



**ORDINARY MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

16 September 2024

11 September 2024

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 16 September 2024 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 Duniam
Phone: (03) 6443 8311
Our Ref: 004.01

11 September 2024

Mr Shane Crawford
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 16 September 2024 commencing at 6pm at the Council Chambers, 21 Saunders Street, Wynyard Council chambers, 21 Saunders Street Wynyard.

Yours sincerely



Cr Mary Duniam
MAYOR

TABLE OF CONTENTS

1.0	RECORD OF ATTENDANCE	7
1.1	ATTENDANCE.....	7
1.2	APOLOGIES	7
1.3	LEAVE OF ABSENCE PREVIOUSLY APPROVED	7
2.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	7
2.1	CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING.....	7
3.0	DECLARATIONS OF INTEREST	7
4.0	COUNCILLORS ANNOUNCEMENTS AND REPORT	8
4.1	ANNOUNCEMENTS BY MAYOR.....	8
4.2	MAYOR'S COMMUNICATIONS.....	8
4.3	REPORTS BY DELEGATES.....	9
4.3.1	LOCAL GOVERNMENT ASSOCIATION OF TASMANIA ANNUAL CONFERENCE - COUNCILLOR REPORTS	9
4.4	NOTIFICATION OF COUNCIL WORKSHOPS.....	12
5.0	PUBLIC QUESTIONS AND STATEMENTS.....	13
5.1	RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING	13
5.1.1	K GROGH - RUBBISH COLLECTION FOR LARGE FAMILIES.....	13
5.2	PUBLIC QUESTIONS RECEIVED IN WRITING	13
5.2.1	WARWICK GEE - FOGO	13
5.3	PUBLIC QUESTIONS WITHOUT NOTICE	18
5.4	PUBLIC STATEMENTS RECEIVED IN WRITING.....	18
5.5	PUBLIC STATEMENTS WITHOUT NOTICE	18
6.0	PLANNING AUTHORITY ITEMS	19
7.0	MATTER RAISED BY COUNCILLORS	20
7.1	RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING.....	20
7.2	COUNCILLOR QUESTIONS RECEIVED IN WRITING	20
7.3	COUNCILLOR QUESTIONS WITHOUT NOTICE	20
8.0	NOTICE OF MOTION	20
9.0	REPORTS OF OFFICERS AND COMMITTEES.....	21
9.1	OPEN SPACE, SPORT AND RECREATION PLAN - ANNUAL UPDATE REPORT	21
9.2	CAM RIVER MASTER PLAN - ANNUAL UPDATE.....	28
9.3	PUBLIC INTEREST DISCLOSURE PROCEDURES	34

9.4	COUNCIL MEETING PROCEDURES - REVISION TO INCLUDE ANNUAL GENERAL MEETING GUIDELINES	39
9.5	QUARTERLY INFORMATION REPORT - ORGANISATIONAL PERFORMANCE.....	42
9.6	AWARD OF CONTRACT 821 - ARCHITECTURAL SERVICES NEW CHILDCARE CENTRE	50
9.7	AWARD OF CONTRACT 822 - BOAT HARBOUR BEACH COMMUNITY FACILITY AND FORESHORE PRECINCT PROJECT	54
9.8	FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2024	59
9.9	CAPITAL WORKS BUDGET AMENDMENTS 2023-24.....	70
9.10	FIXING OF COUNCIL MEETING DATES	76
9.11	SENIOR MANAGEMENT REPORT.....	80
9.12	MINUTES OF OTHER BODIES/COMMITTEES	88
	9.12.1 NOTES OF THE ACCESSIBILITY STRATEGY WORKING GROUP- HELD 6 AUGUST 2024	88
	9.12.2 MINUTES OF OTHER BODIES/COMMITTEES - AUDIT PANEL COMMITTEE HELD 6 AUGUST 2024.....	90
	9.12.3 MINUTES OF OTHER BODIES/COMMITTEES - SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PANEL HELD 20 AUGUST 2024.....	93
10.0	MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING	97
11.0	CLOSURE OF MEETING TO THE PUBLIC.....	97
12.0	RESUMPTION OF OPEN MEETING	98
13.0	PUBLIC RELEASE ANNOUNCEMENT.....	98

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 16 SEPTEMBER 2024, COMMENCING AT

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

DIGITAL RECORDING OF COUNCIL MEETINGS POLICY

The Chairman is to declare the meeting open (time), welcome those present in attendance and advise that the meeting will be digitally recorded, in accordance with the Council Policy **GOV.017 – Digital Recording of Council Meetings** to “record meetings of Council to assist in the preparation of minutes and to allow live streaming of Council Meetings.

ACKNOWLEDGEMENT OF COUNTRY

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

1.0 RECORD OF ATTENDANCE

1.1 ATTENDANCE

1.2 APOLOGIES

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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 19 August 2024, 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

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 Council note the Mayors Communications:

MAYOR DR MARY DUNIAM	
14/8/24	TasWater Chair Interviews
15/8/24	LGAT Performance Sub-Committee
18/8/24	Vietnam Veterans event Memorial Service
19/8/24	Live Will Meeting
19/8/24	Council Meeting
22/8/24	Marist College Science Fair – Judging
31/8/24	CR RAW – Wynyard Garden Show Opening and Awards and Prizes Ceremony
2/9/24	Councillor Workshop
3/9/24	Coast FM Radio Interview
4-5/9/24	LGAT Annual Conference
6/9/24	King's Birthday Honours Investiture Ceremony Government House
9/9/24	Councillor Workshop

4.3 REPORTS BY DELEGATES

4.3.1 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA ANNUAL CONFERENCE - COUNCILLOR REPORTS

Supporting Documents: Nil

The following Councillors have provided feedback on key learnings from the Local Government of Tasmania Annual Conference held in Hobart on the 3-4 September.

MAYOR MARY DUNIAM

The following items were noted that at the General Meeting on Wednesday 4th September:

1. LGAT Annual Plan – noted
2. City of Hobart round up – General Manager Michael Stretton spoke about the role of Hobart in the Southern sub-region of Tasmania; provided insight into Council Governance Review with committee meetings being open to the public; they are undertaking multiple services reviews; development of a Climate Ready strategy; and propose the closing of landfill by 2030 as a waste management diversion.

The following Motions were put for decision:

- 2.1 Psychosocial Safety Insurance for Elected Members put by Burnie City Council – Motion passed.
- 2.2 Working with Vulnerable People Card – Eligibility criteria for Councillor Nominees put by Devonport City Council – Motion passed
- 2.3 Amendment of LG Act 1993, Schedule 5 Councillor Allowances put by George Town Council – provision for reimbursement of costs associated with the care of a dependent/s incurred while a councillor is undertaking their duties; and for the Tasmanian Government to draft a model clause for use by councils in allowance policies for the reimbursement of costs of care, to ensure consistent approaches across the sector and to encourage greater diversity in candidates considering becoming elected representatives - Motion lost (25 for, 33 against)
- 2.4 Substantial Commencement of Work put by Circular Head Council – a request for legislative amendment to permit individual councils to define ‘substantial commencement of work’ in the context of local Planning Permit Approvals – Motion passed
- 2.5 Legislative Reform to Effectively Manage the Environmental and Economic Risks posed by Wild and Nuisance Pigs put by Central Coast Council – Motion passed.

Multiple items for noting – Updates provided by LGAT officers.

Speakers:

1. Saul Eslake (Economist in Australian Financial Markets, including Chief Economist with a variety of Banking Groups in Aust and NZ, currently provided an Independent Review of Tasmania’s Public Sector Finances, publicly published in August 2024): Provided a deeply concerning insight into the vagaries and decision-making processes of the incumbent State Liberal Government with strong recommendations for a way forward to ensure a durable future for Tasmania.

-
2. Dr Lisa Denny (Demographer): provided insight into the dynamics of Tasmania's demographics and its impact on industry and the economy into the future from a local government perspective.
 3. The Hon Nic Street – Local Government address: with a focus on local government reform.
 4. Ben Wallis and Nic Stephen: "Authenticity" A great place to start, a terrible place to end – a presentation about how leaders must adapt to be effective in order to succeed. The powerful place to end is where authentic leaders recognise it is not about them.
 5. Panel Discussion moderated by Mayor Paula Wriedt: The Hon Lara Giddings OA, Cath Hughes and Dr Michael Lester – the discussion focus was on minority governments, past experiences, their successes and failures.

Overall, this Conference was an excellent opportunity for networking with other Councillors and to discuss common issues and possible solutions.

DEPUTY MAYOR CELISA EDWARDS

On the 4th and 5th of September, I attended the Local Government Association of Tasmania's State Conference in Hobart. The topic for this year's Conference for 2024 was "Navigating A Shifting Landscape".

Now one would wonder how the topic would evolve around Shifting Landscapes, but after the 1st day I could see the Landscapes that would be shifting over the next few years.

Great presenters with very heavy content for the future. We firstly had Dr Lisa Denny, Unprecedented Times: Projected Population Change in Tasmania from a Local Government Area Perspective. Dr Lisa Denny gave us insight and predictions for future populations for Tasmania and our Municipal Areas.

This information will help towards planning, infrastructure and strategic planning to help keep people in our state and municipal areas. To be on the front foot in our planning for the future, in liveability skills, people and sustainability. To include services to cater to keep and attract the working population to our area.

Saul Eslake was another presenter: The Outlook for Tasmania's Economy and State Finances. I could not take notes for this presentation, but just listened.

The take home was as a council, for future planning, we will need to understand that the funding may not be available or freely given for the projects we are looking at, and we will need to possibly make even harder decisions to go ahead with some projects knowing the State Governments budget is not going to be freely flowing with grants and funding. That is definitely a Shifting Landscape.

Lastly Presenters Ben Wallis and Nic Stephens from youwho, presenters in authentic leadership for both personal and professional development. 3 areas below they worked in.

A1 - Authentic to self -To lead authentically is to know who we are and in our own identity. We cannot lead trying to be authentic whilst trying to be someone else. Being true in our own genuineness, identity, character and humility. These qualities enable us to tap into who we are with a bigger sense of purpose.

A2 - Allied Leadership - To work side by side around our council table. Peer to peer and being able to go and discuss discrepancies, peer to peer firstly, rather than leadership above

stepping in. To work alongside functionally for better results, accountability, commitment as a team. Being able to have healthy conflict around the table, diverse healthy (topic) and debate.

If we don't have trust, we can't have healthy conflict. In this area when decisions don't go our way there can be disharmony, but we are still part of a team, and need to accept the diverse functionality around the table. To be able to function as part of a team, debate the topic and have diverse healthy conversations around the table, brings Trust = Credibility-Reliability-Intimacy.

A3 - Adaptive Leadership. This area we as leaders need to be adaptive and flexible in our leadership if circumstances change. Being relevant and impactful, not always being focussed on this way, is the only way. We need to be able to adapt if conditions of the community mood and cultural trends change.

Nic and Ben were able to bring all the above together to being our authentic self, Inside-out, for the communities' interest, Outside-in as we share the challenges Side-by-side for our Navigating a Shifting Landscape moving through 2024 and beyond.

4.4 NOTIFICATION OF COUNCIL WORKSHOPS

RECOMMENDATION

That Council note the following Workshops:

2/9/24	Reconciliation Action Plan – update Vegetation Framework Annual General Meeting Guidelines LGAT draft Dispute Resolution Policy
9/9/24	Forestry Differential Rating Tulip Festival LGAT Conference overview Black Spot Funding

Councillor attendance 13 August 2024 – 9 September 2024 (updated to 9/9/24)

	Ordinary Meetings 2023/24 (2)	Special Meetings / AGM 2023/24 (0)	Workshops 2023/24 (7)	Community Conversations 2023/24 (0)	Weeks Leave Approved
Mayor Mary Duniam	2	0	6	0	0
Deputy Mayor Celisa Edwards	1	0	6	0	0
Cr Gary Bramich	2	0	6	0	0
Cr Andrea Courtney	1	0	5	0	0
Cr Kevin Hyland	2	0	6	0	0
Cr Michael Johnstone	2	0	5	0	0
Cr Leanne Raw	2	0	5	0	0
Cr Dillon Roberts	2	0	6	0	0

5.0 PUBLIC QUESTIONS AND STATEMENTS**5.1 RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING****5.1.1 K GROGH - RUBBISH COLLECTION FOR LARGE FAMILIES****QUESTION**

Ms Krogh of Wynyard noted her understanding of the reasons for introducing FOGO but noted that since general waste has changed to fortnightly, she is having to make multiple trips to the tip. She noted that she has six children and her sister has eight and that only one bin per fortnight is causing problems for both families. She asked if council could look at how this problem could be resolved.

The Director of Infrastructure and Development Services advised he would follow up with Ms Krogh to discuss the issues for larger families

OFFICERS RESPONSE

The Chief Executive Officer of Dulverton Waste Management has agreed to meet with Ms Krogh and work through options available.

5.2 PUBLIC QUESTIONS RECEIVED IN WRITING**5.2.1 WARWICK GEE - FOGO****QUESTION**

Mr Warwick Gee forwarded the following questions and comments for consideration:

With the lead up well before the implementation of the FOGO bins. Council wanted residents to understand that composting their kitchen food & garden waste was the way to go to ensure less landfill, along with larger amounts of green garden waste be taken to tip to also be made into compost & kept out of landfill.

Decision making as to FOGO.

Might sound great in theory. but in practicality for all residents decisions are clearly lacking in a lot of residents cases, & denies acknowledgment of those who complied to WWC wishes to manage all their own green waste as per WWC suggestion & direction had been up until the idea FOGO was born. Therefore belittling the efforts of those who do "NOT" need the FOGO bin. Saying to these people that the FOGO bin is only an extra \$11 dollar cost is not the case. It's a \$95 cost which has halved their solid waste service meaning they are paying double for half the service & still having to take solid waste to the WWC tip. WWC rates FOGO fee should be waived or an opt out option made available along with FOGO bin removal from these properties. Or replace the lid on these bins so as to be used for solid waste.

Being told at Waratah Wynyard council offices, that the fee "WILL NOT BE WAIVED" does not sit well with me nor other residents who do not need the FOGO bin or the service, which has been forced onto them without a choice! Especially after WWC pushed the idea of composting for which these residents complied & are now being charged a fee unfairly.

Poor decision making WWC....

My questions to Waratah Wynyard Council members, to which I & many others are seeking answers.

Those that not need FOGO....

1. What is council going to do to recognise & reward those residents who followed WWC wishes in regards to composting & who also personally remove their green waste to WWC tip whom do not need the FOGO bin?

Those residents whom have heeded the advice from "Council" & implemented their own composting regime at their properties & do not need the FOGO bin, what incentives are council going to allow for these residents?

Are council going to acknowledge that those residents who have no need for the FOGO bin need recognition by rewarding them by removing the FOGO cost from their rate's & reimbursements made to those residents?

Or allow for these residents to opt out? Then council can come pick up these bins.

The other option be removal of the FOGO bin fee & replace the lime green lids with dark green lids so they can be used as solid waste bins as needed.

As I understand some residents are considering or might have already organised.

Also along the same lines...

2. What are council going to do for those who live in units & do not need the use of FOGO bins?

Maybe in larger complexes there be a couple of bins to share rather than one each & reduce the cost by sharing costs across the complex. Having a bin each with only a small amount in the bottom that will more than likely be stuck to the bottom because of condensation or food moisture. Placing food waste in a plastic bag then into FOGO bins would not suit green waste composting, but would keep bins clean & infection free.

If not answered previously...

3. What are council going to do for those residents who need the weekly kerbside solid waste bin pickup?

These residents from in town & rural areas are now doing tip runs on the off week which is not "green" in any way, as instead of one truck picking up all solid waste bin's weekly in the areas they service, now many are running to the tip fortnightly for which they already pay for in rate tip fee as it is. Especially for those who did not need to do any tip runs previously.

Council has gone from, residents, do the right thing by composting at home & take green waste to tip to keep it out of landfill. To now, whereby those residents who have complied prior to the enforced FOGO bin regime, now have a fee in rates for what we residents do "NOT" need as we are already doing what WWC pushed, in keeping green/food waste out of landfill. Council's/councillors decisions in this case has forced residents to waste time & fuel doing tip runs to remove solid waste which previously was totally unnecessary. then on top of this forcing residents to pay for FOGO bins they don't need, whilst at the same time halving the kerbside solid waste bin pickup. Which is problematic for those with larger families who need this service weekly?

Note; seeing these residents are now taking to the tip what use to be picked up weekly, means not only are these residents putting greenhouse gases into the environment through extra driving but also adding more cost, to WWC for the removal of solid waste bulk bins

from council tip. Therefore bulk bin removal costs be going up. Which will be passed on to residents with higher rates over time?

Green waste reduces itself whether in landfill or not, becoming a minuscule amount in comparison within months in some cases.

FOGO bin might seem a “good idea” but its practicality does not match its forced implementation on those residents who complied to council urges & promotion to compost at home & do their own green garden waste removal to tip. Then WWC halved solid waste pick-up!...!!!

Safety issues!

4. Can WWC notify “Telstra” or delegate someone in WWC to contact Telstra about all their pits around Wynyard that have collapsed or sunken?

Lids that no longer sit flush with footpaths & as such are trip hazards whereby being a public safety issues.

Rather than have employees tell concerned residents “it’s a Telstra issue”. Yes it might be a Telstra issue but there are many & they need replacing for safety of residents so WWC being proactive & notifying Telstra you’d think would be what WWC would promote.

Councillors have been elected by those who want them to represent the residents of Waratah Wynyard. Part of the responsibility to residents is to reduce costs wherever & whenever possible & therefore reduce rates. Maybe an internal audit of people &/or positions to show reason why each position is actually necessary & truly needed, from top to bottom to see who are not truly value adding?

Can see the value of those in the ground doing the works around town.

Rates....

5. What services do our rates provide to residents, that are truly beneficial?

Why are rates so high?

Why do rates need to be so high?

What was budgeted for with this rise in rates?

Seems the more council gets, the more they want to spend. With the new property valuations council has a bonus. Maybe a return to rate paying residents!!!

To be truly fair across the board to all land/property owners, land size only should be a way to work out rates. What house is built on a property does not reflect or equate to the services each property uses. A million dollar residence/property with one resident will not use as much of council services as compared to a lesser valued property with a larger family. Rates should only reflect the land size or land value not the house value or rates should take into account the number of residents at each property to be truly balanced & fair across the board.

It could be said that those in larger valued houses with less people living at them are being discriminated against. Larger properties does not mean more use of council services!!!

Better council budgeting & value adding personnel auditing to reduced rates should be on top of council agenda.

OFFICERS RESPONSE

All diversion of waste from landfill is beneficial in terms of cost and to the environment. Part of the benefit of kerbside FOGO collection is that those who are unable to transport green waste to the transfer station easily can now use a kerbside collection service without the material ending up in landfill.

Following a period of public survey and consultation during the creation of the Waste Strategy, Council resolved to introduce the FOGO collection service to all urban collection area households in Somerset, Wynyard, Boat Harbour and Sisters Beach, so as to spread the cost of the service to benefit the whole of community.

During the lead up to the implementation of the service, Council conveyed the cost to implement FOGO would be moderate. Council reduced the cost of the waste collection rate from \$190/year to \$106/year to reflect the change to a fortnightly collection and enable FOGO at a cost of \$95/year which is a net increase of \$11/year.

Council do recognise there is a minority of households that do not feel the service will be of much benefit to them. It is hoped however, that in time given the option to remove organic matter including weeds and other difficult to deal with vegetation from the waste to landfill stream people will feel more comfortable with and accepting of the service.

To introduce FOGO with as minimal a financial burden as possible, Council determined to make the service mandatory so that each household within the serviced area would share the overall cost equally irrespective of the level of individual use of the bin. Household variability of use and equal cost sharing of FOGO is the same approach Council has with the current waste and recycling bin service.

The State Waste Levy was introduced by the Government to encourage a reduction in waste to landfill, thus providing economic and environmental benefit for all Tasmanians and Levy funds are directed back to the regions for broad waste management initiatives such as education in schools, household hazardous waste collections and other regional programs to improve environment and reduction to landfill outcomes. The state waste levy is forecast to increase over time which will increase the cost of material going to landfill, therefore incentivising waste diversion.

By implementing FOGO Council will divert approximately 30-40% of the total kerbside waste stream from landfill which significantly reduces greenhouse gas emissions and will save on the levy payments to the State which mitigate future waste management cost increases as the levy increases.

In regard to issues with Telstra pits in the footpath or other public areas there is a phone number that any member of the public can use to report these, 13 22 03. There is also a website to directly lodge any issues [Report damages to Telstra equipment - Telstra](#)

While Council is not responsible for the maintenance and upkeep of Telstra infrastructure (this is obviously a Telstra responsibility), Council officers do report damage found that poses a safety concern.

In regard to Councils rating strategy, Council currently rates property owners for two different types of rates and charges, firstly general rates which are charged to fund many of Council's services such as road maintenance, maintenance of Council's parks and reserves, sporting grounds and community facilities, provision of public toilet infrastructure and community events.

The second type are service rates and charges which are charged to a property based on the service provided to that property. These charges include waste collection charges and stormwater drainage charges.

Council is mindful of the impact of rate increases on ratepayers and has had quite low rates increases over the 5-year period 2019-2024 with Council's average general rate increase being 2.27% over this period, compared to an average CPI increase of 3.92%.

Council's Financial Management Strategy sets a target to have its rates and charges per head of population at 20% below the state average, and less than the average for Small Urban Councils.

Council has continued this lower rating for the current rating year with a general rate increase of 2.95% in 2024-25.

5.3 PUBLIC QUESTIONS WITHOUT NOTICE

5.4 PUBLIC STATEMENTS RECEIVED IN WRITING

Nil received.

5.5 PUBLIC STATEMENTS WITHOUT NOTICE

6.0 PLANNING AUTHORITY ITEMS

THERE ARE NO PLANNING AUTHORITY ITEMS ON THIS AGENDA

7.0 MATTER RAISED BY COUNCILLORS**7.1 RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING**

Nil received.

7.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING

Nil received.

7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE**8.0 NOTICE OF MOTION**

Nil received.

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 OPEN SPACE, SPORT AND RECREATION PLAN - ANNUAL UPDATE REPORT

To: Council
Reporting Officer: Community Development Officer
Responsible Manager: Manager Community Activation
Report Date: 7 August 2024
File Reference: 001
Enclosures: Nil

RECOMMENDATION

That Council note the annual status update on progress of the Open Space, Sport and Recreation Plan 2017-2027.

PURPOSE

To provide an annual update on the current status of recommendations contained in the Open Space, Sport and Recreation (OSSR) Plan 2017-2027.

BACKGROUND

The OSSR plan is a major planning initiative to provide an evidence-based long-term direction for the planning and management of the open space networks, including recreational and sporting grounds, and associated community facilities. OSSR covers both the Waratah-Wynyard and Circular Head municipal areas for ten years, from 2017 to 2027.

The Plan provides:

1. An open space, sport and recreation classification hierarchy based on catchment and function;
2. Standards for supply of open space, sport and recreation grounds, facilities and assets;
3. An open space, sport and recreation supply and demand analysis;
4. Master planning for identified key open space, recreation facilities and/or sports grounds. Specifically:
 - a. Wynyard Recreation Precinct;
 - b. Frederick Street Reserve;
 - c. Somerset Recreation Precinct.
5. A comprehensive community engagement process; and
6. A prioritised and costed set of actions to achieve overall open space, sport and recreation vision and goals.

The vision for open space, sport and recreation in Waratah-Wynyard is:

“A diversity of recreation opportunities that enhance participation in physical and social opportunities, livability, the health and wellbeing of all residents and the economic, environmental, and social sustainability of the region. These are delivered and promoted in a sustainable manner in partnership with other providers and users and attract new residents, businesses, and visitors to the region.”

OSSR was adopted by Council on 19 September 2017. The plan was developed by @leisure which is one of Australia's largest and leading sport, leisure and open space consultancies. The OSSR plan was approved for public release by the Council at its meeting on 17 July 2017 and subsequently underwent a public engagement process over a seven-week period concluding on Friday 1 September 2017.

As part OSSR, the following papers were also developed to provide specific recommendations and detailed findings in key areas:

1. **Demand and Consultation Findings**
2. **Open Space Planning Framework**
3. **Locality Analysis**
4. **Issues Papers including:**
 - a. Camping Issues Paper
 - b. Off-road Trails Issues Paper
 - c. Community Meeting Places / Halls Issues Paper
 - d. Public Toilets Issues Paper
 - e. Occupancy Agreements Issues Paper
 - f. Destination Play Spaces
 - g. Acquisitions and Disposals
5. **Master Plans for three sites:**
 - a. Wynyard Recreation Ground and Sporting Precinct
 - b. Frederick Street Recreation Reserve
 - c. Somerset Sport & Recreation Precinct

DETAILS

Council is now seven years into its ten-year plan. Of the 204 recommendations made in the OSSR Plan, 188 (92%) have now been completed/actioned or have become standard business practice.

Progress and actions in the last year include:

1. Continuation of work with Wynyard High School and key stakeholders on the Wynyard Sporting Precinct.
 - I. Construction of Oval 3 with upgrades to lighting and irrigation has been completed.
 - II. Detailed design for the training facility has gone out to tender. Continued liaison with stakeholders.
2. The Boat Harbour Beach Masterplan tender has closed. The report has been received by Council and works are expected to start at the end of the calendar year.
3. Somerset Sports Precinct Masterplan has been formally adopted by Council. Grant funding is being sought. Works will commence by the end of the year.

-
4. Table Cape Lookout upgrade planning continues. Once reserve assessments are received, detailed design will take place.
 5. Coastal Pathway Burnie to Wynyard is coming to completion.
 6. Progression of further Cam River Masterplan actions.
 - I. Installation of public art in the place of the old playground has occurred.
 - II. Plant screening trees/shrubs adjacent the amenities block has occurred.
 7. Erosion works have begun at ANZAC Park to protect council assets. Planting and sand fencing has commenced.
 8. Waratah Falls viewing platform has been completed. Additional way finding signs have been installed.
 9. Construction of Waratah Pedestrian Bridge has been completed.
 10. A Working Group has been established to develop the Frederick Street Sports Complex Masterplan. Draft design work underway.
 11. The feasibility study for a pathway between Wynyard and Stanley has been completed. A report has been received by Council and a presentation to Councillors will be scheduled.
 12. Langley Park clubrooms have had LED lighting installed.
 13. Drainage Improvements at Somerset Recreation Ground have been completed.

Oval 3 complete



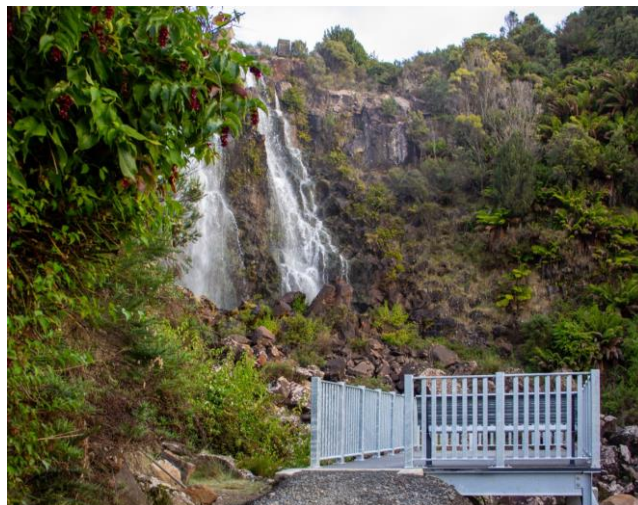
Planting and sand fencing – erosion mitigation ANZAC Park



Coastal Pathway – close to completion



Waratah Waterfall Viewing Platform



Key actions included in Annual Plan and Budget Estimates for delivery in 24/25:

1. The Boat Harbour Beach Masterplan to commence civil and building works.
2. The Somerset Sports Precinct to begin works.
 - i. Design work to commence for new public toilets, player amenities and lift. Complete re-fit of downstairs including walls, joinery, painting, umpire amenities.
 - ii. Construct four new towers and LED lights, with allocation for geotechnical report and electrical capacity upgrade.
 - iii. Renewal and upgrade of existing synthetic wicket.
 - iv. Concept planning for indoor stadium.
3. Council to deliver an active living revegetation of the parkland at the Smith Street Park, Waratah.
4. Frederick Street Reserve Sports Complex to finalise draft masterplan.
5. New Wynyard childcare facility to develop a detailed design.
6. Public Toilet to be established in Yolla – late 2024.
7. Complete the establishment of a Dog Park and RV park in Wynyard.
8. Wynyard Training Facility to develop a detailed design.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
1.2 We maintain and manage our assets sustainably.
Our Priorities
3.1.2 Promote and strengthen community safety to retain and attract families to live and recreate in Waratah-Wynyard.

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
1.1 We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.1.2 Strengthen our communication with the community using diverse communications channels relevant to the demographic.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Tourism	Memorable visitor experiences all year round – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
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.
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.

Council Strategy or Plan Reference

Council Strategy or Plan
Waratah Community Plan
Destination Action Plan
East Wynyard Foreshore Master Plan
Central Area Development Plan
Age Friendly Communities Plan 2019-2024
Y Plan – (Youth) 2019-2024
Community Health and Wellbeing Plan 2019-2024
Strategic Asset management Plan
Tourism Plan (2011- 2020)
Communication and Engagement Strategy 2019/2021
Boat Harbour Beach Master Plan
iCEP
Cam river Masterplan
Open Space, Sport and Recreation Plan 2017-2027

POLICY IMPLICATIONS

There are no policy implications as a result of this report. Policy and/or guideline documents may be required as a part of individual projects and will be addressed at that time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications as a result of this report. Environmental reports or impact studies may be required as a part of individual projects and will be developed or addressed as appropriate.

FINANCIAL IMPLICATIONS

There are many financial implications in addressing the recommendations within the OSSR Plan, managed following the usual budget approval processes.

RISK IMPLICATIONS

There are no risk implications as a result of this report. There may be risks associated with individual OSSR projects that will be addressed following the usual process.

CONSULTATION PROCESS

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

CONCLUSION

It is recommended that the status update on the Open Space, Sport and Recreation Plan 2017 - 2027 (the OSSR Plan) actions/recommendations be noted.

9.2 CAM RIVER MASTER PLAN - ANNUAL UPDATE

To: Council
Reporting Officer: Manager Recreational Planning and Environment
Responsible Manager: Director Infrastructure and Development Services
Report Date: 5 September 2024
File Reference:
Enclosures: 1. Cam River Reserve Master Plan - Action Status Report 2024 

RECOMMENDATION

That Council note the annual status update on the progress of the Cam River Reserve Master Plan.

PURPOSE

To provide Council with an annual update on the status of the actions contained within the Cam River Reserve Master Plan (CRiMP).

BACKGROUND

In Council's 2019/20 Annual Plan, Council recognised the need to develop a master plan for the Cam River Reserve. The plan provided an opportunity to review the currency of the previous Landscape Development Plan (adopted in 2012) and to address possible future changes that could impact on the reserve, such as the renewal of the vehicular bridge by the Department of State Growth. Following a three-week consultation process, 39 comments were received from the community and considered prior to the master plan being adopted by Council in July 2020.

The CRiMP provides Council with a clear vision for the future development and management of the area. The reserve is recognised as a significant parkland in Waratah-Wynyard, and it will continue to be developed as a naturally beautiful riparian reserve for relaxation, leisurely activity, and social interaction. The master plan sets out to address key objectives of managing safety and pedestrian circulation, enhancing, and protecting the natural values of the reserve and creating a natural entrance to the eastern side of the municipality.

DETAILS

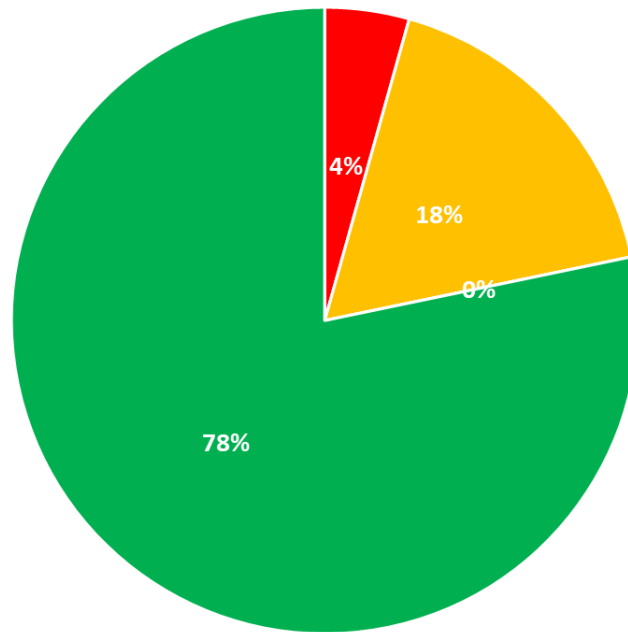
The CRiMP proposed a series of actions to cover the elected themes of safe access and circulation; relaxation and amenities; nature, art, and design; and passive recreation.

A detailed update of the activities undertaken against each action has been included in the table attached to this report.

Of the 23 actions, eighteen have been 'completed' and one action has 'not started'. The 'not started' action (solar bollard lighting) is dependent on the completion of the footpath upgrades project which is also reliant on the completion of the Department of State Growth bridge works before it can progress.

Cam River Management Plan - Progress Update

■ Not Started ■ In Progress ■ Ongoing ■ Complete



There are four actions currently 'In Progress'; all of which are intended to be delivered during this current financial year, subject to the Department of State Growth the Cam River Bridge works.

It is noted that one action (installation of drinking fountains and outdoor shower) has been set aside and therefore marked 'complete'. This is due to the inability to undertake the bay reclamation works (due to ecological risks), where the works were proposed to be undertaken. It is also noted that Council has not received significant demand from the community for either of these items.

A summary of the key achievements to note for the previous 12 months include:

A pedestrian underpass has been opened alongside the new vehicle bridge over the Cam River. The provision of this underpass has been negotiated with the Department of State Growth to ensure safe and easy connectivity between the Cam River Reserve, Anzac Park and the beach.



This year also saw the completion of new boat-themed interactive public art, comprising of a total of ten sculptures. Seven 'story oars' frame the site, which were developed by students from Kinder – Grade 6 at the Somerset Primary School and depict the story of Cam River over time. The process of involving the children stretched over a period of 7 weeks, and provided children with creative opportunities to design images, symbols and even a song around different elements of Cam River. Three metal sculpture boats are also a key feature of the scene, and includes a 3m canoe, 4m outrigger and 5m outrigger with sail.



Planned actions to be delivered during the 2024/25 financial year are:

- Renew and upgrade the riverside path to shared pathway standards (Stage 2).
- Construct safety fence and plant hedge.
- Create municipal entrance feature by planting woodland at the northern end of reserve.
- Installation of safety signage as recommended in the 2024 Coastal Risk Assessment and Treatment Plan (developed by Surf Life Saving Tasmania).

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 3: Connected Communities
Desired Outcomes
3.3 Our natural and built environment aids the community with an active and healthy lifestyle.
Our Priorities
3.1.2 Promote and strengthen community safety to retain and attract families to live and recreate in Waratah-Wynyard.

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
4.3 We provide recreational opportunities to the community for all ages and abilities.
Our Priorities
4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in recreation.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Natural resource management	Managing abundant, natural and productive resources – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this update. Individual projects undertaken as part of the CRiMP's recommendations will be subject to the Council's standard budget approval process.

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

The original master plan had proposed to deliver all actions by the end of the 2024/25 financial year. However, significant disruption to the delivery timeline occurred during the lengthy construction delays for the Cam River bridge which has put the completion of the master plan at risk of extending beyond the original timeline. Council has endeavoured to minimise the impact of these unexpected delays and is forecasting to have one action remaining by the end of 2024/25 (solar bollard lighting). This project will be included for consideration as part of the 2025/26 capital budget deliberations.

It is therefore recommended that the Council note the annual status update on the progress of the Cam River Reserve Master Plan.

9.3 PUBLIC INTEREST DISCLOSURE PROCEDURES

To:	Council
Reporting Officer:	Governance Officer
Responsible Manager:	Director Governance and Information Systems
Report Date:	23 August 2024
File Reference:	Governance - Policy - Council Policies
Enclosures:	1. Public Interest Disclosure Procedures Ombudsman Approval - 2024 Review 
	2. Revised Public Interest Disclosure Procedures - 2024 

RECOMMENDATION

That Council note the Public Interest Disclosure Procedures, as adopted by Council and submitted to the Office of the Ombudsman in May 2023, have been approved by the Ombudsman in August 2024.

PURPOSE

The purpose of this report is to update Council's existing Public Interest Disclosure Procedures.

BACKGROUND

The *Public Interest Disclosures Act 2002* (the Act) is Tasmania's whistleblowing legislation.

The purpose of the Act is to:

- Encourage and facilitate disclosures of improper conduct by Tasmanian public officers and public bodies.
- Protect persons making those disclosures and others from reprisals.
- Provide for the matters disclosed to be properly investigated and dealt with.
- Provide all parties involved in those disclosures with natural justice.

The Ombudsman has several functions under the Act, including preparing and publishing guidelines and standards.

The Ombudsman's guideline sets out the key requirements for public bodies in relation to public interest disclosure procedures. It provides the minimum standard for what must be included in those procedures.

All public bodies are required to develop and publish procedures to handle public interest disclosures which comply with the Ombudsman's guidelines and standards. Large public Bodies must submit their procedures for approval on establishment and then at least every three years.

Council last reviewed and adopted its procedures in May 2023 subject to approval from the Office of the Ombudsman.

The General Manager has delegation to apply the procedures in line with the *Public Interest Disclosures Act 2002*.

DETAILS

Model Procedures

All public bodies are required to develop and publish procedures to handle public interest disclosures which comply with the Ombudsman's guidelines and standards.

The procedures are designed to complement normal communication channels between supervisors and employees. Employees will continue to be encouraged to continue to raise appropriate matters at any time with their supervisors, and to use existing grievance procedures within the organisation where appropriate.

The procedures relating to disclosure include:

- To whom a disclosure should be made.
- That the discloser does not have to know or say that they are making a disclosure under the Act.
- The requirement for a risk assessment relating to potential harm to the discloser.
- An assessment as to whether the disclosure is a public interest disclosure – how this is to be done and who is to do it.
- An assessment under section 64 as to whether a public interest disclosure may not have to be investigated – how this is to be done and who is to do it.

The procedures relating to investigations include:

- The appointment of the investigator.
- Terms of reference, and who is to issue them.
- The need for an investigation plan, and what it should address.
- How the investigation should be conducted.
- Referral to the Ombudsman and Tasmania Police, when this may be necessary, and who should decide.
- The maintenance of contact with the discloser and the Ombudsman.
- The action to be taken after the investigation – who is to do what.

The revised procedures continue to allow protections from reprisal including steps that must be taken to support, and protect the welfare of, the discloser and witnesses including developing a support plan. The procedures if followed allow for procedural fairness and natural justice.

Revisions to the Document

The Public Interest Disclosure Officers have been altered due to staff changes and are now proposed to be Council's Governance Officer and Director Governance and Information Systems.

Administrative changes have been made to ensure the current version of the document is in line with the current template provided by the Ombudsman.

Clarity has been added regarding protections for disclosers ensuring that all reasonable steps will be taken to protect people who make sure a disclosure, and to protect their welfare. Protection from reprisals will occur on all occasions a genuine disclosure is submitted.

Changes as requested by the Ombudsman detailed in the letter dated 22 August 2024 have been made.

STATUTORY IMPLICATIONS

Statutory Requirements

The *Public Interest Disclosures Act 2002* (the Act) governs the public interest disclosures for public bodies.

Briefly, the Act works in this way:

- it gives certain people – public officers and contractors – the right to make disclosures about improper conduct or detrimental action to certain integrity agencies, other persons, and bodies (Part 2 of the Act, particularly s 6);
- it provides certain statutory protections for protected disclosures, even if the discloser does not reference the Act (Part 3);
- it dictates how the recipient of the disclosure is to deal with it (Parts 4 to 8);
- it treats the Ombudsman as the oversight agency in relation to the operation of the Act, including the default investigator, monitor of investigations by public bodies, and setter of standards under the Act;
- where the disclosure is handled by the Ombudsman or a public body, it requires a determination as to whether the protected disclosure is a public interest disclosure (ss 30 and 33);
- subject to exceptions, it requires investigation by the Ombudsman or public body of any public interest disclosure (ss 39 and 63);
- it requires such investigation to be conducted as soon as practicable, but if it is being conducted by a public body, not more than six months from the date of the determination that the disclosure is a public interest disclosure (ss 39A and 77A);
- it controls the way a disclosure is investigated, and provides investigative powers; and
- in the case of an investigation by a public body which results in a finding that the alleged conduct occurred, it requires the public body to take action to prevent that conduct from continuing or recurring, and to take action to remedy any harm or loss which may have arisen (s 75).

Powers of the Principal Officer are covered by *Section 62A and 62B* of the Act which states:

62A. Role of principal officer

- (1) *The principal officer is responsible for –*
- (a) preparing procedures for approval by the Ombudsman; and*
 - (b) receiving public interest disclosures and ensuring they are dealt with in accordance with this Act; and*
 - (c) ensuring the protection of witnesses; and*

(d) ensuring the application of the principles of natural justice in the public body's procedures; and

(e) ensuring the promotion of the importance of public interest disclosures, including general education of all staff about the legislation, and ensuring easy access to information about both the legislation and the public body's procedures; and

(f) providing access, for persons making a disclosure and others involved in the process of investigation, to confidential employee assistance programs; and

(g) providing access, for persons making a disclosure and others involved in the process of investigation, to appropriately trained internal support staff.

- (2) The principal officer of a public body is to appoint one or more persons as public interest disclosure officers.
- (3) A public interest disclosure officer may be appointed for a period not exceeding 3 years and may be reappointed for further periods not exceeding 3 years.
- (4) Prior to the appointment or reappointment of a public interest disclosure officer, the principal officer must ensure that the officer to be appointed or reappointed has the skills and knowledge to fulfil the role of a public interest disclosure officer.

62B. Delegation by principal officer

- (1) The principal officer may by instrument in writing delegate to a public interest disclosure officer specified in the instrument the performance or exercise of such of his or her functions or powers under this Act (other than this power of delegation) as are specified in the instrument, and may, by instrument in writing, revoke wholly or in part any such delegation.
- (2) Notwithstanding any delegation under this section, the principal officer may continue to perform or exercise all or any of the functions or powers delegated.
- (3) Any act or thing done by or to a delegate while acting in the exercise of a delegation under this section has the same force and effect as if the act or thing had been done by or to the principal officer and is taken to have been done by or to the principal officer.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
1.4 We cherish fairness, trust and honesty in our conduct and dealings with all.
Our Priorities
1.5.2 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
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

These previous procedures adopted by Council in January 2021 will be superseded.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

- Legislative compliance
Council must adopt a Policy that embodies the requirements of the Act. By adopting the model guidelines, the risk of the Policy's non-compliance is low. If the Guidelines are followed Council will comply with the provisions of the Act. Training will occur to ensure the requirements are fully understood across the organisation.
- Reputational Risk
Instances of improper conduct can be costly to Council's reputation and may damage the public's confidence in the integrity of Council.



CONSULTATION PROCESS

There are no consultation requirements as a result of this report. The procedures have been submitted to the Ombudsman for review to ensure they meet the objectives of the Act and the Guidelines and Standards published by the Ombudsman under s 38(1)(c).

CONCLUSION

That Council note the updated Public Interest Disclosure Procedures approved by the Ombudsman as presented.

9.4 COUNCIL MEETING PROCEDURES - REVISION TO INCLUDE ANNUAL GENERAL MEETING GUIDELINES

To: Council
Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 27 August 2024
File Reference: 0101
Enclosures: 1. Annual General Meeting Good Practices Guidelines March 2024 
2. Council Meeting Procedures - Revised to include Annual General Meeting Requirements 

RECOMMENDATION

That Council adopt the revised Council Meeting Procedures with the inclusion of Annual General Meeting Procedures as presented.

PURPOSE

Section 18 of the *Local Government Act 1993* requires Council Meetings to be conducted in accordance with prescribed meeting procedures. These prescribed procedures are detailed in the *Local Government (Meeting Procedures) Regulations 2015*.

The existing meeting procedures have been updated to include the existing procedures for the conduct of Council's Annual General Meeting.

BACKGROUND

Council currently conducts its Council Meetings in accordance with the *Local Government (Meeting Procedures) Regulations 2015* (the Act).

Council currently conducts its Annual General Meeting mostly in-line with the *Local Government (Meeting Procedures) Regulations 2015*(Act) and its *Council Meeting Procedures - GOV.009*.

To provide further clarification, an administrative update to the existing Council Meeting Procedures to include the specific details for the AGM have been included.

DETAILS

Under the *Local Government Act 1993* (Act) Section 72B, a council must hold an AGM before 15 December each year.

In March this year the Office of Local Government, Department of Premier and Cabinet provided a Good Practices Guide for the conduct of Annual General Meetings; Council's current practices for the conduct of its AGM meet all the requirements stated in this document.

For further clarification the existing meeting procedures have been expanded to include the procedures for conducting the AGM.

Council is also in the process of developing a AGM Guidelines document which will include the relevant details from the Council Meeting Procedures for simplicity. These guidelines will be attached to the Council Meeting Procedures and also displayed on Councils website for easy access for the public.

The table below details the key changes to the Meeting Procedures for information:

Section	Additional Clauses added
2 – Convening Council meetings	(8)(a) (b) Process to convene AGM
5– Notice of Meetings	(6) (a) Requirements for advertising the notice of an AGM
6 – Agenda	(3) details of agenda items for AGM provided
7 – Public Access to Documents	(1) (c) Annual Report o be made available 14 days prior to AGM
9 – Quorum	(7) (a) (b)
11 – Motions	(11) Submitting motions for an AGM
14 - Motions	(11) Process for having a Notice of Motion included on the AGM agenda.
24 – Votes	(3) Only eligible electors registered to vote, in the Waratah-Wynyard municipal area are entitled to vote at an Annual General Meeting.
25 – Voting Procedure	(5) Motion is passed by a majority show of hands or other means determined by the Council

STATUTORY IMPLICATIONS

Statutory Requirements

The formal requirements that govern council AGMs are in *Section 72B of the Local Government Act 1993 (the Act)*.

Under the Act, a council must hold an AGM before 15 December each year.

Section 72B also provides that:

- a quorum of the council must be present at the AGM;
- only electors in the municipal area can vote at an AGM;
- a motion at an AGM is passed by a majority of votes. People can vote by a show of hands or another way determined by the council;
- a motion passed at an AGM is to be considered at the next meeting of the council; and
- the general manager is to keep minutes of the AGM.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
1.4 We cherish fairness, trust and honesty in our conduct and dealings with all.
Our Priorities
1.5.2 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

There are no policy implications as a result of this report. The update to the Council Meeting Procedures is administrative only and includes no change to existing procedures for conducting the Council's AGM.

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

It is recommended that Council adopt the updated Council Meeting Procedures as presented.

9.5 QUARTERLY INFORMATION REPORT - ORGANISATIONAL PERFORMANCE

To: Council
Reporting Officer: Governance Officer
Responsible Manager: Director Governance and Information Systems
Report Date: 19 August 2024
File Reference: Quarterly Statistics
Enclosures: Nil

RECOMMENDATION

That Council note the Quarterly Information Report for the Office of the General Manager and Organisational Performance Department as of 31 August 2024.

PURPOSE

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

Office of the General Manager:

- People and Safety
- Organisational Performance:
- Economic Development
- Governance and Information Systems
- Risk Management

BACKGROUND

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

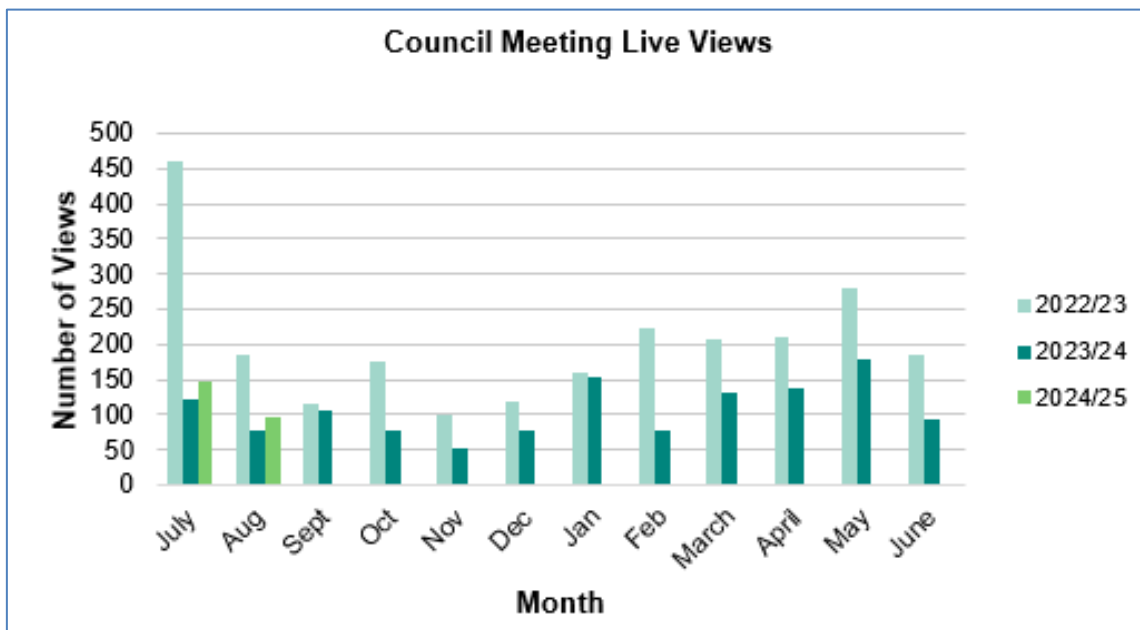
- Community and Engagement (July, October, January, April)
- Infrastructure & Development Services (August, November, February, May)
- Organisation Performance (September, December, March, June)

PEOPLE AND SAFETY

Updated People and Safety Statistics are unavailable for the August 2024 reporting period due to staff leave. Updated statistics will be provided in the next Quarterly Information Report in December 2024.

GOVERNANCE

Council Meeting Live Stream Views – Ordinary Meetings



Policies Adopted by Council

The following policies were adopted by Council for the period 01 June 2024 – 31 August 2024:

- Boundary Fence Policy
- Rates and Charges Policy
- Safeguarding Children and Young People Framework – Statement of Commitment and Policy Update
- Private Works Policy

Workplace Policies Reviewed

The following workplace policies were reviewed and adopted by the Senior Management Team for the quarter:

- Prescription Safety Glasses Procedure
- Fob Access Policy

Complaints

Council received no formal complaints during the period 01 June 2024 – 31 August 2024.

Tenders & Contracts

In accordance with Council's Procurement Policy the following table is provided for all contracts awarded YTD for 2024/25 over \$100,000.

Contract No And Description	Name and Address of Contract Holder	Contract Dates	Contract Extension Options	Contract Value at Start Date
817 – Design and Construction of the Sisters Beach Playground Replacement	Active Areas Pty Ltd	Council awarded tender 15 July 2024	N/A	\$300,000.00
818 – Design and Construct – Waratah Playground	A-Space Australia Pty Ltd	GM Awarded 3 July 2024	N/A	\$175,000.00
820 – Bitumen Surfacing Services (joint contract basis with CHC)	Roadways Pty Ltd	Council awarded tender 15 July 2024	N/A	\$421,833.00

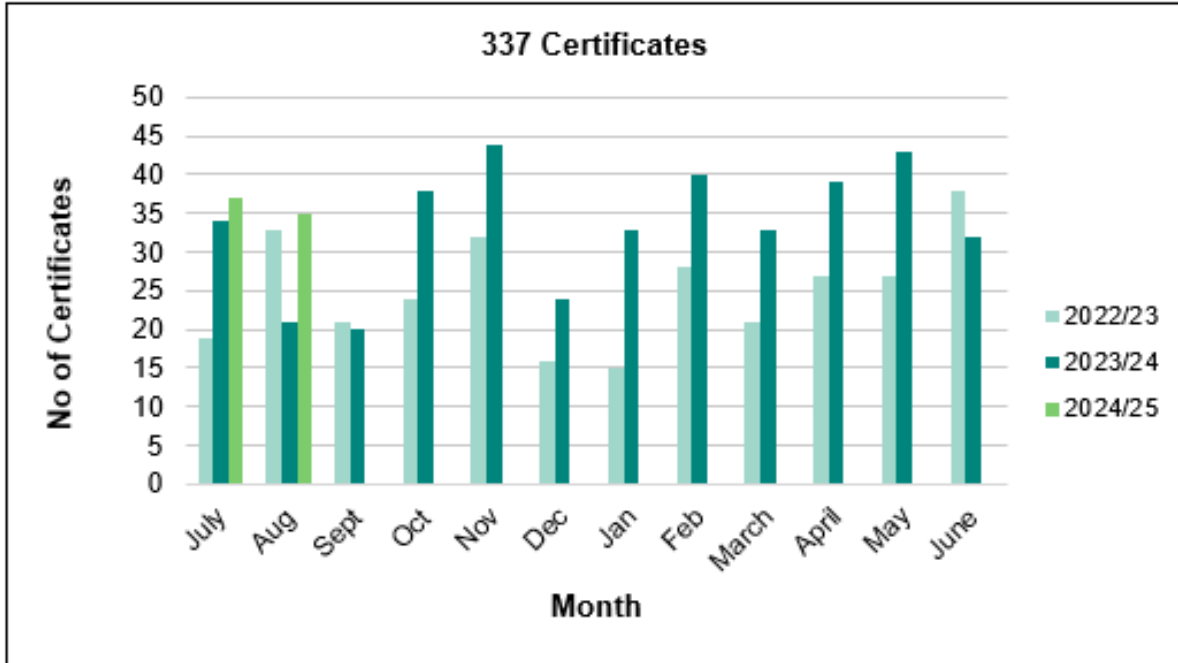
Non-Application of Public Tender Process

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

Council and Land Information Certificates (337)

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

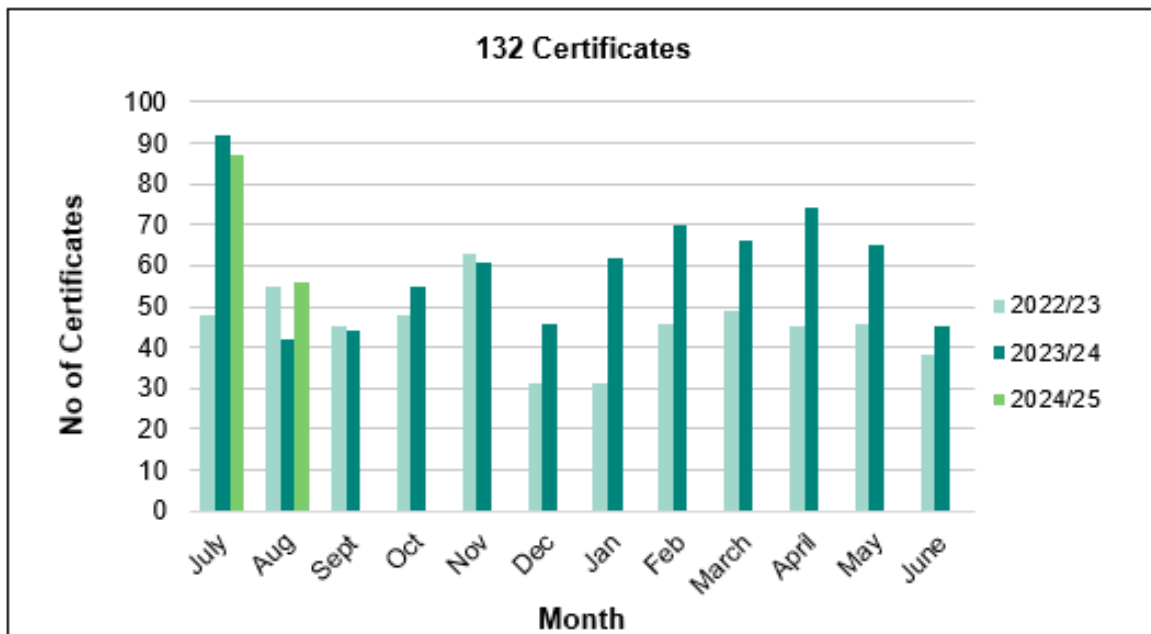
A Council Certificate 337 provides information about whether there are any outstanding notices, permits or orders in relation to a property. For the 2024/25 period there have been 72 Section 337 certificates completed as at 31 August 2024 compared with 55 in August 2023.



Certificate of Liabilities (132)

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

Section 132 certificates are issued by Council on request usually as a part of selling a property. The certificate outlines rate and property liabilities. For the 2024/25 period there have been 143 Section 132 certificates completed as at 31 August 2024 compared with 134 in August 2023.



ECONOMIC DEVELOPMENT UPDATE

Key economic development activities undertaken by Council's Economic Development Officers (EDO's) are outlined below:

Interpretation and Wayfinding Project Waratah

The new interpretation and wayfinding signage is now being installed in Waratah. The interpretation at Whyte Hills lookout has also been replaced after it was removed by persons unknown previously. Three signs yet to be installed. These are to be located near the new rotunda (being built) in Queens Park (opposite the pub).

Interpretation and Wayfinding Project Shared Coastal Pathway

Signage has been installed. Awaiting one additional sign for Anzac Park.

Wynyard to Smithton/Stanley Shared User Pathway Feasibility and Predesign Study

Burchills Engineering have completed the Feasibility and Predesign Study. Awaiting to present to a joint meeting of the Councils.

Business/Industry Visits

On a regular basis Councillors and the Executive Team undertake site visits of local businesses within the municipality. Site visits are an opportunity to walk through local businesses to gain a deeper understanding of their operations. These visits are an important way to make connections with local businesses and showcase what makes our region the best place to live, work and play.

Below is a list of completed site visits and the number of Councillors and Staff who attended:

Date	Business	# Councillors attended	# staff attended
2024-05	Elphinstone	3	4
2024-06	Blackley Pipeline	7	4
2024-08	Larapi Child and Family Centre	7	7

The next site visit is scheduled for Wednesday 9 October to Tasland Produce.

Business Northwest

Most of the Business Northwest meetings are held in Burnie primarily at the Beach Hotel. It has been identified the need for some of these breakfasts to be held in Wynyard. Council has expressed interest in hosting 2 breakfasts in Wynyard annually. Upon speaking with the Business Northwest President, the group are supportive of hosting some meetings in Wynyard. Business Northwest would like to see up to 4 events held in Wynyard.

The first Business Northwest Breakfast was held at the Wynyard Bowls Club on 31 July 2024. This was an opportunity for the General Manager to provide an update on upcoming strategic projects Council are working on. There was a strong attendance with approximately 40 participants. These events are also available via the Business Northwest Facebook page.

Central Area Planning

The aim of this project is to review Wynyard's central area to gain the maximum benefits of providing services for a growing and sustainable future. Through the planning phases, the group will strategically look for multi-purpose sites opportunities rather than multiple single sites.

An internal working group has been formed and are working on finalising a Project Plan for Council consideration.

Sisters Beach Open Space

A Sisters Beach Open Space internal working group has been formed to assess future options for recreational spaces within the Sisters Beach community due to the ongoing threat of coastal erosion. The working group has met for the first time to look at potential options.

Property Purchases / Sales

- **Tom Moore's Road**
Documentation has been completed by all parties and we are waiting on titles to be issued in preparation for settlement.
- **French's Road Reserve**
Landcare have contacted Council proposing Council purchases additional land on the opposite side of the creek to extend French's Road Reserve. Staff have been in contact with the landowner who is keen to subdivide to extend this reserve. The landowner has advised the property is in probate which needs to be finalised before Council can purchase this land. Staff make regular contact with the landowner to enable this project to be progressed.

INFORMATION SYSTEMS UPDATE

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

Update on Digital Transformation Strategy

Over the past three months, we have continued to build on our foundational infrastructure and strategic initiatives, further solidifying our department's capabilities. Key highlights include:

- **Cybersecurity Enhancements** - We have successfully embedded new cybersecurity software, significantly boosted our defences and ensured greater protection across our systems.
- **Staff Recruitment** – We have reinforced our team with new recruits, bringing in fresh expertise to support our ongoing and future projects.
- **Enhanced Engagement Tools** - We have introduced new tools to facilitate better communication and collaboration with our elected members, ensuring more streamlined and effective interactions.

- **Collaborative ICT Strategies** - We have engaged in productive discussions with neighbouring councils regarding ICT strategies and plans, fostering a collaborative approach to shared challenges and opportunities.
- **Strengthening ICT Infrastructure** - Continuing from the last quarter, we have further strengthened the foundations of our ICT infrastructure, ensuring it remains robust and adaptable to future needs.

In addition to these developments, we are maintaining our strong partnership with Excite Cyber as we advance through the Essential 8 modules. Our collaboration with KnowBe4 also remains a priority, providing crucial cybersecurity training for our council staff and elected members.

Information Management

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

Property File Digitisation

Whilst most of Council's property files are digitised some manual files remain. As part of the Digital Transformation Strategy, the remaining files will be digitised to improve access and reduce risk. ZircoData has been engaged, and the scanning of files is in progress. Data entry of the digitised files into Council's electronic records management system remains in progress.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
1.1 We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.6.2 Develop leadership that inspires and motivates, and which maintains a strong community and workplace culture.

GOAL 2: Organisational Support
Desired Outcomes
2.1 We are a knowledgeable organisation—we demonstrate best practices in our business processes.
Our Priorities
2.1.1 Develop a learning culture that ensures staff have the knowledge and skills to maximise potential, and which empowers staff to achieve and grow.

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

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

9.6 AWARD OF CONTRACT 821 - ARCHITECTURAL SERVICES NEW CHILDCARE CENTRE

To: Council
Reporting Officer: Strategic Projects Manager
Responsible Manager: Director Community Services
Report Date: 8 August 2024
File Reference: 0808
Enclosures: 1. Tender assessment report Contract 821 - Confidential

RECOMMENDATION

That Council award Contract 821 for Architectural Services for New Childcare Centre to Licht Architecture for the tendered sum of \$331,012.50 ex GST.

PURPOSE

To determine Council's position in regard to tender submissions received for Contract 821 Architectural Services - New Childcare Centre.

BACKGROUND

Council's 24/25 Annual Plan identifies the following action "Complete detailed design and permits for a new childcare facility in Wynyard".

In support of this action, funding has been allocated for several activities associated with the project including site rezoning, approvals and the detailed design and specification of the new childcare centre.

As previously advised to Council the proposed site for a new Childcare Centre is 5 -7 George Street (also fronts Gibbons Street). The land is crown land managed by the Department of Education, Children and Young People.

A consultant town planner has been engaged to progress the rezoning and development approvals in parallel to the building design and documentation.

This report advises Council of the tender process to secure an architect and subconsultant team to design and document the new childcare centre.

Tenders were called 6 July 2024 and closed 2 August 2024. At the close of tenders 13 submissions were received.

DETAILS

A call for tenders was made through Council's electronic tendering portal "TenderLink". At the close of tenders on 2 August 2024, a total of 13 Submission were lodged, demonstrating significant project interest.

Submissions were assessed against the tender lodgement criteria and found to be compliant.

Tenderers were provided with a detailed project brief and were required to respond to the call for tenders against a predetermined set of criteria as below.

Criteria	% Weighting
Quality and completeness of submission, including understanding of the project requirements including childcare care facility design and licensing, sustainable design, and proposed project delivery methodologies.	30
Evidence of previous projects of similar value and scope.	10
Project Team – Architect and Sub-consultant team, resource capacity, personnel experience, and accessibility to the PSC.	10
Risk, quality, reporting and cost control methods and systems.	10
Fee	40
Total	100

Attached is a confidential tender assessment report detailing the assessment process and scoring of submissions against the selection criteria.

As is noted in the separate report, there were a number of high-quality submissions from architectural practices (and sub consultant teams) that could demonstrate a sound understanding of Council’s requirements, have experience in designing contemporary childcare centres, are suitably resourced, able to meet project timelines and provided cost competitive submission.

The recommendation from the tender panel is award Contract 821 to Licht Architecture.

STATUTORY IMPLICATIONS

Statutory Requirements

Council’s statutory requirements for public tender under the *Local Government Act 1993* were followed.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
4.2 Our community values, encourages and supports physical, social and cultural activities.
Our Priorities
4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where possible.

GOAL 3: Connected Communities
Desired Outcomes
3.2 We listen and engage with our community in decision making.
3.3 Our natural and built environment aids the community with an active and healthy lifestyle.
Our Priorities
3.2.1 Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.
3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

This project presents no policy implications for Council.

ENVIRONMENTAL IMPLICATIONS

The design of the new Childcare Centre will incorporate environmentally sustainable design principles.

In addition, the development footprint will seek to minimise impact on existing site vegetation, with the external areas integrating the natural vegetation into the play experience.

Approvals process will consider a range of environmental considerations.

FINANCIAL IMPLICATIONS

Council has allocated \$500,000 in the Capital Works program to fund a number of aspects associated with design and approvals processes associated with the Childcare Centre project. This is fully funded through a Federal Government grant.

The recommended tenderers price is \$331,012.50 ex-gst.

The remaining budget allocation will be sufficient to progress rezoning and development approvals processes.

RISK IMPLICATIONS

In the conduct of any contract there are risks associated to Council including time delays, poor quality of work and budget overruns. The use of experienced consultants coupled with contract documents are intended to minimise the risk to Council.

CONSULTATION PROCESS

The design process incorporates a range of communication and consultation processes.

At project commencement significant engagement will occur with childcare staff and other relevant council staff to refine the project scope and inform the concept design processes.

Key in these early stages is ensuring the Council's philosophy for childcare is integrated in the design, it meets the needs of staff, parents and carers and the children, is simple to manage, is functional and flexible in use and many other considerations.

The project will be overseen by a project control group with touch points with Council at key points of the project.

CONCLUSION

It is therefore recommended that the Council award Contract 821 to Licht Architecture.

9.7 AWARD OF CONTRACT 822 - BOAT HARBOUR BEACH COMMUNITY FACILITY AND FORESHORE PRECINCT PROJECT

To: Council
Reporting Officer: Strategic Projects Manager
Responsible Manager: Director Financial Services
Report Date: 28 August 2024
File Reference: 0808
Enclosures: 1. Contract 822 tender assessment summary - Confidential

RECOMMENDATION

That Council award Contract 822 – Boat Harbour Beach Community Facility and Foreshore Precinct project to Fairbrother Pty Ltd for \$11,757,074.96 exc. GST, inclusive of provisional sums totalling \$507,577.50 exc. GST.

PURPOSE

To determine Council's position in regard to tender submissions received for Contract 822 - Boat Harbour Beach Community Facility and Foreshore Precinct project.

BACKGROUND

In 2016, Council commenced the development of a Boat Harbour Beach Master Plan. Through an expression of interest tender process, Council engaged ERA Planning Pty Ltd to lead a multi-disciplinary consultancy team to undertake analysis and planning through an extensive process involving:

- (a) Principal Consultant and Master planning – ERA Planning Pty Ltd.
- (b) Architectural and Master planning – Cumulus Studio; and
- (c) Stakeholder Engagement – Noa Group.

The Boat Harbour Beach Master Plan provides a unifying vision for the area particularly focusing on the management of public spaces around the beach area and the provision of supporting infrastructure and development.

This work was progressed to enable a development approval to be obtained and subsequently detailed design and documentation work progressed.

This report advises Council of the tender process to secure a principal contractor and sub-contractor team to deliver the build of the agreed design.

Tenders were called 20 July 2024 and closed 23 August 2024. At the close of tenders four submissions were received.

DETAILS

A call for tenders was made through Council's electronic tendering portal "TenderLink". At the close of tenders on 23 August 2024 a total of four submissions were lodged.

The project scope included the following works

- New Community Facility incorporating Boat Harbour Beach Surf Life Saving Club facilities, café and public amenities.
- Construction of a new sewerage pump station
- Construction of new roads and carparking
- Foreshore redevelopment including passive recreation spaces, play areas and BBQ facilities

Submissions were assessed against the tender lodgement criteria and found to be compliant.

Tenderers were provided with plans and specifications to describe the project and required outcomes. A set of predetermined criteria, against which submissions would be lodged, was included in the tender documents. Refer to the table below.

Selection Criteria	% Weighting
Project understanding including quality and completeness of submission	10
Capacity and resources, materials, Plant and Equipment to complete the works including financial viability	15
Capability and relevant experience of personnel and management.	15
Quality Management Systems, including WHS, Traffic, risk and environmental	15
Tender Sum	40
Environmental & Sustainability Considerations	5
	100

Attached is a confidential tender assessment report detailing the assessment and scoring of submissions against the selection criteria.

The recommendation from the tender panel is Fairbrother Pty Ltd.

STATUTORY IMPLICATIONS

Statutory Requirements

Council's statutory requirements for public tender under the *Local Government Act 1993* were followed.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
4.2 Our community values, encourages and supports physical, social and cultural activities.
Our Priorities
4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where possible.

GOAL 3: Connected Communities
Desired Outcomes
3.2 We listen and engage with our community in decision making.
3.3 Our natural and built environment aids the community with an active and healthy lifestyle.
Our Priorities
3.2.1 Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.
3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

This project presents no policy implications for Council.

ENVIRONMENTAL IMPLICATIONS

The design of the new Boat Harbour Beach SLSC and community facility incorporates environmentally sustainable design principles for construction principles and materials.

In addition, the development footprint will seek to work with the local environment, minimise impact on existing site vegetation and with seeks to ensure the public areas integrate the natural environment into the design.

FINANCIAL IMPLICATIONS

The total proposed contract sum of \$11,757,075 and includes a provisional sum of \$507,578 will be funded over the 2024-25 & 2025-26 financial year. The table below outlines the total expected project costs:

Project Cost	Amount
Proposed tender sum – Fairbrother Pty Ltd	\$11,757,075
Project Contingency	\$500,000
Project Management Costs (Inc overhead)	\$400,000
Total	\$12,657,075

An amount of \$276,253 has already been spent in the 2023-24 financial year on preliminary design and approvals stage of this project.

Council has secured grant funding from the Federal and State Governments for the project, with the balance to be funded by Council. The table below shows the expected funding breakup:

Contributor – as per Funding Agreement	Contribution/ Budgeted Amount (Cash)
Australian Government - Department of Infrastructure, Transport, Regional Development, Communications and the Arts Priority Community Infrastructure Program	\$4,500,000
Tasmanian State Government – Election Commitment	\$2,700,000
Waratah-Wynyard Council Budget allocation	\$5,457,075
Total	\$12,657,075

The 2024-25 budget includes project funding of \$4,200,000, made up of \$1,800,000 of grant funding & \$2,400,000 of Council funding. The remaining \$8,457,075 of project costs will need to be budgeted for in the 2025-26 financial year via a combination of \$5,400,000 of grant funding and \$3,057,075 of Council funding. By awarding this tender, Council is committing Council to fund the remainder of the project in the 2025-26 financial year.

As the Boat Harbour Beach Masterplan project is predominately made up of construction of new assets, Council will incur additional ongoing depreciation and operational costs once the project is complete. It is expected that an additional \$351,750 per annum of operational costs will be incurred by Council upon completion of the project, which is equivalent to a 3.51% general rate increase. These additional operational costs have been included in Council's Financial Management Strategy.

In estimating the additional operating costs from the project, Council has based it's estimates on the Boat Harbour Beach Lifesaving Club being responsible for the operational costs for the Surf Club portion of the building via a lease.

RISK IMPLICATIONS

In the conduct of any contract there are risks associated to Council including time delays, poor quality of work and budget overruns. The use of an experienced contractor coupled with contract documents are intended to minimise the risk to Council.

Specific site risks include:

- Foundation depth: A geotechnical report was prepared to guide the design. There is inherent risk as ground condition scan change quite markedly over a relatively short distance.
- Encountering Rock: refer above
- Asbestos: There is potential for asbestos containing materials in existing building. Measures can be put in place to manage
- Continuity of access for the community: The contractor is required to maintain access to the beach, café and BHBSLSC rooms during the project. Staging plans will be shared with the community as the project progresses

CONSULTATION PROCESS

Council continues to work closely with the Boat Harbour Beach Surf Life Saving Club, Crown Land Services, and the community. This collaboration, particularly with the working group, has proved very effective in ensuring any concerns from the BHB Surf Club or the public in general that have arisen have been resolved quickly and to everyone's satisfaction. We expect this working relationship to continue. There are agreed and signed MOUs in place to manage the construction period and the ongoing occupancy period once the facility is complete.

Council will ensure that this communication level is maintained, and the community continues to be well informed about each stage of the construction and completion of the new community facility and Surf Club.

CONCLUSION

It is recommended that the Council award Contract 822 to Fairbrother Pty Ltd.

9.8 FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2024

To: Council
Reporting Officer: Accountant
Responsible Manager: Director Financial Services
Report Date: 3 September 2024
File Reference: Financial Management - Reporting - Council
Enclosures: 1. 24-25 Monthly Project Reporting - August 

RECOMMENDATION

That Council note the Financial Report for the period ended 31 August 2024

PURPOSE

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

BACKGROUND

The financial reports presented incorporate:

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

DETAILS

Council is currently tracking well against budget with a forecast favourable variance to budget of \$248k.

The Council's forecast will continue to be reviewed and any variances identified will be reported in Council as the year progresses.

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

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

1.8 Review and adjust service levels to provide value for money.
2.2 Facilitate effective knowledge management practices.

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:
Financial Management Strategy 2024-2034	Adopted November 2023

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

All details are included in the attached reports.

Income Statement

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

Income Statement as at 31 August 2024

	YTD Actual	YTD Budget	%	YTD Variance	Budget	Forecast	Forecast Variance	
Recurrent Income								
Rate Revenue	14,783,538	12,256,186	21%	✔ 2,527,352	14,838,314	14,882,401	✔ 44,087	1
User Charges	684,463	541,787	26%	✔ 142,676	3,419,312	3,419,900	✔ 588	
Reimbursements/Contributions	43,580	39,927	9%	⚠ 3,653	805,622	805,622	✔ -	
Grants and Subsidies	188,382	870,076	-78%	✘ (681,694)	4,133,146	4,401,172	✔ 268,026	2
Interest	94,753	112,120	-15%	✘ (17,367)	673,000	673,000	✔ -	
Distributions from Water Corporation	-	-	0%	✘ -	674,400	674,400	✔ -	
Total Recurrent Income	15,794,715	13,820,096	14%	✔ 1,974,619	24,543,794	24,856,495	✔ 312,701	
Recurrent Expenditure								
Employee Costs	1,406,395	1,391,411	-1%	✘ (14,984)	9,659,752	9,659,752	✔ -	
State Levies	7,989	39,334	80%	✔ 31,345	849,748	864,527	✘ (14,779)	
Remissions & Discounts	374,935	311,446	-20%	✘ (63,489)	370,886	373,513	✘ (2,627)	
Materials & Contracts	977,191	1,201,126	19%	✔ 223,935	6,483,548	6,531,058	✘ (47,510)	3
Depreciation	990,318	990,318	0%	✔ -	5,944,300	5,944,300	✔ -	
(Gain)/Loss on Disposal	-	-	0%	✔ -	31,702	31,702	✔ -	
Borrowing Costs	(559)	-	0%	✔ 559	46,611	46,611	✔ -	
Other Expenses	10,525	55,802	81%	✔ 45,277	316,340	316,340	✔ -	
Total Recurrent Expenditure	3,766,794	3,989,437	6%	✔ 222,643	23,702,887	23,767,803	✔ (64,916)	
Surplus/(Deficit)	12,027,921	9,830,659	22%	✔ 2,197,262	840,907	1,088,692	✘ 247,785	
Capital Items								
Capital Grants/Contributions	47,283	2,146,775	-98%	✘ (2,099,492)	4,133,650	4,180,933	✔ 47,283	
Derecognition of Assets	-	-	0%	✔ -	-	-	✔ -	
Asset Recognition	-	-	0%	✔ -	-	-	✔ -	
Comprehensive Surplus/(Deficit)	12,075,204	11,977,434	1%	✔ 97,770	4,974,557	5,269,625	✔ 295,068	

Council is forecast to have a favourable variance to the budget of \$248k as at 30 June 2025. Commentary on variances of \$20k or higher are provided below:

1) Rate Revenue

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

2) Grants and Subsidies

Grant income is expected to be higher than budget due to timing of Financial Assistance Grant income from the Federal Government (distributed through the State Grants Commission). The additional \$268k of grant revenue is due to an increase in the yearly distribution via indexation (\$212k), and also a portion of additional grant funding from the final 2023-24 grant allocation which is a one off (\$56k).

3) Materials & Contracts

Materials & contracts are expected to be higher due to higher-than-expected water and sewerage costs mainly relating to councils sporting grounds.

Balance Sheet

Council continues to be in a financially strong position. Council is forecasting a current ratio of 1.03 as of 30 June 2025 compared to a current ratio of 5.44 as at 31 August 2024.

Balance Sheet as at 31 August 2024

	YTD Actual \$	Budget \$	Forecast \$
Current Assets			
Cash & Cash Equivalents	17,760,876	5,220,256	5,515,324
Receivables	4,971,674	1,033,889	1,033,889
Inventories	116,099	117,266	117,266
Other Current Assets	221,275	281,651	281,651
Total Current Assets	23,069,924	6,653,061	6,948,129
Non-Current Assets			
Property, Plant and Equipment	265,152,585	270,752,849	270,752,849
Investment in Water	45,378,608	45,378,608	45,378,608
Total Non-Current Assets	310,531,193	316,131,457	316,131,457
Total Assets	333,601,117	322,784,518	323,079,586
Current Liabilities			
Payables	1,914,278	4,225,027	4,225,027
Interest-Bearing Liabilities	373,123	378,651	378,651
Provisions	1,952,784	1,871,886	1,871,886
Total Current Liabilities	4,240,185	6,475,564	6,475,564
Non-Current Liabilities			
Interest-Bearing Liabilities	1,773,996	1,348,791	1,348,791
Provisions	269,804	370,176	370,176
Total Non-Current Liabilities	2,043,800	1,718,967	1,718,967
Total Liabilities	6,283,985	8,194,530	8,194,530
Net Assets	327,317,132	314,589,988	314,885,056
Equity			
Current Year Result	12,075,204	4,974,557	5,269,625
Accumulated Surplus	169,673,263	173,762,603	173,762,603
Reserves	145,568,665	135,852,828	135,852,828
Total Equity	327,317,132	314,589,988	314,885,056
Current Ratio	5.44	1.03	1.07

Cashflow Statement

As of 31 August Council had \$17.760m cash on hand. Based on budgeted income and expenditure, Council is forecast to have \$5.515m of cash on hand as of 30 June 2025.

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

Cashflow Statement as at 31 August 2024

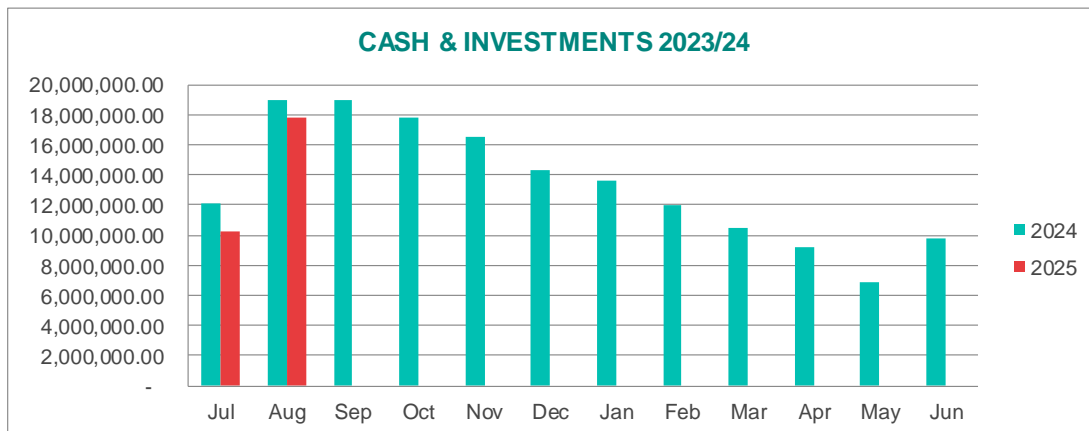
	YTD Actual	Budget		Balance	Forecast
	\$	\$	%	\$	\$
Cash flows from operating activities					
Employee Costs	(1,366,510)	(9,549,450)	14%	(8,182,940)	(9,594,448)
Materials and Contracts	(2,444,213)	(6,345,966)	39%	(3,901,753)	(6,393,476)
State Levies	(7,989)	(849,748)	1%	(841,759)	(864,527)
Other Expenses	(385,460)	(687,226)	56%	(301,766)	(689,853)
Rates and Charges	11,953,372	14,801,137	81%	2,847,765	14,845,224
User charges	870,088	3,419,312	25%	2,549,224	3,419,900
Interest	94,753	673,000	14%	578,247	673,000
Reimbursement of Expenses	43,580	805,622	5%	762,042	805,622
Government Grants	188,382	4,133,146	5%	3,944,764	4,401,172
Net Cash provided by (used in) operating activities	8,946,002	6,399,828	140%	(2,546,175)	6,602,614
Cash flows from investing activities					
Payments for Property, Plant and Equipment	(1,071,818)	(18,242,814)	6%	(17,170,996)	(18,242,812)
Investment revenue from Water Corporation	-	674,400	0%	674,400	674,400
Proceeds from Sale of Property, Plant and Equipment	-	572,690	0%	572,690	572,690
Capital grants	47,283	4,133,650	1%	4,086,367	4,180,933
Net cash provided by (used in) investing activities	(1,024,535)	(12,862,074)	8%	(11,837,539)	(12,814,789)
Cash flows from financing activities					
Borrowing Costs	559	(46,611)	-1%	(47,170)	(46,611)
Loan Drawdowns	-	-	0%	-	-
Loan Repayments	4,037	(369,087)	-1%	(373,124)	(369,087)
Net cash provided by financing activities	4,596	(415,698)	-1%	(420,294)	(415,698)
Net (Decrease) in Cash Held	7,926,063	(6,922,944)	-114%	(14,849,007)	(6,627,876)
Cash at beginning of year	9,834,813	12,143,200	81%	2,308,387	12,143,200
Cash at end of period	17,760,876	5,220,256	340%	(12,540,620)	5,515,324

Investments

The following table provides an outline of Council’s cash and investment portfolio as of 31 August 2024. Total cash and investments on hand as of 31 August is \$17.761m. The weighted average return on investment earned on Council’s investment portfolio is 5.09%.

Investments as at 31 August 2024

	\$	INVESTMENTS	\$	Weighted Average Return
Deposits	14,000,000	Commonwealth Bank	3,759,176	
Petty Cash and Till Floats	1,700	Investments		
Trading Account	3,759,176	ING	5,500,000	
		CBA	1,000,000	
		WBC	4,500,000	
		BOQ	2,000,000	
		BEN	1,000,000	
		Petty Cash and Till Floats	1,700	
Balance - All Accounts	17,760,876		17,760,876	5.09%



Rates Summary

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

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

28.65% of the total rates levied for the year were outstanding as at 31 August 2024; this includes all aged rates and charges outstanding. This compares with 29.97% outstanding as at 31 August last year.

Rates Summary to 31 August 2024

	2024-25		2023-24	
	%	\$	%	\$
<i>Notice Issue Date - 16 July 2024</i>				
Outstanding Rates Debtors (1 July 2024)		356,192		778,159
Less: Rates in Credit		(878,209)		(855,516)
NET RATES OUTSTANDING (1 July 2024)	(3.66)	(522,017)	(0.56)	(77,357)
Rates and Charges Levied	103.63	14,783,905	100.51	13,816,749
Interest Penalties Charged	0.03	4,229	0.06	7,823
GROSS RATES AND CHARGES DEMANDED	100.00	14,266,117	100.00	13,747,215
LESS RATES AND CHARGES COLLECTED	68.06	9,709,050	66.93	9,201,130
REMISSIONS AND DISCOUNTS**	7.76	1,107,385	7.73	1,063,092
	75.82	10,816,435	74.66	10,264,222
ADD PROPERTIES IN CREDIT	4.47	637,882	(4.63)	637,154
UNPAID RATES AND CHARGES *	28.65	4,087,564	29.97	4,120,147
(includes Deferred Rates)				
**REMISSIONS AND DISCOUNTS		2023-24		2022-23
Early Payment Discount		340,416		326,989
Pensioner Rebates		730,674		699,099
Council Remissions and Abandonments		36,295		37,005
		1,107,385		1,063,093
Number of Rateable Properties		8,093		8,052
Number of Unpaid Rateable Properties		2,583		2,736
% not fully paid		31.92%		33.98%

Grant Summary

Grant Schedule as at 31 August 2024

	YTD Actual	Budget 2024	Forecast 2024
Capital Grants			
Boat Harbour Beach Masterplan	-	1,800,000	1,800,000
Roads to Recovery	-	564,684	564,684
Artscape Fence	-	8,775	8,775
ANZAC Park Staged Development	-	46,000	46,000
Waratah Active Living Projects - Saunders & M	-	116,353	116,353
Warawyn Fence (Partial Replacement)	-	5,850	5,850
LRCI - Round 4	-	890,406	890,406
Langley Park - Cricket Wicket	-	17,160	17,160
Inglis River Walking Track Study	-	184,422	184,422
BBRF - Tablecape Lookout	6,291	-	6,291
Pause Places	40,992	-	40,992
Wynyard Childcare Centre Expansion	-	500,000	500,000
	47,283	4,133,650	4,180,933

Operational Performance by Department

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

Directorate/Department	Annual Budget	Forecast	Variance to Forecast	Note
Community & Engagement				
Children's Services	(249,480)	(249,447)	(33)	
Community Activation	651,001	651,001	0	
Corporate & Community Services	224,675	224,675	0	
Tourism & Marketing	521,407	527,146	(5,739)	
Community & Engagement Total	1,147,603	1,153,375	(5,772)	
Council & General Managers Office				
Council & General Manager's Office	1,556,107	1,556,107	0	
Council & General Managers Office Total	1,556,107	1,556,107	0	
Infrastructure & Development Services				
Asset Services	459,436	460,246	(810)	
Cemeteries	76,203	80,320	(4,117)	
Development Services	877,176	877,176	0	
Engineering Services	377,358	378,472	(1,114)	
Footpaths	347,682	347,682	0	
Garbage	(8,747)	30,046	(38,793)	1
Public Halls	342,394	348,167	(5,773)	
Public Toilets	381,048	383,244	(2,196)	
Reserves	1,335,668	1,340,835	(5,167)	
Sports	1,104,090	1,138,020	(33,930)	2
Stormwater Drainage	(218,216)	(215,460)	(2,756)	
Transport	3,208,839	3,087,685	121,154	3
Waste	56,264	35,048	21,216	4
Works & Services	164,733	167,460	(2,727)	
Infrastructure & Development Services Total	8,503,928	8,458,941	44,987	
Governance & Information Systems				
Governance	341,574	341,574	0	
Information Systems	1,374	1,374	0	
Governance & Information Systems Total	342,948	342,948	0	
Financial Services				
Economic Development	78,175	79,016	(841)	
Financial Services	(86,719)	(86,719)	0	
General Revenue	(12,772,812)	(12,981,841)	209,029	5
Revenue Services	389,865	389,481	384	
Financial Services Total	(12,391,491)	(12,600,063)	208,572	
Total	(840,905)	(1,088,692)	247,785	

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

1) Garbage

Garbage is expected to have an unfavourable variance to budget of \$39k due to lower than budgeted waste collection rates income.

2) Sports

Sports Grounds has an unfavourable variance to budget of \$34k due to higher than budgeted water and sewerage costs.

3) Transport

Transport Services is expecting a favourable variance to budget of \$121k due to higher than budgeted financial assistance grant income.

4) Waste

Waste is expected to have a favourable variance to budget due to higher than budgeted rates income.

5) General Revenue

General Revenue is expecting a favourable variance to budget of \$209k due to higher than budgeted rates income(\$70k) and higher than budgeted financial assistance grant income (\$147k)




Capital Works Summary

The Capital Works Summary provides a snapshot of the percentage of expenditure against the 2024/25 Capital Works Budget Estimates. Timing of expenditure is based on the works plan and actual spending and is not always reflective of the actual progress of the Capital Works project. The Monthly Progress Report is attached for the information of the Council.

Summary Capital Expenditure Report

	YTD Actual \$	Budget Estimate \$	Remaining Budget \$	% Spent	Forecast \$	Forecast Variance \$	Note
Buildings							
Amenities	19,335	140,800	121,465	14%	140,800	-	
Community Facilities	2,007	4,986,982	4,984,975	0%	4,986,982	-	
Childcare	6,029	639,879	633,850	1%	639,879	-	
Council Operational Buildings	344	255,937	255,593	0%	255,937	-	
Total Buildings	27,714	6,023,598	5,995,884	0%	6,023,598	-	
Parks & Open Spaces							
Other Infrastructure	15,794	723,681	707,887	2%	723,681	-	
Playgrounds	70,501	1,012,794	942,293	7%	1,012,794	-	
Walkways & Tracks	39,668	1,915,349	1,875,681	2%	1,915,349	-	
Recreational Reserves	128,791	822,856	694,065	16%	822,856	-	
Total Parks & Open Spaces	254,754	4,474,680	4,219,926	6%	4,474,680	-	
Plant & Equipment							
Other Plant & Equipment	784	549,794	549,010	0%	549,794	-	
Plant & Vehicle Replacements	2,995	399,623	396,628	1%	399,623	-	
Software & IT Replacements	9,600	266,500	256,900	4%	266,500	-	
Total Plant & Equipment	13,380	1,215,917	1,202,537	1%	1,215,917	-	
Sporting Facilities							
Indoor Recreational Facilities	325	210,000	209,675	0%	210,000	-	
Outdoor Sporting Facilities	219,836	1,121,978	902,142	20%	1,121,978	-	
Total Sporting Facilities	220,160	1,331,978	1,111,818	17%	1,331,978	-	
Stormwater							
Flood Mitigation Works Total	41,518	1,601,784	1,560,266	3%	1,601,784	-	
Other Stormwater Works	276	160,460	160,184	0%	160,460	-	
Total Stormwater	41,793	1,762,244	1,720,451	2%	1,762,244	-	
Transport							
Bridge Renewals	-	-	-	-	-	-	
Footpaths & Kerbs	8,934	205,985	197,051	4%	205,985	-	
Other Transport	46,036	372,386	326,350	12%	372,386	-	
Resheeting	147,152	1,119,332	972,180	13%	1,119,332	-	
Rural Upgrades	-	578,559	578,559	0%	578,559	-	
Rural Reseals	-	315,429	315,429	0%	315,429	-	
Urban Reseals	-	270,018	270,018	0%	270,018	-	
Total Transport	202,123	2,861,709	2,659,586	7%	2,861,709	-	
Total	759,924	17,670,126	16,910,202	4%	17,670,126	-	

9.9 CAPITAL WORKS BUDGET AMENDMENTS 2023-24

To:	Council
Reporting Officer:	Asset Accountant
Responsible Manager:	Director Financial Services
Report Date:	3 September 2024
File Reference:	Financial Management - Annual Plan and Budget - Adopted Budget/s
Enclosures:	<ol style="list-style-type: none">1. Revised 2024-25 Fees & Charges Schedule 2. Revised 2024-25 Estimated Financial Statements 3. Carry Forward Capital Budget Amendments 

RECOMMENDATION

That Council:

1. **Adopt the proposed capital works budget amendments (carry forwards) totalling \$578,101 as presented;**
2. **Adopt the proposed capital budget amendments totalling \$900,490 as presented; and**
3. **Adopt the Revised Estimated Financial Statements for the year ended 30 June 2025, replacing the statements adopted in the Annual Plan and Budget Estimates on 17 June 2024.**
4. **Adopt the Revised 2024-25 Fees & Charges schedule**

PURPOSE

Revised Estimated Financial Statements and capital expenditure estimates for the year ending 30 June 2025 are provided to Council for consideration.

The adjustments will ensure Council's capital works priorities are reflected in the budget estimates for the year.

BACKGROUND

When Council adopted its Annual Plan and Budget Estimates on 17 June 2024, the estimated capital works expenditure for projects that are ongoing was not known with certainty.

Revised estimates have been prepared to recognise the actual expenditure for projects in progress as at 30 June and the impact of unspent funds on the new financial year.

The budget estimates also include assumptions in relation to final forecasts for balance sheet items (like receivables and payables). The revised estimated financial statements also allow an updated forecast as at 30 June 2025 based on final known balances of assets and liabilities as at 30 June 2024.

On adoption; the revised estimates will supersede those previously adopted as part of the Annual Plan and Budget adopted at the 17 June 2024 meeting.

DETAILS

This report is prepared annually following the end of the financial year for Council to consider and align its budget estimates with the expected completion of the capital work projects that were in progress as at 30 June.

The revised Estimated Financial Statements reflect updated cashflow estimates considering decisions made by Council since budget adoption (where applicable), changes to the expected timing of capital grants, and changes relating to the timing of completion of projects.

Any known material variances to the capital budget are also adjusted for to ensure that Council's Cash Flow estimates are accurate. Should no adjustments be made, Council's capital works priorities will not reflect Council's actual priorities for the year.

Capital Works Budget Amendments

Capital works budget amendments include budgets carried over for projects that are ongoing as at 30 June and a number of other budget amendments listed below.

The revised capital expenditure estimates result in an increase in expenditure of \$1,478,591 throughout 2024-25. \$578,101 relates to the timing of project funding budgeted for the last financial year and unspent as at 30 June 2024 (discussed below). \$900,490 relates to proposed budget amendments (discussed below).

Original budgeted capital works expenditure 2024-25	\$17,670,124
Add: Budgets Carried Forward for Works in Progress	\$578,101
Add: Other budget amendments	\$900,490
Revised budgeted capital works expenditure 2024-25	\$19,148,715

Carry Forward Budget Changes

The increase of \$578,101 to reflect changes in the carry forward budget relate purely to timing of project completion and the associated cash outflows. The original budget estimates included a total of \$6.309m of carry forward projects. This has now been revised to \$6.887m following the final 2023-24 figures. There are a total of 39 projects that are ongoing. Projects have been delayed for a variety of reasons including longer permit and approval times, construction delays, attraction of contractors, long lead times for plant and equipment and material shortages.

Other Capital Budget Amendments

Other budget amendments include additional capital works projects which have been identified since budget adoption on the 17 June 2024. The following are recommended additions to the adopted capital budget:-

Description	Amount	Note:
Truck – Isuzu FVD 1000 with live bottomed tub	\$247,000	1
Waratah Rail Bridge	\$16,000	2
Calder Road Bridge Replacement (Blackfish Creek)	\$44,998	3

Description	Amount	Note:
Wynyard Sports Precinct – Cricket Infrastructure	\$152,518	4
Wynyard Rec Ground – Maintenance Storage Shed	\$10,000	5
Wynyard Showground Grandstand Demolition	\$89,105	6
Bowick Street Main Replacement	\$20,000	7
Port Road Boat Harbour Drainage	\$122,880	8
Waratah Road Infrastructure Improvement Design	\$92,989	9
Somerset Sport Precinct Masterplan	\$90,000	10
Wynard Multi Purpose Facility – Roller Door Replacement	\$15,000	11
Total	\$900,490	

Note 1 The After receiving tenders for a chassis replacement only the business case was reassessed. The full replacement gives Council a lower life cycle cost in line with our Asset Management Policy.

Note 2 This is an additional item to the project scope to in-fill some parts of the handrail following receipt of concerns from a member of the public.

Note 3 This is the final payment for the contract works, where an extended length of approximately 160 metres of final surface correction will be undertaken by the Contractor when weather is suitable; October/November. By extending the resurfacing beyond the scope of the bridge site Council is renewing part of the road surface a year or two earlier than its obligation but ensuring the best possible riding surface following bridge replacement.

Note 4 This item is to complete the full scope of relocation of cricket infrastructure from the Wynyard Showground to the Wynyard Recreation Ground.

Note 5 This item is to cover the complete scope of works, namely the electrical fitout.

Note 6 This item is as per the Council resolution 9.5 February 2024 award of contract 813.

Note 7 Remaining scope to address new easement creation of built stormwater main.

Note 8 This item is as per the Council resolution 10.8 May 2024 award of contract 816.

Note 9 This item is to cover all design of infrastructure gaps to Waratah Village, including coordination of third party infrastructure from Taswater, Tas Networks & Telstra to allow Federal funding bids for construction.

Note 10 This item is as per the Council resolution 9.1 August 2024 adoption of Somerset Sports Precinct Master Plan 2024-2032.

Note 11 The item is to replace the weather damaged roller door to the boat storage entrance of the Wynyard Multipurpose Community Centre building.

Revised Cash as at 30 June 2025

Council's revised estimated of cash held as at 30 June 2025 is \$5,085,629 an decrease of \$134,627. A reconciliation of the main changes to the change is detailed as follows:

Original budgeted cash as at 30 June 2025	\$5,220,256
Changes in opening cash position	(1,308,387)
Adjustments to capital works expenditure	(1,478,591)
Change in Capital Grant Funding	\$2,652,351
Revised budgeted cash as at 30 June 2025	\$5,085,629

Changes in opening cash position

The above reconciliation contains adjustments to recognise a change in the opening cash position based on the June 2024 actual cash balance rather than the forecast at the time of setting the budget. The cash forecast has also been updated to reflect the adjustment made to the capital works budget and grant funding which has carried forward into 2024-25.

Changes in grant funding

The change in capital grant funding is due a delay in the receipt of a number of grants expected to be received in 2023-24. The table below provides detail on the grant funding budgets which have been carried forward.

Funding	Amount
Pause Places Funding	40,992
Table Cape Lookout	302,800
IGA Carpark Funding	320,000
Roads to Recovery Funding	734,091
Dog Park & Freedom Camping	160,000
LRCI Funding - Phase 2	73,995
Recreation Infrastructure	20,473
Flood Mitigation	1,000,000
	2,652,351

Redirection of operational special project funding

The original operating budget estimates included \$20,000 for an operational special project for Tree Replacment – Dodgin Street, it is proposed to defer this project until Council has adopted a tree and vegetation strategy which is currently under development. It is proposed to redirect this operational funding to two new special projects being:

- Ballad Avenue Masterplan \$11,500
- Replacement of Childcare carseats and highchairs \$8,500

Amended 2024/25 Fees & Charges Schedule

The 2024/25 Fees & Charges schedule have been amended to make the following changes for Wynyard Waste Transfer Station fees:

- Add new charge of \$20.00 for disposal of Car Tyres on Rims
- Amend disposal of Truck & Larger Tyres from no tyre size limit to only accepting disposals of tyre sizes up to 1.0 m diameter
- Amend disposal of Tractor Tyres from no tyre size limit to only accepting tyre sizes up to 1.4 m diameter
- Add new policy to not accept disposal of Tyres larger than 1.4m meters in diameter (e.g. Earthmoving tyres)
- Add new policy to not accept the disposal of scrap for vehicles, boats, caravans, buses and similar size items
- Add charge for replacement of Recycling & FOGO bins of \$91.50

STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993* provides:

82. Estimates

- (1) *The general manager must prepare estimates of the council's revenue and expenditure for each financial year.*
- (2) *Estimates are to contain details of the following:
(d) the estimated capital works of the council;*
- (4) *A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.*

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
1.2 We maintain and manage our assets sustainably.
Our Priorities
1.5.2 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The overall financial impact of the budget amendments is an increase in estimated capital expenditure of \$1,478,591.

Council's revised estimate of cash held as at 30 June 2025 is \$5,085,629, an decrease of \$134,627.

RISK IMPLICATIONS

Adjustment to the Estimates allows Council to take into account changes not known when the budget estimates were adopted. There has been no change to the underlying principles used to prepare the original budget. Should no adjustments be made, Council's capital works priorities will not reflect Council's actual priorities for the year.

CONSULTATION PROCESS

The annual budget planning process involves input from staff, managers and Councillors over a number of months and also the community via the strategic planning process.

CONCLUSION

It is recommended that Council adopt the proposed capital works budget amendments totalling \$578,101 as presented, the proposed capital budget amendments totalling \$900,490 as shown, and the revised Estimated Financial Statements for the year ended 30 June 2025.

The adjustments will ensure Council's capital works priorities are reflected in the budget estimates for the year.

9.10 FIXING OF COUNCIL MEETING DATES

To: Council
Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 17 July 2024
File Reference: 0110
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 2025 to December 2025, or according to the Schedule below:

DATE OF MEETING	TYPE OF MEETING
Monday 20 January 2025	Ordinary Council Meeting
Monday 17 February 2025	Ordinary Council Meeting
Monday 17 March 2025	Ordinary Council Meeting
Monday 14 April 2025*	Ordinary Council Meeting
Monday 19 May 2025	Ordinary Council Meeting
Monday 23 June 2025*	Ordinary Council Meeting
Monday 21 July 2025	Ordinary Council Meeting
Monday 18 August 2025	Ordinary Council Meeting
Monday 15 September 2025	Ordinary Council Meeting
Monday 20 October 2025	Ordinary Council Meeting
Monday 27 October 2025	Annual General Meeting
Monday 17 November 2025	Ordinary Council Meeting
Monday 15 December 2025	Ordinary Council Meeting

*Dates not on usual cycle due to public holidays or scheduling requirements.

PURPOSE

The purpose of this report is for Council to determine meeting dates and times for Council for the 2025 calendar year.

BACKGROUND

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.

There are two months where changing from the standard third Monday of the month is recommended:

- April – Easter – April 21 is Easter Monday and a Public Holiday. It is therefore recommended to bring the April meeting forward by one week
- June – the third Monday of the month is 16 June. To allow further time to prepare the Annual Plan and Budget Estimates it is recommended the meeting is delayed by one week until 23 June.

The date suggested for the Annual General Meeting may need to change depending on commitments provided by the Tasmanian Audit Office.

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 at a reasonable time.

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 1: Leadership and Governance
Desired Outcomes
2.1 We are a knowledgeable organisation—we demonstrate best practices in our business processes.
Our Priorities
13.1 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:
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.

ENVIRONMENTAL IMPLICATIONS

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

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 Chambers, if required, would incur additional costs in terms of staff time, transport costs, and 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 2025 as listed.

9.11 SENIOR MANAGEMENT REPORT

To:	Council
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	20 August 2024
File Reference:	1312
Enclosures:	<ol style="list-style-type: none">1. Minister Ogilvie - Response to query re Council Regulation of Work in Landslip Areas 2. Proposed Renewable Energy Zones Consultation - Submission 3. LGAT General Meeting Communique 

RECOMMENDATION

That Council note the monthly Senior Management Report.

SUMMARY/PURPOSE

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

GENERAL MANAGERS OFFICE

Listed below is a summary of activities undertaken by the General Manager during the period 10 August 2024 to 9 September 2024

Corporate

- Continued to progress enterprise bargaining meetings with the team of bargaining representatives
- Conducted performance appraisals of direct reports
- Met with the Chair of the Audit Panel to finalise the panel's review of the financial statements

Community

- Nil

Industry

- Attended a meeting of the Climate Capability Program Steering Committee
- Attended the Business North West breakfast networking meeting with guest speaker Gabriella Conti, West by North West
- Attended the LGAT General Meeting and Conference

Other

- Attended a Board meeting of West by North West (Regional Tourism Authority)
- Chaired the Audit and Risk meeting of West by North West (Regional Tourism Authority)

Outstanding Notice of Motion re Planning Matters

The following motion was raised in February 2022:

1. That Council writes to the respective Ministers and or State Government bureaucrats to request a review of the planning and building rules to provide for the following:
 - a. Sufficient water storage for both domestic household use and water storage for firefighting purposes in landslip b areas and suggest as a minimum 20,000 L (10,000+10,000) for this purpose.
 - b. Repair, replacement and renovation of existing buildings in areas of designated landslip A; and
2. Make representation to state cabinet members, local members of the house of assembly and local legislative councillors etc seeking their support for such

A Letter was received on 20 August 2024 from Hon Madeline Ogilvie MP, Minister for Small Business and Consumer Affairs providing a detailed responses to the questions raised (a copy of the letter is attached).

The Minister has agreed to have the item 1a reviewed to see if the relevant clause in the Landslip Hazard Areas Determination can be amended to provide for a provision based on performance requirements, for the installation of water tanks in a bushfire prone area that is also a Landslip B area. A detailed response is also provided to item 1b in the letter.

Minister Ogilvie responded on behalf of herself and ministerial colleagues the Hon Felix Ellis MP and the Hon Nick Street MP.

Council Submission

Draft Renewable Energy Zone in North West Tasmania

Council provided a submission regarding the Draft Renewable Energy Zone in North West Tasmania (submission attached to this report). Key points raised include the importance of genuine consideration of the matters outlined in the documentation to address community concerns:

- Applicable reserved land management objectives and potential effects from some significant vantage points within Tasmania Wilderness World Heritage Area.
- Future forestry operations including access issues, bushfire management activities as well as harvesting, planting and regeneration operations.
- Agricultural practices, including irrigation, aerial agriculture (crop dusting), intensity of grazing, cropping activities, and management issues.
- Mining exploration requirements within areas of high strategic prospectivity
- Residential uses and any potential amenity impacts.
- Intangible and landscape Aboriginal cultural values, through consultation and engagement with Tasmanian Aboriginal people.

It is noted that in determining whether to make a REZ declaration order, the Minister is to follow a formal process and consider any submissions received in relation to the renewable energy zone and any social, economic and other relevant impacts.

These areas give some comfort that community representations will be considered as part of the process

Council noted its support of the establishment of a Community Benefit Sharing (CBS) framework to coordinate the delivery of benefits to regional communities hosting renewable energy infrastructure and offered to provide feedback regarding any future iterations of the model.

Council supports the approach for a large percentage of the funds a proponent is required to allocate to the CBS being pooled in a regional fund that can be administered to deliver broader community outcomes, with the proponent left to administer the remainder at the project level as it sees fit.

Council supports the proposal of an existing regional organisation being utilised to administer and govern the regional CBS fund and recommends the Cradle Coast Authority (CCA) are used as the body to undertake this task.

Local Government Association of Tasmania (LGAT)- General Meeting 4 September 2024

The most recent general Meeting of LGAT was held in Hobart on 4 September. A communique detailing matters discussed and access to reports via the LGAT website is attached. Key matters discussed include:

Motions put forward:

- Psychosocial Safety Insurance for Elected Members (Carried)
- Working with Vulnerable People Card – Eligibility criteria for Councillor Nominees (Carried)
- Amendment of Local Government Act 1993, Schedule 5 Councillor Allowances (not Carried)
- Substantial Commencement of Work (Carried)
- Legislative Reform to Effectively Manage the Environmental and Economic Risks Posed by Wild and Nuisance Pigs (Carried)

Other Items:

- update on 15 previous resolutions that our team has been working on. This includes the establishment of a Development Assessment Reference Group, state road maintenance and an Integrated Transport Study.
- Housing Position Statement.
- Workplace Health and Safety Review.

ADMINISTRATION – Use of Corporate Seal

22/8/24	Crown Land License	Doctors Rocks (021497) – updated following highway changes
22/8/24	Crown Land License	Doctors Rocks (23/2185) new revetments Coastal Pathway
22/8/24	Crown Land License	Boat Harbour Beach (020989)
22/8/24	Crown Land License Deed of Surrender	Various licenses across municipal area following review, update and amalgamation of various licences

WORKING GROUPS

	Elected Member Representatives	Responsible Officer(s)	Status
Wynyard Show Grounds	Cr Bramich Cr Hyland	<ul style="list-style-type: none"> • General Manager • Manager Community Activation 	Works are now 80% complete at the new dog park and camping area, with completion expected by the end of September.
Somerset Sporting Precinct	Cr Johnstone Deputy Mayor Edwards	<ul style="list-style-type: none"> • General Manager • Manager Community Activation • Manager Recreation Planning and Environment • Recreation Liaison Officer 	Masterplan adopted 08/24. Detailed design process for Langley Park Changerooms and a Concept design for Somerset Indoor Stadium to commence.
Wynyard Sports Precinct	Cr Johnstone Cr Roberts	<ul style="list-style-type: none"> • Director Infrastructure and Development Services • Strategic Projects Manager • Manager Community Activation 	The temporary road closure in Austin Street is in place. Tender report for Training Centre for acceptance this agenda.
Boat Harbour Masterplan	Cr Hyland Cr Roberts	<ul style="list-style-type: none"> • General Manager • Executive Officer (GM office) • Strategic Projects Manager 	Tender report for Construction included in this agenda.
Oldina Reserve Stakeholder Group	Cr Courtney Cr Johnstone	<ul style="list-style-type: none"> • Director Community and Engagement 	No further action at this stage.
Accessibility Strategy Working Group	Cr Raw Deputy Mayor Edwards	<ul style="list-style-type: none"> • Manager Community Activation 	The Working Group has prioritised the actions in the Strategy and informed the development of a three-year implementation plan. Regular meetings are continuing to update the Working Group on the status of the actions.
Frederick Street Reserve Working Group	Cr Johnstone Cr Roberts	<ul style="list-style-type: none"> • Director Community and Engagement • Manager Community Activation 	A new Master Plan concept is currently being developed for presentation to Councillors and the Working Group. It is expected that this will be completed by mid-September.

PLANNING PERMITS UNDER DELEGATION – August 2024

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
DA 54/2024	Pitt & Sherry	Mine Road Savage River	Savage River Mine North Pit Underground Operations (NPUG) – (Level 2 Activity)	14.08.2024	2	D
DA 140/2024	A Coull	40 Irby Boulevard Sisters Beach	Change of Use (Visitor Accommodation)	14.08.2024	13	P
DA 130/2024	G Brown & C Adam	7 Shelter Point Court Boat Harbour Beach	Dwelling	20.08.2024	41	D
DA 134/2024	L Pettitt	9 Smith Street Waratah	Shed Extension	21.08.2024	39	D
DA 135/2024	D Jakob	38 Banksia Avenue Sisters Beach	Outbuilding (Shed with Amenities)	21.08.2024	33	D
DA 137/2024	J Neilson	48 Timothy Drive Wynyard	Outbuilding (Machinery Shed)	29.08.2024	37	D

BUILDING PERMITS APPROVED – August 2024

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
PSC-W-2024-05-01	C Shailer	68 Irby Boulevard Sisters Beach	As Built Deck/ Veranda	30.08.2024	1	DA 223/2023
BLD-W-2024-88-01	S & S Warren	1 Fenton Crescent Boat Harbour Beach	Dwelling – Repairs & Internal Alterations and Footing Repairs	22.08.2024	6	DA 95/2019


COUNCIL MEETING ACTIONS – OPEN COUNCIL

DATE	ITEM	TOPIC	ACTION/STATUS	OFFICER	STATUS
22/6/20	8.2	NOM – Cr Fairbrother – Crown Land	Motion Carried - That Council consider that where areas of Crown land separate a road and a property boundary, for the purposes of planning, that the area be incorporated and or considered as a Part of the road reserve. <i>Matter being pursued with discussions being held with Crown Land Services (and through them State Growth)</i>	MDRS	In Progress
21/2/22	8.3	NOM – Cr Fairbrother – Planning Matters	<ol style="list-style-type: none"> 1. That Council writes to the respective Ministers and or State Government bureaucrats to request a review of the planning and building rules to provide for the following: <ol style="list-style-type: none"> a. Sufficient water storage for both domestic household use and water storage for firefighting purposes in landslip b areas and suggest as a minimum 20,000 L (10,000+10,000) for this purpose. b. Repair, replacement and renovation of existing buildings in areas of designated landslip A; and 2. Make representation to state cabinet members, local members of the house of assembly and local legislative councillors etc seeking their support for such changes <i>Refer response included in Senior Management Report in this report</i>	DIDS	Closed
20/2/23	8.1	NOM CR RAW – Request for TIA Junction of Old Bass Highway and Dart Street	Motion Carried <i>A third-party traffic engineer has been engaged to undertake the traffic assessment. Awaiting final report to be workshopped with Councillors.</i>	MEP	In Progress
15/5/23	9.5	ROC – Public Interest Disclosure Procedures	MOTION CARRIED: That Council adopt the Public Interest Disclosure Procedures as presented and submit to the Office of the Ombudsman for approval. <i>The updated policy has been approved by the Ombudsman and is presented to Council for formal adoption on this agenda.</i>	GM	Closed
18/3/24	9.3	ROC – Wynyard Sports Precinct – Austin Street Closure	Three-month trial to be conducted and a report of outcomes to be put to council. <i>Statutory advertising process is underway.</i>	SPM	In Progress
17/6/24	8.1	NOM Cr Raw – Turning Lane Old Bass Highway	MOTION CARRIED: That Council explore the feasibility of adding a turning right lane at the junction of Old Bass Highway and the Watershed access road for traffic travelling west.	DIDS	In Progress
15/7/24	8.1	NOM – Cr Courtney – Road Marking	MOTION CARRIED - That Council undertake a trial introduction of photoluminescent paint when road marking.	DIDS	In progress

DATE	ITEM	TOPIC	ACTION/STATUS	OFFICER	STATUS
			<i>Investigations commenced including liaison with ARRB around the Victorian trial results and with contractors around the supply and use of photoluminescent paint for line marking for a WWC trial.</i>		
15/7/24	5.3.3	PQTON – C Foster – Civil Works Old Bass Highway (Drs Rocks)	<p>Chloe Foster of Boat Harbour Beach asked that while (the Coastal Pathway) under construction will council undertake remedial works including removal of a minimum 1 layer of rocks, and removal of substantial portion of rocks on the beach, perhaps with introduction of supportive landscaping in collaborative consultation with those affected.</p> <p>The Acting General Manager advised that matter would need to be taken to a Councillor Workshop for discussion given the amount of information that needs to be considered and multiple agencies coordinated with to make any decisions <i>Detailed report provided to August meeting</i></p>	DIDS	Closed

9.12 MINUTES OF OTHER BODIES/COMMITTEES

9.12.1 NOTES OF THE ACCESSIBILITY STRATEGY WORKING GROUP- HELD 6 AUGUST 2024

To: Council
Reporting Officer: Manager Community Activation
Responsible Manager: Director Community Services
Report Date: 9 August 2024
File Reference: 001
Enclosures: 1. Accessibility Strategy Working Group MeetinG notes 

RECOMMENDATION

That Council receives the notes of the Accessibility Working Group meeting held on Tuesday 6 August 2024.

PURPOSE

The notes of the meeting of the Accessibility Working Group held on Tuesday 6 August 2024 are presented to Council for information.

BACKGROUND

The Waratah-Wynyard Accessibility Strategy Working Group is a collaborative partnership between Council and the community.

The purpose of the Accessibility Strategy Working Group meetings initially is to inform the development of the Accessibility Strategy and Action Plan. The Accessibility Strategy Working Group then advises on the implementation, monitoring, and review of the Accessibility Strategy.

DETAILS

At this meeting Working Group members were given an update on the progress of the Inclusion Access Plan. This update focused on website/social media/digital updates.

Council's Communications Officer gave an active demonstration of accessibility improvements that have been made and are now planned as a result of the Accessibility Strategy.

The next meeting of the group will be held in November.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 3: Connected Communities
Desired Outcomes
1.3 We encourage broad community input to create a focussed and strong sense of belonging.

Our Priorities
1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.
GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
3.5 Our community uses its voice to shape its future alongside a strong Council willing to listen and implement where reasonable and practical.
Our Priorities
1.6.1 Encourage increased participation by all stakeholders.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
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.
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.

ENVIRONMENTAL IMPLICATIONS

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

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

It is recommended that Council accepts the notes of the Accessibility Working Group meeting held on 6 August 2024.

9.12.2 MINUTES OF OTHER BODIES/COMMITTEES - AUDIT PANEL COMMITTEE HELD 6 AUGUST 2024

To: Council
Reporting Officer: Information Management Officer
Responsible Manager: Director Financial Services
Report Date: 13 August 2024
File Reference: Audit Panel
Enclosures: 1. Audit Panel Minutes 06 August 2024 

RECOMMENDATION

That Council note the unconfirmed Minutes of the Audit Panel Committee meeting held on 6 August 2024.

PURPOSE

The Audit Panel met on 6 August 2024 and the unconfirmed Minutes were released by the Chair on 13 August 2024 and are presented to Council for noting.

BACKGROUND

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

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

The current members of the Shared Panel are:

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

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

DETAILS

The Audit Panel met on 06 August 2024 at the Waratah-Wynyard Council.

The meeting reviewed the following standard agenda items:

- Business arising from previous meetings;
- General Manager Risk and Assurance Certificate;
- Communications from Council;
- Financial Management reports presented to Council;
- General Manager's Reports provided to Council;
- Minutes of Safety (OSHWELL) Committee;
- Internal audit progress on supplementary rates;

- Major Initiatives - Annual Plan progress report;
- Quarterly Statistic Reports provided to Council.

The major work plan for the meeting covered:

- Financial Management & Governance – Financial Statements, Rates and Charges Policy, Asset Revaluation Program
- Annual Audit and Reporting – Interim Audit Findings
- Long Term Planning
- Internal Controls and Risk Management
- Legal Compliance and Ethics

A subsequent meeting between the Chair of the Audit Panel, General Manager and Director of Financial Services was held on 29 August to fully review the financial statements which have been lodged for audit. No actions are arising from that discussion.

There were no formal recommendations made to Council at the meeting. The Panel's next meeting is scheduled to be held on 5 November 2024.

STATUTORY IMPLICATIONS

Statutory Requirements

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

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

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

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

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in this recommendation.

RISK IMPLICATIONS

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



CONSULTATION PROCESS

There are no consultation requirements as a result of this report

COMMENT

It is recommended that Council note the Unconfirmed Minutes of the Audit Panel Committee held on 6 August 2024.

9.12.3 MINUTES OF OTHER BODIES/COMMITTEES - SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PANEL HELD 20 AUGUST 2024

To: Council
Reporting Officer: Contracts and Administration Officer
Responsible Manager: Director Infrastructure and Development Services
Report Date: 30 August 2024
File Reference: SEAP
Enclosures: 1. DRAFT SEAP Minutes 20 August 2024 
2. Attachment to SEAP Minutes 20 August 2024 - Proposed LGAT Motion re Offshore Fossil Fuels 

RECOMMENDATION

That Council:

- 1. Note the Unconfirmed Minutes of the Sustainability and Environmental Advisory Panel meeting held on 20 August 2024; and**
- 2. Convene a workshop with interested SEAP members to be further informed of the recommended motion to the Local Government Association of Tasmania regarding offshore oil and gas exploration in Tasmania and adjacent Commonwealth waters off Tasmania.**

PURPOSE

The Unconfirmed/Confirmed Minutes of the Meeting of the Sustainability Infrastructure and Development Panel held on 20 August 2024, are laid on the table and circulated.

From the meeting of 20 August 2024, the SEAP made one (1) new recommendation to Council for consideration.

BACKGROUND

After an expression of interest process, Council appointed its first Sustainability and Environmental Advisory Panel (SEAP) at the 26 September 2022 Council meeting.

DETAILS

The Sustainability and Environmental Advisory Panel met on 20 August 2024 at the Waratah-Wynyard Council Chambers.

The meeting reviewed the revised standard agenda items which include:

- Confirmation of previous meeting minutes (18 June 2024),
- Active action updates (based on the action plan),
- Non-active actions noted (based on the action plan),
- New and general business.

From the meeting of 20 August 2024, the SEAP made one (1) new recommendation to Council for consideration, as follows:

1. That Council advocate to the Local Government Association of Tasmania regarding offshore oil and gas exploration in Tasmania and adjacent Commonwealth waters off Tasmania.

Consistent with its award-winning Integrated Council Environment Plan (iCEP), Waratah-Wynyard Council has committed to undertake and promote climate ambition and action.

The Sustainability and Environmental Advisory Panel (SEAP) has identified offshore oil and gas exploration and development off Tasmania as a significant threat to our climate, our marine ecosystems and coastal communities and has requested that council act *within its capacity* to advocate for an end to offshore oil and gas exploration and development in Tasmanian and adjacent Commonwealth waters off Tasmania.

Although our coastal communities around Tasmania greatly value and rely upon our coastal waters, unlike some other Australian Local Government areas, Tasmanian Local Governments do not have any jurisdiction over our coastal waters.

It is therefore recommended that Council seek broader local government support through the Local Government Association of Tasmania (LGAT) to advocate collectively on behalf of Local Government constituents, especially coastal communities, who are increasingly expecting strong climate leadership from governments at all levels, to advocate against offshore oil and gas exploration and development in Tasmania.

LGAT have previously shown leadership in advocating to the Federal and Tasmanian State government to facilitate emergency action to address the climate crisis, reduce greenhouse gas emissions and meet or exceed targets in the Paris Agreement.

Proposed motions for Local Government Association of Tasmania:

- a) *That LGAT establish a Position Statement consistent with the Paris Agreement on offshore oil and gas exploration and development in Tasmanian and adjacent Commonwealth waters off Tasmania.*
- b) *That LGAT advocate to Tasmanian State and Federal Government to not approve any new offshore oil and gas exploration and development in Tasmanian and adjacent Commonwealth waters.*

A discussion paper has been attached to this agenda report for further information regarding the proposal. It is recommended Council are further informed on the issue prior to determining whether they wish to proceed with the proposed advocacy action.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
1.3 We encourage broad community input to create a focussed and strong sense of belonging.
Our Priorities
13.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.
GOAL 7: Environment
Desired Outcomes
7.1 Council and the community minimise its resource consumption and carbon footprint.
Our Priorities
7.1.2 Advocate for effective environmental management and contribute to regional, state, and national climate change initiatives.
GOAL 7: Environment
Desired Outcomes
7.2 The community understands its vulnerabilities and strengths when it comes to climate change adaptation and resilience.
Our Priorities
7.2.1 Support and foster community led adaption and initiatives.
Our Priorities
7.3.1 Facilitate education and awareness of climate change risks to the community and property owners.
GOAL 7: Environment
Desired Outcomes
7.5 Stewardship of our land, water and marine ecosystems respects past, present and future generations.
Our Priorities
7.5.1 Protect, enhance and recover biodiversity through forward thinking and planning.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
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.
Natural resource management	Managing abundant, natural and productive resources – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Education	Lifelong learning and education – Education and lifelong learning is valued and there is access to vocational training and tertiary education. Education retention rates have increased.

Community Future Direction Theme	Key Challenges & Opportunities:
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.
Governance and working together	Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

ENVIRONMENTAL IMPLICATIONS

The purpose of the SEAP, their discussions and any subsequent recommendations are intended to advise Council on ways to reduce our environmental footprint, protect and enhance our natural values, provide education and access to relevant environmental information, and improve the community’s adaptability and resilience to climate related risks.

To this end the recommendations to Council are consistent, where the potential for negative environmental impact on Tasmania’s marine resources are highlighted through the proposal to advocate to LGAT for a position statement regarding offshore oil and gas exploration.

POLICY IMPLICATIONS

Council’s Environmental Sustainability Policy is relevant to the items discussed at the panel meetings.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Previously, Council considered a recommendation from the SEAP to adopt its own position statement relating to offshore oil and gas exploration, which was deferred for discussion due to the risks associated with community perception on council having greater authority or involvement in marine based activities that what is the case.

The recommendation as proposed, requires Council to advocate to the LGAT, which ultimately reduces the risk as it does not imply Council has any involvement outside its commitment to environmental sustainability through its adopted policy and iCEP.

CONSULTATION PROCESS

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

COMMENT

It is recommended that Council note the unconfirmed minutes from the SEAP’s meeting held on 20 August 2024, along with the endorsement of the recommendation made by the SEAP.

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

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

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) – Notices Of Motion NIL RECEIVED</i>	15 (2)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request - Councillors</i>	15(2)(h)
<i>Confidential Report R15 (2) (d) Contracts and tenders for supply of goods and services. TENDER EVALUATION x 2</i>	15 (2) (g)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

11.0 CLOSURE OF MEETING TO THE PUBLIC**RECOMMENDATION**

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

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) – Notices Of Motion NIL RECEIVED</i>	15 (2)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request - Councillors</i>	15(2)(h)
<i>Confidential Report R15 (2) (d) Contracts and tenders for supply of goods and services. TENDER EVALUATION x 2</i>	15 (2) (g)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

12.0 RESUMPTION OF OPEN MEETING

At pm the Open Meeting was resumed.

13.0 PUBLIC RELEASE ANNOUNCEMENT

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

Min. No.	Subject	Decisions/Documents

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