renewable energy
- Attended the Local Government Professionals Conference in Devonport. Speakers included –
  - Minister for Local Government, Mark Shelton who provided an update on the legislative reform project
  - Penny Terry, Healthy Tasmania Pty Ltd, who discussed communication and engagement and how to enhance people’s understanding of who you are, what you do and why it matters
  - Rod Patterson discussed his personal journey from being a professional firefighter to franchisee of the year, taking a business under administration to being voted the best in the franchising system.
  - Sasha Lord, Executive Manager Customer Experience, City of Whittlesea provided tips how to improve the customer experience
  - Ekaterina Skalidis, from Dobson, Mitchell, Allport spoke about finding a work/life balance for employees and managing the associated risks
  - Kultar Khatra discussed the topics of Backup, Disaster Recovery and Business Continuity and what they mean in the event of disaster
  - David Dilger, from Edge Legal, provided an overview of how Employment Law is setting new standards of what is appropriate Workplace Behaviour and gave used an examination of #metoo, mental health and bullying case law as practical examples

## **Other**

- Councils Executive Management team had the opportunity to present an update on Council activities to the Regional Cabinet meeting held in the Council Chambers on Tuesday 22 October
- Met with Senator Jacqui Lambie to provide an overview of Council projects and activities
- Annual Leave Tuesday 22 October to Friday 25 October inclusive

## **INFRASTRUCTURE AND DEVELOPMENT SERVICES**

### Major Road Closures Approved under Delegation

#### **6 December 2019 – Somerset Rotary Club Christmas Parade**

The Somerset Rotary Club Christmas Parade is scheduled to commence set up at 5pm on Friday 6 December 2019, and will run for approximately 3 hours, estimated completion time of 8pm.

The road closures for the event will occur between (5pm – 8pm);

- Wragg Street – Between the Bass Highway and Simpson Street,
- Simpson Street – Between George Street and Falmouth Street
- Simpson Street – Between Falmouth Street and Athol Street
- George Street – Between Simpson Street and Bass Highway

#### **24 December 2019 – Wynyard Lions Club Christmas Parade**

The Wynyard Lions Club Christmas Parade is scheduled to commence set up at 5pm on Tuesday, 24 December 2019, and will run for approximately 4 hours, estimated completion time of 8:30pm.

The road closures for the event will occur between;

- Austin Street – Between Inglis Street & Jenner Street (marshalling area 5pm – 8pm)
- Inglis Street – Between Austin Street & Saunders Street (6:30pm – 8pm)
- Goldie Street – Between Saunders Street & Moore Street (4:30pm – 8:30pm)
- Moore Street – Between Goldie Street & Dodgin Street (6:30pm – 8:30pm)
- Dodgin Street – Between Moore Street & Jackson Street (6:30pm – 8pm)
- Jackson Street – Between Dodgin Street & Goldie Street (6:30pm – 8pm)
- Little Goldie Street Between Jackson Street & Hogg Street (6:30pm – 8pm)
- Hogg Street – Between Dodgin Street & Goldie Street (6:30pm – 8pm)
- Goldie Street – Between Goldie & Austin Street (6.30pm – 8pm)
- Inglis Street – Between Inglis Street & Austin Street (6.30pm – 8pm)
- Austin Street – Between Jenner & Saunders Street (6.30 – 8pm)

## **POLICIES TO BE RESCINDED**

Nil



**ADMINISTRATION – USE OF CORPORATE SEAL**

24/10/19	Final Plan & Schedule of Easements	SD2064 – 1013 Murchison Highway Elliot boundary reconfigurations
6/11/19	Final Plan & Schedule of Easements	SD2051 – 65Bold Bass Highway Wynyard – subdivision boundary adjustment

**QUARTERLY STATISTICS (unavailable at previous meeting)**

Animal Control

ITEM	JULY/AUG/SEP 2019
Dogs Registered	1884
Dogs Impounded	13
Dogs Euthanised	0
Dogs Adopted	2
New Kennel Licenses	3
License Renewals	34
Dog Re-Claimed	13
Livestock Impounded	0
Infringement Notices	7
Legal Actions	0

Note: To date for 2019/20 year there are 1971 dogs registered.

**WORKING GROUPS**

Following a resolution at the July 2019 Council Meeting the following working groups have been/are being established:

	<b>Elected Member Representatives</b>	<b>Responsible Officer(s)</b>	<b>Current Status</b>
Sisters Beach	Cr Edwards Cr Fairbrother Mayor (ex-officio)	Director Community & Engagement Community Development Officer	Group held several meetings. <ul style="list-style-type: none"> <li>Final concept plan for the hardstand has been developed and funding investigation commenced.</li> <li>Draft discussion paper on freedom camping developed</li> <li>Initial discussion paper for community centre feasibility developing.</li> </ul>
Wynyard Show Grounds	Cr Bramich Cr Edwards Mayor (ex-officio)	General Manager Recreation Liaison Officer Executive Officer (GM office)	The working group continues to meet to develop a list of strategic aims and operational matters for discussion.
WWC Environmental Plan	Cr Fairbrother Cr Courtney Cr House Mayor (ex-officio)	Project Manager – Infrastructure & Development Services	Steering Committee has met several times to discuss project progress. Community engagement period closing 15 November.
Cam River Reserve	Cr Duniam Cr House Mayor (ex-officio)	Project Manager – Infrastructure & Development Services	Workshop held with local community organisations relevant to project. First engagement period has closed, steering committee to begin development of plan.
Somerset Sporting Precinct	Cr Duniam Cr Hyland Mayor (ex-officio)	General Manager Manager Community Activation Recreation Liaison Officer	Yet to commence
ANZAC Park		Director Community & Engagement	Commonwealth Grant application completed. Waiting final approval. Progress meeting scheduled
Boat Harbour Masterplan	Cr Courtney Cr Fairbrother Cr House Mayor (ex-officio)	General Manager Executive Officer (GM office)	First meeting of working group has been held and initial actions identified. The group will meet again once prioritised actions sufficiently progressed.

## COMMUNITY CONVERSATIONS

The Sisters Beach Community Conversation forum was held on Monday 21 October at the Sisters Beach Fire Station. While the number of attendees was lower than at previous forums some good conversations were had with several key ideas being put forward. At these forums' residents have the opportunity to bring issues to Council's attention as well put forward suggestions on what they would like to see occur in the area.

Location	Workshop Attendees	Workshop Registrations
Wynyard	14	
Waratah	21	
Boat Harbour Beach	22	
Sisters Beach	5	
Yolla		8
Somerset		
<b>TOTAL</b>	62	

Issues Raised	#
Matters Raised	31
Number Resolved/Closed	27 (87%)
Action in Progress	2
Outstanding	2

**REPORTS OF OFFICERS AND COMMITTEES**

**OPPORTUNITIES RAISED AT COMMUNITY CONVERSATIONS**

Legend: ♦ indicates number of times issue raised

<b>Date / Location</b>	<b>Matter Raised</b>	<b>Category / Allocated to</b>	<b>Outcome / STATUS</b>
29/07/2019 Wynyard	Need a public/community composting facility	Director Infrastructure & Development Services	Investigation and response required.
29/07/2019 Wynyard	Make area available for collection of old cars/burnouts etc several times a year	Director Infrastructure & Development Services	Investigation and response required.
29/07/2019 Wynyard	Can white lines be added on Rural Roads bad corners to provide guidance to large trucks and improve road safety (specific roads added to issues lists for investigation)	Director Infrastructure & Development Services	Investigation and response required.
29/07/2019 Wynyard	Interpretative signage at the Tollymore road lookout (western facing overlooking Boat Harbour Beach). Suggestion of an interpretative signboard naming the locations within view for visitors (Boat Harbour, Sisters Beach, Rocky Cape) and the bearing/direction and distance to over major locations such as Sydney, Melbourne etc.	Manager Tourism and Marketing	Investigation and response required.
29/07/2019 Wynyard	Revise the Wynyard RV dump station at nurses retreat along with the opportunity to provide information signage at this location for visitors to Wynyard	Director Infrastructure & Development Services	Investigation and response required.
29/07/2019 Wynyard	Suggested that the out of date civic information signage near the entrance to the airport and at the Civic square adjacent the post office in Wynyard could be replaced with digital screens to provide up to date information	Manager Tourism and Marketing	Investigation and response required.
26/8/19 Waratah	If the old tree near the Waratah War Memorial is cut down – the bottom of the tree resembles the rising sun – can this be made into a feature with a carved serviceman overlooking the memorial	Manager Community Activation	Investigation and response required.

**REPORTS OF OFFICERS AND COMMITTEES**

Date / Location	Matter Raised	Category / Allocated to	Outcome / STATUS
26/8/19 Waratah ◆◆	Believe that the Waratah Board should be more transparent. Also Indicated towns people not allowed to attend meetings as they are behind closed doors. Not clear what they are doing and not representative of town as it is Council biased.	Director Community & Engagement	Investigation and response required.
26/8/19 Waratah	Would like to see the commercial buildings in town retained as commercial, not sold and turned into residential, otherwise how can the town grow	General Manager	Investigation and response required.
26/8/19 Waratah	Would like to see more access to services that benefit the Community – e.g. recycling, health, ageing the arts	Director Community & Engagement	<b>CURRENT ACTION</b> – applying for Community Grant to deliver a series of services and training for locals over 1920/21 in line with Councils Health & Well Being Strategic Plan
26/8/19 Waratah	Would like to see continued support for Waratah – two major groups – by council providing resources, advice etc plus for other enterprises Museum, mends shed etc.	Director Community & Engagement	Investigation and response required.
26/8/19 Waratah	Town requires a community Defibrillator – suggest set up undercover at the post office before summer tourist season.	Community Development Officer	<b>RESULTING ACTION</b> – applying for a community grant in current round to provide facility
26/8/19 Waratah	Investigate re-opening Powerhouse walk – has natural and historical beauty (is still very popular even though “closed”	Director Community & Engagement Director Infrastructure & Development Services	<b>ACTION</b> – previous investigation of re-opening this walk has found that cost of re-opening and making track safe is significant. In addition, as the walk goes across a number of properties there has been some indication that some of the land owners will not provide consent.
26/8/19 Waratah	Look at payment system for Caravan Park. Possibly pay as you go system as it is currently being abused – lots of people not paying but gaining access.	Manager Tourism and marketing	Investigation and response required.
26/8/19 Waratah	Can council look at upgrading signage for lookouts, include a mud map.	Manager Tourism and Marketing	Investigation and response required.
26/8/19 Waratah	Can Council review signage to caravan park – believe currently not adequate	Manager Tourism and Marketing	Investigation and response required.
26/8/19 Waratah	Can Council do a statue to commemorate Philosopher Smith	Manager Community Activation	Investigation and response required.

**REPORTS OF OFFICERS AND COMMITTEES**

<b>Date / Location</b>	<b>Matter Raised</b>	<b>Category / Allocated to</b>	<b>Outcome / STATUS</b>
26/8/19 Waratah	Can a fence be out around Saunders Park for a playground	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah	Can a toilet be provided for Saunders Park (possibly portable)	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah	Can seats be provided around the Cenotaph (with soldiers on them)	Manager Community Activation	Investigation and response required.
26/8/19 Waratah	Look at improving camping amenities – toilets / undercover area	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah ♦♦	Look at Bollards around Main Street Park – many cars drive over the gutter into park and around Cenotaph (very dangerous)	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah ♦♦	Repairs needed to curb and channel around Cenotaph to make wheelchair friendly. Asked that any paths not be concrete as very slippery – suggested same material to the track on top of the Stanley Nut.	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah	Can a wind sock be put up at the old footy ground opposite the police station (for fire services, SES, council, police and emergencies)	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah	Would like installation of spotlight and power box on the light pole located beside the cenotaph.	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah	Que Street – would like to see a cul-de-sac installed	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah	Would like to see a round-about near the memorial	Director Infrastructure & Development Services	Investigation and response required.
26/8/19 Waratah	The museum has received a donation of a “weather rock” can council assist with moving and siting the rock	Community Development Officer	Investigation and response required.
26/8/19 Waratah	Request previously made for 2 south American firewheel trees to be transplanted to (1) own house and (2) new park in Vardy close. There are 8/9 plants growing	Director Infrastructure & Development Services	<b>RESULTING ACTION</b> – investigation required.

**REPORTS OF OFFICERS AND COMMITTEES**

Date / Location	Matter Raised	Category / Allocated to	Outcome / STATUS
30/9/19 Boat Harbour	Suggestion that existing toilets be incorporated into new masterplan design to save money and allow funds to be used more efficiently	General Manager	Investigation and response required.
30/9/19 Boat Harbour	Can TasWater extend Sewer up the hill?	Director Infrastructure & Development Services	Investigation and response required.
30/9/19 Boat Harbour	Would like to see link road from Boat Harbour Beach to Sisters Beach	Director Infrastructure & Development Services	Investigation and response required.
21/10/19 Sisters Beach	Can a Master Plan be developed for Sisters Beach	General Manager	Investigation and response required
21/10/19 Sisters Beach	Can some outdoor exercise equipment be installed for the older generation – e.g. steppers / chin-up bars	Director Infrastructure & Development Services	Investigation and response required
21/10/19 Sisters Beach	Can Council look at utilising a report prepared on the Management of rare Orchids at Sisters Beach	General Manager	Investigation and response required

**OPPORTUNITIES RAISED AT COMMUNITY CONVERSATIONS (CLOSED ITEMS)**

Legend: ♦ indicates number of times issue raised

Date / Location	Matter Raised	Category / Allocated to	Outcome
29/07/2019 Wynyard	Projects to Engage Youth	Manager Community Activation	<p><b>CLOSED</b></p> <p>There are a range of activities and projects that council deliver to engage youth:</p> <p><b>I am Youth Project</b> – for young girls’ year 7-12 empowering resilience, confidence learning to love who they are.</p> <p><b>Seven Up Youth Centre</b> – Partnership with Rural Health Tasmania operates Tuesday, Wednesday and Thursday. Drop in youth program for year 7 to 12 students, offers a broad range of activities.</p> <p><b>School Holiday Program</b> – trips from young people at low cost for ages 13 – 18</p> <p><b>Waratah-Wynyard Youth Leaders</b> – WWYL is a leadership program for young people aged 14-24 years interested in making a difference in their community, holding events, fundraising, attending leadership days, guest speakers, attending conferences and other matters that impact young people.</p> <p><b>Sk8 Competition</b> is a skating competition held each year at the Wynyard skate park</p> <p><b>Winter Bonfire</b> is aimed at young people and families and is an event developed by young people</p> <p><b>Work Inspirations</b> is a partnership with Wynyard High School &amp; the Smith Family to</p>

**REPORTS OF OFFICERS AND COMMITTEES**

Date / Location	Matter Raised	Category / Allocated to	Outcome
			<p>provide student in year nine exposure to businesses and career options within Wynyard <b>Youth Week</b> – events are held each year to celebrate Youth Week, this year there will be a Youth Fest event</p> <p><b>Youth Network Of Tasmania &amp; YTC</b> have mentor programs to enable young people to attend youth specific conference and workshops</p> <p><b>Building leadership</b> supporting and sponsoring two students to attend the 2019 Youth Parliament for a week in Hobart</p> <p><b>Tryskills</b> – held each year for young people to try out new sports, hobbies and interest</p>
29/07/2019 Wynyard	Identification of space/underutilised land for children's spaces and planting of fruit trees/edible plants	Manager Community Activation	<p><b>CLOSED (INCLUDE IN 2020/21 BUDGET CONSIDERATION)</b></p> <p>Warawyn Early Years currently has fruit trees and vegetable garden. Expansion of these areas to provide additional edible gardens is being considered. In terms of other public spaces where this could occur further consideration will be given to this.</p>
29/07/2019 Wynyard	Climate Change Adaptation and mitigation	Director Infrastructure & Development Services	<p><b>CLOSED</b></p> <p>Environmental Policy currently being developed which will address this issue. Working group which includes interested community members currently being formed with public consultation to follow development of draft document</p>
26/8/19 Waratah	Would like to see focus on Sustainability and the Environment	Director Infrastructure & Development Services	<p><b>CLOSED</b> - Environmental Policy currently being developed which will address this issue. Working group which includes interested community members currently being formed with public consultation to follow development of draft document</p>
26/8/19 Waratah ◆◆◆◆	Would like to see railway bridge re-opened with a walkway and a viewing platform for platypus	Director Community & Engagement	<p><b>CLOSED</b> – The Waratah Board is currently considering options and costs for this project as one of their major projects for consideration in the 1920/21 budget</p>
26/8/19 Waratah ◆◆	Look at assist with staged development of Walking Tracks	Community Development Officer	<p><b>CLOSED</b> – Walking tracks and trails are covered in the Open Space Sport and Recreation Plan recommendations. A report will be prepared, and Waratah walking tracks and trails will be included for consideration on this document.</p>
26/8/19 Waratah ◆◆◆◆	Develop a path to, and a viewing platform for the waterfall. Need to showcase this iconic feature (note there has been injuries to people walking to waterfall)	Director Community & Engagement	<p><b>CLOSED</b> –Annual Plan action item</p> <p><i>1.1 – Work with Waratah Community Board to develop a feasibility proposal for Waratah Falls walk to secure funding</i></p>
26/8/19 Waratah	Can new Waratah Residents receive a care package similar to that from other Councils	Manager Community Activation	<p><b>CLOSED</b> - Council currently provide a new residents kit – including to new residents. Hard copies are at Council Offices (including Waratah) and the kit can also be down loaded from the Council's website. –Kit is regularly reviewed for currency.</p>



**REPORTS OF OFFICERS AND COMMITTEES**

<b>Date / Location</b>	<b>Matter Raised</b>	<b>Category / Allocated to</b>	<b>Outcome</b>
26/8/19 Waratah	Want review of Caravan Park Amenities	Community Activation	<b>CLOSED</b> – Matter has been referred to Waratah Board for review and is on agenda for next meeting 21/9 (with agreement of person who raised the matter).
26/8/19 Waratah	Request that when shingles on Philosophers Hut and changed out that they be provided to the Museum	Technical Officer – Building and Facilities	<b>CLOSED</b> – matter has been referred to Asset Services who has noted for when maintenance occurs.
30/9/19 Boat Harbour ♦♦	Suggested that seawall be repaired and reclaim western rocky bay. This would address erosion and create sea defence for the future. In addition, would allow additional land for the masterplan	General Manager	<b>CLOSED</b> this matter is currently being researched by the Boat Harbour Beach Masterplan working group and is considered a key priority task / deliverable.
30/9/19 Boat Harbour	Suggest plant trees to provide a windbreak to protect the beach	General Manager	<b>CLOSED</b> – will be considered when landscape plans are developed for the Boat Harbour Beach Masterplan

PLANNING PERMITS APPROVED UNDER DELEGATION - OCTOBER 2019

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
DA 119/2019	L & G Pearce	149 Irby Boulevard Sisters Beach	Outbuilding	2.10.2019	37	D
DA 121/2019	P Wynwood	9 Pelissier Street Somerset	Outbuilding	2.10.2019	34	D
DA 125/2019	M & G Franks	7 Moore Court Wynyard	Outbuilding (Carport extension)	9.10.2019	35	D
DA 122/2019	N & G Gatenby	3 Pokes Road Boat Harbour	Change of Use (Wedding Venue)	8.10.2019	41	D
DA 128/2019	C Gould – Waratah-Wynyard Council	32 Honeysuckle Avenue Sisters Beach	Demolition of Hall	9.10.2019	36	D
DA 110/2019	P Allen – PLA Designs P/L	Road Reserve adjoining 36 Park Street Wynyard	Trolley Bay	10.10.2019	35	D
DA 134/2019	B & M Matic	36 Stockdale Avenue Sisters Beach	Visitor Accommodation (Change of Use)	10.10.2019	19	P
DA 126/2019	L C Mackenzie	258 – 260 Port Road Boat Harbour Beach	Boundary Adjustment	10.10.2019	20	P
DA 131/2019	M Newton & V Eastley	4/19 Plummer Court Somerset	Demolition of Carport	11.10.2019	27	D
SD 2080	PLA Designs Pty Ltd	86 Austins Road Myalla	Boundary Adjustment	24.10.2019	28	P
DA 112/2019	G & T House	97 Old Bass Highway Wynyard	Outbuilding (Shed)	24.10.2019	36	D
DA 135/2019	Paul Allen (PLA Designs P/L)	8 Serrata Crescent Sisters Beach	Outbuilding	30.10.2019	34	D

**REPORTS OF OFFICERS AND COMMITTEES**

**BUILDING PERMITS APPROVED – OCTOBER 2019**

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

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
2019-110-01	Systembuilt Homes	21 Banksia Avenue Sisters Beach	Dwelling	7.10.2019	5	DA 55/2019
2019-113-01	Waratah-Wynyard Council	Austin Street Wynyard	Amenities Block	8.10.2019	1	DA 109/2019
2019-116-01	Ian Ray (Abel Drafting Services)	53 Dodgin Street Wynyard	New Multiple Dwelling & Dwelling Addition	10.10.2019	2	DA 82/2019
2019-120-01	Abel Drafting Services	48 Hogg Street Wynyard	Dwelling & Ancillary Dwelling – Alterations/Additions	14.10.2019	6	DA 115/2019
2019-121-01	J Bell & M Pate	54 Hogg Street Wynyard	Dwelling Alterations/Additions	28.10.2019	1	DA 99/2017
2019-129-01	Abel Drafting Services	15583 Bass Highway Doctors Rocks	Demolition/New Building	31.10.2019	1	DA 97/2019

## ACTION LIST

	Item #	Topic	Action/Status	Officer	Status
19/2/18	10.1	<p>ROC – Proposed East Wynyard Foreshore Masterplan - Motion Carried</p> <p>Adopt the Draft East Wynyard Foreshore masterplan;</p> <ul style="list-style-type: none"> <li>☐ Consider implementation of the proposed playground and landscaping elements for the 2018/19 budget;</li> <li>☐ Consider rationalising the existing 4 local playground sites, 2 at the East Wynyard Foreshore, 1 at 9 Martin Street and 1 at 25 Lockett Street in order to fund the proposed district level playground; and</li> <li>☐ Remain flexible in the implementation of the East Wynyard Foreshore masterplan as it assesses cost and benefits in consultation with the community and users into the future</li> </ul>	<p>Multiple workshops have been held to outline the proposed timetable for this playground project. Preliminary work will continue as part of the project planning and preparatory stage.</p> <p>All plans in place for construction of new playground in early 2020</p>	DIDS	Ongoing
17/9/18	10.1	Freedom Camping	<p>Outstanding motions:</p> <ol style="list-style-type: none"> <li>1. That Council proceed with necessary planning for establishment of a site for Freedom Camping at Sisters Beach. 12/8/19 – Working Group priority action</li> <li>2. That Council determine that a designated Freedom Camping site will not be provided for in Somerset or Yolla. <ul style="list-style-type: none"> <li>• Signage to be organised 11/10/19 Expected to be in place prior to summer</li> </ul> </li> <li>3. That Council Explore low cost camping opportunities at Waratah through the existing caravan park or creation of an overflow area. No progress to date</li> <li>4. That Council liaise with the Show Society to lodge a planning application to amend the use of showgrounds to allow self-contained caravans. No progress to date</li> </ol>	EMT	In Progress
19/11/18	9.1	Motion – Cr Fairbrother – Coast to Coast Section – Advocate Newspaper	<p>Motion Passed</p> <p>The Mayor raised the matter at the CCA Representatives Meeting and it received support. The editor attended the CCA Reps meeting on 28 February. At the end of the meeting he stated he would explore options for re-introduction of the Coast to Coast section of the newspaper, including the Mayors Message, and options would be presented in the near future.</p> <p>13/8/19 The CCA is pursuing on behalf of all councils. GM asked for update at last reps meeting with nothing reported. Radio seems to be taking a lead</p>	GM	Ongoing

			role in this space and looking at options to partner with Mayors/Councils. No further information at this stage. Unlikely to progress so suggest closure of action		
10/12/18	9.2	NOM Cr Edwards – PWS Audit of Sisters Beach properties Carried	That Council request Parks and Wildlife complete their proposed assessment audits of beach front properties at Sister Beach by March/April rather than the proposed 30 June deadline.  PWS have indicated to Council Officers that they have reached the selection phase of procurement for the assessment audit. No further information has been provided. Matter has been escalated to Minister.	DIDS	Ongoing
10/12/18	10.1	Wilkinson Street Highway Junction works Amended Motion carried	That Council on receipt of assurances from DSG that council legal expenses associated with any representation and associated legal process will be reimbursed; and  Support the recommendation of the Department of State Growth to close the Wilkinson Street access to the Bass Highway; and  Initiate the process of notification of intent to close under section 14 of the Local Government Highways Act 1982; and  Undertake investigations into relocation of the existing York Street bus stop to another area within the vicinity  8/11/19 The legislative notification process has commenced.	DIDS	Ongoing
18/2/19	10.2	York Street Bus Stop	Motion Passed Progress design for alternative bus stop, with temporary relocation to be agreed with Dept. of Education  Follow-up observations to date have not revealed any specific safety concerns and no further action to date.	DIDS	Ongoing
18/3/19	10.9	ROC – Recreational Vehicle Dump Point	Motion LOST Alternate Motion CARRIED That Council nominate the site outside the waste transfer station as its preferred site for relocation of the Wynyard Recreational Vehicle dump point and authorise the commencement of design work for this location 11/11/19 – construction has commenced at new site.	DIDS	Completeg
15/4/19	9.2	NOM – Cr Fairbrother – Waratah Dam	Motion carried - That council liaise with TasWater and the local Waratah community to establish the environmental, cultural and the historical significance of the Waratah Dam; and	GM	Ongoing

			<p>That council make representation to the owners of TasWater highlighting the significance and exceptional circumstances surrounding the Waratah Dam requesting that the dam be made safe by reinstatement or repair.</p> <p>25/9/19 – TasWater advised – <i>Through the Waratah Dam EOI process we have identified a potential applicant to divest the dam to and we are proceeding with more detailed discussions. It should be noted the applicant’s proposal entails retaining the dam and we will be able to provide more information as the process continues.</i></p> <p><i>Ongoing activities include the applicant carrying out additional due diligence and TasWater, at the appropriate time, carrying out further community consultation.</i></p> <p><i>We will provide this update to the Friends of Waratah Dam today and will provide updates to Council as further information becomes available</i></p> <p><b>7/11/19</b> – email received -<i>The successful respondent of the Taking Ownership of Waratah Dam EOI are currently in the process of completing due diligence checks to thoroughly investigate, evaluate and verify all available information in regard to Waratah Dam and the suitability of the intended use.</i></p> <p><i>Once this party completes this investigation and have indicated they would like to proceed with the transfer of ownership, both the Wynyard Waratah Council and the Waratah Community will be approached for consultation. We expect to be advised of the results of the investigation and to be able to provide a further update of the status of the transfer of ownership process in early December.</i></p>		
17/6/19	9.2	ROC – Dog Exercise Park	<p>MOTION LOST</p> <p>That Council select the area between the Cemetery and Table Cape Primary School as its preferred site for a dog exercise park and commence consultation with Wynyard Rotary Club and other potential partners to complete a design and cost estimates for the site for further consideration.</p> <p>Revised concept plans, and information presented at workshop. A report is being prepared for the December 2019 Council Meeting.</p>	DCE	In Progress
15/8/19	7.3.4	CQWN – Cr Fairbrother – Sisters Beach Erosion	<p>Cr Fairbrother asked the General Manager for an update on what was happening in regard to Sisters Beach erosion activities.</p> <p>The General Manager advised that the timing of the proposed individual site assessments and works by Parks and Wildlife Services was being followed up constantly and consistently by officers and would continue to be.</p>	GM	In progress

			Cr Fairbrother then asked that the General Manager or Mayor write to Premier (who is the responsible Minister) seeking his intervention to get action on this matter due to lack of response from Crown Land Services. 11/10 – Letter sent. Meeting held with SBEG25-43 representatives to discuss possible actions. 11/11 – Waiting on information from Parks & Wildlife Services		
19/8/19	8.2	NOM – Mayor – Camping at Boat Harbour Beach	Motion Carried That Council with immediate effect: 1. Prohibit and abolish camping, caravan and motorhome overnight occupancy on council-controlled land at Boat Harbour Beach; 2. Erect signage to that effect at the Port Road Junction in particular and other locations as necessary; 3. Commence consultation and communication and investigate options of providing an area at Sisters Beach to accommodate such activities Sisters Beach Consultation continues through established Working Group at Sisters Beach. Boat Harbour Beach signs have been erected.	GM	In Progress
19/8/19	9.4	Preolenna Hall	Motion Carried to commence EOI process for sale or other uses of 2420 Preolenna Road 11/11 – EOI process currently open, closes end of November.	GM	In progress
19/8/19	9.7	St Brigid’s Proposal for After School Care	Motion Carried 6/9/19 - Preparation underway for possible term 4 commencement.	DCE	Progressing
16/9/19	7.3.1	CQWN – Cr M Duniam – Natural Burials	Cr Mary Duniam asked if natural or ‘green’ burials were allowed in the municipal area. The General Manager took the question on notice	GM	
16/9/19	7.3.3	CQWN – Cr Fairbrother – Potholes	Cr Darren Fairbrother asked if a load of dirt could be provided to fill potholes in the Boat Harbour Beach Surf Club car park and Moore Street. The General Manager advised he would ask officers to investigate. 11/10/19 – Work scheduled to occur as soon as possible 11/11/19 – work completed	DIDS	Completed
16/9/19	9.2	ROC – Wilkinson Street Road Closure	Motion Carried	DIDS	
16/9/19	9.5	ROC – Live Streaming of Council Meetings	Motion Carried 11/10 – testing of equipment has commenced	DOP	In-progress
21/10/19	5.3.2	PQWN – R Krabbe – Environment Plan	Refer Response 18/11/19 agenda	DIDS	Complete
21/10/19	7.3.1	CQWN – Cr Fairbrother – Disposal of Playground Slide	Refer Response 18/11/19 agenda	DIDS	Complete
21/10/19	7.3.2	CQWN – Cr Fairbrother – Cost of Reports	Refer Response 18/11/19 agenda	DIDS	Complete
21/10/19	7.3.3	CQWN – Cr Bramich – Street Sweeper Cutting Edge	Refer Response 18/11/19 agenda	DIDS	
21/10/19	7.3.4	CQWN – Cr Bramich – Summary of Capital Works Projects	Refer Response 18/11/19 agenda	GM	In Progress

21/10/19	7.3.5	CQWN – Cr House – Dog Control Statistics	Refer Response 18/11/19 agenda	MDRS	
21/10/19	7.3.6	CQWN – Cr Fairbrother – Release of CLS Sisters Beach Report	Refer Response 18/11/19 agenda	GM	Ongoing
21/10/19	9.1	ROC – BHB Alternate Access	Motion Carried	DIDS	
5/11/19	3.1	ROC – WRG Fence Replacement Tender	Motion Carried	DIDS	Complete
5/11/19	3.2	ROC – Amendments to Dog Management Policy & Associated Documents	Motion Carried – Public Consultation to Occur 11/11/19 – Public Consultation advertised and in progress	DIDS	In Progress



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MOVED BY	CR DUNIAM
SECONDED BY	CR FAIRBROTHER

**That Council:**

- 1. Note the monthly Senior Management Report; and**
- 2. Approve a budget amendment of \$24,953 to purchase Triton Ute.**

The MOTION was put and was CARRIED.

**IN FAVOUR**

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

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## **9.7 MINUTES OF OTHER BODIES/COMMITTEES**

Nil received.

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**10.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING**

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

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

<i>Matter</i>	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) – Notices Of Motion</i>	15(2)
<i>Confidential Report R15 (2) (h) applications by councillors for leave of absence</i>	15 (2) (h)
<i>Confidential Report R15 (2) (g) information of a personal nature or information provided to the council on the condition it is kept confidential</i>	15 (2) (g)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request - Councillors</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

The MOTION was put and was CARRIED.

**IN FAVOUR**

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

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**11.0 CLOSURE OF MEETING TO THE PUBLIC**

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

**That the Council RESOLVES BY AN ABSOLUTE MAJORITY to go into Closed Meeting to consider the following matters, the time being 6.31PM**

<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015 Reference</b>
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) – Notices Of Motion</i>	15(2)
<i>Confidential Report R15 (2) (h) applications by councillors for leave of absence</i>	15 (2) (h)
<i>Confidential Report R15 (2) (g) information of a personal nature or information provided to the council on the condition it is kept confidential</i>	15 (2) (g)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request - Councillors</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

The MOTION was put and was CARRIED.

**IN FAVOUR**

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

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**12.0 RESUMPTION OF OPEN MEETING**

At 6.39pm the Open Meeting was resumed.

**13.0 PUBLIC RELEASE ANNOUNCEMENT****RECOMMENDATION**

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

<b>Min. No.</b>	<b>Subject</b>	<b>Decisions/Documents</b>
NIL		

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 6.39pm.

Confirmed,

MAYOR

9 December 2019