



**ORDINARY MEETING  
OF COUNCIL**

**AGENDA  
OPEN MEETING**

**18 February 2019**

4 February 2019

## **Notice of Meeting – Ordinary Meeting of Council**

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

### **General Manager's Certification**

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

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



Shane Crawford  
GENERAL MANAGER

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

4 February 2019

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

Dear Shane,

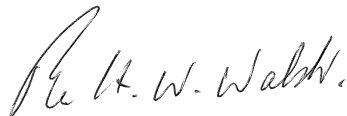
#### **COUNCIL MEETING**

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

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

I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on Monday 18 February 2019 commencing at 6:00 pm at the Council Chambers 21 Saunders Street Wynyard.

Yours sincerely



Cr Robby Walsh  
MAYOR

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

AGENDA OF AN ORDINARY MEETING OF THE WARATAH-WYNYARD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS 21 SAUNDERS STREET WYNYARD ON MONDAY 18 FEBRUARY 2019 COMMENCING AT 6:00 PM

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

#### **AUDIO RECORDING OF COUNCIL MEETINGS POLICY**

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

#### **ACKNOWLEDGEMENT OF COUNTRY**

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

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<b>1.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED</b>
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Legislative Reference:

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

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

*(c) attendance and apologies.*

**1.1 ATTENDANCE**

**1.2 APOLOGIES**

Nil

**1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Cr Andrea Courtney

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**2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Legislative Reference:

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

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

*(b) Confirmation of the minutes.*

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

MOVED BY	
SECONDED BY	

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

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



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**3.0 DECLARATIONS OF INTEREST**

Legislative Reference:

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

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

**Councillor and Agenda Item Number**

**Staff and Agenda Item Number**

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## 4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

### 4.1 ANNOUNCEMENTS BY MAYOR

### 4.2 MAYOR'S COMMUNICATIONS

MOVED BY	
SECONDED BY	

**That the Council note the Mayor's Diary.**

Date	Purpose
14/1/19	Councillor Workshop
15/1/19	Meeting with General Manager
17/1/19	Coastal Pathway Steering Group Meeting <i>The Mayor has been appointed Independent Chair of the Technical Group for the Coastal Pathway for sections between Latrobe and Penguin.</i>
19/1/19	TEERA AGM & Awards Night
20/1/19	Alexanders 150 <sup>th</sup> Birthday Celebration
21/1/19	Council Meeting
22/1/19	CCA Special Reps Meeting
22/1/19	CCA Briefing UPC Windfarms and Transmission Line
22/1/19	Meeting with General Manager
26/1/19	Australia Day Awards & Citizenship Ceremony
30/1/19	Office of Coordinator General Forum
30/1/19	Wynyard Garden Club High Tea
1/2/19	<b>DEPUTY MAYOR</b> – Rural Medical Students Welcome
1/2/19	<b>DEPUTY MAYOR</b> – Hellyer College Evening of Excellence
11/2/19	Councillor Workshop

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### 4.3 REPORTS OF DELEGATES

Nil

### 4.4 COUNCILLOR STATEMENTS

#### 4.4.1 CR A. HOUSE – Freedom Camping Boat Harbour

#### 4.4.2 CR A. HOUSE – Dog Control

### 4.5 NOTIFICATION OF COUNCIL WORKSHOPS

Legislative Reference:

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

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

*the date and purpose of any council workshop held since the last meeting.*

MOVED BY	
SECONDED BY	

**That the Council notes that the following workshops were conducted by Council since its last Ordinary Council Meeting.**

4/2/19	Somerset CBD Canopy
4/2/19	Wynyard Waterfront – Boardwalk
4/2/19	2019/20 Budget Process
4/2/19	Local Government Legislative Framework Review
4/2/19	Meeting Procedure Review
7/2/19	Central Area Development Plan Review
11/2/19	East Wynyard Foreshore Playground
11/2/19	York Street Bus Stop Review
11/2/19	Inglis River Mouth Rock Wall discussion
11/2/19	Coastal Pathway Update
11/2/19	Communication Strategy

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## 5.0 PUBLIC QUESTIONS AND STATEMENTS

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015 Regulation 31*

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

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

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

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

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

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- (a) *The member of the public submits to the General Manager prior to the commencement of the meeting the public statement in a form acceptable to the General Manager and which includes the name and residential or contact address of the member of the public;*
  - (b) *The public statement precedes discussion of any matter which requires a decision to be made at the meeting but otherwise at item (11) of order of business at clause 4.2;*
  - (c) *The public statement is limited to a maximum period of 3 minutes, unless otherwise determined by the Presiding Member; and*
  - (d) *No discussion or questions relating to the statement are permitted, unless otherwise determined by the Presiding Member.*
- (2) *Fifteen minutes is to be allocated for the public statement time.*
  - (3) *Once all statements have been made, nothing prevents the unused part of the statement time period from being used for other matters.*
  - (4) *If the 15-minute period set aside for public statements is reached, Council, by resolution, may resolve to extend the period for an additional 15 minutes to allow statements to be made.*
  - (5) *No more than two 15-minute extensions to the time for public statements are to be permitted.*
  - (6) *Procedures for public statements are to be in accordance with policy adopted from time to time by the Council and, where the policy is silent on a matter, the procedures for that matter are to be determined by the Presiding Member.*

#### **5.1 RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING ORDINARY MEETING OF COUNCIL**

Nil

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

Nil

#### **5.3 PUBLIC QUESTIONS WITHOUT NOTICE**

Legislative Reference:

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

- (2) *The Chairperson of an ordinary council meeting may –*
- (b) *invite any members of the public present at the meeting to ask questions relating to the activities of the council.*

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

- (5) *The Chairperson may –*
- (b) *require a question to be put on notice and in writing to be answered at a later ordinary council meeting.*

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

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**5.4 PUBLIC STATEMENTS RECEIVED IN WRITING**

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

Nil

**5.5 PUBLIC STATEMENTS WITHOUT NOTICE**

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**6.0 PETITIONS / DEPUTATIONS / PRESENTATIONS**

**6.1 PETITIONS**

Nil

**6.2 DEPUTATIONS AND PRESENTATIONS**

Nil

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## 7.0 PLANNING AUTHORITY ITEMS

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015 Regulation 25 / Judicial Review Act.*

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

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

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

**There are no Planning Applications.**

### 7.1 PUBLIC QUESTIONS WITHOUT NOTICE –RELATING TO PLANNING MATTERS

Legislative Reference:

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

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

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

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

*(5) The Chairperson may –*

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

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

N/A

### 7.2 PUBLIC STATEMENTS – RELATING TO PLANNING MATTERS

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

N/A



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## **8.0 MATTERS RAISED BY COUNCILLORS**

Legislative Reference:

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

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

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

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

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

### **8.1 RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING**

#### **8.1.1 CR K HYLAND – SEABROOK SUBDIVISION**

Cr Hyland asked if discussion can be facilitated by Council to determine if anything can be done to progress the Seabrook Subdivision works.

*The General Manager has attempted to contact the developer however at the time of finalisation of the agenda, no response has been received.*

### **8.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING**

#### **8.2.1 CR A. HOUSE – DOG CONTROL WORKSHOP**

##### **QUESTION**

Whilst the previous Council only endorsed the updated Animal Control policy in 2017, feedback from the community over summer suggests that we are lacking in the areas of both education and regulation of Dog management for owners. Can Council please have a workshop to review the current animal control processes, resources and standards applied in the Waratah Wynyard region in order to aid any reconsideration or amendment.

##### **OFFICER RESPONSE**

As per the request above a workshop on Dog Control has been scheduled for March.

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### **8.3 COUNCILLOR QUESTIONS WITHOUT NOTICE**

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

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## 9.0 NOTICES OF MOTION

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015; Regulation 16*

(5) *A councillor may give written notice of a motion, together with supporting information and reasons, to be included on the agenda of the next meeting to the general manager at least 7 days before the meeting.*

(6) *The general manager, after consultation with the chairperson, may refuse to accept a written motion that, in their opinion –*

(a) *is defamatory; or*

(b) *contains offensive language; or*

(c) *is unlawful.*

(7) *A councillor who has given notice of a motion that has not been refused under sub regulation (6) is to move the motion at the meeting, otherwise it lapses.*

### 9.1 CR M DUNIAM – ESTABLISHMENT OF COMMUNITY BOARD SOMERSET

#### MOTION

**That Council investigate the cost and feasibility of establishing a Community Board in Somerset.**

#### BACKGROUND

This Motion is put forward in the context of addressing the interests and issues of the Somerset community through the mechanism of a Community Board.

Community governance is defined as community management and decision-making. The concept usually refers to community participation, engagement, social governance, network governance and participatory governance with the broad aims of addressing community needs and building community capacity and well-being.

This Council already leads the way with community governance through the establishment of a Community Board at Waratah, where the Waratah community has been actively encouraged to participate in decision-making about their community and its future well-being.

The leadership of Waratah-Wynyard Council in establishing the Waratah Community Board has been acknowledged and lauded by the Municipal Association of Victoria at the 2018 Future of Local Government National Summit held in Melbourne on 30<sup>th</sup> and 31<sup>st</sup> May 2018.

The establishment of the Waratah Community Board was initiated by Waratah-Wynyard Council in collaboration with community members of Waratah, with a purpose to:

- 
- represent and act as an advocate for the interests of the local community;
  - consider and report on any matter referred to it by Waratah-Wynyard Council, and any issues of interest to the Community Board;
  - develop projects and submit funding applications to Waratah-Wynyard Council for consideration and support;
  - maintain an overview of services provided to the Waratah community by Waratah-Wynyard council within the community; and
  - communicate with local community organisations and special interest groups in the community, and undertake any other responsibilities delegated by Waratah-Wynyard Council.

It should be noted at this point that the Building Somerset Futures group has already established itself as a voice for the Somerset community to monitor Council activity in Somerset and propose suggestions for Somerset community projects. However, the purpose of this motion is not to over-ride what Building Somerset Futures has undertaken in the interests of the Somerset community.

Utilising the Waratah Community Board model and functions, the purpose of the Somerset Community Board is to build a stronger relationship between Somerset community and Waratah-Wynyard Council. This could be achieved by engaging more broadly with community members who have both interest and expertise in areas such as business development, environment, community development etc.

This investigation into the feasibility and cost of establishing a Somerset Community Board should be undertaken in collaboration with Building Somerset Futures group, so as to achieve the best possible outcome for the whole Somerset community. And, the purpose of the Somerset Community Board is to build community capacity through providing the opportunity of decision-making and having a stronger voice about the future well-being of Somerset.

#### **OFFICER COMMENT**

The motion requests an investigation into the feasibility and cost of establishing a Somerset Community Board, ensuring collaboration with Building Somerset Futures group, and this can be undertaken, and a subsequent briefing paper provided to Council.

Waratah was identified as a centre of exceptional potential but held back by a lack of cohesive leadership in the community and a polarised relationship with Council. It was thought that a Community Board in Waratah functioning with the support of Council and focussed on achieving a Community Plan would provide an opportunity for the Waratah community to realise its tourism and community potential. It is a model specifically chosen for that circumstance and may or may not be appropriate or suitable for other towns.

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The Waratah Community Board model is still in its infancy in Tasmania - the Board has been in place for one year and although there has been great progress the model is still finding its feet. There have been some early observations which highlight that just as traditional community engagement was not working in Waratah the new community board model may not work in larger communities with different needs, levels of engagement and capacity.

Additionally, Somerset is not geographically isolated and has access to a larger population of participants to engage in community activities.

There is some risk associated with having a multitude of likeminded Boards within the one Council area. Part of the review would explore other possible governance alternatives, including strengthening the connection and building stronger relationships with the Building Somerset Futures group.

The motion broadly highlights differing levels of engagement between Council and the community and it is important that through the development of the current Communication and Engagement Strategy, consideration is given on how to foster stronger working relationships and ultimately result in improved decision making and engagement across all areas of the municipality.

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## 10.0 REPORTS OF OFFICERS AND COMMITTEES

### 10.1 SOMERSET CBD CANOPY

To: Council  
Reporting Officer: Consulting Engineer – Capital Investment Projects  
Responsible Manager: Director Infrastructure and Development services  
Report Date: 7 February 2019  
File Reference:  
Enclosures: **ATTACHMENT A**  
Design Drawings  
**ATTACHMENT B**  
Previous Canopy Concept Drawings

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#### RECOMMENDATION

##### That Council:

1. **Select Option D for design of the Somerset CBD Canopy; and**
2. **Authorise officers to seek quotations for construction**

#### PURPOSE

To reassess value for money of the Canopy concept for the Somerset CBD upgrade works.

#### BACKGROUND

The detailed design for the Somerset Plaza canopy was developed from the concept design provided in the November 2015 Somerset Masterplan.

The original concept for the plaza canopy was to provide shade, some weather protection and act as an architectural feature.

A cost estimate for the concept design in 2016 was \$1.0M

It was agreed to progress the detailed design similar to the concept but to a smaller scale, being ~60% of the original roof area, with the objective to keep it within the \$700,000 project budget (copy of visualizations and design drawings attached).

In 2017 only one tender was received for the canopy construction, for \$1.062M. The project did not proceed as the tender exceeded the budget by >40%.

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The Architect made some minor changes to the design, including exposed surface fixing of the reflective soffit panelling, and received a construction cost from a different contractor in 2018 for just under \$0.8M.

Following the suggestion from Council to explore alternatives for the canopy the Architect was requested to prepare concept plans of options that could be constructed for around \$300,000 that still provided the function of shading, some weather protection and as an architectural feature of the plaza area.

## **DETAILS**

The Architect has provided three concept options for the Somerset canopy as attached. The options are somewhat restricted in the plan/footprint by the location of the footings that have already been constructed. The three options (A, B & C) provided are shade structures only and include the section extending across Wragg Street. A further option D is partially roofed to also provide weather protection.

Option D includes a partially roofed option with an opaque flat roofed area covering the central South - North spine from the IGA end to across Wragg Street as a pitched gable roof that would have the ridge graded to each end (See Option D plan attached).

## **STATUTORY IMPLICATIONS**

### Statutory Requirements

The *Local Government (General) Regulations 2015* will be relied upon for the procurement task while Council's Code of Tenders and Procurement is under review.

## **STRATEGIC IMPLICATIONS**

### Strategic Plan Reference

<b>GOAL 1: Leadership and Governance</b>	
<b>Desired Outcomes</b>	
We maintain and manage our asset sustainably	
1.8	<i>Review and adjust service levels to provide value for money</i>

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## Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Place making and liveability	<b>Liveable places for all ages</b> – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

### **POLICY IMPLICATIONS**

Council's Asset Management policy is relevant in this instance in determining on going life cycle costs of assets. In this regard the review of the Somerset CBD Canopy from original mirrored concept to the options A, B, C & D is estimated to provide a saving of approximately \$25,000 per year made up \$20,000/annum in depreciation and \$5,000 per annum in maintenance.

### **FINANCIAL IMPLICATIONS**

Construction of options A, B, C and D are estimated to be achievable within the \$300,000 budget. Option A would likely be the lowest cost of these three and Option D will likely cost the most due to the additional roof cladding, gutter, flashings and drainage costs, associated with providing weather protection in addition to shade.

Construction of the canopy in 3 stages, steel framing, roofing and electrical, with Council procuring each of these stages directly with each supplier will save 10 to 20% + otherwise payable for a head contractors margin.

### **RISK IMPLICATIONS**

In the planning for any infrastructure investment there are risks to Council including time delays, poor quality of work etc.

The use of experienced Contractors coupled with contract documents would minimise any risk to Council.

There is the risk of community not accepting the change of canopy from concept this should be mitigate based on the value for money proposition of the alternate option D being communicated prior to construction.



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## **CONSULTATION PROCESS**

The previous concept of a plaza canopy was put on public display numerous times prior to works starting. The functional characteristics of the original concept would be retained with Option however it would be provided as a better value for money proposition (approximately \$25,000 per year lower life cycle cost).

## **COMMENT**

Prepare documentation for Option D and seek quotations that will facilitate a staged construction of the Somerset Plaza canopy at the best competitive cost.

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## 10.2 YORK STREET BUS STOP RELOCATION

To: Council  
Reporting Officer: Acting Manager Engineering and Project  
Responsible Manager: Director Infrastructure & Development Services  
Report Date: 12 February 2019  
File Reference:  
Enclosures:

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### RECOMMENDATION

#### That Council:

1. Commence discussions with the Department of Education and Department of State Growth regarding the existing service and short-term utilisation of the West Jenner Street Bus Exchange;
2. Continue to monitor the current usage and functionality of the existing York Street bus exchange; and
3. Progress design options for alternative bus interchange opportunities

### PURPOSE

Council resolved it is meeting on 10 December 2018, as part of a resolution regarding Wilkinson Street, that it *“Undertake investigations into relocation of the existing York Street bus stop to another area within the vicinity “*

This report details investigation and recommendations for the relocation of the York Street bus stop as per this resolution.

### BACKGROUND

The existing bus stop is located on York Street between Inglis Street and the Bass Highway and serves the transport requirements of the Boat Harbour Primary School. The existing bus stop has the following technical characteristics:

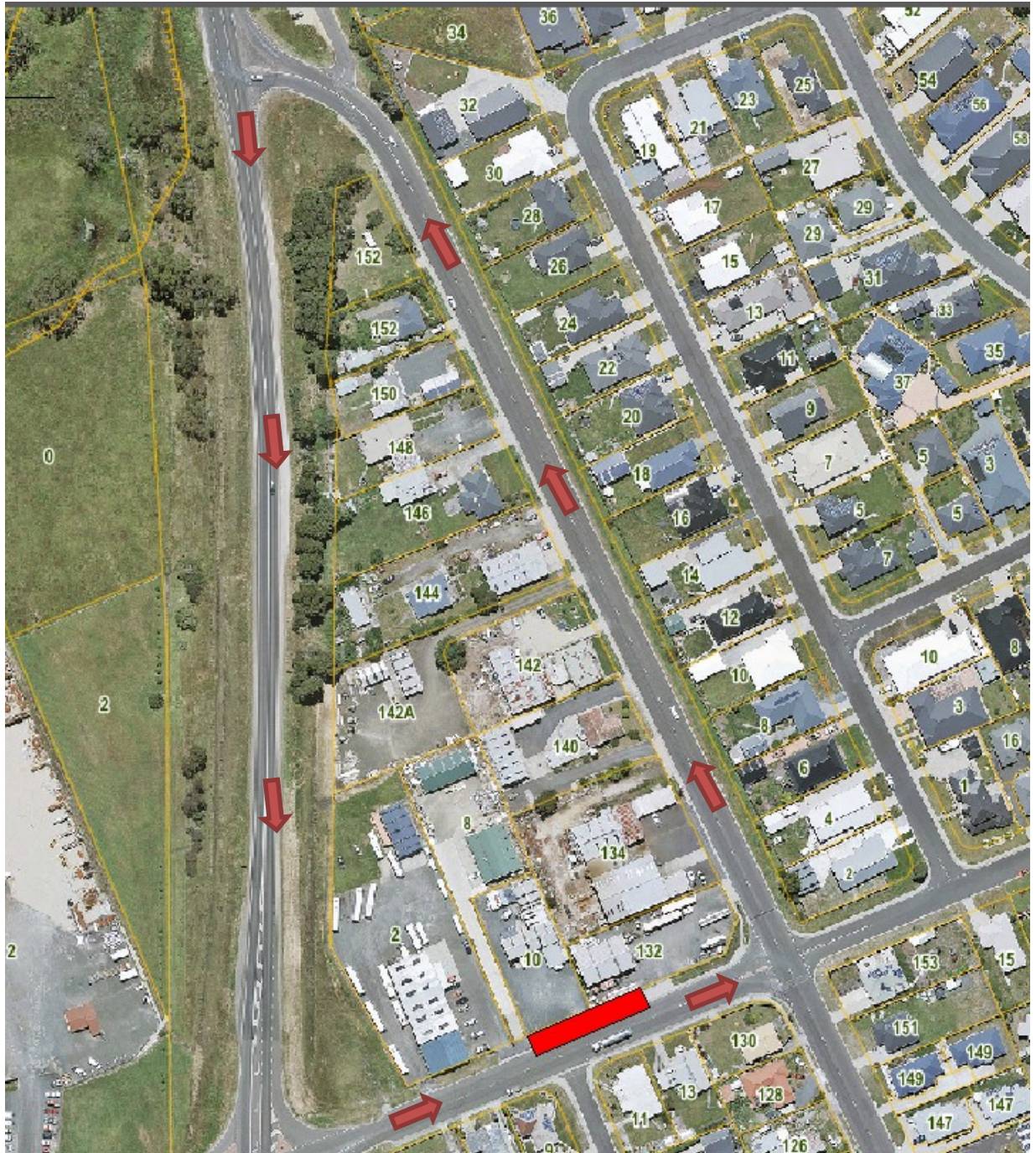
#### Technical Characteristics

Bus Parking Capacity	On street Carparking Capacity	Available Road Width (FK to FK)	Bus Shelter	DDA Compliant (TGS1's)	Impact to Amenity (adjoining properties)
2	22	14m	Yes	No	10
Street Lighting	Footpath Connectivity	Distance from York St to BHP	Travel time from York St to BHP	Distance from BHP to York St	Travel time from BHP to York St
No	Yes	8.3km	6min	8.1km	6min

\*BHP – Boat Harbour Primary School

Due to the recent Bass Highway upgrades undertaken by the Department of State Growth (DSG), redirecting traffic along York Street to a newly constructed roundabout, the forecast increase in traffic movement has deemed the current bus stop location as unsuitable. Alternative locations for the bus stop are being sought to increase pedestrian safety and road network functionality.

### Current Location and route





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## DETAILS

### Identified Sites

Several sites have been identified by Council Officers as having the potential to accommodate the relocated bus stop;

- Inglis Street, opposite number 142
- Wynyard High School bus exchange – West Jenner Street
- Lowe Street at the Frederick St Reserve
- Goldie Street, opposite number 83

Some locations on the southern side of the Bass Highway were considered, however dismissed due to the lack of infrastructure to achieve DDA compliance and the increase of cross highway movements.

Each of the identified sites along with the associated routes will be examined in further detail.

### INGLIS STREET, OPPOSITE NUMBER 142

#### Proposed Location and Route



### Technical Characteristics

Bus Parking Capacity	On street Carparking Capacity	Available Road Width (FK to FK)	Bus Shelter	DDA Compliant (TGSIs)	Impact to Amenity (adjoining properties)
2-3	24	11.5m	No	No	8
Street Lighting	Footpath Connectivity	Distance from Inglis St to BHP	Travel time from Inglis St to BHP	Distance from BHP to Inglis St	Travel time from BHP to Inglis St
Yes	No	8.5km	6min	7.8km	7min

\*BHP – Boat Harbour Primary School

### Cost to achieve DDA Compliance

Item	Description	Qty	Unit	Rate	Total
1	Preliminaries/site establishment/ Traffic Management	1	Item	\$2000	\$2000
2	Excavate and prep base for footpath installation on East side of road	60	m	\$50	\$3000
3	Pour concrete (1.5m wide) inc 2x pram ramps	60	m	\$145	\$8700
4	Install TGSIs	1	Item	\$500	\$500
5	Supply and install bus shelter (provisional)	1	Item	\$6000	\$6000
6	Signage and line marking	1	Item	\$1000	\$1000
				Subtotal	\$21200
				Eng Overheads (7%)	\$1484
				Contingency (10%)	\$2120
				<b>Total</b>	<b>\$24804</b>

### Additional Officer Comments

Pro's	Con's
Adequate site distance	60km speed zone
	Reasonably high through traffic volume
	Little to no existing infrastructure
	Reduced capacity in road width



## WYNYARD HIGH SCHOOL BUS EXCHANGE – WEST JENNER STREET

### Proposed location and route



### Technical Characteristics

Bus Parking Capacity	On street Carparking Capacity	Available Road Width (FK to FK)	Bus Shelter	DDA Compliant (TGSi's)	Impact to Amenity (adjoining properties)
4	28	8.25m	Yes	No	23
Street Lighting	Footpath Connectivity	Distance from West Jenner St to BHP	Travel time from West Jenner St to BHP	Distance from BHP to West Jenner St	Travel time from BHP to West Jenner St
Yes	Yes	10.1km	9min	9.6km	8min

\*BHP – Boat Harbour Primary School



### Cost to achieve DDA Compliance

Item	Description	Qty	Unit	Rate	Total
1	Preliminaries/site establishment/ Traffic Management	1	Item	\$500	\$500
4	Install TGSi's	1	Item	\$500	\$500
				Subtotal	\$1000
				Eng Overheads (7%)	\$70
				Contingency (10%)	\$100
				<b>Total</b>	<b>\$1170</b>

### Additional Officer Comments

Pro's	Con's
Bus Stop infrastructure in place (minus TGSi's)	The bus stop is designed to service the high school as a drop off/pick up facility – no provision has been made for parking to accommodate parents picking up and dropping off at this location
Controlled speed environment (40km at school times)	Known difficulty in right hand turn out of Cotton Street to Inglis Street
	Bus stop is under the ownership and maintenance of DHHS
	High impact to the residential amenity of adjoining properties

### LOWE STREET, AT FREDERICK STREET RESERVE

#### Proposed Location and Route



## Technical Characteristics

Bus Parking Capacity	On street Carparking Capacity	Available Road Width (FK to FK)	Bus Shelter	DDA Compliant (TGSIs)	Impact to Amenity (adjoining properties)
3-4	68	14m	No	No	4
Street Lighting	Footpath Connectivity	Distance from Lowe St to BHP	Travel time from Lowe St to BHP	Distance from BHP to Lowe St	Travel time from BHP to Lowe St
Yes	Yes	11.3km	9min	10.9km	8min

\*BHP – Boat Harbour Primary School

## Cost to achieve DDA Compliance

Item	Description	Qty	Unit	Rate	Total
1	Preliminaries/site establishment/ Traffic Management	1	Item	\$500	\$500
4	Install TGSIs	1	Item	\$500	\$500
5	Supply and install bus shelter (provisional)	1	Item	\$6000	\$6000
6	Signage and linemarking	1	Item	\$1000	\$1000
				Subtotal	\$8000
				Eng Overheads (7%)	\$560
				Contingency (10%)	\$800
				<b>Total</b>	<b>\$9360</b>

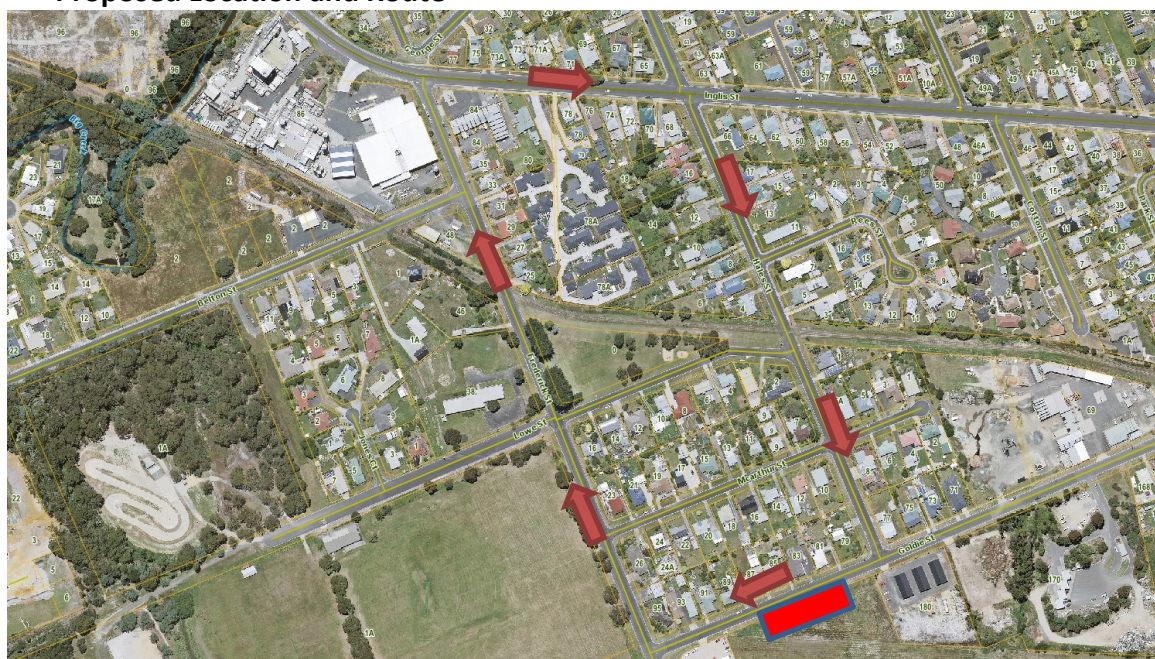
## Additional Officer Comments

Pro's	Con's
Low speed environment	Some difficulty in achieving three-point turn movement to exit, however the intersection of Jones Court can be utilised to form a 'T-head' turning facility.
Low traffic volumes	
Ability to utilise Frederick street reserve for recreational activities pre and post pick up	
Adequate road width	
Adequate kerb side parking capacity on the same side as the bus exchange, reducing risk from crossing roads.	
Most infrastructure in place and in serviceable condition	



## GOLDIE STREET, OPPOSITE NUMBER 83

### Proposed Location and Route



### Technical Characteristics

Bus Parking Capacity	On street Carparking Capacity	Available Road Width (FK to FK)	Bus Shelter	DDA Compliant (TGSIs)	Impact to Amenity (adjoining properties)
3-4	27	10.5m	No	No	11
Street Lighting	Footpath Connectivity	Distance from Goldie St to BHP	Travel time from Goldie St to BHP	Distance from BHP to Goldie St	Travel time from BHP to Goldie St
Yes	No	10.4km	10min	10km	9min

\*BHP – Boat Harbour Primary School

### Cost to achieve DDA Compliance

Item	Description	Qty	Unit	Rate	Total
1	Preliminaries/site establishment/ Traffic Management	1	Item	\$2000	\$2000
2	Excavate and prep base for footpath installation on East side of road	60	m	\$50	\$3000
3	Pour concrete (1.5m wide) inc 2x pram ramps	60	m	\$145	\$8700
4	Install TGSIs	1	Item	\$500	\$500
5	Supply and install bus shelter (provisional)	1	Item	\$6000	\$6000
6	Signage and linemarking	1	Item	\$1000	\$1000

Item	Description	Qty	Unit	Rate	Total
				Subtotal	\$21200
				Eng Overheads (7%)	\$1484
				Contingency (10%)	\$2120
				<b>Total</b>	<b>\$24804</b>

#### Additional Officer Comments

Pro's	Con's
Adequate site distance	Likely 85% speeds of 60km
	Reasonably high through traffic volume
	Little to no existing infrastructure
	Reduced capacity in road width

The background report was discussed at a Council workshop held on 11 February 2019. The outcome of discussions at the workshop concluded the following;

- The option of Inglis Street was ruled out due to difficulty of buses access the site from the East
- The option of West Jenner Street was considered a favourable option, noting the impacts to residential amenity due to an increase in on-street parking and the requirement to collaborate with the DoE and DSG to implement.
- The option of Lowe Street at the Frederick Street reserve was considered unfavourable due to restriction in the buses ability to perform a three-point turn. An option of installing a bus exchange on Lowe Street, east of Frederick Street, was suggested and gained a favourable response. Further investigation into this option is required to determine its feasibility.
- The option of Goldie Street was considered unfavourable due to the surrounding road environment and industrial uses.

Subsequent to the workshop, officers have been informed that DSG have amended the bus schedule to add another stop at Cotton/West Jenner Street, and that this may have effectively alleviated some of the concerns regarding congestion at York Street. Further investigation and consultation will be required to determine the extent of this outcome.

#### STATUTORY IMPLICATIONS

There are no significant statutory implications identified.

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## STRATEGIC IMPLICATIONS

### Corporate Strategic Plan Reference

<b>GOAL 6: transport and Access</b>	Our transport and access network can accommodate the changing needs of our industry and community
	Our transport and access network is sustainable, affordable and fit for purpose.
	We represent our community and are a strong advocate for contemporary regional transport and access network needs.

## POLICY IMPLICATIONS

There are no significant policy implications identified.

## FINANCIAL IMPLICATIONS

The financial implication of monitoring the existing York Street bus exchange and utilising the West Jenner Street exchange are relatively minimal, ranging in the total of \$1200. The financial implications associated with establishing an alternative location will be dependent upon location and design.

## RISK IMPLICATIONS

There are known risk to public amenity by utilising the West Jenner Street bus exchange, these risk are deemed acceptable on a short term basis.

## CONSULTATION PROCESS

Consultation with a range of key stakeholders will be required to meet the desired outcomes of this project and to facilitate an amicable outcome for all vested parties. Key stakeholders identified as part of this consultation process include; DoE, DSG, Boat Harbour Primary (students and parents), bus companies, surrounding community.

## COMMENT

It is recommended that the Council adopt the aforementioned recommendations.

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### 10.3 COMMITTEE REPRESENTATIVE – COMMUNITY GRANTS COMMITTEE

To: Council  
Reporting Officer: General Manager  
Responsible Manager: General Manager  
File Reference: 006.05  
Report Date: 4 February 2019

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#### RECOMMENDATION

**That Council appoint the Deputy Mayor to the Community Grants Assessment Group.**

#### PURPOSE

The purpose of this report is to formalise Councillor representation of the committee which assess Community Activation Grant applications.

#### BACKGROUND

Council provides Community Activation Grants to support projects, programs and activities developed for the benefit of Waratah-Wynyard residents. The financial and in-kind assistance through Community Activation Grants provides the opportunity to apply for funding for Community Small Grants, Recreation & Wellbeing, Art & Culture, Youth and Education, Community Support and Events.

Council currently runs two funding rounds per year.

A Community Activation Grants Assessment Group assess all grants on their individual merits and against all other applications, in accordance with the process outlined in the funding guidelines. The group may refer an application to relevant people for specialist advice. The group then provide their recommendations to Council for endorsement.

#### DETAILS

Council appointed representatives to committees and relevant external bodies at the Council Meeting on 19 November 2018. Nominating an elected member to the Community Activation Grants Assessment Group was overlooked.

Deputy Mayor Mary Duniam has undertaken this role for a number of years and has indicated a desire to continue in this role.

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Council may choose to add additional members to the working group. The group is not a special committee as defined by the *Local Government Act* and has not developed a prescribed working charter.

Despite the working group governance model, it is appropriate for Council to formalise the appointee to the working group and have active representation during the discussions.

## **STATUTORY IMPLICATIONS**

The Community Activation Grants Assessment Group is a working group and intended to stay with those governance arrangements.

The alternative is a formalised Special Committee created under the *Local Government Act 1993* as follows:

- 24. *Special committees***
- (1)** *A council may establish, on such terms and for such purposes as it thinks fit, special committees.*
  - (2)** *A special committee consists of such persons appointed by the council as the council thinks appropriate.*
  - (3)** *The council is to determine the procedures relating to meetings of a special committee.*

## **FINANCIAL IMPLICATIONS**

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

## **RISK IMPLICATIONS**

There are no identified risks associated with review of Council's committee and representative appointments.

## **COMMENT**

The report is presented for Council consideration

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## 10.4 FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2019

To: Waratah-Wynyard Council  
Reporting Officer: Manager Financial Services  
Responsible Manager: Manager Financial Services  
Report Date: 8<sup>th</sup> February 2019  
File Reference: 100.10  
Enclosures: Financial Summary  
Underlying Position  
Cash Position  
Rate Summary  
Capital Works Summary

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### RECOMMENDATION

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

### PURPOSE

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

### BACKGROUND

The financial reports presented incorporate:

- Financial Summary
- Underlying Position
- Cash Position
- Rate Summary
- Capital Works Summary

### DETAILS

Council has reported a comprehensive year-to-date surplus of \$4,178,438 which is \$186,656 higher than budgeted, predominately due supplementary rate revaluations and the timing of reimbursements, contributions, grants and subsidies.

#### Financial Summary

The Financial Summary provides YTD revenue and expenditure against profiled budget for each Directorate.

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## Underlying Position Statement

The underlying position statement shows the outcome of Council's day to day operations. As at the 31 January 2019 the actual YTD underlying surplus is \$4,881,686. Employee costs are \$547,173 down on budget due to vacant positions, and materials and contracts are up \$148,380 on budget due to contractor payments.

## Rate Summary

The rate summary provides an indication of outstanding rate debtors, the amount collected and the rates in credit. At the end of the period there were \$966,774 unpaid rates and charges.

## Cash Position

As at 31 January 2019 Council held a cash balance of \$13,401,545, all cash investments comply with Council's Investment Policy (FIN 004).

## Capital Works Summary

The capital works summary provides a snapshot of the percentage of expenditure against the 2018/19 capital works program. Timing of expenditure is based on the works plan.

## STATUTORY IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

### Strategic Plan Reference

Key Focus Area:	<b>CIVIC LEADERSHIP AND GOVERNANCE</b> <b>A well-managed Council that services the municipality with integrity and has a strong voice in the region</b>
Outcome 4.3	<b>Council is managed in a financially sustainable and responsible manner</b>
<i>Operational Aim</i> 4.3.2	Establish and maintain systems to support timely and efficient financial reporting

## POLICY IMPLICATIONS

The contents of this special purpose financial report are prepared under the guidance of Council policies.

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**FINANCIAL IMPLICATIONS**

No significant financial implications have been identified.

**RISK IMPLICATIONS**

No significant risk implications have been identified.

**CONSULTATION PROCESS**

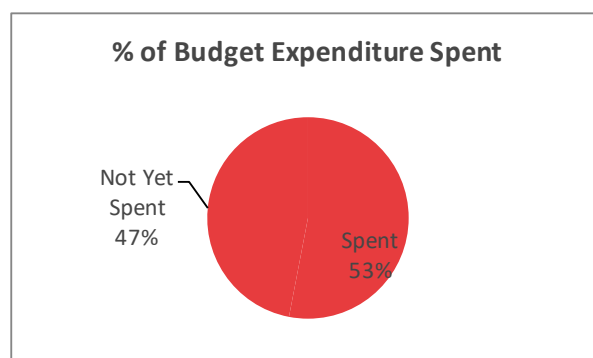
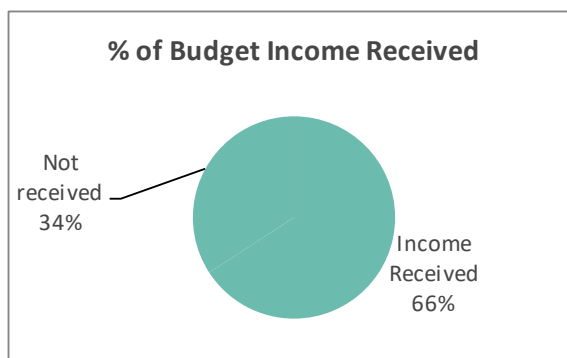
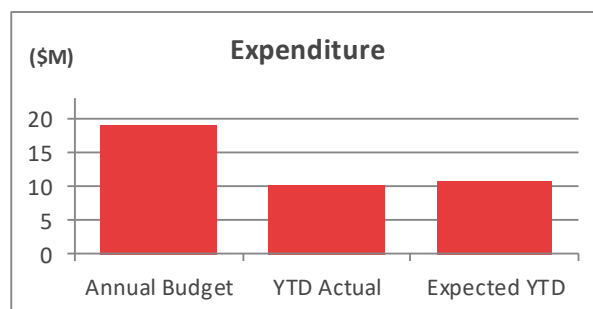
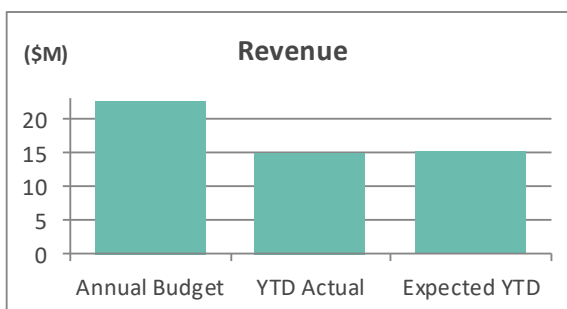
Nil

**COMMENT**

It is therefore recommended that the Council notes the Financial Reports for the period ended 31 January 2019.



FINANCIAL SUMMARY As at 31 January 2019	BUDGET ANNUAL	ACTUAL YTD	BUDGET YTD	ACTUAL YTD % of BUDGET	Note
<b>REVENUE (incl capital grants)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>	
Corporate Governance	50,739	25,370	25,370	50.00	
Strategic & Financial Services	11,154,307	9,863,069	9,564,027	88.42	
Corporate & Community Services	2,012,654	1,154,771	1,152,743	57.38	
Infrastructure & Development Services	9,565,643	3,954,883	4,553,194	41.34	
	<b>22,783,343</b>	<b>14,998,094</b>	<b>15,295,334</b>	<b>65.83</b>	
<b>EXPENDITURE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>	
Corporate Governance	1,205,115	701,587	726,047	58.22	
Strategic & Financial Services	1,695,644	1,140,478	1,010,454	67.26	
Corporate & Community Services	3,495,588	1,977,412	2,141,207	56.57	
Infrastructure & Development Services	12,682,079	6,296,931	6,722,596	49.65	
	<b>19,078,426</b>	<b>10,116,408</b>	<b>10,600,304</b>	<b>53.03</b>	
Less Advance Payment of FAGs	(1,406,496)	(703,248)	(703,248)		
<b>NET RESULT</b>	<b>2,298,421</b>	<b>4,178,438</b>	<b>3,991,782</b>		



<b>UNDERLYING POSITION STATEMENT</b> For the month ending 31 January 2019	<b>BUDGET</b> ANNUAL	<b>ACTUAL</b> YTD	<b>BUDGET</b> YTD	<b>Note</b>
<b>INCOME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Rate Revenue	11,099,094	11,156,991	10,998,544	
User Charges	2,461,944	1,374,757	1,457,156	
Reimbursements/Contributions	739,931	466,392	385,942	
Grants and subsidies	3,821,689	1,563,620	1,487,862	
Interest	275,010	206,959	187,007	
Proceeds from Sale	189,500	-	-	
Other	576,000	229,374	194,000	
	<b>19,163,168</b>	<b>14,998,094</b>	<b>14,710,511</b>	
<b>EXPENDITURE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Employee Costs	6,838,564	3,638,280	4,185,453	
State Levies	533,493	244,916	279,936	
Remissions & Discounts	397,384	394,891	393,488	
Materials & Contracts	6,954,530	3,520,529	3,372,149	
Depreciation	3,986,635	2,299,583	2,325,171	
Borrowing Costs	65,340	18,208	38,101	
Value of sold/write off of assets	302,480	-	6,006	
	<b>19,078,426</b>	<b>10,116,407</b>	<b>10,600,304</b>	
<b>UNDERLYING SURPLUS(DEFICIT)</b>	<b>84,742</b>	<b>4,881,686</b>	<b>4,110,207</b>	

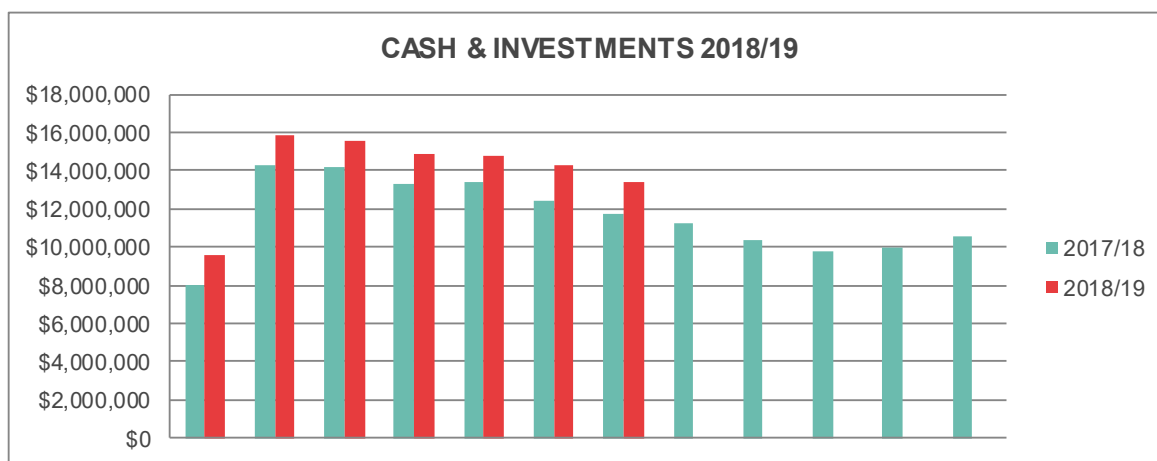
*The intent of the underlying result is to show the outcome of Council's usual day to day operations. This indicator is required to be included in Council's Financial Statements in accordance with Local Government Act 1993 (Tas) Section 84(2)(db).*

<b>RECONCILIATION TO COMPREHENSIVE RESULT</b>			
Capital Grants/Contributions	3,620,175	-	584,823
Advance Payment of FAGs Grant	(1,406,496)	(703,248)	(703,248)
<b>COMPREHENSIVE SURPLUS/(DEFICIT)</b>	<b>2,298,421</b>	<b>4,178,438</b>	<b>3,991,782</b>

*The comprehensive result is required under Australian Accounting Standards and will be reported in the Financial Statements at year end. This reconciliation intends to show the alignment of the underlying position with the comprehensive result.*

<b>RATE SUMMARY</b>		<b>2018/19</b>		<b>2017/18</b>	
<b>For the period 1 July 2018 to 31 January 2019</b>		<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
<i>Notice Issue Date - 26 July 2018</i>					
OUTSTANDING RATE DEBTORS (As at 1 July 2018)	3.90	452,217	4.04	459,917	
ADD CURRENT RATES AND CHARGES LEVIED (including penalties)	96.10	11,156,991	95.96	10,924,629	
GROSS RATES AND CHARGES DEMANDED	100.00	11,609,208	100.00	11,384,546	
LESS RATES AND CHARGES COLLECTED	86.40	10,029,970	85.68	9,753,983	
REMISSIONS AND DISCOUNTS**	8.33	966,774	8.44	961,153	
	94.72	10,996,744	94.12	10,715,136	
ADD PROPERTIES IN CREDIT	(2.68)	311,631	(2.47)	281,188	
UNPAID RATES AND CHARGES (includes Deferred Rates)	7.96	924,095	8.35	950,598	
<b>**REMISSIONS AND DISCOUNTS</b>		<b>2018/19</b>		<b>2017/18</b>	
Discount		388,691		386,536	
Pensioner Rebates		571,883		565,672	
Council Remissions and Abandements		6,200		8,945	
		<u>966,774</u>		<u>961,153</u>	
<b>Number of Assessments</b>	<b>859</b>				

CASH POSITION As at 31 January 2019		\$	INVESTMENTS	\$	Weighted Average Return
Deposits	13,350,000		Commonwealth Bank	49,545	1.25%
			Bankwest	13,350,000	2.61%
Petty Cash and Till Floats	2,000		Petty Cash and Till Floats	2,000	
Trading Account	49,545				
<b>BALANCE (ALL ACCOUNTS)</b>	<u>13,401,545</u>			<u>13,401,545</u>	2.60%



RBA Cash Rate\* 1.500  
 90 Day BBSWs Rate\*\* 2.066

\*source: [www.rba.gov.au](http://www.rba.gov.au) as at 31 January 2019

\*\*source: <https://www.asx.com.au/data/benchmarks/bbsw-10-day-rolling-history.pdf> as at 31 January 2019

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

<b>CAPITAL WORKS SUMMARY</b> As at 31 January 2019	Notes	Budget \$	% Spend of Budget	Actual \$
<b>GOVERNANCE</b>				
Wynyard Wharf Entrance Augmentation		445,649	3%	12,911
New Board Walk and Seawall Renewal		739,678	6%	44,350
General		251,586	85%	212,891
		<b>1,436,913</b>	15%	<b>212,891</b>
<b>STRATEGIC &amp; FINANCIAL SERVICES</b>				
		<b>225,000</b>	0%	-
<b>CORPORATE SERVICES</b>				
		<b>45,000</b>	15%	6,849
<b>COMMUNITY SERVICES</b>				
SES		10,600	84%	8,875
Children's Services		70,000	6%	3,892
Tourism		47,000	77%	36,067
General		60,365	27%	15,999
		<b>187,965</b>	34%	<b>64,833</b>
<b>ENGINEERING SERVICES</b>				
Depot		136,244	41%	56,329
Plant		644,210	46%	297,076
		<b>780,454</b>	45%	<b>353,405</b>
<b>WASTE MANAGEMENT</b>				
		<b>25,000</b>	0%	-
<b>PUBLIC CONVENIENCES</b>				
		<b>15,000</b>	0%	-
<b>TRANSPORT</b>				
Re-Sheeting		1,072,173	38%	408,540
Reseals - Rural		529,930	19%	98,316
Reseals - Urban		235,550	15%	35,097
Footpaths		84,500	25%	21,420
Coastal Pathway		3,714,440	2%	86,880
Wynyard CADP & Car Park Development		426,449	99%	423,633
Bridges		441,764	70%	308,829
General		515,199	9%	44,087
		<b>7,020,005</b>	20%	<b>1,426,802</b>
<b>SPORTING FACILITIES</b>				
Wynyard		535,500	0%	-
Somerset		49,800	84%	41,675
		<b>585,300</b>	7%	<b>41,675</b>
<b>PARKS &amp; GARDENS</b>				
Wynyard		1,296,500	6%	73,212
Somerset		150,000	0%	-
General		50,000	21%	10,504
		<b>1,496,500</b>	6%	<b>83,716</b>
<b>STORMWATER DRAINAGE</b>				
Stormwater Pipe Replacements/Upgrades		117,600	26%	30,872
General		52,826	25%	13,042
		<b>170,426</b>	26%	<b>43,913</b>
<b>TOTAL CAPITAL WORKS PROGRAM 2018/19</b>		<b>11,987,563</b>	19%	<b>2,291,346</b>

100%

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## 10.5 SENIOR MANAGEMENT REPORT

To:	Council
Reporting Officer:	General Manager
Responsible Manager:	General Manager
Report Date:	28 November 2018
File Reference:	009.02
Enclosures:	Sisters Beach Information Bulletin

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### RECOMMENDATION

**That Council note the monthly Senior Management Report.**

### GENERAL MANAGERS OFFICE

#### Activities Since Last Council Meeting

Listed below is a summary of activities undertaken by the General Manager during the period **11 January 2019 to 8 February 2019**. It also provides information on issues of significance or interest, statistical information and summaries of specific areas of operations

#### **Corporate**

- Met with representatives from the Cradle Coast Authority and Burnie City Council to discuss progression of the Sustainable Murchison Plan and the relationship of that plan to the Cradle Coast Regional Futures Plan.
- Participated in an Anti-Discrimination Tribunal teleconference relating to a complaint lodged regarding Tactile Ground Surface Indicators

#### **Community**

- Attended the Waratah-Wynyard Council Australia Day ceremony and event; the Sisters Beach Australia Day event and the Somerset Foreshore Fiesta.
- Undertook a site visit of a business on Deep Creek Road
- Attended the Tasmanian Community Fund event celebrating \$100m in funding provided by that body
- Met with the Somerset Basketball Club regarding their future plans
- Met with a resident to assist with resolution of a long-standing TasWater issue
- Met with a resident to discuss a range of matters relating to Somerset

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## Industry

- Attended a meeting of the Cradle Coast Authority to discuss and identify election priorities for the region, discuss a possible Renewables Working Group and hear presentations from UPC Renewables, TasNetworks and Hydro Tasmania
- Attended a meeting with UPC Renewables to discuss the transmission line from Robbins Island to Sheffield and the associated approval process that involves Kentish, Burnie, Circular Head, Central Coast and Waratah-Wynyard Councils
- Attended the TasWater Owner Representatives Quarterly briefing and later met with the CEO to discuss matters relating to a specific long-standing customer issue in Wynyard

## Other

- Attended a meeting of the Cradle Coast General Managers. Items discussed included the Cradle Coast Regional Futures Plan, Shared Services, websites, camping on vacant land and the Cradle Coast Waste Governance Review project.
- Took annual leave from Tuesday 29 January until Friday 1 February 2019.

## ADMINISTRATION - USE OF CORPORATE SEAL

Date	Document Sealed	Name
31/1/19	Final Plan & Schedule of Easements	SD1902 - Lot 22 King Drive Wynyard
11/2/19	Final Plan & Schedule of Easements	SD2053 – 22 Aldersons Road Wynyard (1 into 3 lots)

### 10.5.1 PLANNING PERMITS APPROVED UNDER DELEGATION – JANUARY 2019

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
125/2018	Paul Allen (PLA Designs)	56 Deep Creek Road Wynyard	Pergola	09.01.2019	40	D
127/2018	Abel Drafting Services	37 Walker Street Wynyard	Outbuilding	10.01.2019	37	D
131/2018	Paul Allen (PLA Designs)	4 Murdering Gully Road Table Cape	Dwelling Extension (Deck) & Shed	10.01.2019	32	D & P
SD 2064	D R & M L Franks	1013 Murchison Highway Elliott	Subdivision (Boundary Reconfiguration 2 into 2 lots)	11.01.2019	60**	D
113/2018	Wynyard BMX Club	1A Lowe Street Wynyard	Track Additions	16.01.2019	41	D
120/2018	PLA Designs	59 Andersons Road Wynyard	Dwelling	16.01.2019	59***	D
121/2018	Burnie Broadcasting Service Pty Ltd	312 Table Cape Road Table Cape	Transmission Radio Tower Replacement	16.01.2019	38	D
137/2018	Abel Drafting Services	Lot 7, 22 Hill court Wynyard	Carport	25.01.2019	36	D
126/2018	Lindsay Hinds	4 Ramsden Street Somerset	Carport	25.01.2019	37	D

\*\* Extension of time granted to 09.01.2019 (Delegate decision date 09.01.2019)

\*\*\*Extension of time granted to 28.01.2019 (Delegate decision date 15.01.2019)

### 10.5.2 BUILDING PERMITS APPROVED - JANUARY 2019

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

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
2018-143-01	P & L Porro	2 Wragg Street Somerset	New Dwelling – Unit 1 only	08.01.2019	4	17/2017
2018-145-01	P & L Porro	2 Wragg Street Somerset	New Dwellings – Unit 2 and 3	08.01.2019	4	17/2017
2018-137-01	L Wood	121 Little Village Lane Somerset	New Dwelling & Shed	23.01.2018	5	115/2018



### 10.5.3 OPEN ACTION LIST –PREVIOUS COUNCIL MEETINGS - Summary of Matters Requiring Action

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
19-Feb-18	10.1	<p>ROC – Proposed East Wynyard Foreshore Masterplan - Motion Carried</p> <p>Adopt the Draft East Wynyard Foreshore masterplan;</p> <ul style="list-style-type: none"> <li>• Consider implementation of the proposed playground and landscaping elements for the 2018/19 budget;</li> <li>• Consider rationalising the existing 4 local playground sites, 2 at the East Wynyard Foreshore, 1 at 9 Martin Street and 1 at 25 Lockett Street in order to fund the proposed district level playground; and</li> <li>• Remain flexible in the implementation of the East Wynyard Foreshore masterplan as it assesses cost and benefits in consultation with the community and users into the future</li> </ul>	A workshop was held on Monday 11 February to outline the proposed timetable for this playground project. Preliminary work will continue as part of the project planning and preparatory stage.	DIDS	Commenced	
19/3/18	5.3.1	<p>QON – K Ewington – Transfer Station Opening Hours. Asked if Council could explain how it determined that 10.00am to 4.00pm were best hours of operation for Transfer Station to meet ratepayer needs. He asked if council could consider longer hours for those who work e.g. extend hours during day light savings, opening hours on the weekend, open on public holidays.</p>	15/8/18 - A waste management services review will commence in September, concluding in April 2019. This query will be addressed during this project	DIDS	Ongoing	
17/9/18	9.2	<p>NOM – Cr Fairbrother –Notification of Events CARRIED</p>	<p>That Councillors be made aware in advance of council/local government related events that may be in the public interest and or in the interest of Councillors.</p> <p>Council officers are exploring options regarding events listings. In the meantime, the intranet site and email is used to inform councillors of events</p>	GM	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
17/9/18	9.4	NOM – Cr Fairbrother –Waratah Dam	<p>PROCEDURAL MOTION CARRIED - That matter lay on the table until further information is obtained to deal with the matter</p> <p>11/2/19 - Facilitation, advocacy and negotiations with TasWater and interested stakeholders continues. The Mayor and General Manager have a meeting with TasWater regarding the next expression of interest process on Wednesday 13 February.</p>	GM	Ongoing	
17/9/18	10.1	Freedom Camping	<p>The following motions were carried:</p> <ol style="list-style-type: none"> <li>That Council note the information relating to Freedom Camping; and agree to develop a Freedom Camping Strategy document.</li> </ol> <p><i>Development of Freedom Camping Strategy has commenced with David Hammond. This is expected to be workshopped in early March.</i></p> <ol style="list-style-type: none"> <li>That Council proceed with necessary planning for establishment of a site for Freedom Camping at Sisters Beach.</li> </ol> <p><i>Presentation provided at the November 12 Council workshop on the initial development of this project. The Freedom Camping strategy will inform the operational delivery of the site. A report will come to Council on the cost of establishing the site</i></p> <ol style="list-style-type: none"> <li>That Council determine that a designated Freedom Camping site will not be provided for in Somerset or Yolla.</li> <li>That Council Explore low cost camping opportunities at Waratah through the existing caravan park or creation of an overflow area.</li> <li>That Council</li> </ol>	EMT	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			<p>a) Continue to offer Freedom Camping at the Wynyard Showgrounds until such time that feasibility studies can be completed on Lions Park or any other possible location within the Wynyard area; and</p> <p>b) That council liaise with the Show Society to lodge a planning application to amend the use of showgrounds to allow self-contained caravans.</p> <p>6. That Council DEFER THE MOTION of trailing freedom camping at BHB until a postal survey is conducted by council and that council instructs staff to undertake this survey requesting a yes or no response from the rate payers of the BHB community regarding their opinion on Freedom Camping in their beach side resort.</p> <p><i>Postal survey has been completed. The Boat Harbour Beach Development Plan will determine the site for regulated sites and the Freedom Camping Strategy will inform the operational management of the site.</i></p> <p>7. That statutory planning approval be sought for all areas where freedom camping might be located.</p> <p><i>Work on the Freedom Camping Strategy has begun with a draft expected late February/early March.</i></p>		Complete	
17/9/18	10.6	Renewal of Crown Lease – Waratah Falls	<p>Motion Carried</p> <p>29/11/18 - Application has been made to the Crown to renew the lease area over the Waratah Falls</p> <p>12/2/19 - Still waiting on feedback from Crown Lands.</p>	DCE	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
15/10/18	10.1	Establishment of Wynyard Youth Centre – 7UP Wynyard	Motion Carried 29/11/18 - The MOU has been signed and work has commenced to establish the 7UP youth centre at the Wynyard Community Centre. Initial building modifications have been completed	DCE	Ongoing	
19/11/18	9.1	Motion – Cr Fairbrother – Coast to Coast Section – Advocate Newspaper	Motion Passed The Mayor raised the matter at the CCA Representatives Meeting and it received support. As a result, a motion was moved to invite the Editor of the newspaper to a meeting with the representatives. 12/2/19 – Meeting scheduled for 28/2/19	GM	Ongoing	
19/11/18	10.4	Freedom Camping Boat Harbour	Motion Passed Cr House asked that the implementation plan address traffic management and waste management matters.  Cr Duniam asked that full review and considerations of the use of amenities be included.  Cr House asked that the Open Space, Sport and Recreation Plan be updated to include changes once the Strategy is completed.	DCE	Not yet commenced	
19/11/18	10.7	Waratah Board Meeting	Motion Passed Cr Fairbrother asked if councillors could attend next board meeting on 15 December and meet the board.  The matter was discussed at the workshop held on 26 November and considered best to integrate this meeting with a capital works tour sometime in the new year. A date is yet to be scheduled	DCE/ GM	Ongoing	
10/12/18	8.3.5	CQWON – Cr House - East Wynyard Foreshore	Cr House asked what councils position was on the use of vehicles on beaches in general.  The Director of Infrastructure and Development Services advised he would take question on notice and bring to a workshop as beaches are owned by Crown Land Services.  The Director Infrastructure and Development Services advises that	DIDS	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			Crown Land Services do not have a clear policy on this matter. As a measure to try and reduce the problem, Council will install local area traffic management signage to advise motorists of the need to take care in this shared use location.			
10/12/18	8.3.6	CQWON – Cr House -Speed Limits	Cr House asked if speed limits in the area of the East Wynyard boat ramp were considered adequate.  As per item 8.1.2, the Director Infrastructure and Development Services advises that local area traffic management signage will be installed to advise motorists of the need to take care in this shared use location.	DIDS	Ongoing	
10/12/18	9.2	NOM Cr Edwards – PWS Audit of Sisters Beach properties Carried	That Council request Parks and Wildlife complete their proposed assessment audits of beach front properties at Sister Beach by March/April rather than the proposed 30 June deadline.  <i>PWS have advised due to tender process and availability of contractors they cannot bring forward to March/April. Will look to try and complete by May</i>	DIDS	Ongoing	
10/12/18	9.4	NOM Cr House – Communication Strategy Carried	That Council commence the drafting of a Communications Strategy as a matter of priority, and the following are produced as a necessary suite of associated documents;  1. Draft Communications Policy 2. A paper which reviews the cost-benefit of the Community Survey and alternative options 3. A report which explores the option of a Waratah Wynyard Council smartphone “app” for the public  <i>6/2/19 – Cr Workshop Held 11/2/19</i>	GM	Ongoing	
10/12/18	10.1	Wilkinson Street Highway Junction works Amended Motion carried	That Council on receipt of assurances from DSG that council legal expenses associated with any representation and associated legal process will be reimbursed; and	DIDS	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			<ol style="list-style-type: none"> <li>1. Support the recommendation of the Department of State Growth to close the Wilkinson Street access to the Bass Highway; and</li> <li>2. Initiate the process of notification of intent to close under section 14 of the Local Government Highways Act 1982; and</li> <li>3. Undertake investigations into relocation of the existing York Street bus stop to another area within the vicinity</li> </ol> <p>State Growth have advised they will cover legal expenses if the closure goes ahead only. Further request made to State Growth as to what potential expenses may be so a determination can be made by Council.</p>			
10/12/18	10.2	ANZAC park Foreshore Repairs Carried	<p>That Council, by absolute majority:</p> <ol style="list-style-type: none"> <li>1. Seek approval from Crown Lands and Parks &amp; Wildlife services to restore the damaged footpath in Anzac Park, Somerset outside of the area affected by coastal erosion, revegetate the area of erosion and not restore the concrete beach accesses;</li> <li>2. Note the estimated project costs of \$35,600 and amend the 2018/19 Annual Plan and Budget Estimates to include a new capital renewal project – Anzac Park Foreshore repairs for \$25,600 and additional operational expenditure of \$10,000; and</li> <li>3. Consider in future budgets, subject to qualified advice, whether or not to intervene with built coastal erosion protection such as rock walls or sand bag walls</li> </ol> <p><i>Old path has been removed and design completed for new pathway. Discussions are ongoing with the Somerset Surf Club as to the preferred direction of the new path which will be constructed to the standard for the Coastal Pathway.</i></p>	DIDS	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
10/12/18	10.3	Irby Boulevard Beach Access Repairs	<p>That Council, by absolute majority:</p> <ol style="list-style-type: none"> <li>1. Seek approval from Crown Lands and Parks &amp; Wildlife services to restore the damaged beach accesses affected by coastal erosion at nodes 2 and 10.</li> <li>2. Amend the 2018/19 Annual Plan and Budget Estimates to include a new capital renewal project - Sisters Beach – Beach Accesses for \$83,050</li> <li>3. Ensure nodes 3, 7 and 9 are adequately barricaded and signed to prevent public access and meet Council’s duty of care requirements as an interim measure until such time as council undertake an appropriate review including costings and consultation with the affected community regarding the reinstatement and/or rationalisation of access in that area</li> </ol> <p><i>Tenders are about to be called in relation to the restoration and repair of beach accesses at Node #2 and #10 with a closing date of 1 March. Node #10 will require a planning permit and assuming successfully obtaining other associated approvals, it is hoped construction will be completed by mid-May.</i></p> <p><i>Council has been liaising with Parks and Wildlife requesting that their individual property assessments are completed as soon as possible. Parks and Wildlife have indicated they need to complete a tender process and schedule the successful consultants and at this stage have indicated a completion date of end of May.</i></p> <p><i>In regard to short term remedial work, since December Council works staff have inspected the beach entrances nodes 1, 4, 5, 6 and 8. It was considered that each of these five access points did not require any immediate work to enable safe beach access.</i></p>	DIDS		

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
21/1/19	5.3.2	Public Questions without Notice – Mr David Moore – ANZAC Park Concrete Path	Mr David Moore of Somerset asked why so much of the ANZAC Park concrete pathway was removed during recent works and how it was determined to remove that amount. He also asked when works would be completed. The General Manager advised he would provide a response in writing.  7/2/19 – The General Manager met with Mr Moore to discuss issues raised and provided a response in writing.	GM	Complete	7/2/19
21/1/19	5.3.3	Public Questions without Notice – Mr David Moore – Somerset Village	7/2/19 – The General Manager met with Mr Moore to discuss issues raised and provided a response in writing.	GM	Complete	7/2/19
21/1/19	8.3.1	Councillor Questions Without Notice – Cr A House – Environmental Strategy	Cr House asked if some work could be done to explore the conception of such an environmental strategy, and can we formalise a means of partnering with the community on climate and environmental issues?  The General Manager advised this could be done and that he would arrange to have a discussion paper prepared and brought back to Council for consideration.	GM		
21/1/19	8.3.3	Councillor Questions Without Notice – Cr k Hyland – Seabrook Subdivision	Cr Hyland asked if discussion can be facilitated by Council to determine if anything can be done to progress the Seabrook Subdivision works.  <i>The General Manager has attempted to contact the developer and at the time of this agenda had not received a response</i>	GM		
21/1/19	9.1	Notion of Motion – Cr Duniam – Acknowledgement of Indigenous Peoples at start of Council Meetings	Motion Carried Added to Council Agenda	GM	Complete	13/2/19
21/1/19	9.2	Notion of Motion – Cr Duniam – Communications and Information Channels	Motion Carried Included in scope of Communication Strategy development	GM	Complete	7/2/19



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Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
21/1/19	10.1	Cradle Coast Waste Governance Report	Motion Carried CCWVG has been advised of decision	DIDS	Complete	12/2/19
21/1/19	10.2	Community Activation Grants	Amended Motion Carried Recipients Advised	DCE	Complete	
21/1/19	10.3	Councillors Code of Conduct	Motion Carried Policy documents updated, and Local Government Division advised	DOP	Completed	4/2/19
21/1/19	10.4	Audio Recording Policy	Motion Carried Policy Updated	GM	Complete	24/1/19
21/1/19	10.8	Senior Management Report	Motion Carried Policies rescinded	GM	Complete	21/1/19

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

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015; Regulation 15*

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

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

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

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

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

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

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

MOVED BY	
SECONDED BY	

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

<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015 Reference</b>
<i>Confidential Report R15 (2) – Confirmation of Closed Minutes of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Issues Raised By Councillors</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Taken On Notice From Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Without Notice</i>	15 (2)
<i>Confidential Report R15 (2) - Notices Of Motion</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 the supply and purchase of goods and services and their terms, conditions, approval and renewal;</i>	15 (2)(d)
<i>Confidential Report R15 (2)– Closed Senior Management Report</i>	15 (2)

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**12.0 CLOSURE OF MEETING TO THE PUBLIC**

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015; Regulation 15*

MOVED BY	
SECONDED BY	

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

<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015 Reference</b>
<i>Confidential Report R15 (2) – Confirmation of Closed Minutes of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Issues Raised By Councillors</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Taken On Notice From Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Without Notice</i>	15 (2)
<i>Confidential Report R15 (2) - Notices Of Motion</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 the supply and purchase of goods and services and their terms, conditions, approval and renewal;</i>	15 (2)(d)
<i>Confidential Report R15 (2)– Closed Senior Management Report</i>	15 (2)

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**13.0 RESUMPTION OF OPEN MEETING**

At ..... pm the Open Meeting was resumed.

**14.0 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

*Only required for the Minutes if there is an item that needs to be released from the closed meeting.*

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

Confirmed,

MAYOR  
18 MARCH 2019