



**ORDINARY MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

18 November 2019

18 November 2019

Notice of Meeting – Ordinary Meeting of Council

In accordance with the *Local Government (Meeting Procedures) Regulations 2015* NOTICE is hereby given that the next Ordinary Meeting of the Waratah-Wynyard Council will be held at the Council Chambers, 21 Saunders Street, Wynyard on Monday 18 November 2019 with the Business of the meeting to be in accordance with the following agenda paper.

General Manager's Certification

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

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



Shane Crawford
GENERAL MANAGER

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

18 November 2019

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

Dear Shane,

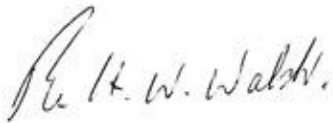
COUNCIL MEETING

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

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

I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on Monday 18 November 2019 commencing at at the Council Chambers, 21 Saunders Street, Wynyard.

Yours sincerely



Cr Robby Walsh
MAYOR

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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*

AGENDA 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

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

AUDIO RECORDING OF COUNCIL MEETINGS POLICY

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

ACKNOWLEDGEMENT OF COUNTRY

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

1.0 RECORD OF ATTENDANCE

Legislative Reference:

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

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

(a) attendance and apologies.

1.1 ATTENDANCE

1.2 APOLOGIES

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
--

Legislative Reference:

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

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

(b) Confirmation of the minutes.

2.1 CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING

RECOMMENDATION

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

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

2.2 CONFIRMATION OF MINUTES OF PREVIOUS SPECIAL COUNCIL MEETING

RECOMMENDATION

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.

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

3.0 DECLARATIONS OF INTEREST

Legislative Reference:

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

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

Councillor and Agenda Item Number

Staff and Agenda Item Number

4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

4.1 ANNOUNCEMENTS BY MAYOR

Nil received.

4.2 MAYOR'S COMMUNICATIONS

RECOMMENDATION

That the Council note the Mayors communications

18/10/19	Tidy Town Awards
19/10/19	DEPUTY MAYOR – 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

4.3 REPORTS BY DELEGATES

Nil received.

4.4 NOTIFICATION OF COUNCIL WORKSHOPS

Legislative Reference:

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

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

(c) the date and purpose of any council workshop held since the last meeting.

RECOMMENDATION

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

Upcoming Workshops – Indicative Only

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

5.0 PUBLIC QUESTIONS AND STATEMENTS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015 Regulation 31

- (1) *A member of the public may give written notice to the general manager 7 days before an ordinary meeting of the Council of a question to be asked at that meeting.*
- (3) *The Chairperson at an ordinary meeting of a council must ensure that, if required, at least 15 minutes of the meeting is available for questions to be asked by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.*
- (7) *A council is to determine any other procedures to be followed in respect of question time.*

The Council determined (at a meeting held on 20 July 2015) that the following procedures be followed in respect of question time: -

- (1) *In this clause a question includes part of a question (so that a question in 3 parts is to be treated as 3 questions).*
- (2) *A member of the public who wishes to ask a question at a meeting must—*
 - (a) *before the commencement of the meeting, submit their question in writing, on the form provided by the local government, to the General Manager or his or her representative; and*
 - (b) *be present at the meeting when the question is asked, however the person may seek approval from the Presiding Member for their nominated representative to ask the question on their behalf.*
- (3) *A completed question time form must include:*
 - (a) *the name and residential or contact address of the person who wishes to ask the question; and*
 - (b) *the question in a succinct and legible form.*
- (4) *In cases of disability or other extenuating circumstances:*
 - (a) *an officer of the local government, if requested to do so, may assist the person to complete a question time form; and*
 - (b) *in the absence of that assistance, the Presiding Member may permit a person to ask a question that was not included on a question time form.*
- (5) *(a) If more than 2 questions are submitted in writing by any one person, the Presiding Member shall allow that person, in the first instance, to ask a maximum of 2 questions;*
 - (b) *If after all other members of the public have asked their questions, and where time permits, the Presiding Member is to allow members of the public who wish to ask more than 2 questions to sequentially ask one further question. This process will continue until the allotted time has expired; and*
 - (c) *Where only one person wishes to ask more questions and where time permits, the Presiding Member is to invite that person to ask their additional questions.*
- (6) *The Presiding Member may decide that a question is out of order, and is not to be recorded or responded to—*
 - (a) *if it is not in the form of a question, having regard to its content and length, is essentially a statement of expression of opinion rather than a question, provided that the Presiding Member has taken reasonable steps to assist the member of the public to phrase the statement as a question; or*
 - (b) *if the question uses an offensive or objectionable expression or is defamatory.*
- (7) *The Presiding Member may determine that any question requiring research or investigation be answered in writing as soon as practicable.*
- (8) *Where the necessary information is available at the time the question is posed a response is to be provided by either the General Manager, relevant Member or employee nominated by the Presiding Member.*
- (9) *If the 15minute period set aside for questions from the public is reached, Council, by resolution, may resolve to extend the period for an additional 15 minutes to allow further questions to be asked.*
- (10) *No more than two 15-minute extensions to the time for the public to ask questions are to be permitted.*

The Council determined (at a meeting held on 20 July 2015) that the following procedures be followed in respect of public statements: -

- (1) *Members of the public may, during the public statements or the Planning Authority segments 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;*
 - (b) *The public statement precedes discussion of any matter which requires a decision to be made at the meeting but otherwise at item (11) of order of business at clause 4.2;*
 - (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.*
- (2) *Fifteen minutes is to be allocated for the public statement time.*

-
-
- (3) *Once all statements have been made, nothing prevents the unused part of the statement time period from being used for other matters.*
 - (4) *If the 15-minute period set aside for public statements is reached, Council, by resolution, may resolve to extend the period for an additional 15 minutes to allow statements to be made.*
 - (5) *No more than two 15-minute extensions to the time for public statements are to be permitted.*
 - (6) *Procedures for public statements are to be in accordance with policy adopted from time to time by the Council and, where the policy is silent on a matter, the procedures for that matter are to be determined by the Presiding Member.*

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.

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.

5.3 PUBLIC QUESTIONS WITHOUT NOTICE

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015 Regulation 31(2)(5)

(2) The Chairperson of an ordinary council meeting may –

(b) invite any members of the public present at an ordinary meeting to ask questions relating to the activities of the council.

When dealing with questions that require research or a detailed response –

(5) The Chairperson may –

(b) require a question to be put on notice and in writing to be answered at a later ordinary council meeting.

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

5.4 PUBLIC STATEMENTS RECEIVED IN WRITING

A summary that includes the name of the person making a public statement and subject title of that statement will be recorded in the minutes.

5.4.1 C HUTCHISON - FREEDOM CAMPING

SUMMARY

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

6.0 PLANNING AUTHORITY ITEMS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2005 Regulation 25/ Judicial Review Act.

The Chairperson is to advise the meeting if a Council intends to act at a meeting as a Planning Authority under the Land Use Planning and Approvals Act 1993.

25(2) The general manager is to ensure that the reasons for a decision by a Council acting as a Planning Authority are recorded in the minutes.

Any alternative decision the Council may make to a recommendation appearing on the Agenda, requires a full statement of reasons in order to maintain the integrity of the planning approval process and to comply with the Requirements of the *Judicial Review Act*.

THERE ARE NO PLANNING MATTERS ON THIS AGENDA

6.1 PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015 Regulation 31(2)(5)

(2) The Chairperson of an ordinary council meeting may –

(b) invite any members of the public present at the meeting to ask questions relating to the activities of the council.

When dealing with questions that require research or a detailed response –

(5) The Chairperson may –

(b) require a question to be put on notice and in writing to be answered at a later ordinary council meeting.

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

Nil received.

6.2 PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS

A summary that includes the name of the person making a public statement and subject title of that statement will be recorded in the minutes.

Nil received.

7.0 MATTER RAISED BY COUNCILLORS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; 29 (3)

(3) *The Chairperson must not permit any debate of a question without notice or its answer.*

Local Government (Meeting Procedures) Regulations 2015; 30(1) and (2)

(1) *A councillor, at least 7 days before an ordinary meeting of a council or council committee, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*

(2) *An answer to a question on notice must be in writing.*

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.

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?

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.

Department of Premier and Cabinet

Executive Building 15 Murray Street HOBART TAS 7000 Australia
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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

It is incumbent on elected members to avoid taking risky positions, particularly when considering that the costs of a complaint to the Code of Conduct Panel are incurred by the relevant council, as per section 28O of the Act. Councils have raised concerns regarding the cost of Code of Conduct complaints, which on average cost approximately \$3,000, and councillors have the capacity to limit a council's exposure to these costs through their actions. Reputational risk to a councillor and the council should also be at the forefront of councillors' minds.

I appreciate that the feedback to the review of the Code has included a proposal to remove the materiality test, so that in principle any 'grey area' is removed. Without prejudicing any decision by Government on this matter, the proposal has merit. Indeed there is nothing currently preventing councillors acting as if the materiality test does not apply.

Pecuniary Interests

Part 5 of the Act – Interests, provides that a councillor must not participate in any meeting where they have a pecuniary interest. Section 49 of the Act makes it clear that an interest is a pecuniary benefit or a pecuniary detriment. Section 48(3) states that a councillor is to leave the room upon the declaration of interest. This is a mandatory provision and there is no discretion for a councillor to remain in the room.

It is important to stress that if a councillor fails to comply with the Act they may be guilty of an offence and fined accordingly. I also remind all councillors that in addition to any fine imposed under section 48 of the Act, section 48(6) provides that a court may make an order to bar a councillor from nominating as a candidate at any election for a period not exceeding 7 years, and dismiss the councillor from office.

Further to this, elected members should note that the Local Government Division is currently undertaking an audit of interest registers that councils are required to keep, as per section 54 of the Act. I strongly encourage all councillors to regularly consult the Good Governance Guide in relation to managing conflicts of interest in the execution of their often complex duties as elected members. The Good Governance Guide is available on the Local Government Division's website at http://www.dpac.tas.gov.au/divisions/local_government/good_governance_guide. If you would like further information, please phone me on 6232 7022 or email lgd@dpac.tas.gov.au.

Spokesperson for Council

I would also like to take this opportunity to remind elected members about the spokesperson provisions in the Act. Section 27(1)(e) states that the mayor is to act as the spokesperson of the council. In the event that the mayor is unavailable, section 27(2) provides that the deputy mayor is to act in the position of mayor and exercise the powers and perform the functions of the mayor, which includes acting as the spokesperson of the council.

Further, a councillor may only speak on behalf of the council if the mayor has delegated that function in writing, pursuant to section 27(2A). Part 8(3) of the Code prohibits a councillor from speaking on behalf of the council unless specifically authorised or delegated by the mayor. If a code of conduct complaint is upheld, the panel may impose one or more of the following sanctions under section 28ZI(2): a caution; a reprimand; a requirement to apologise to the complainant or other person affected; a requirement to attend counselling or a training course; a suspension from performing and exercising the functions and powers of his or her office as a councillor for a period not exceeding 3 months.

Cognisant that we are entering an election year for local government, I expect councillors who intend to stand for re-election will begin to put forward their re-election platform in the community. The reminder regarding the spokesperson provisions are, therefore, timely to assist councillors avoid a situation where they attempt to speak on behalf of council without authorisation.

I would be pleased if you could circulate this reminder to your fellow elected members.

Yours sincerely

A handwritten signature in black ink, appearing to be 'AT', enclosed in a light grey rectangular box.

Alex Tay
Director of Local Government

20 December 2017

7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE

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

8.0 NOTICE OF MOTION

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 16

- (5) *A councillor may give written notice of a motion, together with supporting information and reasons, to be included on the agenda of the next meeting to the general manager at least 7 days before the meeting.*
- (6) *The general manager, after consultation with the chairperson, may refuse to accept a written motion that, in their opinion –*
 - (a) *is defamatory; or*
 - (b) *contains offensive language; or*
 - (c) *is unlawful.*
- (7) *A councillor who has given notice of a motion that has not been refused under subregulation (6) is to move the motion at the meeting, otherwise it lapses.*

Nil received.

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  

RECOMMENDATION

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

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

GOAL
Desired Outcomes
We understand our local and regional potential, and we plan for and encourage investment in it.
Our Priorities
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.
GOAL
Desired Outcomes
Tourists and residents visit and appreciate our natural environmental attractions and unique surroundings.

Our Priorities
GOAL
Desired Outcomes
We encourage broad community input to create a focussed and strong sense of belonging.
Our Priorities

Sustainable Murchison Community Plan 2040

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

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.

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>1. Establish and regularly repeat a visitor satisfaction intercept survey.</p> <ul style="list-style-type: none"> • Consider relevant visitor ‘touch points’ • Publish the data • Establish a benchmark and targets for continuous improvement • Incorporate digital /online review data • Consider results relevant to target market expectations • Visitor centre review 	<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.</p> <p>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. *</p> <p>Report to be developed by Cyndia in conjunction with Racheal</p> <p>Carryforward to next DAP</p>	
<p>2. Consider the outcomes of the statewide visitor engagement project and adopt relevant recommendations, possibly as a pilot destination if appropriate.</p>	<p>CCA DSG WWC</p>	<p>HIGH</p>	<p>Manager, Tourism & 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>3. Establish an ongoing training and education program on visitor service excellence aimed inclusively at all business and the community.</p> <ul style="list-style-type: none"> • Consider the THA and TICT programs • Consider the Victoria 'Tourism Excellence' modules and business tips for ideas • Provide a range of delivery and engagement mediums such as on line tools, webinars, short seminars, guest speakers • Appoint 'Destination Ambassadors' with a role to champion the visitor economy, the destination and experiences and to promote service excellence. 	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>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.</p>	BCCI WOW	LOW	<p>Famils – low priority but small things already happening with VIC and school programs.</p>	CF
<p>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</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>6. Consider the establishment of an ongoing visitor service excellence recognition program,</p> <ul style="list-style-type: none"> • Volunteer, employee and business of the month award • Feature successful awardees in local media 	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>7. Hold regular business networking events to announce and celebrate awardees and feature service excellence, case studies and guest speakers.</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>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:</p> <ul style="list-style-type: none"> • Public visitor assets and amenities • Table Cape development (site interpretation, lookout and related visitor infrastructure development) • Premier playground that caters for all abilities • Garden experiences • Local produce including markets • Nature based experiences • Tracks and trails • Agriculture & farm based experiences 	<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>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)</p>	<p>WWC CCA SG</p>	MED	see above	OG
<p>3. Establish an events strategy. Consider</p> <ul style="list-style-type: none"> • Development of existing community events • Tulips and gardens • Winter events • Sport events • Children’s events • Arts and culture including music 	<p>WWC CCA Events TAS Arts tas</p>	MED	<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>C OG</p>

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<ul style="list-style-type: none"> • Year round calendar • Unique rather than 'me too' events 			<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>	IP
<p>4. Leverage the North West Coastal Pathway master plan as a shared pathway experience</p> <ul style="list-style-type: none"> • Complete current works • Consider uniqueness features and 'story telling' • Align with event opportunities • Link with gardens experiences • Develop short and long walk and ride experiences • Develop Rail Trail between Wynyard and Circular Head • Cycling Experience strategy (adventure and recreational riders) 	<p>CCA WWC State Govt Fed Govt</p>	HIGH	<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>	IP

Priority # 3 Skills and staffing development

Actions	Who	Priority	What	Status
<p>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.'</p>	<p>TAFE UTAS THA TICT CCA</p>	HIGH	<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>	C
<p>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.</p>	<p>CCA</p>	HIGH	<p>CCA distributes link to central funding website and this is shared with local business and community groups</p>	OG
<p>3. Research how other destinations and industries have or are addressing skill and staffing needs. Collaborate with neighbouring destinations.</p>	<p>NOT ALLOCATED</p>	MED	<p>Could we tap into existing training organisations to understand what is happening?? THA</p>	CF

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4. Engage with schools to promote the visitor economy, career and job opportunities and work experience opportunities.	WWC Schools	MED	Work inspirations, TAFE, THA - all working in this space	C
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.	NOT ALLOCATED	MED	Carry forward to next DAP	CF
6. Investigate business training opportunities for SMEs. (e.g. Networking events)	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
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.	CCA TT WWC LTA	HIGH	WWC Destination Marketing Strategy completed in 2017	C
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	LTA	HIGH	See above – WWC completed as LTA group no longer exists	C
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.	LTA CCA	HIGH	Project implementation has been delayed due to resourcing issues. Information on branding strategy has been shared with Wynyard and Surrounds business group Plans for projects to engage business and community in the branding implementation in place for 2019/20 year	OG

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<p>4. Review all digital /on line websites relevant to the destination (organisations and business).</p> <ul style="list-style-type: none"> ● Refresh or redevelop the primary destination website relevant to contemporary practice (e.g. mobile enabled, content currency) ● Encourage primary tourism operators to reflect the destination brand and link to the destination site/s. ● Provide education, training and or mentoring to operators on how to maximise digital marketing 	<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? CCA no longer participating in Tourism space.</p>	<p>C</p>
<p>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.</p> <ul style="list-style-type: none"> ● Publish the information to the industry regularly ● Provide advice and training to operators on how to make best use of on line visitor reviews. ● Establish a benchmark and targets to raise the quality of visitor digital review performance. ● 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. 	<p>CCA WWC local industry</p>	<p>HIGH</p>	<p>Possible project for Cyndia at the Waterfront for 2019/20? 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>6. Consider opportunities to develop packages of accommodation and experiences.</p>	<p>CCA WOW</p>	<p>MED</p>	<p>CCA were considering this project as part of their website update – did not occur. 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. Establish a DAP Implementation Leadership Group or Steering Committee.</p> <ul style="list-style-type: none"> ● Include representatives from Council, Waratah Wynyard Tourism Association, community groups and interested individuals. Consider youth participation. ● Consider an appropriate launch of the DAP ● Publicise the DAP ● Identify 2-3 initial actions as priority projects and apply sound project management practice to initiate and progress. ● Engage with industry and community groups and individuals to facilitate action ● Regularly communicate progress ● Review after 12 months and update the plan if required 	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. 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.</p> <ul style="list-style-type: none"> ● National, state and local grant programs, ● Public /private partnerships ● Crowd funding ● Engage with the Cradle Coast Authority and Waratah Wynyard Council to explore potential shared staff resourcing support and assistance. 	DAP	HIGH	Priority projects noted and implementation begun.	C
<p>3. 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.</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
<p>4. Engage with the Department of State Growth and the Coordinator General for assistance with business case development and support to pursue priority projects.</p>	CCA	HIGH	Council Engaged with CCA and State Govt on development of Loo with a View project.	C
<p>5. Engage with Cradle Coast Authority to investigate and develop leadership program to support current leadership and new upcoming leaders.</p>	CCA	HIGH	The Coasters - Cradle Coast leaders group established	OG
<p>6. Develop a risk and disaster management and mitigation plan for the visitor economy aligned with the Council emergency management plan.</p>	WWC	HIGH	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.	C

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  [Download](#)
2. Draft Public Art Procedures  [Download](#)
3. Draft Public Art Advisory Group Operating Procedure  [Download](#)

RECOMMENDATION

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.

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

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

GOAL 3: Connected Communities
Desired Outcomes
Waratah-Wynyard is a modern community—moving forward but not forgetting where it started.
Our Priorities
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.

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

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
Our community enjoys access to visually appealing safe spaces and facilities for recreation.
Our Priorities
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:
Business & Industry	Specialised diversity of the economy – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
Tourism	Memorable visitor experiences all year round – The must-see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

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

POLICY IMPLICATIONS

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.



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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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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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

Artist	An artist can be a person: <ul style="list-style-type: none"> • Who practises or performs any of the creative arts, such as a sculptor, film-maker, actor, or dancer. • Who possesses high level interpretive, conceptualising and creative skills that result in the creation of artwork. • Who has demonstrated professional standing through exhibitions and commissions and is skilled at a particular task.
Contemporary Art	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.
Public Art	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.
Integrated Art Work	Art and design work that is embedded within signage, seating, paving, fences, urban design, landscape design, architectural design etc.
Temporary & Ephemeral Public Art	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.
Permanent Public Art	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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Public Realm	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 

RECOMMENDATION

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

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 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:

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- 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 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

<i>Key Focus Area:</i>	CIVIC LEADERSHIP & GOVERNANCE <i>A well-managed Council that services the municipality with integrity</i>
	Outcome 4.3 <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.



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.

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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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	<p>WARATAH-WYNYARD COUNCIL</p> <p>GIFTS AND BENEFITS GUIDELINES</p>
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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>WARATAH-WYNYARD COUNCIL</p> <p>GIFTS AND BENEFITS GUIDELINES</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.

DOC NO: GOV.022.1	VERSION NO: 2	APPROVAL DATE: 20 July 2015
CONTROLLER: General Manager	APPROVED BY: - Council	REVIEW DATE: October 2018



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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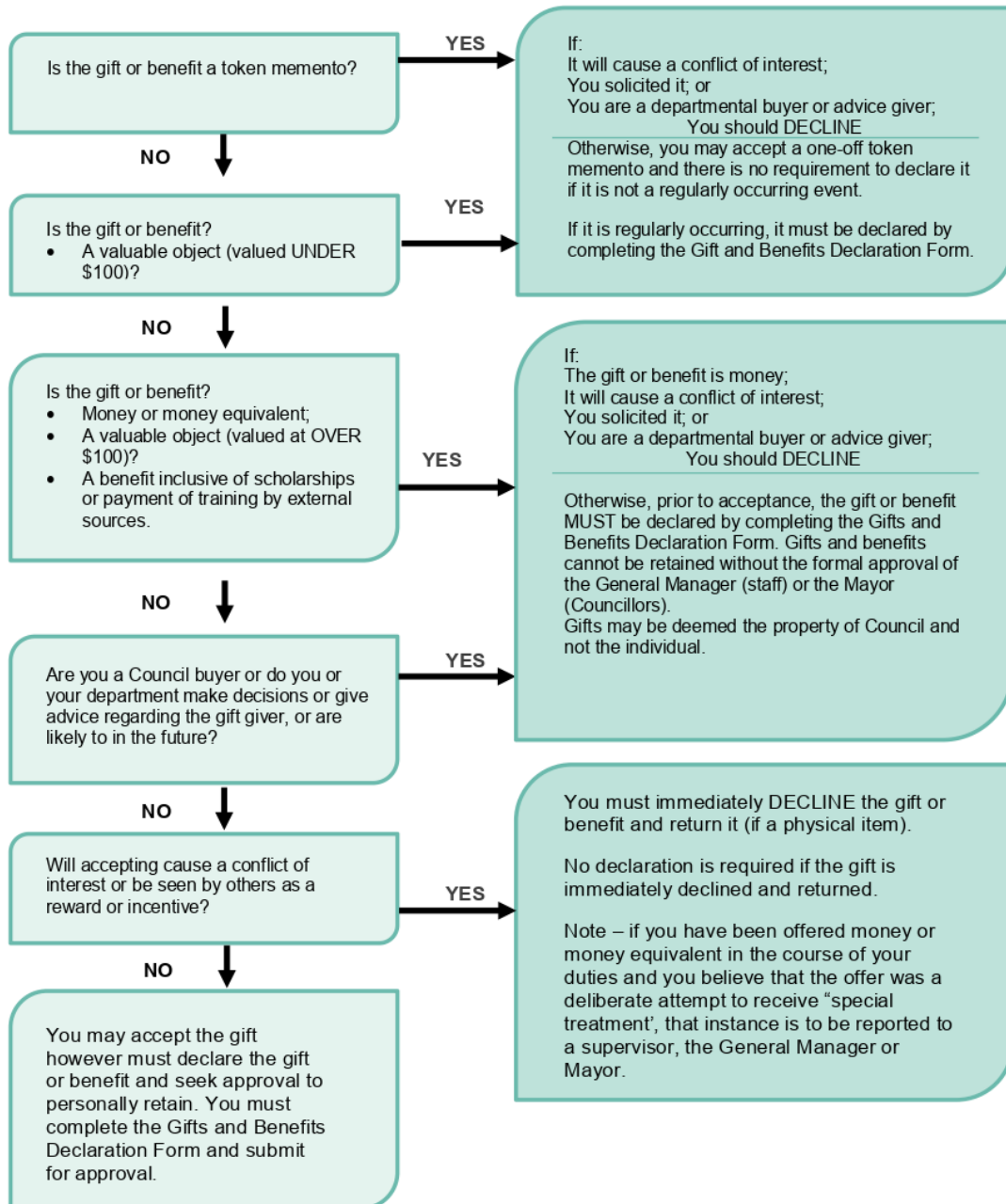


WARATAH-WYNYARD COUNCIL

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:

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

RECOMMENDATION

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:

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

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.

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.

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.

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

RECOMMENDATION

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

COMMENT

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.

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
INCOME						
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
		13,008,044	12,964,183	0%	(43,861) ✓	19,531,322
EXPENDITURE						
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
		6,562,723	6,771,549	-3%	(208,826) ✓	19,445,449
UNDERLYING SURPLUS/(DEFICIT)		6,445,321	6,192,634	-4%	(252,687) ✓	85,873
RECONCILIATION TO COMPREHENSIVE RESULT						
Capital Grants/Contributions		-	-	0%	- ✓	2,966,131
Advance Payment of FAGs Grant		-	-	0%	- ✓	(1,487,140)
COMPREHENSIVE SURPLUS/(DEFICIT)		6,445,321	6,192,634	-4%	(252,687) ✓	1,564,864

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.

Balance Sheet

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

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

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

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.



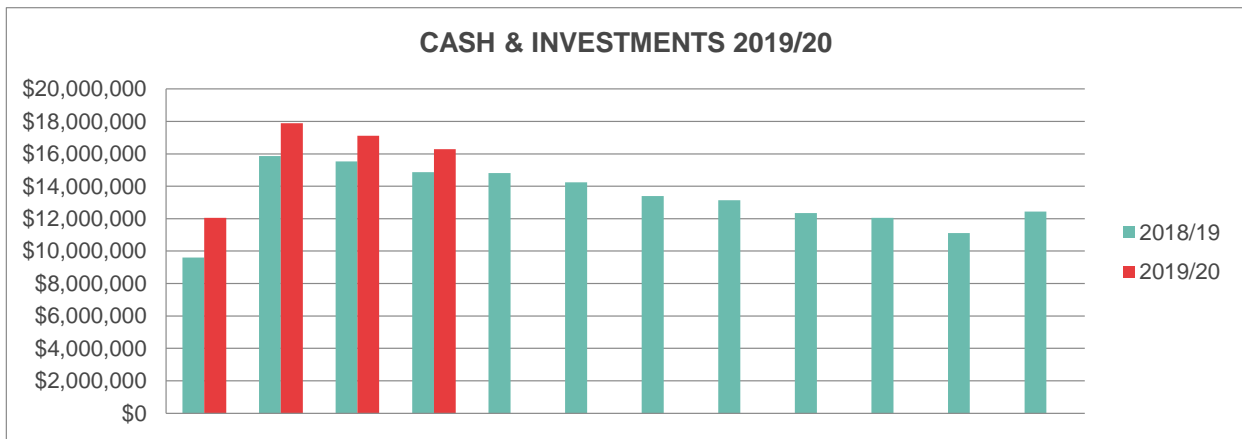
STATEMENT OF CASHFLOWS TO 31 OCTOBER 2019	YTD Actual \$
	\$
Cash flows from operating activities	
Employee Costs	-2,149,881
Materials and Contracts	-2,735,242
State levies	-138,197
Finance costs	0
Receivables	8,893,907
User charges	783,397
Interest	84,278
Reimbursement of expenses	208,629
Government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

Cash Position

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



CASH POSITION			INVESTMENTS		Weighted
As at 31 October 2019		\$		\$	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				
BALANCE (ALL ACCOUNTS)	16,290,659			16,290,659	1.59%



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

*source: 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		2019/20		2018/19	
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>	
Number of Assessments	2,013				

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 \$
Governance				
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
	501,557	4,648,670	10.79%	4,648,670
Strategic & Financial Services	2,470	320,000	0.77%	320,000
Organisational Performance	1,644	58,000	2.83%	58,000
Community Services				
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
	22,399.37	123,368	18.16%	123,368
Engineering Services				
Depot	12,208	98,255	12.42%	98,255
Plant	87,138	791,777	11.01%	830,937
	99,345	890,032	11.16%	929,192
Waste Management	0	25,000	0.00%	25,000
Public Conveniences	31618.17	117,000	27.02%	117,000
Transport				
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
	259,464	2,588,896	10.02%	2,588,896
Sporting Facilities				
Wynyard	53,345	872,927	6.11%	872,927
Somerset	24,378	199,970	12.19%	199,970
	77,723	1,072,897	7.24%	1,072,897
Parks & Gardens				
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
	307,555	1,745,636	17.62%	1,762,595
Stormwater Drainage				
Stormwater Pipe Replacement/Upgrades	11,158	204,245	5.46%	204,245
General	12,936	46,000	28.12%	46,000
	24,094	250,245	9.63%	250,245
Total Capital Works Program 2019/20	1,327,869.37	11,839,744	11.22%	11,895,863

* 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

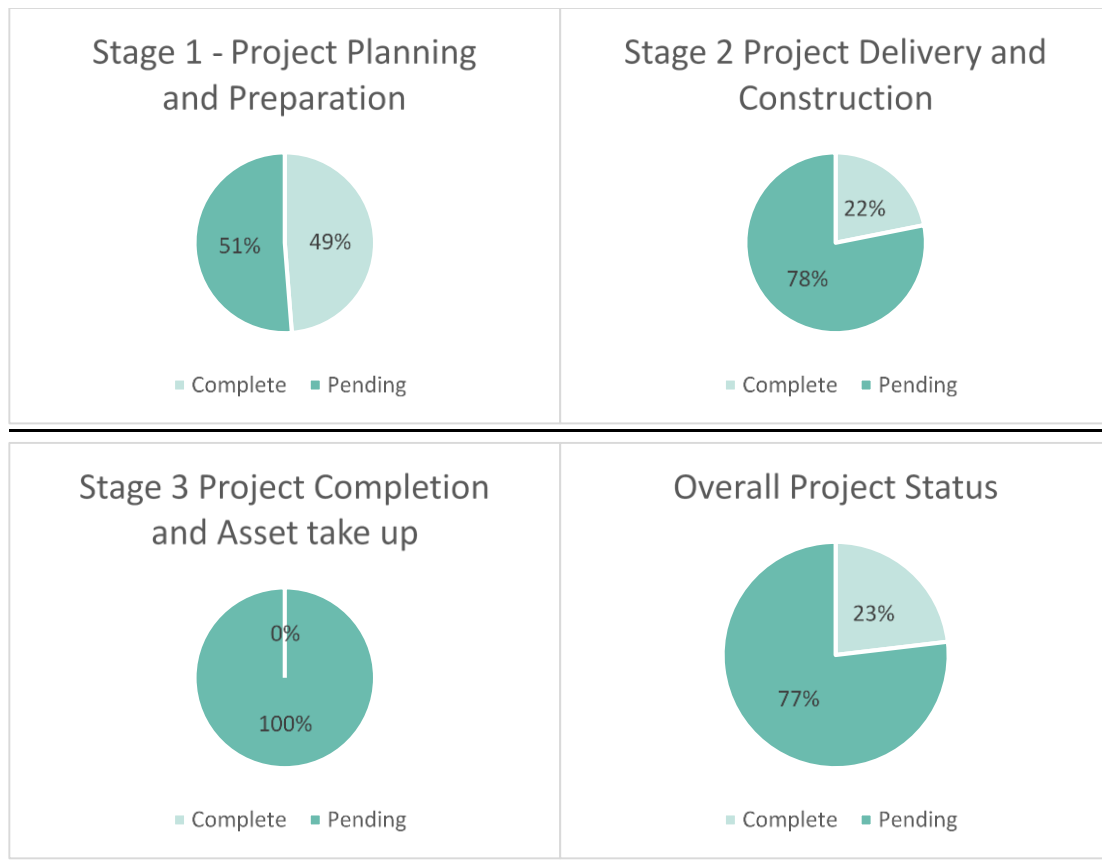
Overall the capital works program is on target for full completion with no foreseeable delays.

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

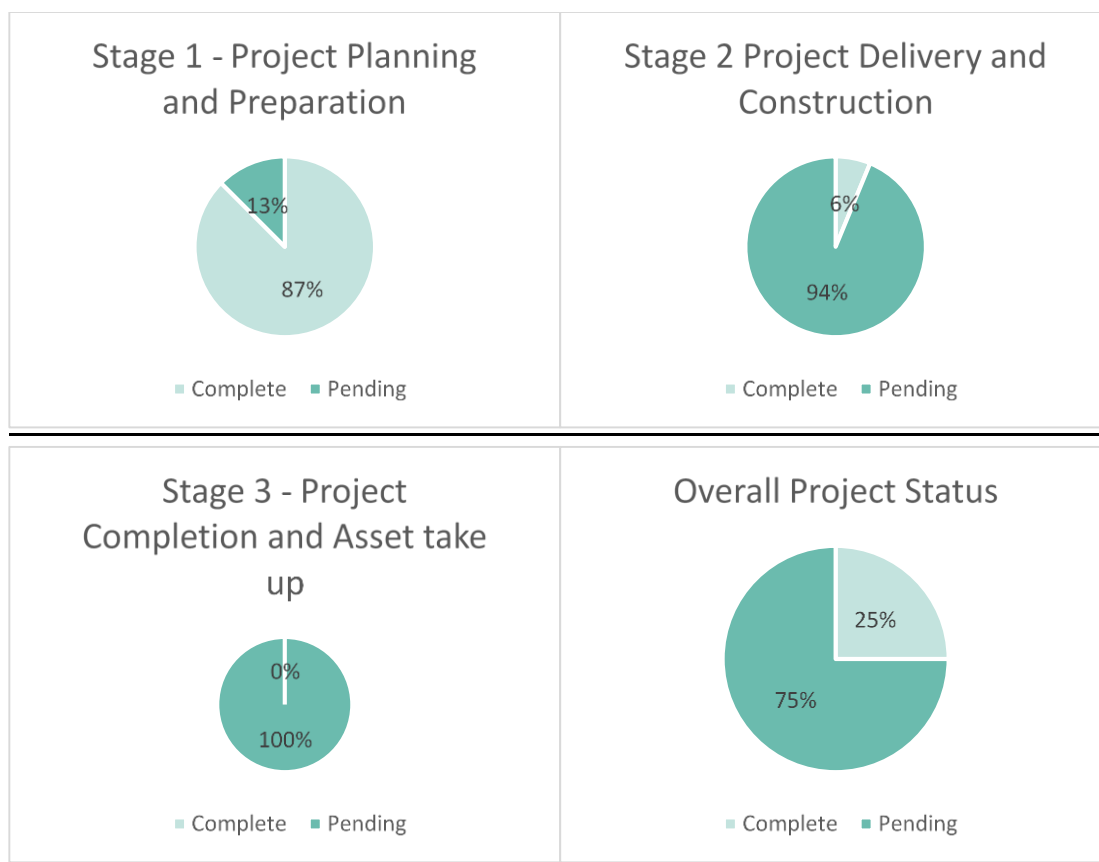


Projects	Status (%)
Renew Chambers Facia & Eaves	0.00
Replace Chambers Atrium Roof	0.00
Council Chambers Security Improvements	12.50
RSL Honour Board	17.50
Multi Use Community Facility	17.50
Wynyard Wharf Entrance Augmentation	72.50
New Boardwalk and Seawall Renewal	65.00
HR Management System	0.00

Key project milestones/updates:

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

STRATEGIC AND FINANCIAL SERVICES

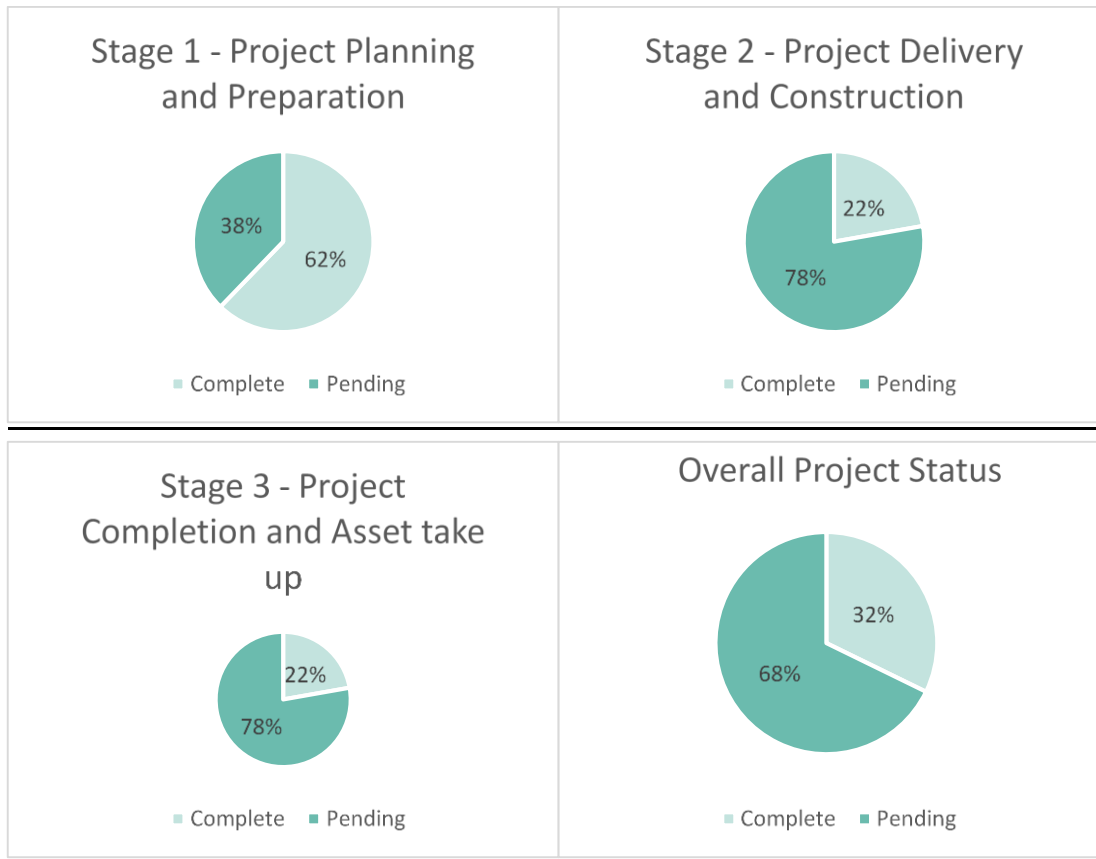


Projects	Status (%)
Finance/Assets Software	7.50
CCTV Cameras	22.50
IT Replacement	25.00
Aerial Imagery Upgrade	25.00

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

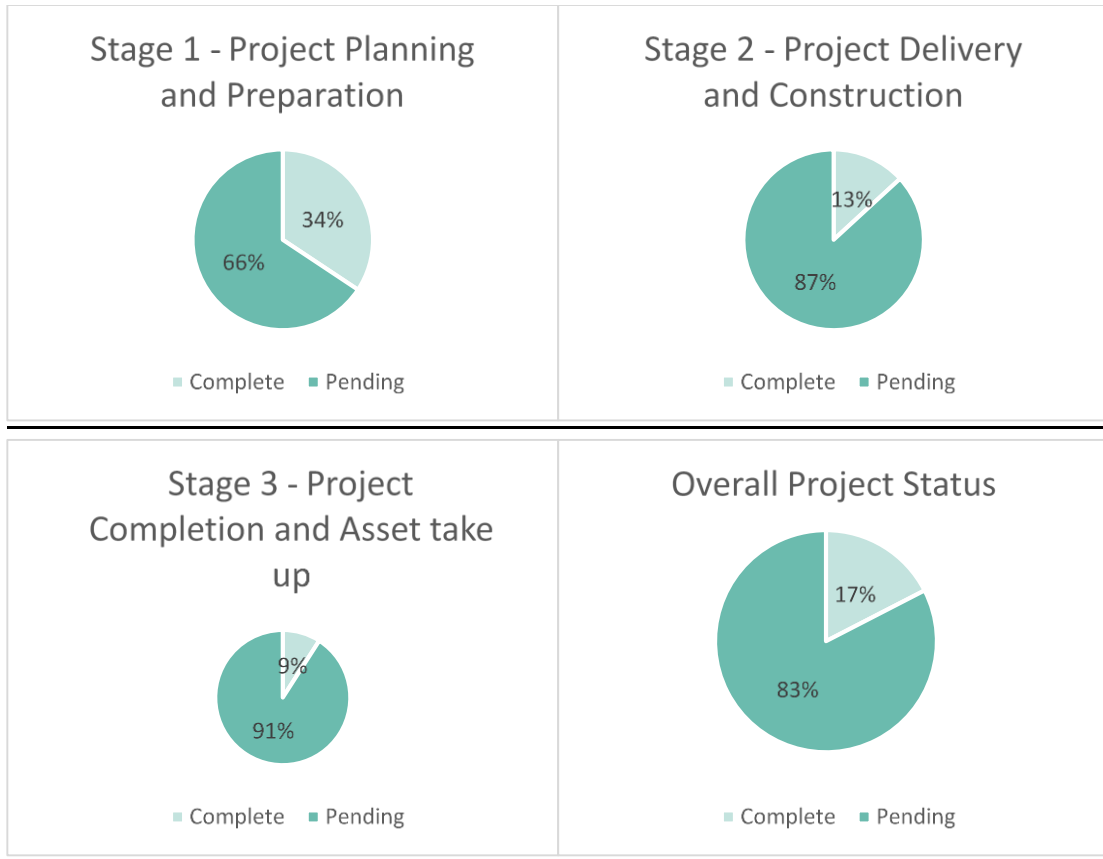


Projects	Status (%)
Links Child Care Security Door	10.00
Links Child Care Playground Replacement	20.00
Links Child Care Drainage Upgrade	0.00
Duress Alarm – WOW	100.00
Waratah Museum Veranda Enclosure	100.00
Online Booking System	0.00
Public Art	12.50
Somerset Xmas Decorations	25.00
Skate Park Art Boards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

Key project milestones/updates:

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

ENGINEERING SERVICES

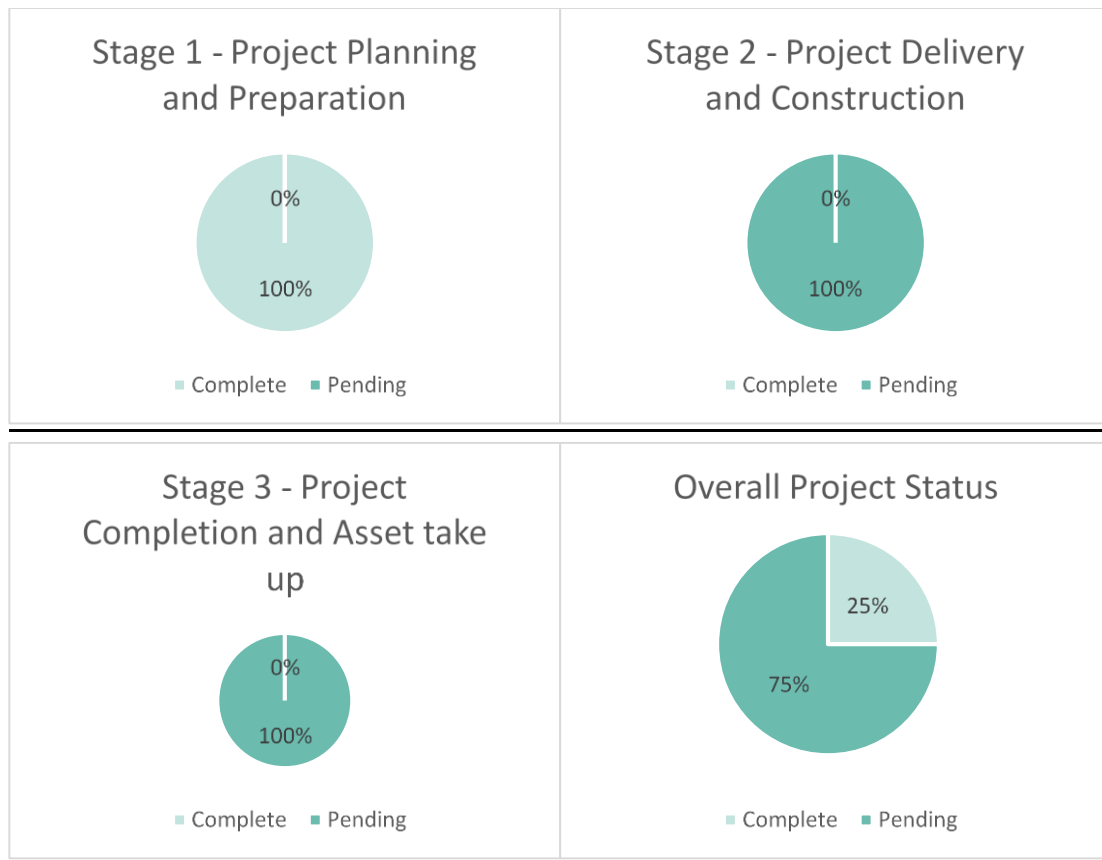


Projects	Status (%)
Asset System Upgrade	2.50
360° Site Camera	70.00
Depot Trade Waste System	22.50
Depot Car Park & Security	70.00
New Radio System	12.50
10' Grader Blade	0.00
8' Grade Blade	0.00
Plant & Fleet Vehicles	8.67

Key project milestones/updates:

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

WASTE MANAGEMENT

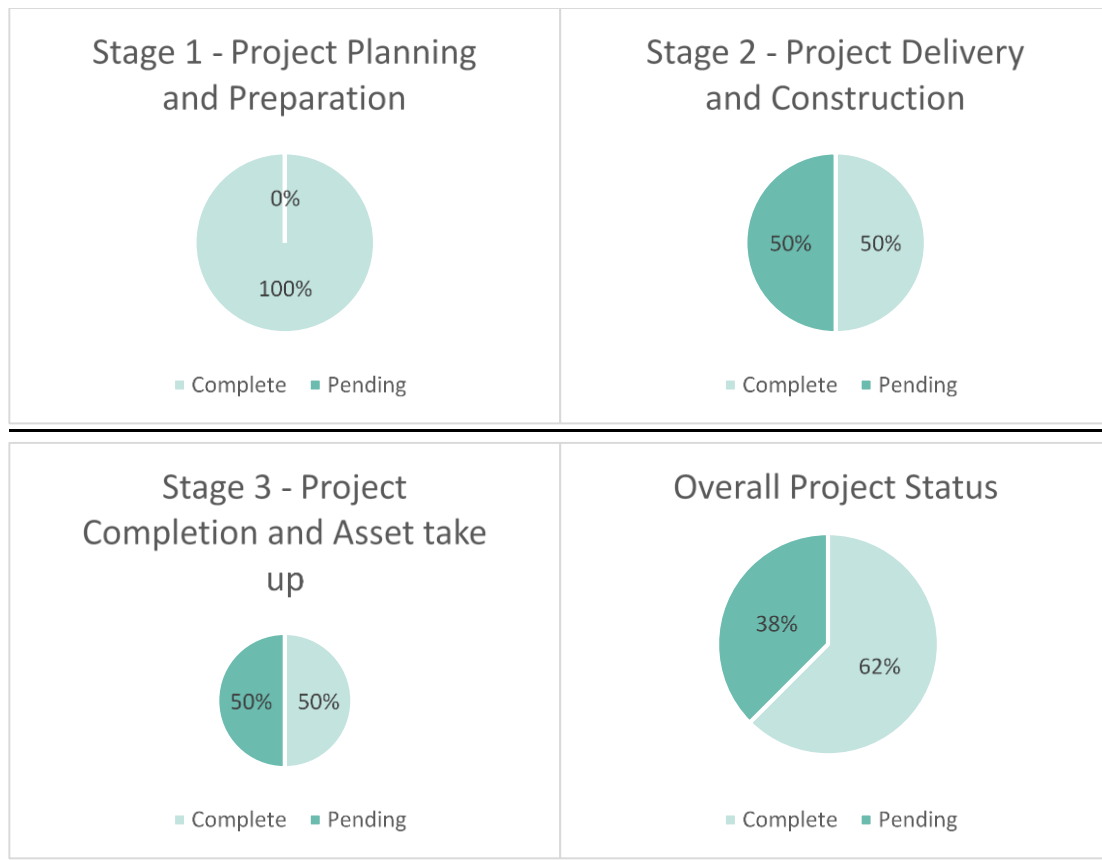


Projects	Status (%)
Relocate RV Dump Point	25.00

Key project milestones/updates:

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

PUBLIC CONVENIENCE

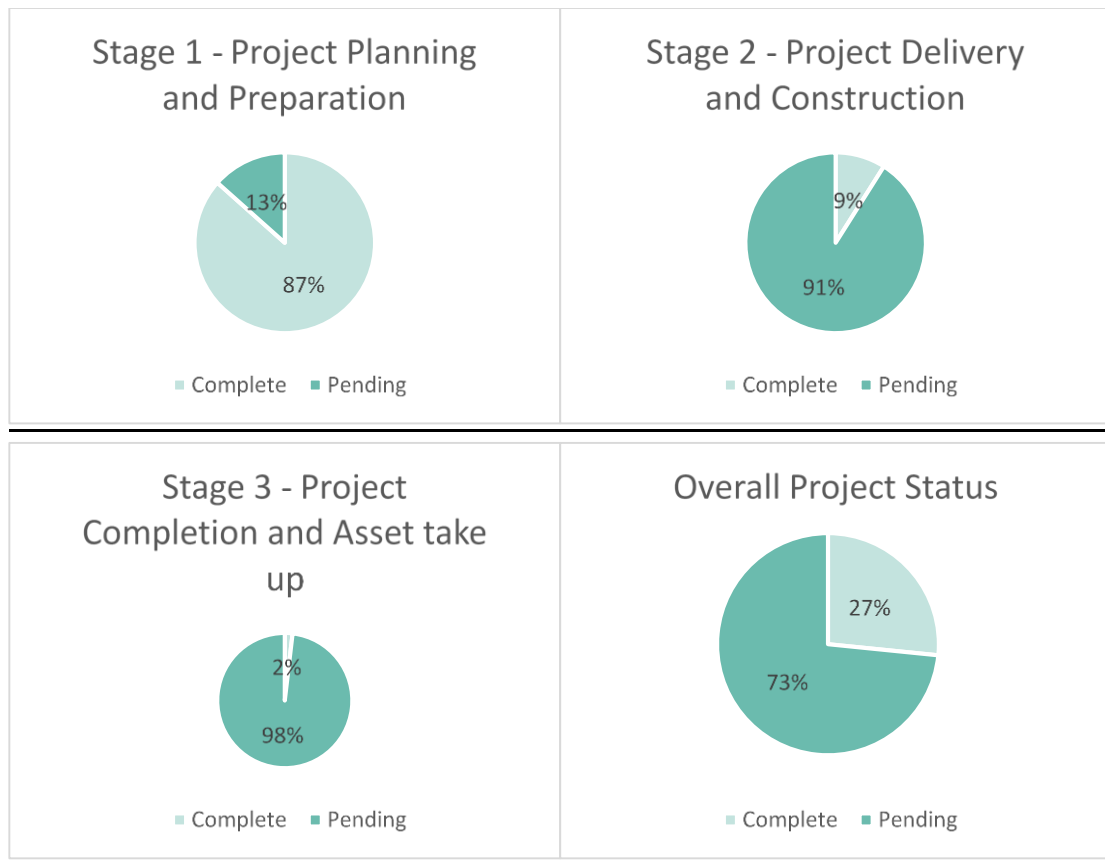


Projects	Status (%)
Boat Harbour Beach Toilets Stainless Steel Lining	100.00
East Wynyard Foreshore Toilets	25.00

Key project milestones/updates:

- Boat Harbour Beach stainless steel toilet lining complete.

TRANSPORT



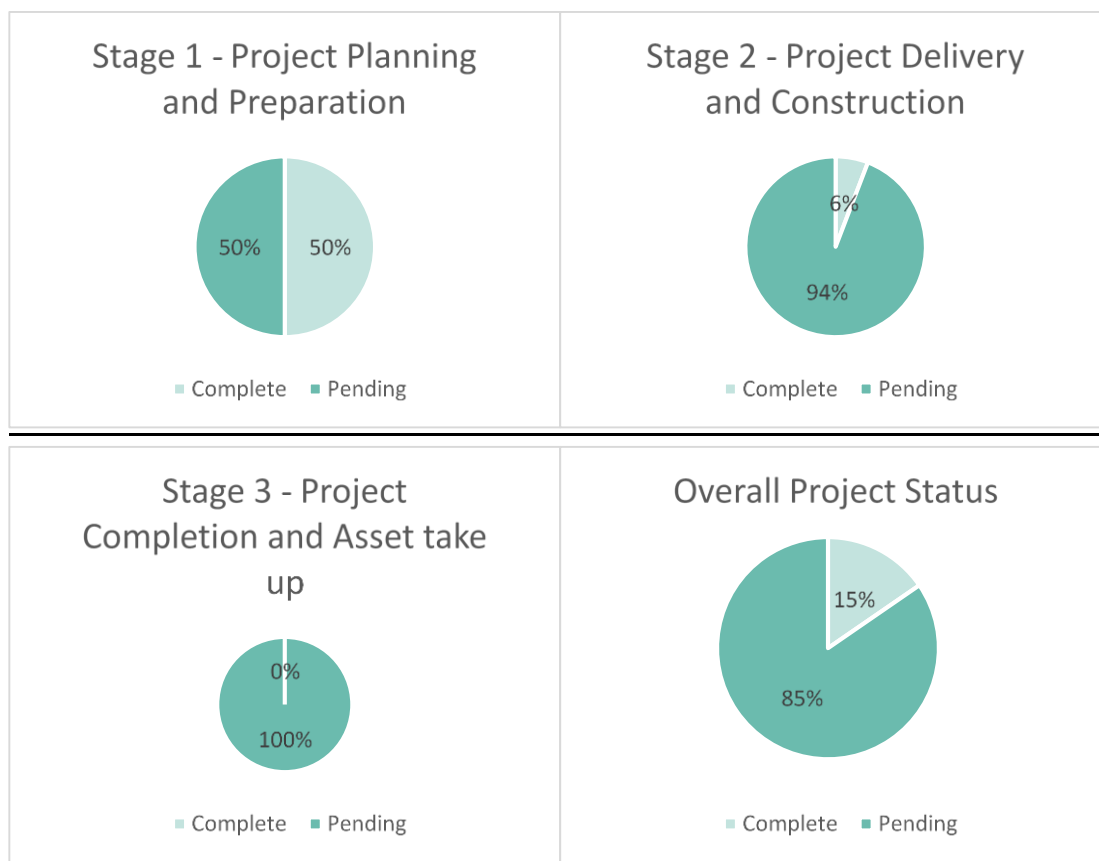
TRANSPORT Cont.

Projects	Status (%)
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

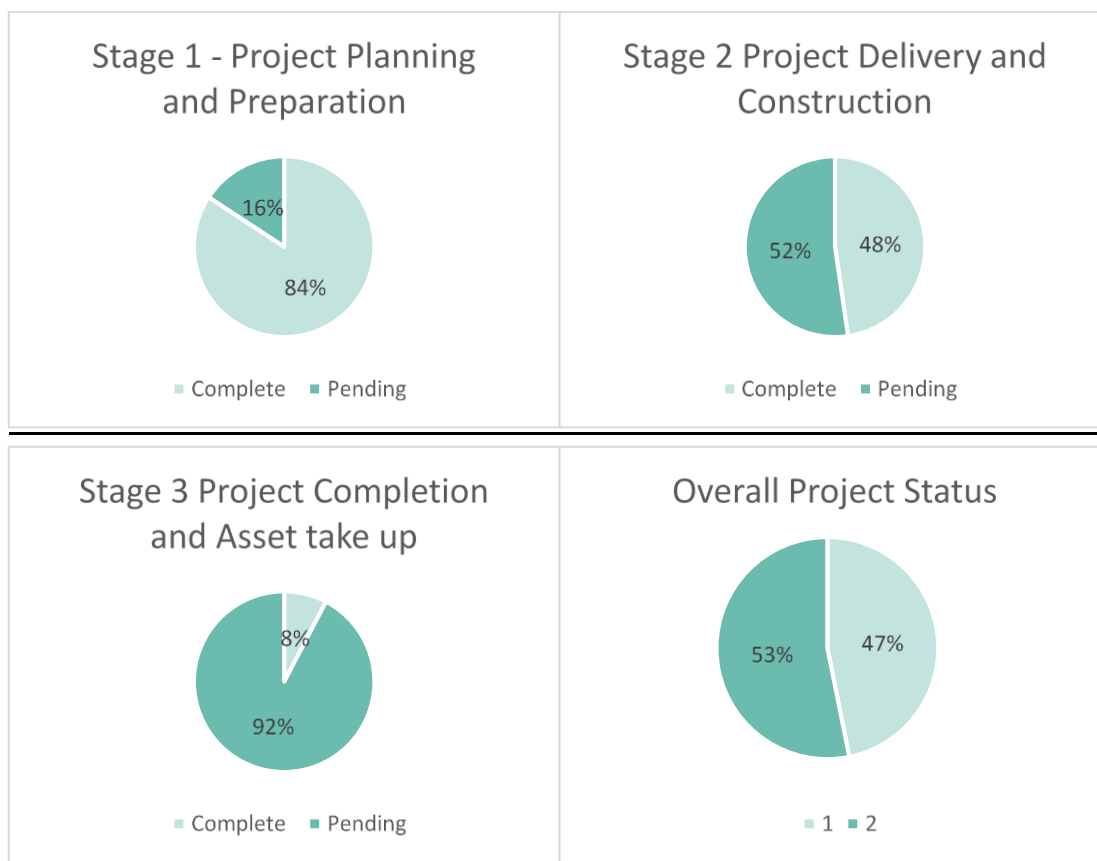


Projects	Status (%)
Wynyard Rec Change Rooms	30.00
Wynyard Rec Fence Replacement	25.00
Wynyard Sports Centre Line marking	0.00
Wynyard Tennis Upgrade Lights	25.00
Wynyard Wharf Damaged Pylons	0.00
Frederick St Underground Irrigation	25.00
Somerset Soccer Fence and Security	0.00
Somerset Rec Replace Box 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

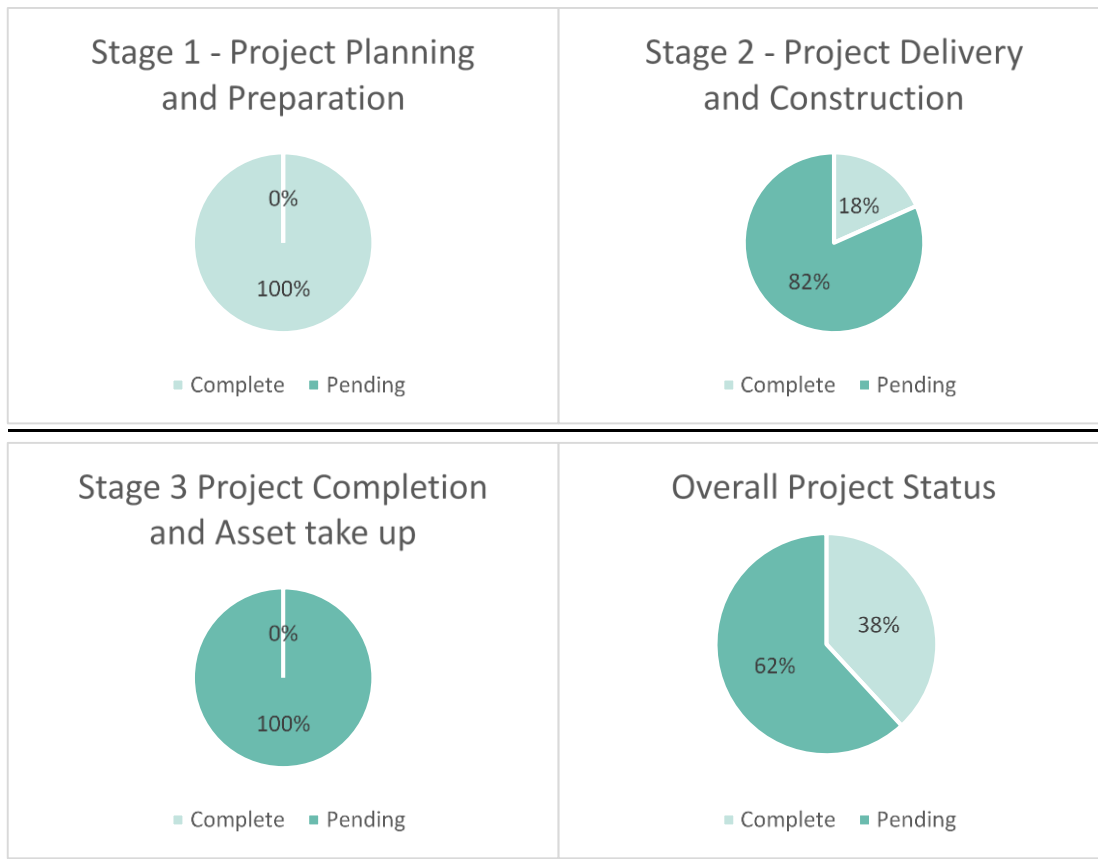


Projects	Status (%)
Camp Creek Remediation	70.00
Camp Creek Ped Bridge	70.00
East Wynyard Foreshore Playground	18.75
Guttridge Gardens Replace Fence	100.00
Bollard Replacement	40.00
Zig Zag Track	22.50
Inglis River Telford Creek Bridge	20.00
ANZAC Park Playground	7.50
BBQ Renewals	60.00
Parks Furniture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

Key project milestones/updates:

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

STORMWATER DRAINAGE

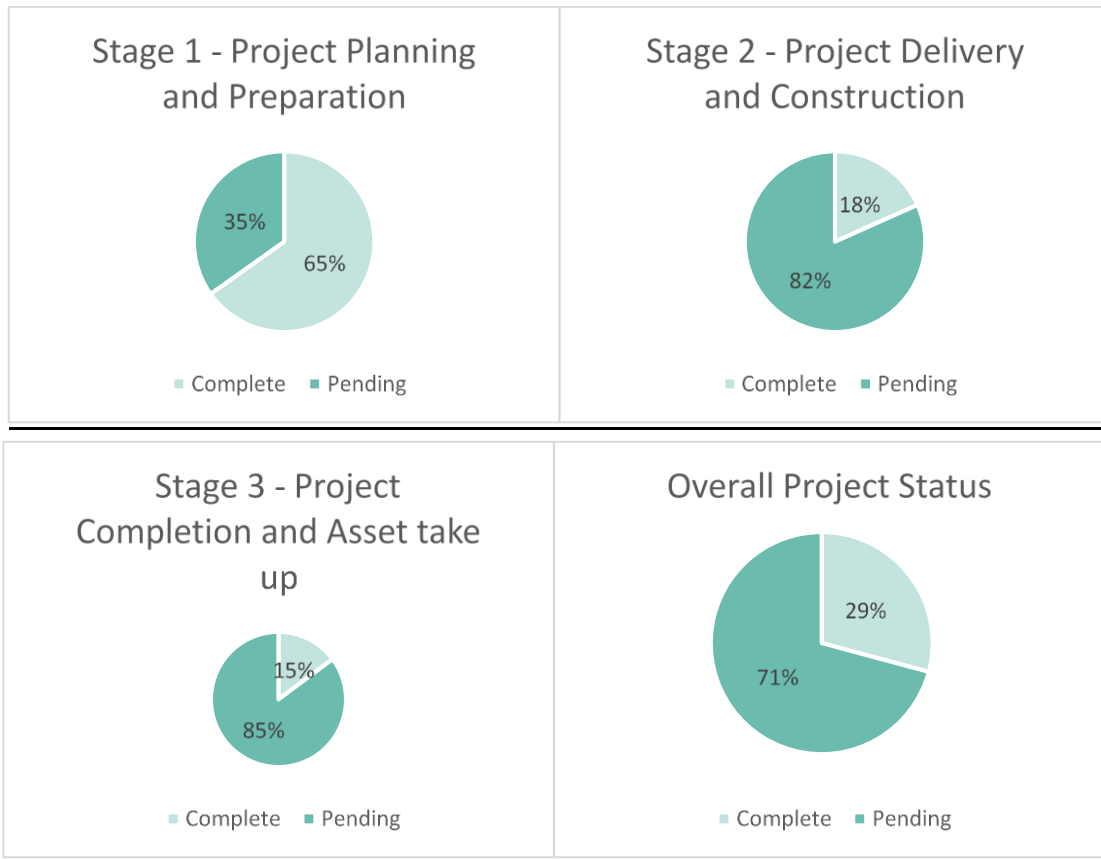


Projects	Status (%)
Rural Road Culverts	50.00
Dart St Outfall	25.00
Gully Pits	37.50
Manhole Covers	40.00

Key project milestones/updates:

- Rural road culvert replacements have commenced.

SPECIAL PROJECTS



SPECIAL PROJECTS Cont.

Projects	Status (%)
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

RECOMMENDATION

That Council:

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

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:

	Elected Member Representatives	Responsible Officer(s)	Current Status
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"> Final concept plan for the hardstand has been developed and funding investigation commenced. Draft discussion paper on freedom camping developed Initial discussion paper for community centre feasibility developing.
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		
TOTAL	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

Date / Location	Matter Raised	Category / Allocated to	Outcome / STATUS
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	CURRENT ACTION – 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	RESULTING ACTION – 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	ACTION – 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

Date / Location	Matter Raised	Category / Allocated to	Outcome / STATUS
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	RESULTING ACTION – 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>CLOSED</p> <p>There are a range of activities and projects that council deliver to engage youth:</p> <p>I am Youth Project – for young girls’ year 7-12 empowering resilience, confidence learning to love who they are.</p> <p>Seven Up Youth Centre – 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>School Holiday Program – trips from young people at low cost for ages 13 – 18</p> <p>Waratah-Wynyard Youth Leaders – 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>Sk8 Competition is a skating competition held each year at the Wynyard skate park</p> <p>Winter Bonfire is aimed at young people and families and is an event developed by young people</p> <p>Work Inspirations is a partnership with Wynyard High School & 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 Youth Week – events are held each year to celebrate Youth Week, this year there will be a Youth Fest event</p> <p>Youth Network Of Tasmania & YTC have mentor programs to enable young people to attend youth specific conference and workshops</p> <p>Building leadership supporting and sponsoring two students to attend the 2019 Youth Parliament for a week in Hobart</p> <p>Tryskills – 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>CLOSED (INCLUDE IN 2020/21 BUDGET CONSIDERATION)</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>CLOSED</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>CLOSED - 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>CLOSED – 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>CLOSED – 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>CLOSED –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>CLOSED - 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

Date / Location	Matter Raised	Category / Allocated to	Outcome
26/8/19 Waratah	Want review of Caravan Park Amenities	Community Activation	CLOSED – 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	CLOSED – 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	CLOSED 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	CLOSED – will be considered when landscape plans are developed for the Boat Harbour Beach Masterplan

REPORTS OF OFFICERS AND COMMITTEES

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"> ☐ Consider implementation of the proposed playground and landscaping elements for the 2018/19 budget; ☐ 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 ☐ 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 	<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"> 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 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"> • Signage to be organised 11/10/19 Expected to be in place prior to summer 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 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 	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>7/11/19 – 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

9.7 MINUTES OF OTHER BODIES/COMMITTEES

Nil received.

10.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

A Council may (by absolute majority resolution) close a meeting or part of a meeting when certain matters are being, or are to be discussed. The grounds for the closure are to be recorded in the minutes of the meeting.

Sub regulation (2) provides the following list of specified matters: -

- (a) personnel matters, including complaints against an employee of the council and industrial relations matters;*
- (b) information that, if disclosed, is likely to confer a commercial advantage on a person with whom the Council is conducting, or proposes to conduct business;*
- (c) commercial information of a confidential nature, that if disclosed, is likely to-
 - (i) prejudice the commercial position of the person who supplied it; or*
 - (ii) confer a commercial advantage on a competitor of the council; or*
 - (iii) reveal a trade secret;**
- (d) contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal;*
- (e) the security of –
 - (i) the council, councillors and council staff; or*
 - (ii) property of the council;**
- (f) proposals for the council to acquire land or an interest in the land or for the disposal of land;*
- (g) information of a personal nature or information provided to the council on the condition it is kept confidential;*
- (h) applications by councillors for leave of absence;*
- (i) relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;*
- (j) the personal hardship of any person who is resident, or is a ratepayer in, the relevant municipal area.*

A Council may also close a meeting or part of a meeting when acting as a Planning Authority if it is to consider any matter relating to actual or possible legal action taken by, or involving, the council.

Any discussions, decisions, reports or documents relating to a closed meeting are to be kept confidential unless the Council or Council Committee, after considering privacy and confidentiality issues, authorises their release to the public.

The chairperson is to exclude members of the public from a closed meeting, but may invite any person to remain at the meeting to provide advice or information.

The chairperson may authorise the removal of any person from a closed meeting if that person refuses to leave; and request the assistance of a police officer to remove that person.

RECOMMENDATION

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

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</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) (h) - Leave of Absence Request - Councillors</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

11.0 CLOSURE OF MEETING TO THE PUBLIC

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

RECOMMENDATION

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

<i>Matter</i>	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) (h) applications by councillors for leave of absence</i>	15 (2) (h)
<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)

12.0 RESUMPTION OF OPEN MEETING
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At pm the Open Meeting was resumed.

13.0 PUBLIC RELEASE ANNOUNCEMENT

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

Min. No.	Subject	Decisions/Documents

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