



ORDINARY MEETING OF COUNCIL

ATTACHMENTS TO REPORTS

20 March 2023

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Waratah-Wynyard Council

28 FEB 2023

FORM OF PETITION

Date: 28.02.2023

TITLE: Reduction of Speed Limit on Coopers Lane

To the Mayor, Councillors and the General Manager of the Waratah-Wynyard Council, the petition of the undersigned is submitted for your attention.

State the subject matter: REDUCTION OF SPEED LIMIT ON COOPERS LANE TO 80 K.M.P.H.

BY REDUCING THE SPEED LIMIT ON COOPERS LANE TO 80 K.P.H WILL BE ADDRESSING A SERIOUS SAFETY ISSUE.

State the action sought by the petitioners: THE INCREASE OF DAILY TRAFFIC ON COOPERS LANE AND THE REGULAR AGRICULTURAL ACTIVITIES IN THIS AREA ARE CAUSING ALARMING CONCERNS FOR THE SAFETY OF ALL USERS AT THE CURRENT SPEED LIMIT.

Note: To be a valid petition

- The full printed name, address and signature of the person lodging the petition must be provided.

Name: Gilbert Whireley

Postal address: 144 Coopers Lane Wynyard

Signature: [Signature]

Total number of signatories to the petition: 45

Name (Please Print)	Address (Please Print)	Signature
ALEXANDER THORN	55 COOPERS LANE WYNYARD	[Signature]
LEANNE THORN	55 COOPERS LANE WYNYARD	[Signature]
KATHLEEN DONALDSON	111 COOPERS LANE WYNYARD	[Signature]
D. WHISH-WILSON	64 ROSS GRANGE RD	[Signature]
Whish-Wilson	64 Ross Grange Road	[Signature]
GARRY REID	119 Coopers Lane	[Signature]
Leone Reid	119 Coopers Lane	[Signature]
ROBBY WALSH	324 COOPERS LANE 7325	[Signature]
LYN WALSH	324 COOPERS LANE	[Signature]
M PRIOR	264 Coopers Lane	[Signature]

Councillor Use Only:
As presented to Council or General Manager by Councillor: _____ Signed: _____

Waratah-Wynyard Council

FORM OF PETITION

Date: 28.02.2023

TITLE: Reduction of Speed Limit on Coopers Lane

To the Mayor, Councillors and the General Manager of the Waratah-Wynyard Council, the petition of the undersigned is submitted for your attention.

State the subject matter: Reduction of speed limit to 80kph on Coopers Lane

State the action sought by the petitioners:

Note: To be a valid petition

- The full printed name, address and signature of the person lodging the petition must be provided.

Name:

Postal address:

Signature: [Handwritten Signature]

Total number of signatories to the petition:

Name (Please Print)	Address (Please Print)	Signature
MARIE WAAL	409 COOPERS LANE	[Handwritten Signature]
PERINA KENTISH	239 COOPERS LANE	[Handwritten Signature]
David Kentish	239 Coopers Lane	DCB Kentish
PAT. WHITELEY	144 COOPERS LANE	[Handwritten Signature]
Gilbert Whiteley	144 Coopers Lane	[Handwritten Signature]

Councillor Use Only:
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Waratah-Wynyard Council

FORM OF PETITION

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State the subject matter: Reduction of speed limit to 80kph on Coopers Lane

State the action sought by the petitioners:

Note: To be a valid petition

1. The full printed name, address and signature of the person lodging the petition must be provided.

Name:

Postal address:

Signature: [Signature]

Total number of signatories to the petition:

Name (Please Print)	Address (Please Print)	Signature
JOHN MOUTENS	222 COOPERS LANE WYN.	[Signature]
Doug de Bomford	442 Coopers Lane Wyn.	[Signature]
Penny deBomford	442 Coopers Lane, Wynyard	[Signature]
Leigh McNear	182 Coopers Lane, WYN	[Signature]
Geeta Kingston	222 Coopers Lane, Wynyard	[Signature]
Roger Spencer	182 " " WYN	[Signature]
DAVID ANDERSON	63 ROSS GRANGE RD WYN.	[Signature]
ANON ANDERSON	63 ROSS GRANGE RD WYN	[Signature]
DAVID BISSETT	478 COOPERS LANE WYN	[Signature]
Valerie BISSETT	478 Coopers Lane WYN	[Signature]

Councillor Use Only:
 As presented to Council or General Manager by Councillor: Signed:

Reduction of Speed Limit on Coopers Lane

Total number of signatories to the petition: 45

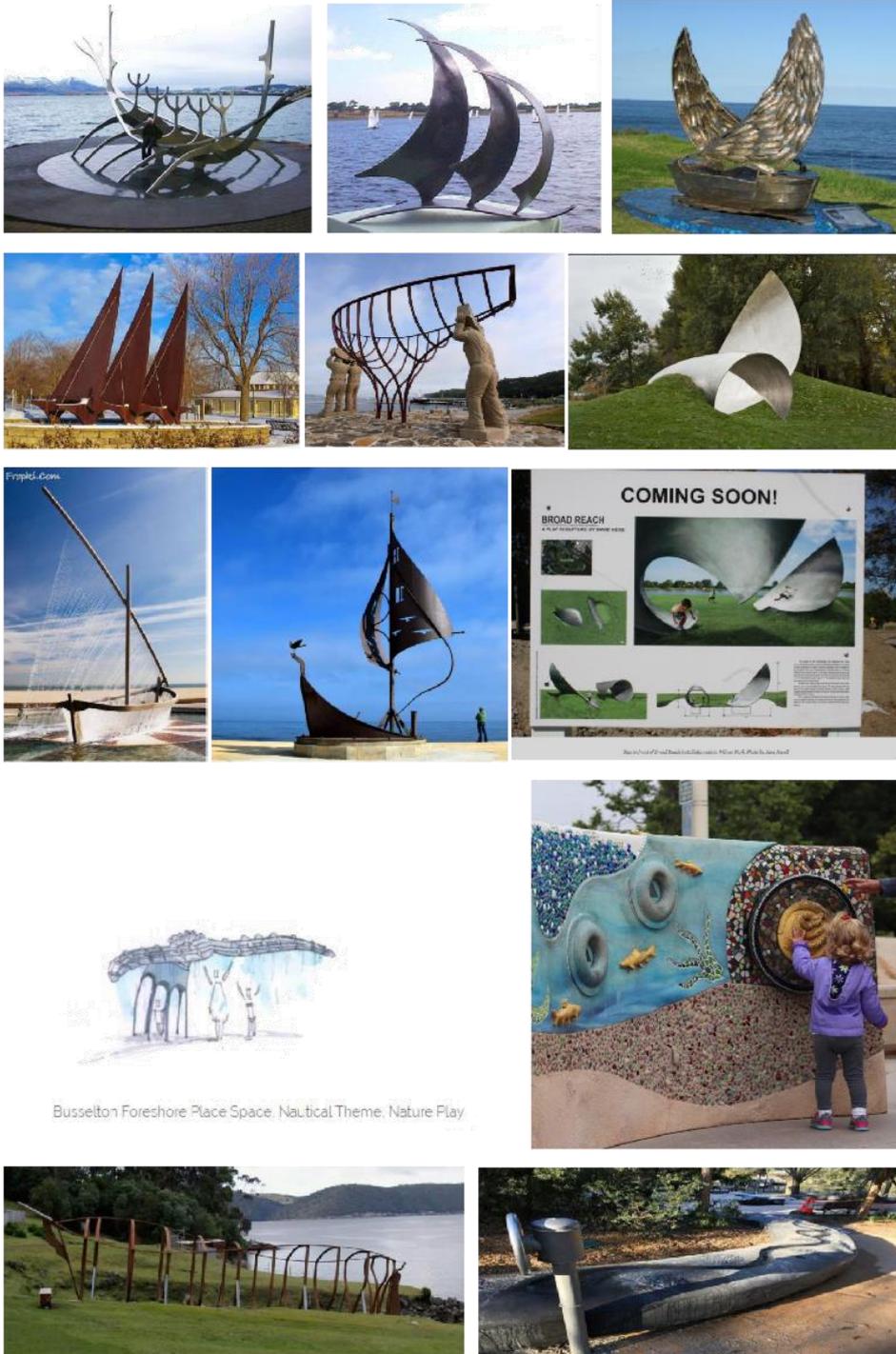
Name (Please Print)	Address (Please Print)	Signature
REG HARVEY	443 Coopers Lane	REG HARVEY
D DODD	365 COOPERS LANE	D DODD
Andrew Bacon	445 Coopers Lane	[Signature]
Leah Bawn	445 Coopers Lane	[Signature]
GLENDIA CREEK	363 COOPERS LANE	[Signature]
TREVOR CREEK	363 COOPERS LANE	[Signature]
JANE ETHELSTON	269 COOPERS LANE	JANE ETHELSTON
Simon Hill	469 coopers Lane	[Signature]
Meika Hill	469 Coopers Lane	[Signature]
Damian Bissett	460 Coopers Lane	Damian Bissett
MATHEW LING	123 COOPERS LANE WYN	matheW ling
Gina Branch	123 Coopers Lane Wyn	Gina Branch
Tracy Chatur	56 coopers lane wyn	Tracy Chatur
Shane Chatur	56 coopers lane wyn	[Signature]
Troy Williams	284 Coopers Lane Wyn	[Signature]
MICK HARRIS	351 COOPERS LANE WYN	[Signature]
TOM GARDNER	6 COOPER'S LANE	[Signature]
JOE NOGGIN	32 Ross Grange Rd	[Signature]
TOYCE GARDNER	69 Ross Grange Rd	TOYCE GARDNER
P. FORDMORE	62 Ross Grange Rd	[Signature]

Councillor Use Only:
As presented to Council or General Manager by Councillor: _____ Signed: _____

Subject: Reduction of speed limit to 80kph on Coopers Lane.

Waratah Wynyard Council Artist's Brief Cam River Boat

ARTIST'S BRIEF



Version 5 31/10/2022

Waratah Wynyard Council Artist's Brief Cam River Boat

Cam River Boat

Project summary	
Commission	An interactive, tactile boat or boat inspired installation, that evokes a sense of connection/place and play/adventure
Client	Waratah-Wynyard Council (WWC)
Location	The banks of the Cam River, Somerset
Audience	Visitors (international, national and local) and community members
Artwork budget (design, supply & install)	Up to \$70 000 incl. GST (if applicable)
Applications close	09 January 2023
Released	01 November 2022

Key ideas and purpose of commission

Waratah-Wynyard Council (WWC) are seeking an interactive boat or boat inspired installation to be created by a Tasmanian artist.

The boat is intended to be a visual point of reference that is tactile and evokes a sense of play and adventure. The resulting product could tell a story of the Cam River and its history. It could pay homage to the ship building past and/or the wooden play boat that entertained children for years at the site.

The commission does not have to depict a full boat. The commission could be:

- an impression, such as a skeletal boat section displaying internal fixtures
- a (concrete?) shape with etched images
- (steel?) shapes – vertical or flat (like an archaeological dig)

The boat installation should offer a range of elements of interest that could include fine details and hidden features. The design should be independently sculptural, so it has optical impact at all times. The design should be sensitive to the environment in which it sits and be complimentary to natural landscape elements.

Artists can request additional information from the Manager Community Activation before commencing design, if required.

Artform

Contemporary artists and artist teams working in a range of disciplines are encouraged to apply for this commission. Artists may submit solo or collaborative applications.

Design considerations

Artists are invited to create

- an illustrated design of their concept.

The design can include support materials, such as reference photos and drawings, examples of materials etc

The artwork needs to be completed and installed by 30 June 2023

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Waratah Wynyard Council Artist's Brief Cam River Boat

Budget

The \$70 000 budget is intended to cover all costs associated with the design, fabrication and transportation of the artwork to the site. WWC will reserve the rights to reproduce images of the work without payment of additional royalties. If the artist is bound by an exclusive contract to a commercial gallery, or any other body, it is their responsibility to notify the gallery and negotiate commission fees which may require payment.

Aboriginal cultural content

If the activity involves Aboriginal or Torres Strait Islander content, the application must provide evidence of how the artist is working with the Aboriginal Community.

Selection process and eligibility

The Selection Committee will be comprised of members from WWC, including a Councillor and a representative from the Public Art Advisory Group. WWC will consider all eligible applications and select an artist based on their work, response to the Artist's Brief with reference to the Selection Criteria.

Artists who live in Tasmania are eligible to apply.

Selection criteria

1. Vision

Artistic merit and creativity. How well does the proposal demonstrate a creative or innovative interpretation of WWC's vision?

2. Communication & Education

Artistic storytelling. How well does the proposal evoke a sense of connection/place and play/adventure?

3. Fit & Feel

How well does the submission create connections between the history, environment and story of the site?

4. Ability to Deliver

Evidence of past installations. References from past installations that indicate how the artist worked successfully with the client.

Evidence of a proposed timeline to complete this project within the time frame.

Applicants wishing to clarify information regarding the commission must contact the Manager Community Activation.

Timeline

The Artist's Brief will be advertised in November 2022. **The closing date for applications is 09 January 2023.** Applicants will be notified of the outcome by 13 January 2023. Support material must be uploaded as part of the application. **The artwork is to be created and ready for installation by 31 May 2023.**

Online applications

Along with an illustrated design of your concept, applications consist of:

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Waratah Wynyard Council Artist's Brief Cam River Boat

- applicant's details
- a description of the work (Max 500 words)
- a description of the artist's concept proposal (Max 500 words)
- a maximum 250-word description of the artist's professional skills and experience
- support material
- a biography for all artists involved

IMPORTANT NOTE:

Artists are encouraged to discuss their applications with the Manager Community Activation before submission.

Enquiries and submissions

Bronwyn Folden
Manager Community Activation
Waratah Wynyard Council
Tel 6443 8333
bfolden@warwyn.tas.gov.au

With Cam River Boat in the subject line.

Additional Resources

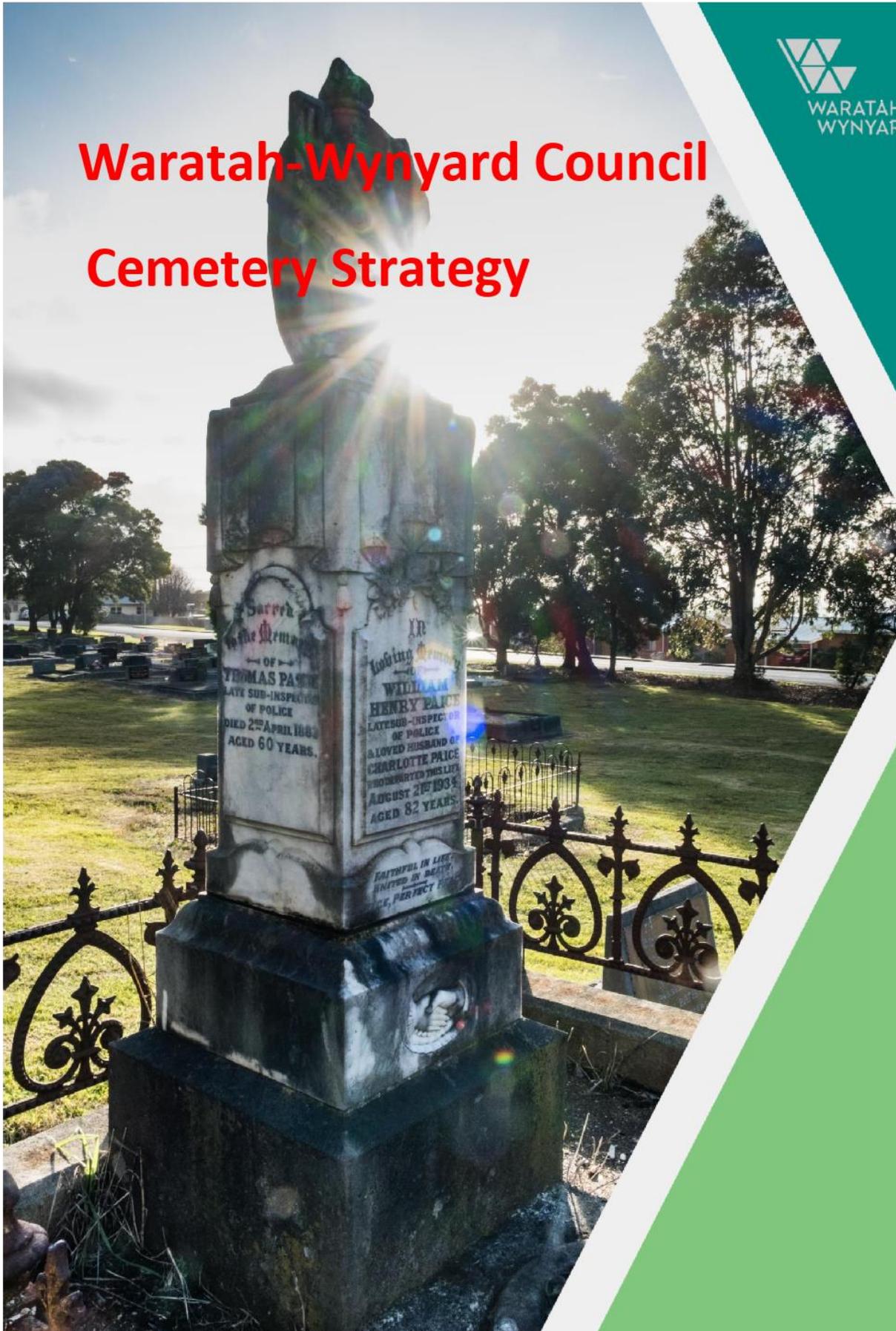
Please see the Cam River Reserve Master Plan

https://www.warwyn.tas.gov.au/wp-admin/admin-ajax.php?juwpcfisadmin=false&action=wpfd&task=file.download&wpfd_category_id=110&wpfd_file_id=8144&token=&preview=1

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Waratah-Wynyard Council Cemetery Strategy



Waratah-Wynyard Council Cemetery Strategy

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Waratah-Wynyard Council Cemetery Strategy

Introduction

Waratah-Wynyard Council (WWC) is committed to a consistent and strategic approach to cemetery services. This Strategy has been developed to define Council's role in the provision of cemetery services and to ensure that the services are aligned with the needs of the community and are met both now and into the future.

Purpose

The purpose of the cemetery strategy is to:

1. Examine current service provision and management procedures
2. Define Council's role in the provision of cemetery services
3. Ensure that the services are aligned with the needs of the community
4. Identify opportunities for community engagement and make recommendations.

Scope

This strategy applies to the cemeteries under the care and control of Waratah-Wynyard Council.

This policy does not include:

- scattering ashes on private, commercial or government owned land
- water urns or scattering ashes in water
- war memorials or other memorials without interred human remains
- obituaries
- activities, legislation or regulation relating to the operation of a funeral directorship, funeral services or crematoria
- death certificates and/or government administration requirements on behalf of an estate or deceased person.

Outcomes

Taking into consideration the evolution of the cemetery and funeral industry and local government's important role in the provision of services and facilities, the need to establish a long-term direction for the **care, control and management** of public cemeteries is recognised.

In line with the purpose of the strategy, a number of conclusions have been drawn and subsequent **recommendations** made to provide a clear and consistent direction for the planning, management and operation of the cemeteries throughout the Waratah-Wynyard Local Government Area.

These operational improvements and strategic directions take into consideration a number of key drivers including:

- public expectations
- legislative and regulatory requirements
- industry standards and trends
- consistency with other Local Government Area's
- retainment of the key characteristics of the cemeteries within the Local Government Area
- future demands on the provision of cemeteries.

Legislative Context

A detailed review of relevant legislation and Council's current strategy framework, strategic documents and policies has been conducted to ensure the Cemetery Strategy aligns with applicable legislation and supports Waratah-Wynyard Council frameworks and priorities.

Cemeteries in Tasmania are subject to State Legislation: Burial and Cremation Act 2019. This Act makes provision for the establishment and management of crematoria and cemeteries, to provide for, and

Waratah-Wynyard Council Cemetery Strategy

regulate, the handling and storage of human remains, to amend certain Acts and to repeal the Cremation Act 1934. In addition, each council is enabled under the Local Government Act 1993 to make a by-law with respect to cemeteries. The interrelationship of legislative and operational requirements is complex. All policy and procedures will be required to be clear and concise to be compliant with legislation and regulations and transparent to staff, customers and external agents.

Council's Strategic Context

The Cemetery Strategy has been developed to align with the council's existing policy framework. The Cemetery Strategy aligns with existing strategy frameworks and policies, including Community Plans (Age Friendly Community Plan, Health and Wellbeing Plan, Youth Plan), the Open Space, Sport and Recreation Plan 2017-2027, the Settlement Strategy, iCEP Plan and other corporate plans.

The Cemetery Strategy aligns with Waratah-Wynyard Council's Corporate Strategic Plan, specifically addressing *Goal 3: Connected Communities – Waratah-Wynyard community members will feel a sense of inclusion, belonging and value within a thriving, innovative and diverse population. They will be actively engaged in developing Council facilities, services and programs, and will be encouraged to provide input to planning for community needs.* The Cemetery Strategy aligns with Council's overarching vision of delivering innovative, sustainable services to the community through strong leadership, clear direction and collaborative relationships.

The Cemetery Strategy responds to issues identified in these plans, such as population growth, providing essential services and infrastructure and identifying and protecting our cultural heritage.

The Cemetery Strategy aligns with a range of principles that the community has identified and will help guide the journey towards sustainability and ensuring the identity and character of the region is retained.

The preparation of the Cemetery Strategy supports many of Council's corporate themes including timely and appropriate infrastructure and service provision, and Council's services and assets meeting the needs of the growing community.

Government Role in Provision of Burial Services

Both State and Local Government have had a long-standing involvement in various aspects of burial and cemetery management. This includes:

- The provision and maintenance of public land for burial. Burial space has been provided by the State Government through the provision of cemeteries for over 200 years. Local government manages and operates many of Tasmania's cemeteries.
- Planning for land uses. State and local government undertake land use planning and designate broad land use zones. Competing interests for land can make cemeteries and crematoria development less competitive than other uses within a close proximity to urban areas.
- The administration of statutes governing cemeteries, including health standards. State Government legislation administering cemeteries and crematoria includes the Crown Lands Act 1989, the Local Government Act 1993, the Necropolis Act 1901, the Work Health and Safety Act 2011, the Public Health Act 2010, the Environmental Planning and Assessment Act 1979 and the regulations associated with these Acts. As previously noted, there is an array of legislation and regulations that provide the framework for the operation, management and planning of cemeteries.
- The provision of affordable interment, including the interment of deceased destitute persons. State Government has played a role in the provision of affordable interment by providing land for burial purposes; through management by volunteer trusts; and the provision of funds for interment of deceased destitute persons. Some local Council's provide a discounted fee to the State to further

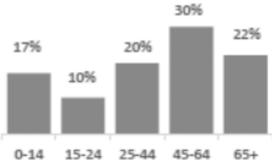
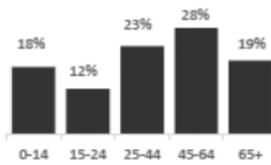
Waratah-Wynyard Council Cemetery Strategy

assist in the provision of burial space for deceased destitute persons.

- **Peak Bodies.** The peak body for the funeral industry in Tasmania is the Australian Funeral Directors Association (AFDA). Tasmania is covered by the Australasian Cemeteries and Crematoria Association (ACCA).

Waratah-Wynyard Demographic Profile

Waratah-Wynyard is located on the north-west coast of Tasmania and has a population of 13,578.

	Waratah Wynyard	Tasmania
Our population	13,900	540,780
Aboriginal population	 7.6%	 4.6%
Population by age		
Born outside Australia	 9%	 12%
Median age in years	47	42

Sources: Our population: Australian Bureau of Statistics, Data by region, Estimated Resident Population, 2020; Aboriginal population and Born outside Australia: Australian Bureau of Statistics, Data by region, Estimated Resident Population (Census) 2016; Population by age, and Median age in years: Australian Bureau of Statistics, Data by region, Estimated Resident Population 2019.

Waratah-Wynyard Council Cemetery Strategy

Causes of death

During 2015-2019 coronary heart disease (10.7%), cerebrovascular disease (7.4%), dementia including Alzheimer disease (7.2%), lung cancer (7%), and chronic obstructive pulmonary disease (6.4%) were the leading causes of the 769 deaths in the Waratah Wynyard LGA area.



Sources: Public hospital admissions: Department of Health and Human Services, Health Central Data Warehouse; accessed July 2021. Causes of death: Mortality over Regions and Time (MORT) book, LGA, 2015-2019, accessed July 2021.

* i) examination and investigation, ii) communicable diseases, iii) reproduction, iv) related to socioeconomic and psychosocial circumstances, v) health services in other circumstances and vi) related to family and personal history and certain conditions influencing health status

Waratah-Wynyard Council Cemetery Strategy

Waratah-Wynyard Council Cemetery Trends

The Waratah-Wynyard population is characterised by an older, ageing population. The cumulative impact of an evolving demographic profile needs to be continually monitored, as ethnic or religious backgrounds or population characteristics (such as population growth and age distribution) may raise the need for Council to undertake new approaches to how cemeteries operate.

The Cemetery Strategy is informed in part by revision of trends in service.

Of note in this region is:

- an improved standard of development and maintenance at public cemeteries (largely put down to the increased focus by local government on asset management and public standards).
- increased interest in alternate practices, such as “Natural Burial”.
- increased focus on family history searches and public tours of major cemeteries.
- increased number of family/legal disputes (which is reflective of the general litigious trends in Australia).

Within the Waratah-Wynyard Local Government Area, Waratah-Wynyard Council is the only provider of cemetery space and services. Council is the key service provider and an integral stakeholder in the planning, development and operation of cemeteries and their associated services. The balance of the interments is catered for largely through interment in neighbouring Local Government Areas, personal ash scattering or holding of urns.

Burial Statistics

2016-2021 <i>(Information sourced from Council Records)</i>	
Burials - Wynyard	287
Burials - Somerset	2
Burials - Flowerdale	1
Burials - Yolla	5
Burials - Waratah	3
Burial - Private	3
Burials - Total	301
Cremation – Old Wynyard Columbarium Wall	53
Cremation – New Wynyard Columbarium Wall	31
Cremation - Total	84

Future Considerations

In order for effective planning, management and operations of Council’s cemeteries to occur in the short, medium and long term, there needs to be an understanding of the matters which will impact on Council’s cemeteries now and in the future.

Since 1930, Waratah-Wynyard Council have maintained accurate spatial burial records of the cemeteries it manages. Council’s analysis of current cemetery services identified opportunities for Council to consider.

Waratah-Wynyard Council Cemetery Strategy

The following sections provide detail to these opportunities and outlines the key considerations for moving forward.

Natural Burials

- At the time of writing this report, one person has been buried following “natural burial” principles. This natural burial occurred in Waratah. There is land available at the Waratah Cemetery that is appropriate for natural burials. Council may be able to provide “natural burial” in Wynyard. An investigation needs to take place to determine an appropriate location for “natural burial” in Wynyard to occur.

What is Natural Burial?

- Natural burial is the interment of the body of a dead person in the soil in a manner that does not inhibit decomposition but allows the body to be naturally recycled.
- The body may be prepared without chemical preservatives or disinfectants such as embalming fluid, which might destroy the microbial decomposers that break the body down.
- The body may be buried in a biodegradable coffin, casket, or shroud.
- The grave does not use a burial vault or outer burial container that would prevent the body's contact with soil.
- The grave should be shallow enough to allow microbial activity similar to that found in composting.

Natural Ashes Interment

Determine the interest and costs involved in broadening the plantings in the current area available for ashes interment in native and/or ornamental garden settings at the cemetery in Wynyard. Consider:

- Ashes interment under selected trees within a cemetery bush section
- Ashes interment into a native or ornamental garden

Cemetery Infrastructure

Determine the interest and capacity in broadening the availability of cemetery infrastructure, incorporating principles of technological and digital innovation. Items to be considered for including at current Council cemeteries are:

- CCTV
- Fencing
- Vegetation
- Irrigation
- Subsoil Drainage
- Lighting (Solar?)
- Interpretive signage
- Shade structures
- Accessibility (parking and toilets)

Technology and Digitalisation of Cemetery Information

Determine the interest, benefit and cost involved in improving digital accessibility for cemeteries. Items to be considered are:

- Public cemetery portal (GIS)

Waratah-Wynyard Council Cemetery Strategy

- Online options for viewing burials
- App/augmented reality for finding graves
- App/augmented reality for historical videos
- Virtual cemetery tours
- QR Codes on plaques

Reflective Spaces

- Quiet reflective spaces that are natural, attract birds and insects, are inclusive, include some history

History, Education and Story Telling

The history of a community and the people who have lived there can be embedded in the local cemetery. General information about cemetery history and headstone significance, including the significance of the materials used, the size and placement of the graves and markers, and the words and symbols all have meaning. This information can be displayed for visitors to read and reflect on, creating a space that is attractive and welcoming.

Cemetery Capacity

Cemeteries ultimately have a life span. In some circumstances, cemeteries are unable to be developed further and are only providing burials within existing grave sites (for an additional interment) and reserved grave sites.

The Waratah and Wynyard communities have good cemetery capacity that is able to respond to the changing needs of the public. Waratah in particular is able to provide for evolving trends in burials, cremations and interments. It is difficult to determine an exact point in time when burial space will be exhausted in the Waratah-Wynyard municipality as there are a number of variables requiring consideration. These include:

- The impact of population forecasts for Waratah-Wynyard.
- In this municipality graves are generally dug to allow for three interments. Whether an interment in an existing grave occurs cannot be predetermined.
- The impact of whether reserved grave sites are used or remain reserved in perpetuity.
- The impact of the future trends and preferred interment options.
- The death rate is expected to increase as the baby boomers enter their later years. This could be expected to impact on total burials per annum.

Waratah-Wynyard Council have both “plinthed” and “unplinthed” areas in the Wynyard Lawn Cemetery. As of the end of the 2022 financial year there are 143 plinthed lawn spaces available. There are 1007 unplinthed lawn spaces available. There has been an average of 40 burials per annum. Council has three years capacity in the plinthed section and 24 years capacity in the unplinthed section. This will require capital allocation in the 2023/24 financial budget to plinth the area. Please note that the capacity count considers one burial per plot, however all the plots are dug to allow up to three burials in each site. Waratah-Wynyard Council do not have an area beyond the current Wynyard Cemetery formally identified for future expansion.

Community members have expressed an interest in having flower and tribute holders built into the concrete plinth. Determine costs associated with including this feature prior to laying the next lot of concrete plinths.

Waratah-Wynyard Council Cemetery Strategy

Recommendations

The following three key recommendations have been identified for Council's consideration:

1. Internal Management and Operational Systems

Objective: To effectively manage and deliver cemetery services ensuring all statutory obligations are met and assets are safeguarded over the long term.

Action 1:1 Establish a range of clear and concise **policies, procedures and agreements** for the management and operation of Waratah-Wynyard Council Cemeteries.

Action 1:2 Ensure that trees in cemeteries are addressed in existing Council tree/planting policies. Ensure that future tree planting in cemeteries is addressed in existing Council tree/planting policies.

2. Viability and Sustainability

Objective: To ensure that funding for Waratah-Wynyard Council cemetery services is appropriate to meet its short term and long-term cemetery commitments.

The provision of cemeteries infrastructure and maintenance of cemeteries is predominantly funded by the community through General Rate income.

Council must consider the cost-effectiveness and capacity of the community to pay for services when planning for new cemetery infrastructure and setting service standards.

Council will seek to fully recover the full cost of burials through the setting of burial fees. Burial fees will be reviewed annually as a part of the Council's annual budget deliberations. A copy of the current Fees and Charges schedule can be found on Council's webpage or be obtained by contacting Council.

Council will seek to strike a balance between full cost recovery and affordability when setting burial fees.

Differential pricing will be considered for different interment options.

Action 2:1 Review the cemetery-based **fees and charges** and compare to actual cost of interment. Review current service levels and determine annual maintenance costs.

Objective: To ensure that sustainable funeral services and practices can be catered for in Waratah-Wynyard Council cemeteries.

Action 2:2 Ensure the longevity of Waratah-Wynyard Council cemeteries by investigating increasing **the range of interment options** such as modern burial systems (<https://hardingshotmix.com.au/services/modern-burial-systems/>), columbarium walls, garden interments, monuments and natural burials.

Action 2:3 Determine an appropriate location for a designated "natural burial" area in the Wynyard municipality.

Action 2:4 Determine community interest in broadening the current area available for ashes interment in

Waratah-Wynyard Council Cemetery Strategy

native and/or ornamental garden settings in Wynyard.

In most cases each municipal cemetery resides within a discreet parcel of land. However, these parcels have varying levels of spatial integrity.

Spatial accuracy of cemetery land parcels is important, with most of Councils older cemeteries having a very low spatial integrity. For closed cemeteries this is not as critical however for those where burials are active ensuring the parcels boundary is critical. In order to improve the spatial integrity of the parcels a land surveyor would need to be engaged.

Action 2:5 Each modern cemetery that is still being utilised by Council to be surveyed by a registered land surveyor if there is any lack of confidence in the accuracy of the spatial integrity of the land parcel. This will ensure that any future action with respect to individual cemeteries is undertaken within legal boundaries.

3. Stakeholder Engagement and Historical Value

Objective: To align service provisions with the needs of the community and enhance community ownership and connectedness with their local cemeteries.

Objective: To maintain records and make information accessible to the public

Action 3:1 Review existing service levels and clarify Council's maintenance obligations for historic/other cemeteries in the community.

Action 3:2 Improve the range and distribution of **public information** regarding municipal cemetery history through the establishment of appropriate **community collaborations** with subject matter experts, such as the Wynyard Historical Society and/or the Waratah Museum Society.

Action 3:3 Seek funding for -

- cemetery conservation works
- history, education and story telling
- enhancing the digitalisation and accessibility of cemetery information

Cemeteries are a valuable social and historical resource for the community. Cemeteries illustrate the historic record of the region which also provides a history of the area's growth and a valuable insight into its evolution. In some instances, the cemetery or gravesite may be the only place where a person's life is recorded. It is therefore important to conserve the cultural significance of council's cemeteries.

The ongoing maintenance and upkeep of Council's cemeteries is integral to preserving the history and cultural significance of Waratah-Wynyard. Future operators of Council's cemeteries need to be mindful of this significance, and promote their recognition, protection and conservation. This can be facilitated by applying for external funding when available and educating the community of the value of Council's cemeteries.

Action 3:4 Council to -

- upgrade entry and directional signage at each Council owned cemetery
- provide access to Council record and registers of burials and geographical information system

Action 3:5 Establish a series of partnerships with community groups and agencies to benefit the community, and the cemetery.

Waratah-Wynyard Council Cemetery Strategy

Partnerships to investigate include:

- a partnership with a relevant agency, such as Mission Australia, to establish a Work for Dole program
- a partnership with Youth Justice Commission to establish a youth program
- a partnership with the Historical Society to foster the collection of knowledge particular to local cemeteries to ensure the historical significance of the cemetery is maintained. (Council provides this group with assistance, including meeting space free of charge and other supports as requested in order to facilitate the ongoing preservation and maintenance standards)

It is important to continue to build these partnerships with the community. One such opportunity exists for the creation of a 'Friends of the Cemeteries' group. Similar groups have been established in other Council areas and involve a regionally based group who work alongside council to maintain the integrity and historical significance of cemetery sites. The creation of partnerships with external groups creates the opportunity for cost savings and long-term gains, which should be explored further, and any opportunities maximised.

Conclusion

As a means to implement the proposed actions of this strategy an **action plan** outlining the required action, responsible officer and proposed timeframes has been developed.

The action plan concentrates on the initial implementation of the strategy over the life of the plan and should be reviewed and updated biannually.

Overview of Cemeteries

Current Council Cemeteries	
<p>Wynyard Monumental Cemetery</p> <p>Corner of Austin and Gibbons Street Closed for new FULL Interments Open for Interment of Ashes 2345 Existing Interments 82 Existing Reservations First confirmed interment on record 16/03/1903</p>	<p>Flowerdale Cemetery</p> <p>Preolenna Road Closed for new FULL Interments Open for Interment of Ashes 180 Existing Interments 16 Existing Reservations Non-Council Freehold Title (Possibly a Church trustee group. All deceased) Council maintain and manage First confirmed interment on record 12/09/1877</p>
<p>Wynyard Lawn Cemetery</p> <p>Corner of Austin and Gibbons Street Open for all burials 3289 Existing Interments 2 Existing Reservations 1151 interment spaces available First confirmed interment on record 10/07/1969</p>	<p>Somerset Monumental</p> <p>Pelissier Street Closed for new FULL Interments Open for Interment of Ashes 941 Existing Interments 19 Existing Reservations First confirmed interment on record 07/08/1857</p>
<p>Wynyard Rose Garden</p> <p>Corner of Austin and Gibbons Street Open for Ashes Interment ONLY 25 Existing Interments 9 Existing Reservations 6 Available Plots First confirmed interment on record 31/01/2017</p>	<p>Henrietta Cemetery</p> <p>East Yolla Road Open for Interments 127 Existing Interments 5 Existing Reservations First confirmed interment on record 29/06/1912</p>
<p>Old Wynyard Columbarium Wall</p> <p>Corner of Austin and Gibbons Street Open for Ashes Interment ONLY 1 Wall 7 Available Niches 315 Existing Interments 46 Existing Reservations First confirmed interment on record 29/08/1957</p>	<p>Waratah Lawn Cemetery</p> <p>Waratah Road Open for Interments 27 Existing Interments 18 Existing Reservations 1 Natural Burial 524 interment spaces available Large Plot for future planning First confirmed interment on record 06/11/1995</p>

Waratah-Wynyard Council Cemetery Strategy

Other Cemeteries in our Community	Historic Council Cemeteries
<p>Tollymore Cemetery</p> <p>Closed 66 Interments 12 Reservations Non-Council Freehold Title Current title owner deceased</p>	<p>Mount Hicks Cemetery</p> <p>Closed 90 Interments First confirmed interment on record 02/12/1891</p>
<p>Table Cape Cemetery</p> <p>Closed Unknown Interments (more than 2)</p>	<p>Waratah Pioneer Cemetery</p> <p>Cemetery Road Closed 711 Interments First confirmed interment on record 23/10/1880</p>
<p>Possible Inglis River Cemetery</p> <p>Closed Unsure of exact location Unknown Interments Historical reference only</p>	<p>Jenner Street Cemetery</p> <p>Closed 369 Existing Interments 8 Reservations First confirmed interment on record 15/08/1876</p>
<p>NB - Council are legally obliged to keep a record of all burials on private land.</p>	

Table 8: Cemeteries and Memorial Reserves Maintenance Schedule

Location	General Inspections	Grass Mowing (average)	Grass Mowing		Irrigation	Permanent Garden Bed Major Renovation (including mulching)	Permanent Garden Bed Minor Renovation	Mulching	Weeding (hand)	Spraying	Raking Leaves & Debris	Lawn Levelling	Tree Pruning	Cenotaph Maintenance	Furniture Cleaning	Furniture Maintenance	Tribute Removal, Flowers, Etc.	Rubbish Collection			
			Sept-Apr	May-Aug														1x/2wks	1x/1wk	5x/20L	1x/1wk
			1x/2wks	1x/1wk														1x/2yrs	1x/2yrs	1x/2yrs	1x/2yrs
Wynyard Lawn Cemetery (old & new)	1x/1wk	1x/2wks	1x/2wks	1x/1wk	3x/1wk	1x/2yrs	1x/2yrs	1x/2yrs	1x/1mth	3x/yr	2x/1wk	1x/yr	reactive	2x/yr	1x/yr	reactive	1x/1wk	5x/20L	1x/1wk		
Janner St Cemetery	1x/1mth	1x/6wks	1x/6wks	1x/6wks					1x/6wks	2x/yr			reactive	reactive	reactive						
Somersel Cemetery	1x/1mth	1x/6wks	1x/1mth	1x/6wks					1x/6wks	2x/yr			reactive	1x/yr	reactive						
Waratah Cemetery (new)	1x/yr	3x/yr	2x/yr	1x/yr					1x/yr	1x/yr	reactive		reactive	1x/yr	reactive				reactive		
Wynyard Monumental Cemetery	1x/1mth									2x/yr			reactive		reactive						
Flowerdale Cemetery*	1x/1mth	1x/6wks	1x/6wks	1x/6wks					1x/6wks	2x/yr			reactive		reactive						
Mt Hicks Cemetery	1x/6wks	1x/6wks	1x/6wks	1x/6wks					1x/6wks	2x/yr			reactive		reactive						
Yolla-Hemietta Cemetery	1x/1mth	1x/6wks	1x/6wks	1x/6wks					1x/6wks	2x/yr			reactive		reactive				1x/6mths		
Old Waratah Cemetery	1x/yr	3x/yr	2x/yr	1x/yr					1x/yr	2x/yr	reactive		reactive		reactive				reactive		
Table Cape Cemetery																					
Tollymore Road Cemetery*																					
Wynyard Cenotaph	See Table 4: Parks and Reserves Maintenance – included with Gullieridge Gardens																				
Waratah War Memorial Park	1x/yr	4x/yr	3x/yr	1x/yr						2x/yr	reactive				1x/yr				reactive		
Yolla War Memorial Grove*	1x/2mths	1x/6wks	1x/6wks	1x/6wks																	

* Not Council owned or licensed.

Waratah-Wynyard Council Cemetery Strategy

Wynyard Monumental Cemetery

Corner of Austin and Gibbons Street

2345 Existing Interments

82 Existing Reservations

March 1903 First Confirmed Interment



Waratah-Wynyard Council Cemetery Strategy

Wynyard Lawn Cemetery

Corner of Austin and Gibbons Street

3289 Existing Interments

2 Existing Reservations

July 1969 First Confirmed Interment



Waratah-Wynyard Council Cemetery Strategy

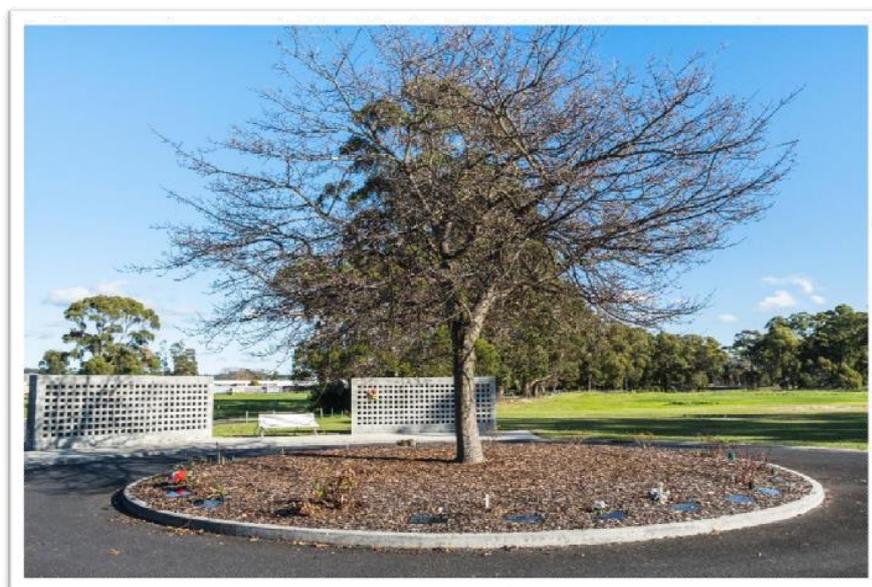
Wynyard Rose Garden

Corner of Austin and Gibbons Street

25 Existing Interments

9 Existing Reservations

January 2017 First Confirmed Interment



Waratah-Wynyard Council Cemetery Strategy

Old Wynyard Columbarium Wall

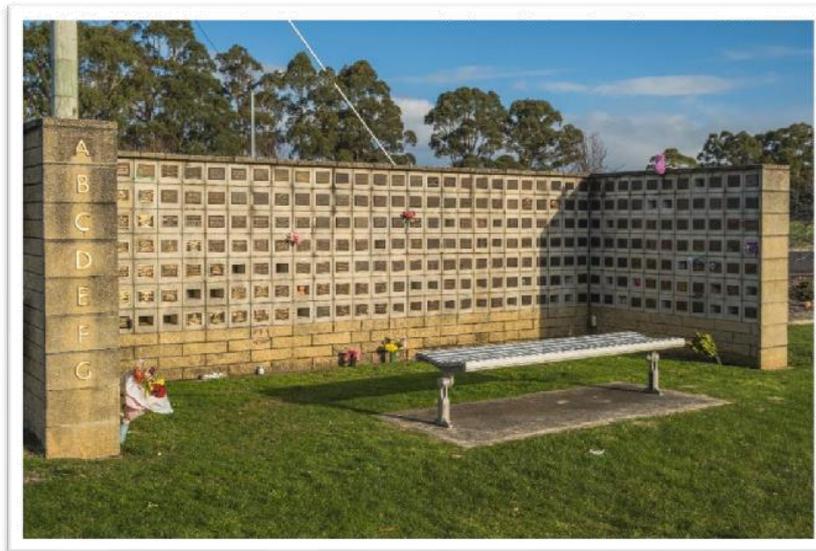
Corner of Austin and Gibbons Street

315 Existing Interments

46 Existing Reservations

7 Available Niches

August 1957 First Confirmed Interment



Waratah-Wynyard Council Cemetery Strategy

New Wynyard Columbarium Wall

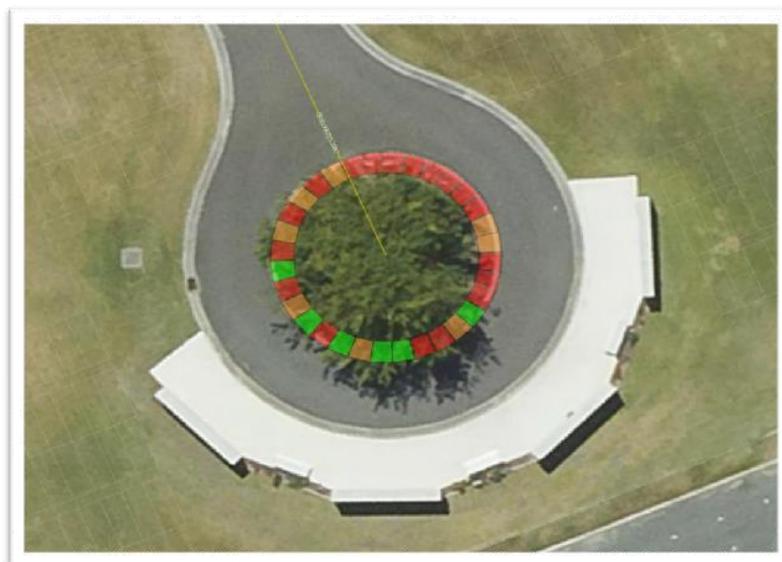
Corner of Austin and Gibbons Street

24 Existing Interments

20 Existing Reservations

788 Available Niches

January 2016 First Confirmed Interment



Waratah-Wynyard Council Cemetery Strategy

Flowerdale Cemetery

Preolenna Road

180 Existing Interments

16 Existing Reservations

September 1877 First confirmed interment



Waratah-Wynyard Council Cemetery Strategy

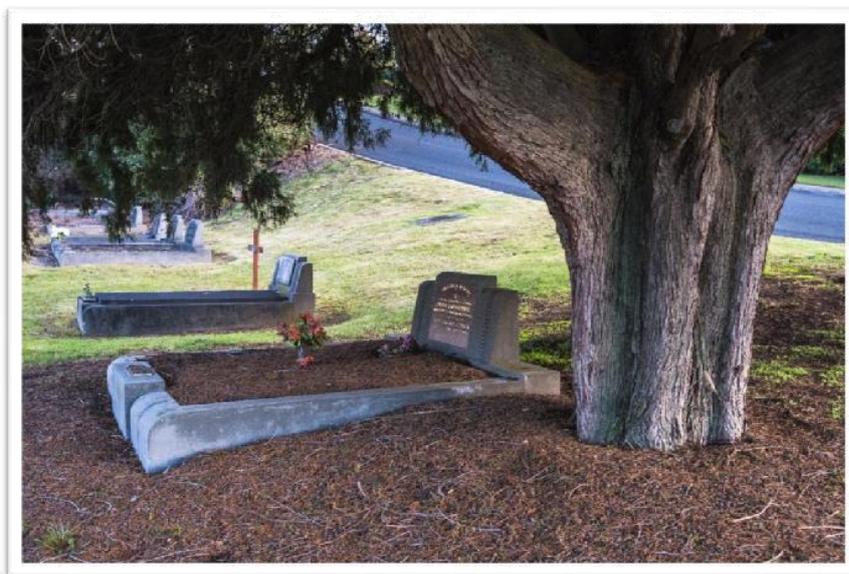
Somerset Monumental

Pelissier Street

941 Existing Interments

19 Existing Reservations

August 1857 First confirmed interment



Waratah-Wynyard Council Cemetery Strategy

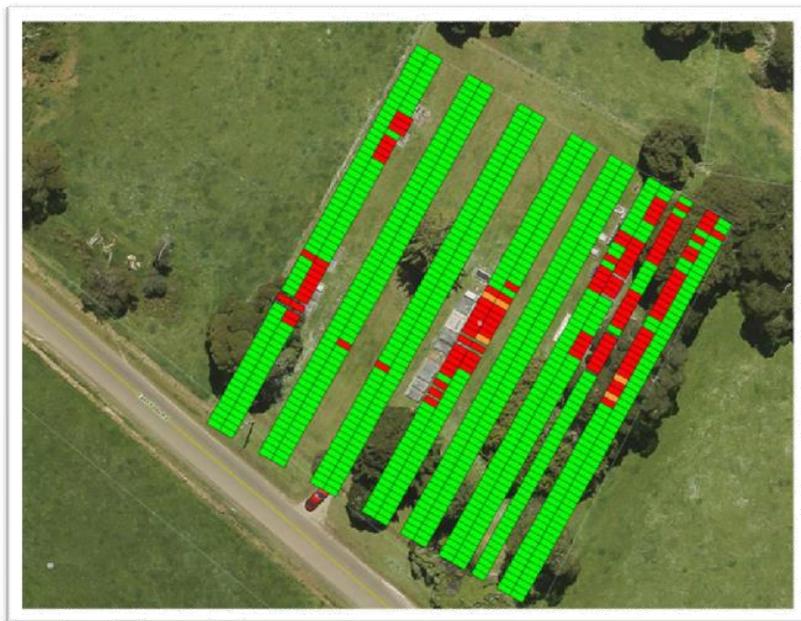
Henrietta Cemetery

East Yolla Road

127 Existing Interments

5 Existing Reservations

June 1912 First confirmed interment



Waratah-Wynyard Council Cemetery Strategy

Waratah Lawn Cemetery

Waratah Road

27 Existing Interments

18 Existing Reservations

1 Natural Burial

November 1995 First confirmed interment



Waratah-Wynyard Council Cemetery Strategy

Wynyard Cemetery - Islamic

Corner of Austin and Gibbons Street

4 Available Plots

August 2013 First confirmed interment



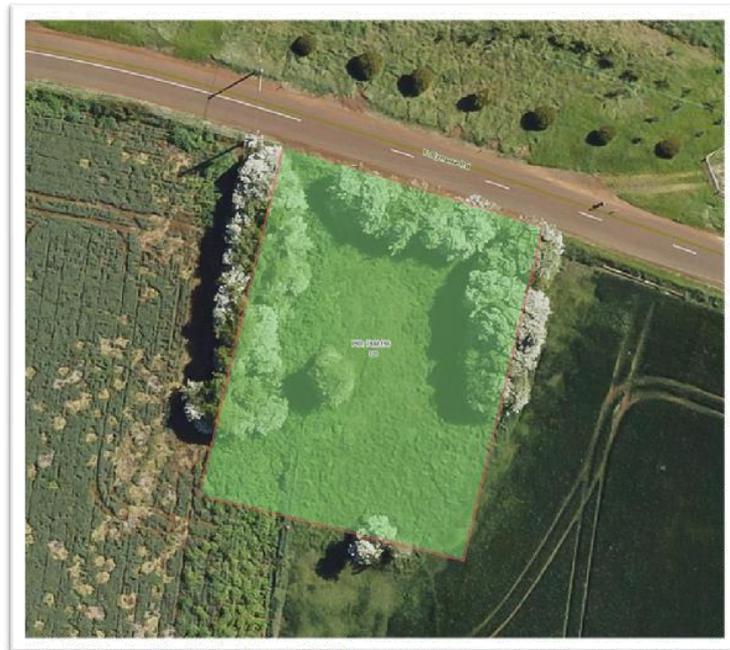
Waratah-Wynyard Council Cemetery Strategy

Tollymore Cemetery

Tollymore Road

68 Existing Interments

12 Existing Reservations



Waratah-Wynyard Council Cemetery Strategy

Mount Hicks Cemetery

90 Existing Interments
December 1891 First confirmed interment



Waratah-Wynyard Council Cemetery Strategy

Waratah Pioneer Cemetery

Cemetery Road

711 Existing Interments

October 1880 First confirmed interment



Waratah-Wynyard Council Cemetery Strategy

Jenner Street Cemetery

Jenner St, Wynyard

369 Existing Interments

8 Existing Reservations

August 1876 First confirmed interment



Waratah-Wynyard Council Cemetery Strategy

Table Cape Cemetery

Specific location unknown

Unknown interments

Historical reference only

(Photo not from the site)



Waratah-Wynyard Council Cemetery Strategy

Inglis River Cemetery

Unsure of exact location

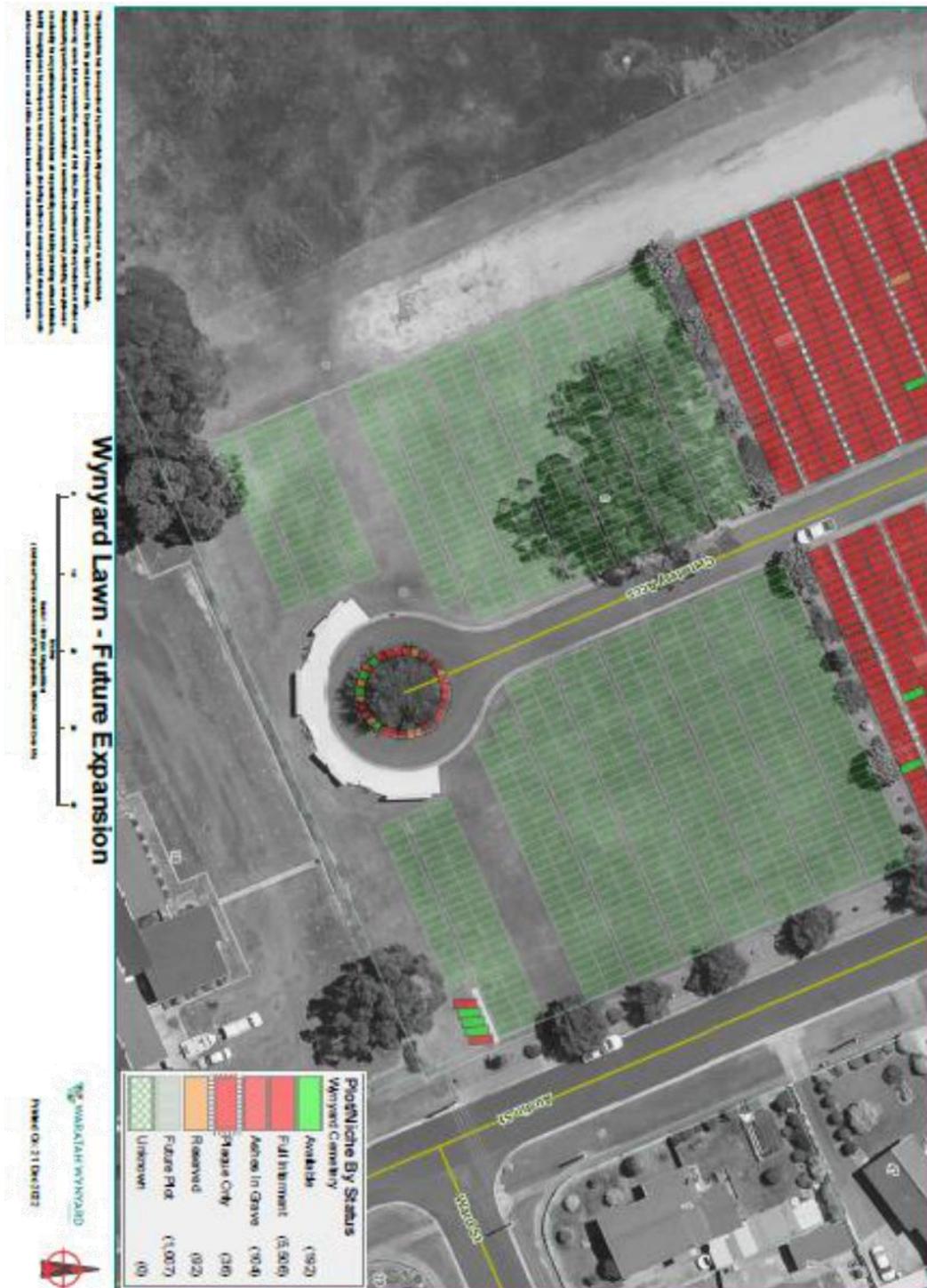
Unknown interments

Historical reference only

(Photo not from the site)



Waratah-Wynyard Council Cemetery Strategy





DRAFT Waratah-Wynyard Council Cemetery Strategy

Feedback Received During Consultation

Project	Waratah-Wynyard Council Cemetery Strategy
Consultation Purpose	Community Consultation & Feedback gathering thoughts and concerns over the draft plan and concept plan for Waratah-Wynyard Council Cemetery Strategy
Consultation Period	1 February 2023 – 3 March 2023
Consultation Length	4 weeks

NO	DATE	COMMENTS	RECEIVED VIA
1.	02/03/2023	Following feedback received as part of a joint submission by the Wynyard Historical Society Inc	Letter presented to Manager Community Activation

FEEDBACK	OFFICER'S COMMENT
The Wynyard Historical Society agrees with the basic outline of the draft, but would like to note some points regarding the historical aspects of the draft	Noted.
Pg 14 of draft, Table Cape Cemetery – there is known to be more than two burials there	Updated to state “unknown interments (more than 2)”
Pg 30 of draft, Table Cape Cemetery – listed location is incorrect	Updated to state “Specific location unknown”
Pg 30 of draft, Table Cape Cemetery – photo is not accurate	Updated to state “photo not from the site”
Pg 11 of draft, Action 3:4 Council to upgrade entry and directional signage at each Council owned cemetery. What are the plans for non-Council cemeteries?	Upgrading entry and directional signage is limited to Council owned cemeteries.
We note there is no mention of single graves. Such sites should be noted.	Noted. Single graves (often located on non-Council owned land) are not considered as part of this strategy. Consideration may be given to include information about these within the historical, education and story telling aspects of the strategy.



Waratah-Wynyard Council Cemetery Strategy - Community Consultation Feedback

<p>We are aware of headstones that have been removed/rescued, for safekeeping, from Tollymore Road many decades ago. It is our opinion that these headstones would be utilised in a memorial to abandoned/isolated Cemeteries in the Wynyard area. This could be adjacent to the Jenner Street Cemetery.</p>	<p>Noted. Action 3:5 states (in part) WWC will establish “a partnership with the Wynyard Historical Society to foster the collection of knowledge particular to local cemeteries to ensure the historical significance of the cemetery is maintained”. Opportunities for cemetery history, education and storytelling options will be explored. The option of a memorial space at an existing Council cemetery, with interpretive panels detailing the historical location and history of the cemeteries, can be explored.</p>
<p>Tollymore Cemetery’s history should be kept and recorded for posterity, but we believe the site is “beyond repair”.</p>	<p>Noted.</p>
<p>We believe that all other cemeteries are in a reasonable condition and should be at least preserved in their current state, if not better.</p>	<p>Noted.</p>
<p>Notwithstanding the actual Tollymore site, we agree with Action 3. On pages 11 and 12</p>	<p>Noted.</p>
<p>Of course, the problem with non-Council Cemeteries is that most are in the names of Trustees that are long since deceased. It is my personal opinion that State Government, along with the Lands Titles Office, should legislate to fix this problem to give Councils a clear idea of their responsibilities in these cases. (G. C Jacobson)</p>	<p>Noted.</p>
<p>There must also be hundreds of other titles in every council area that have owners long since deceased and cannot be “rateable” by Councils. Surely there should be a time limit (say an inactive 100 years after title transfer) when the LTO can transfer the Title to Council (in lieu of lost rates over 100 years) to develop or sell. Or transfer to Crown Lands if of conservation value. Maybe this is something Council could pursue through the LGAT.</p>	<p>Noted.</p>



Enquiries: Cassandra Steward
Phone: (03) 6443 8351
Email: ksteward@warwyn.tas.gov.au
Our Ref: Ballast Pit Road

24 January 2023

The Resident
Ballast Pit Road

Dear Resident

RE: PROPOSAL TO REDUCE SPEED LIMIT ON BALLAST PIT ROAD TO 80KM/H

At the Ordinary meeting of the Council on 23 January 2023, Council unanimously resolved to seek the approval of the Transport Commissioner to reduce the speed limit of Ballast Road to 80km/h.

However, before seeking the approval of the Transport Commissioner to reduce the current speed limit, Council is seeking feedback from residents may be affected by any change.

I am inviting you to have your say on the proposal to reduce the speed limit of Ballast Road to 80km/h. All feedback received will be collated and considered before a final resolution to seek the approval of the Transport Commissioner to reduce the speed limit of Ballast Pit Road.

Feedback can be sent to Council's Contracts and Administration Officer, Cassandra Steward, on the details provided above or to council@warwyn.tas.gov.au.

Council request that any feedback on the proposed speed limit reduction is received by **COB 07 February 2023**.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Corey Gould", is written over a light blue, wavy background.

Corey Gould
MANAGER ENGINEERING SERVICES

Waratah Wynyard Council

21 Saunders Street (PO Box 168) Wynyard Tasmania 7325

P: (03) 6443 8333 | F: (03) 6443 8383 | E: council@warwyn.tas.gov.au



1.0 SCOPE

- 1.1 To provide clear direction to Council officers in relation to the investment of community funds.
- 1.2 The Policy applies to the investment of Council funds that are surplus to immediate operational requirements. It is not intended to cover investment interests in associated entities and joint authorities.

2.0 PURPOSE

- 2.1 The Investment Policy provides an appropriate decision framework for Council officers to ensure:
 - (a) Council maximises its net return on investments while maintaining an acceptable level of risk.
 - (b) Council's capital invested is to preserve (prevents any loss to the amount invested).
 - (c) The net interest costs associated with borrowing and investing are minimised.
 - (d) To ensure that cash is available as required to support planned expenditure.
 - (e) Interest rate and liquidity risks are acknowledged and responsibly managed.

3.0 POLICY STATEMENTS

3.1 Investment Strategy

- 3.1.1 Cash reserves require careful management to achieve optimum investment income and to ensure cash is available when required.
- 3.1.2 Council will manage its finances holistically and in accordance with its Financial Management Strategy.
- 3.1.3 Council's Annual Plan and Budget Estimates will be used to provide direction on the term of investments to be placed to ensure enough funds are on hand to meet all current liabilities. An assessment of Council's cash flow requirements up until the next investment maturity will be completed before new investments are purchased.
- 3.1.4 Council will ensure its investment portfolio maximises its return on investments while maintaining an acceptable level of risk and retaining flexibility in accessing funds.
- 3.1.5 Where current borrowing costs exceed the return otherwise able to be achieved on investment of funds, surplus funds may be applied to reduce the loan portfolio or to defer and/or reduce the level of new borrowings that would otherwise be required.

3.2 Delegation of Authority for Investments

- 3.2.1 Authority for the implementation of the Investment Policy is delegated to the General Manager in accordance with S.75 of the *Local Government Act 1993*.
- 3.2.2 The General Manager may delegate the authority to manage investments to an appropriately qualified senior staff member.
- 3.2.3 The investments of the Council will be managed with care, diligence and skill. Officers are to manage the investment portfolio to safeguard it in accordance with the spirit of this Policy and not for speculative purposes.

DOC NO: FIN.004	VERSION NO: 3	APPROVAL DATE: 29 January 2020
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE: January 2023

	WARATAH-WYNYARD COUNCIL
	INVESTMENT POLICY

3.2.4 Officers with delegated authority to manage investments are required to acknowledge that they have received a copy of this Policy and understand their obligations.

3.3 Risk Management & Diversification

3.3.1 When entering into investments, Council will seek to maximise the interest revenue and/or maximise the best value for our community over the long term.

3.3.2 Council's main objective in investing funds is to preserve the capital (prevent any loss to the amount invested) while gaining the most advantageous rate of return with minimum risk.

3.3.3 Council's exposure to an individual institution will be restricted by its credit rating and by ensuring Council's investment portfolio will be diversified. No more than 50% of the Council's total investment portfolio will be invested in any one institution.

3.3.4 To control the credit quality of the entire portfolio, the limits on the percentage of the portfolio exposed to any particular credit rating category must be within the following table:

Short Term Rating	Investment Maximum
A1+	100%
A1	100%
A2	50%
<i>Standard & Poors Rating Definitions: A1+ - Extremely Strong Capacity to Pay A1 - Strong Capacity to Pay A2 - Satisfactory Capacity to Pay</i>	

3.3.5 If any of Council's investments are downgraded to a rating whereby the investment no longer falls within this Policy, they will be divested at the next maturity date so as not to give rise to an unnecessary loss to Council.

3.4 Liquidity & Investment Maturity

3.4.1 Council will maintain sufficient liquidity to meet its financial obligations as and when they fall due.

3.4.2 The primary tool for deciding on how much and how long to invest is the cash flow budget. A buffer of funds will be retained in an interest bearing at call account to ensure funds are available to meet the Council's commitments.

3.4.3 Funds will be reasonably accessible and will not have maturity dates of greater than two years. Investments greater than two years need to be approved by Council.

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CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE: January 2023



3.5 Reporting

- 3.5.1 An investment register must be maintained with all movements to be reconciled at least monthly. The investment register is to include:
- (a) List all investments in Council's investment portfolio;
 - (b) Current rate of return on individual investments;
 - (c) Credit Rating of Institution;
 - (d) Percentage of total portfolio allocation with each institution;
 - (e) Maturity dates; and
 - (f) Weighted average rate of return for the portfolio.
- 3.5.2 The investment register should be supported by documentary evidence clearly outlining the information disclosed in the register.
- 3.5.3 The investment portfolio must be reviewed at the time of each investment decision. Documentary evidence is to be kept supporting each investment decision and to demonstrate that the investment provides the maximum return to Council whilst working within the requirements of this Policy.

3.6 Approved Investments

- 3.6.1 Council's investments will be limited to State/Commonwealth bonds, interest-bearing deposits and deposits with the Tasmanian Public Finance Corporation (Tascorp).

3.7 Prohibited Investments

- 3.7.1 This Policy prohibits the use of leveraging (borrowing to invest) and investments carried for speculative purposes. The following investments are specifically prohibited:
- (a) Derivative-based instruments;
 - (b) Principal-only investments or securities that provide nil or negative cash flow; and
 - (c) Stand-alone securities issued that have underlying futures, option, forwards contracts and swaps of any kind.

3.8 Responsibilities

Council	Approving the investment policy and delegating the power to the General Manager for the investment of Council surplus funds.
General Manager	Responsible for approval of the investment of funds in accordance with the resolution of Council, so long as the requirements of this Policy are adhered to. The General Manager may delegate the authority to manage investments to an appropriately qualified senior staff member.
Manager Financial Services	Responsible for managing financial sustainability risks and developing appropriate control framework, including developing policies and procedures and maintaining long-term financial management strategy. Undertake cash flow projections ensuring that Councils working capital requirements are met and surplus funds are applied in accordance with this Policy.
Financial Accountant	Administer investments in accordance with this Policy. Maintain an investment schedule and ensure current contractual obligations are met. Develop an annual cash flow budget to be adopted as a part of the Annual Plan and Budget Estimates.

DOC NO: FIN.004	VERSION NO: 3	APPROVAL DATE: 29 January 2020
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE: January 2023



Legislative Requirements:

There is no specific section of the *Local Government Act 1993* requiring the Council to make this Policy; however, the following will be taken into consideration:

The investment activities of the Council are governed by the *Local Government Act 1993*.

Related Procedures/Guidelines:

- Financial Management Strategy
- Annual Plan and Budget Estimates
- Australian Accounting Standards

DOC NO: FIN.004	VERSION NO: 3	APPROVAL DATE: 29 January 2020
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE: January 2023



1.0 SCOPE

- 1.1 This Policy applies when considering and determining the annual budget.
- 1.2 Council officers must consider the application of this Policy when considering new borrowings, including when refinancing existing borrowings.

2.0 PURPOSE

The Borrowing Policy provides appropriate parameters for Council staff to ensure:

- (a) That borrowing activities comply with relevant legislation.
- (b) To ensure that cash is available to support planned expenditure.
- (c) The net interest costs associated with borrowing and investing are minimised.
- (d) Interest rate and liquidity risks are acknowledged and responsibly managed.

3.0 POLICY STATEMENTS

3.1 Borrowing Strategy

- 3.1.1 Council depends on significant investments in long-term infrastructure assets to deliver its services.
- 3.1.2 Council manages the financing and funding of future wants and needs through forward financial planning included in its long-term Financial Management Strategy (updated annually).
- 3.1.3 In considering new debt Council will consider the impact of borrowing costs on the sustainability of operating positions and the capacity to repay debt.
- 3.1.4 Council's operating and capital expenditure decisions are made based on:
 - (a) Identified community needs and benefits relative to other expenditure options;
 - (b) Cost-effectiveness of the proposed means of service delivery; and
 - (c) Affordability of proposals regarding the Council's long-term financial sustainability.
- 3.1.5 Council will ensure it maintains sufficient borrowing capacity to respond to significant unexpected events.
- 3.1.6 Council recognises that borrowings are an important funding source as it provides the opportunity to bring unfunded projects forward and ensures that the total infrastructure cost is not borne entirely by present-day ratepayers.
- 3.1.7 Borrowings may be used as an effective mechanism of linking the payment for long-term assets (i.e. debt repayments) to the populations who receive benefits over the asset's life. This matching concept is frequently referred to as 'inter-generational equity'.
- 3.1.8 Council will aim to keep debt levels low at any point in time as its Annual Plan and Budget Estimates, Long Term Financial Plan and associated cash flow projections allow.
- 3.1.9 Surplus funds not immediately required to cover approved expenditure may be applied to reduce the loan portfolio where possible or to defer and/or reduce the level of new borrowings that would otherwise be required.
- 3.1.10 Council shall raise all external borrowings at the most competitive rates available.

DOC NO: FIN.014	VERSION NO: 1	APPROVAL DATE: 29 January 2020
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE: January 2023



3.2 Interest Rate Risk Exposure

- 3.2.1 Council recognises that future movements in interest rates are uncertain. Council is exposed to interest rate risks whenever it borrows.
- 3.2.2 When entering into borrowing arrangements, Council will seek to minimise interest costs and or/ maximise the best value for our community over the long term without introducing undue volatility in annual interest costs.
- 3.2.3 Council will consider the appropriateness of the various types of debt products available (including savings offset arrangements).
- 3.2.4 The tenor of a loan will not be greater than the expected useful life of the asset being funded by the loan.

3.3 Borrowing Limits

- 3.3.1 In accordance with S.80 of the *Local Government Act 1993*, Council will not borrow money for any purpose if the annual payments required to service the total borrowings exceed 30% of its revenue of the preceding financial year. Grants made to a council for specific purposes are to be excluded in calculating 30% of the revenue of the Council.
- 3.3.2 Council will not borrow to fund recurrent operating expenditure. This type of expenditure is to be funded from recurrent operating revenue streams (rates, fees and charges etc.).
- 3.3.3 Council will not borrow to fund recurrent capital works, which is inclusive of the acquisition, replacement or renewal of assets (for example road resurfacing). This type of expenditure is to be funded from cash generated from operating activities or cash reserves.

3.4 Leases

- 3.4.1 Leasing as a funding option may form part of Council's overall borrowing strategy.
- 3.4.2 There are two types of lease:
 - (i) An *operating lease* is where Council hires the asset for a set fee per period, and at the end of the agreed time, ownership of the asset remains with the lessor or the hiring company. Council can terminate the lease at any time without incurring a penalty.
 - (ii) A *finance lease* is where Council agrees to a series of payments and a residual value for the asset. There is a penalty for terminating the agreement prior to the finishing date. At the end of the period, it's expected that Council will purchase the asset for the agreed residual value.
- 3.4.3 Council will periodically undertake a lease versus buy analysis for assets and may consider lease funding options for:
 - (a) Assets that diminish in value quickly (e.g. motor vehicles, IT and equipment);
 - (b) Assets that will be disposed of in a short timeframe; and
 - (c) Where the lease option transfers responsibilities to the asset owner for maintenance and disposal, providing a financial advantage to Council.

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3.5 Management Framework

3.5.1 Borrowing decisions will be made annually as part of Council's Annual Budget process and the Financial Management Strategy will guide the decision-making of Council.

3.6 Responsibilities

Council	Approving borrowings by way of inclusion of all borrowings in the Annual Budget (or Amended Annual Budget where applicable).
General Manager	Responsible for approval of loan offers in accordance with the resolution of Council, so long as the requirements of this Policy are adhered to.
Manager Financial Services	Responsible for managing financial sustainability risks and developing appropriate control framework, including the development of policies and procedures and maintaining long-term financial management strategy. Undertake cash flow projections ensuring that Councils working capital requirements are met, and surplus funds are applied in accordance with this Policy.
Financial Accountant	Administer borrowings in accordance with this Policy and the Annual Plan and Budget Estimates adopted by Council. Maintain a borrowing schedule and ensure current contractual obligations are met.

Legislative Requirements:

There is no specific section of the *Local Government Act 1993* requiring the Council to make this Policy, however, the following will be taken into consideration:
 Borrowings by Council will be in accordance with the *Local Government Act 1993* - Section 78-80.

Related Procedures/Guidelines:

- Financial Management Strategy
- Annual Plan and Budget Estimates
- Australian Accounting Standards
- Australian Centre of Excellence for Local Government (ACELG) & Institute of Public Works Engineering Australasia (IPWEA) 2014, Debt is Not a Dirty Word, Role and Use of Debt in Local Government

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1. SCOPE

- 1.1 This policy applies to all meetings of Council or its Committees, including Annual General Meetings.

2. PURPOSE

- 2.1 The objective of this policy is to provide guidance and support for chairpersons, other elected members and Council staff and the public in relation to the conduct of meetings of Council or its Committees.

3. POLICY STATEMENT

- 3.1 Pursuant to Regulation 37 of the *Local Government (Meeting Procedures) Regulations 2015*, the provisions are to apply to meetings of Council and its Committees.

4. LEGISLATIVE REQUIREMENTS:

Council has used the *Local Government Meeting Procedures Regulations* as the basis for its meeting procedures with variances included to strengthen or clarify a number of clauses.

The *Local Government Act 1993* provides as follows:

18. Establishment of councils

- (1) *There is established in each municipal area a council.*
- (2) *The name of each council in a municipal area is specified in column 2 of Schedule 3 next to the name of that municipal area.*
- (3) *A meeting of a council is to be conducted in accordance with prescribed procedures.*

The *Local Government (Meeting Procedures) Regulations 2005* provides as follows:

37. Other procedures

A council may determine any other procedures relating to meetings it considers appropriate.

5. RELATED PROCEDURES/GUIDELINES:

- The *Local Government (Meeting Procedures) Regulations 2015*
- *GOV_009 Council Meeting Procedures*

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PART 1 - Preliminary

1. Interpretation

In these procedures:

Act means the *Local Government Act 1993*;

associated reports and documents means reports and documents relating to an item on the agenda of a meeting;

chairperson means the person who chairs a meeting;

closed meeting means that part of a meeting which is closed to the public under regulation 15;

commissioner means a person appointed as such under section 230 of the Act;

council committee meeting means a meeting of a council committee convened in accordance with regulation 5(1);

council meeting means an ordinary council meeting or a special council meeting;

council workshop means a workshop, seminar or gathering of persons for the purposes of a council, but does not include a meeting or a meeting of a special committee;

meeting means:

- (a) a council meeting; or
- (b) a council committee meeting;

ordinary council meeting means an ordinary meeting of the council convened in accordance with regulation 4(1)(a), (2), (3) or (5), other than the council's annual general meeting;

pecuniary interest means an interest within the meaning of section 49 of the Act;

prescribed newspaper means a newspaper prescribed in the Local Government (General) Regulations 2015 for the purposes of section 72B of the Act;

relevant municipal area, in relation to a council, general manager of a council, council meeting or council committee meeting, means the municipal area for which the council has responsibility;

special council meeting, means a special meeting of the council convened in accordance with regulation 4(1)(b) or (6);

statutory holiday has the same meaning as in the Statutory Holidays Act 2000.

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PART 2 - Meetings

2. Convening council meetings

- (1) The mayor of a council may convene:
 - (a) an ordinary meeting of the council; and
 - (b) a special meeting of the council.
- (2) The general manager of an existing council is to convene the first ordinary meeting of the 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 or if the council so determines.
- (7) A request for a special meeting of a council must:
 - (a) be in writing and signed by the councillors making the request;
 - (b) include details of the subject matter and any motion to be dealt with by the meeting; and
 - (c) be lodged with the mayor.

3. Convening meetings of council committee

- (1) The chairperson of a council committee may convene a meeting of that committee.
- (2) The chairperson of a council committee must convene a meeting of that committee:
 - (a) if the council committee or the council so determines; or
 - (b) at the request of a majority of the members of the committee.

4. Times of meetings

- (1) A meeting is not to start before 5:00 pm 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 their meetings.

5. Notice of meetings

- (1) The general manager is to provide each councillor with a notice in writing of the time and place of a council meeting or a council committee meeting:
 - (a) at least 4 days, but not more than 14 days, before an ordinary council meeting or a council committee meeting; or
 - (b) at least 2 days, but not more than 14 days, before a special council meeting.
- (2) At least once in each year, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice containing:
 - (a) the times and places of the ordinary council meetings for the next 12 months; and

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- (b) the times and places, as known, of the council committee meetings for the next 12 months.
- (3) The general manager also is to ensure that:
 - (a) the notice referred to in subregulation (2) is made available to the public on the website of the council for the period to which the notice applies; and
 - (b) any member of the public is able to inspect, and obtain a copy of, that notice, free of charge, at the public office of the council.
- (4) If there is any change in the time or place of an ordinary council meeting, or a council committee meeting, as published under subregulation (2) and (3), the general manager is to:
 - (a) publish a notice of the change in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area;
 - (b) ensure that the notice of the times and places for such meetings published on the website of the council is accordingly updated; and
 - (c) ensure that the notice of the times and places for such meetings that is made available to the public, at the public office of the council, also is accordingly updated.
- (5) In the case of a special council meeting:
 - (a) the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice of the time and place of the meeting at least 2 days, but not more than 14 days, before the meeting;
 - (b) the general manager is to ensure that the notice:
 - (i) is made available to the public on the website of the council for the relevant period; and
 - (ii) any member of the public is able to inspect, and obtain a copy of, that notice, free of charge, at the public office of the council; and
 - (c) the notice is to:
 - (i) state whether any part of the meeting is likely to be a closed meeting; and
 - (ii) if a part of the meeting is not likely to be a closed meeting, include details of the items to be discussed at that meeting or part of the meeting.
- (6) A period referred to in this regulation includes Saturdays, Sundays and statutory holidays, but does not include:
 - (a) the day on which a notice is provided or made available under subregulation (1); or
 - (b) the day of the meeting.

6. Agenda

- (1) The general manager is to:
 - (a) prepare an agenda for each council meeting and council committee meeting;
 - (b) in the case of a council meeting, provide each councillor with the agenda and any associated reports and documents at least:
 - (i) 2 days before a special council meeting; or
 - (ii) 4 days before an ordinary council meeting; and
 - (c) in the case of a council committee meeting, provide each member of the committee with the agenda and any associated reports and documents at least 4 days before the council committee meeting.
- (2) The agenda of an ordinary council meeting is to provide for, but is not limited to, the following items:
 - (a) attendance and apologies;
 - (b) confirmation of the minutes;
 - (c) the date and purpose of any council workshop held since the last meeting;

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- (d) applications for leave of absence;
 - (e) declarations of any pecuniary interest of a councillor or close associate;
 - (f) public question time;
 - (g) public statements;
 - (h) any reports to be received; and
 - (i) any matter to be discussed at the meeting.
- (3) The general manager is to arrange the agenda so that the items to be dealt with by a council, or council committee, as a planning authority are sequential.
- (4) The business of a meeting is to be conducted in the order in which it is set out in the agenda of that meeting, unless the council by absolute majority, or the council committee by simple majority, determines otherwise.
- (5) Subject to subregulation (6), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.
- (6) A council by absolute majority at an ordinary council meeting, or a council committee by simple majority, may decide to deal with a matter that is not on the agenda if:
- (a) the general manager has reported the reason it was not possible to include the matter on the agenda;
 - (b) the general manager has reported that the matter is urgent; and
 - (c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.
- (7) The chairperson of a council or a council committee is to request councillors or members of the committee to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.
- (a) the day on which the agenda and any associated reports and documents are provided under subregulation (1)(b); or
 - (b) the day of the meeting.

7. Public access to documents

- (1) As far as practicable, the general manager is to make available for inspection by members of the public a copy of the agenda of a meeting and any associated reports and documents, other than an extract relating to any matter referred to in regulation 15(2), at least:
- (a) 2 days before the meeting in the case of a special council meeting; or
 - (b) 4 days before the meeting in the case of an ordinary council meeting or a council committee meeting.
- (2) The agenda and associated reports and documents made available for inspection under subregulation (1) are to be so made available under that subregulation:
- (a) at the public office, and on the website, of the council; and
 - (b) free of charge.
- (3) As far as practicable, the general manager is to make available for purchase by members of the public, by payment of the fee specified in Schedule 1, copies of the agenda and any associated reports and documents made available for inspection under subregulation (1).
- (4) The agenda and associated reports and documents made available for purchase under subregulation (3) are to be made available under that subregulation at the public office of the council during the relevant period specified in subregulation (1).
- (5) At a meeting, a copy of the agenda of the meeting is to be made available free of charge to

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any member of the public attending the meeting.

- (6) At a meeting, any associated report or document made available for inspection under subregulation (1) is to be made available free of charge for inspection by members of the public attending the meeting.
- (7) Subject to the Right to Information Act 2009, the general manager must withhold from the public all associated reports and documents which, in the opinion of the general manager, relate to any matter referred to in regulation 15(2).
- (8) Despite subregulation (7), but subject to the Right to Information Act 2009, the general manager may release to the public an associated report or document that he or she is otherwise required under that subregulation to withhold, if:
 - (a) the council, or a council committee, has authorised its release to the public under regulation 15(9); or
 - (b) the council, or a council committee, has discussed, at a meeting that was not closed to the public under regulation 15, the matter to which the associated report or document relates and has, after considering privacy and confidentiality issues, authorised its release to the public.

8. Chairperson

- (1) The mayor or, in his or her absence, the deputy mayor is the chairperson of a council meeting.
- (2) If both the mayor and the deputy mayor are not present at a council meeting, the councillors present are to elect one of the councillors present to be the chairperson of that meeting.
- (3) A council may:
 - (a) elect a member of a council committee as chairperson of that council committee; or
 - (b) delegate that power of election to the members of the council committee.
- (4) If the chairperson is absent from a council committee meeting, the councillors present who are members of that council committee are to elect one of their members present to be the chairperson of that meeting.
- (5) If the chairperson has moved or seconded a motion, the chairperson is to vacate the chair until the motion has been dealt with.

9. Quorum

- (1) A meeting may only transact business if a quorum is present.
- (2) The quorum at a council meeting is an absolute majority.
- (3) The quorum at a council committee meeting is the majority of such number of councillors as are members of the committee.
- (4) If a meeting lacks a quorum because a councillor declares a pecuniary interest and must leave the meeting, the Minister may permit the councillor to remain at that meeting or at a later meeting when the matter is next considered to make up a quorum on condition that the councillor does not take part in any discussion or vote on the matter.

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- (5) The details of any permission given by the Minister are to be noted in the minutes.
- (6) If at any time during a meeting the required quorum is no longer present, the chairperson is to adjourn the meeting until the quorum is present or until a later date, unless the quorum is likely to be present for the next item of business.

10. Abandoned meetings

- (1) If a quorum is not present within half an hour after a meeting is to start, the meeting is to be abandoned.
- (2) If a council meeting is abandoned because of the lack of a quorum, the general manager is to record the following details as the minutes of that meeting, even though business could not be transacted at that meeting:
 - (a) the absence of a quorum;
 - (b) the abandonment of the meeting and the time of abandonment; and
 - (c) the names of the councillors present at the time of abandonment.
- (3) If a council meeting is abandoned, the mayor:
 - (a) within 14 days after the abandonment of the meeting, is to convene another council meeting to deal with the business that was to be dealt with at the abandoned meeting; and
 - (b) is to provide notice of the new meeting in accordance with regulation 7.
- (4) If 3 consecutive council meetings have been abandoned, the general manager must report the matter to the Minister.

11. Adjournments

- (1) At any time during a meeting, the chairperson, subject to subregulation (2), may adjourn the meeting:
 - (a) to a later date; or
 - (b) to a later time on the same day.
- (2) The chairperson may only adjourn a meeting:
 - (a) for a proper purpose;
 - (b) if it is reasonable to do so in the circumstances; and
 - (c) in good faith.
- (3) If a meeting is adjourned, the chairperson is to ensure that any business of the meeting not then disposed of is given precedence at the resumption of the adjourned meeting.
- (4) At the adjournment of a meeting, the chairperson is to advise the councillors present of the date and time when the meeting is to be resumed and of the reasons for the adjournment.
- (5) If a meeting is adjourned, the general manager is to advise the councillors not present at the meeting:
 - (a) that the meeting was adjourned;
 - (b) of the date and time of the resumption of the meeting; and
 - (c) of the reasons for the adjournment.
- (6) The reason for the adjournment of a meeting is to be recorded in the minutes.
- (7) If a meeting is adjourned for a period which would allow a special meeting to be convened, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice stating:

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- (a) that the meeting has been adjourned; and
- (b) the date and time of the resumption of the meeting.

12. Open meetings

A meeting is to be open to the public unless closed under regulation 15.

13. Closed meetings

- (1) At a meeting, a council by absolute majority, or a council committee by simple majority, may close a part of the meeting to the public for a reason specified in subregulation (2).
- (2) A part of a meeting may be closed to the public when any one or more of the following matters are being, or are to be, discussed at the meeting:
 - (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 or impose a commercial disadvantage 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 of goods and services and their terms, conditions, approval and renewal;
 - (e) the security of:
 - (i) the council, councillors and council staff; or
 - (ii) the property of the council;
 - (f) proposals for the council to acquire land or an interest in land or for the disposal of land;
 - (g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential;
 - (h) applications by councillors for a leave of absence;
 - (i) matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council; and
 - (j) the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.
- (3) Unless subregulation (4) applies, a council or council committee must not close a part of a meeting when it is:
 - (a) acting as a planning authority under the Land Use Planning and Approvals Act 1993;
 - (b) considering whether or not to grant a permit under that Act; or
 - (c) considering proposals for the council to deal with public land under section 178 of the Act.
- (4) A council or council committee may close a part of a meeting when it is acting or considering as referred to in subregulation (3) if it is to consider any matter relating to:
 - (a) legal action taken by, or involving, the council; or
 - (b) possible future legal action that may be taken, or may involve, the council.
- (5) If at a meeting a council or council committee closes a part of the meeting, the grounds for the closure are to be recorded in the minutes relating to the part of the meeting that is open to the public.
- (6) The chairperson:

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- (a) is to exclude members of the public from a closed meeting;
 - (b) may exclude the general manager from a closed meeting if the matter to be discussed relates to the contract of employment, or the performance, of the general manager; and
 - (c) may invite any person to remain at the meeting to provide advice or information.
- (7) A council, or council committee, by simple majority may re-open a closed meeting to the public.
- (8) While in a closed meeting, the council, or council committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.
- (9) Subject to the Right to Information Act 2009, 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.

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Division 2 - Motions

14. Motions

- (1) If, during a meeting, a councillor intends to move a motion of which notice has not been given, the chairperson of the meeting may require the councillor to provide a written copy of the motion.
- (2) The chairperson of a meeting is not to allow a motion to be debated or otherwise dealt with unless it has been moved by one councillor and seconded by another councillor.
- (3) The chairperson of a council committee meeting may waive the requirement for a motion to be seconded.
- (4) A councillor moving a motion for an adjournment of the debate on another motion is to include in the motion the reason for the adjournment.
- (5) A councillor may give to the general manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.
- (6) The general manager, after consultation with the relevant chairperson, may refuse to accept a written motion given under subregulation (5) if, in the opinion of both of them, the motion:
 - (a) is defamatory;
 - (b) contains offensive language; or
 - (c) is unlawful.
- (7) If a councillor who has given notice of a motion that has not been refused under subregulation (6) does not move the motion at the meeting, the motion lapses.
- (8) A councillor who has moved a motion, whether it is being debated or not, may only withdraw the motion:
 - (a) with the consent of the seconder, if a seconder was required; or
 - (b) with the consent of the meeting.
- (9) The chairperson of a meeting may refuse to accept a motion of which written notice has not been given under subregulation (5) if, in the opinion of the chairperson, the motion:
 - (a) is defamatory;
 - (b) contains offensive language; or
 - (c) is unlawful.
- (10) The period referred to in subregulation (5) includes Saturdays, Sundays and statutory holidays, but does not include:
 - (a) the day on which notice is given under that subregulation; and
 - (b) the day of the meeting.

15. Motions to amend motions

- (1) At a meeting, a councillor who did not move or second a motion (the **original motion**) may move a motion to amend the original motion.
- (2) A councillor is not to move a motion to amend another motion while a previous motion to amend that other motion is before the meeting.
- (3) If a motion to amend another motion is resolved in the affirmative, that other motion, as amended, is then the motion before the meeting.

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- (4) The chairperson may refuse to accept more than 2 motions to amend another motion.

16. Motion to overturn decision

- (1) For the purposes of this regulation, a decision may be overturned, wholly or partly, by:
 - (a) a motion directly rescinding or otherwise overturning the decision or part of the decision; or
 - (b) a motion that conflicts with, or is contrary to, the decision or part of the decision.
- (2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election:
 - (a) by an absolute majority, in the case of a council; or
 - (b) by a simple majority, in the case of a council committee.
- (3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include:
 - (a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision;
 - (b) the details of that previous decision, or the part of that previous decision, that would be overturned;
 - (c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and
 - (d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

17. Discussion of resolved matter

- (1) The chairperson of a meeting may only allow a matter in respect of which a decision was made earlier in the meeting to be discussed again at that meeting if:
 - (a) in the opinion of the chairperson, the vote may not have accurately reflected the opinion held by the meeting due to misunderstanding of the motion or for some other reason;
 - (b) new information comes to hand; or
 - (c) in the opinion of the chairperson, some vital information has been overlooked.
- (2) A motion that a matter be allowed to be discussed again under subregulation (1) is to be made and voted for in the affirmative before the matter may be discussed.

18. Procedural motions

- (1) The following motions or their negatives are procedural motions:
 - (a) that the motion be now put;
 - (b) that the matter be deferred;
 - (c) that the matter of the motion be referred to a committee;
 - (d) that the meeting be now adjourned; and
 - (e) that the meeting be closed to the public.
- (2) Regulation 16(2) and (3) apply to a procedural motion.
- (3) The chairperson is to:
 - (a) consider a procedural motion in precedence over all other business; and
 - (b) accept or reject that motion.

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- (4) If the chairperson of a meeting accepts a procedural motion:
 - (a) no discussion on the procedural motion is to be allowed; and
 - (b) the procedural motion is to be put to the vote.
- (5) If the chairperson of a meeting rejects a procedural motion, the chairperson is to give reasons for the rejection.
- (6) A councillor at a meeting must not move a motion of dissent against a ruling by the chairperson under subregulation (3).
- (7) Despite subregulation (4)(a), if the procedural motion is that the meeting be now adjourned, the chairperson is to allow discussion on, and only on, the date, time and place of resumption of the meeting.
- (8) If the chairperson of a meeting rejects a procedural motion or the vote in respect of a procedural motion is lost, the chairperson:
 - (a) is to allow discussion on the original motion to be resumed; and
 - (b) is not to permit a similar procedural motion to be moved until at least one councillor has addressed the meeting on the original motion.

19. Addressing council meeting

- (1) At a council meeting, a person is to refer to the chairperson by his or her title.
- (2) If 2 or more councillors wish to address a meeting of the council, the chairperson is to decide the order in which they are to do so.
- (3) If a councillor is addressing a meeting of a council, another councillor is not to converse aloud, interrupt the speaker or interject, except to call attention to a point of order or to call attention to the want of a quorum.
- (4) The council may resolve that this regulation applies to a council committee.

20. Debate at council meeting

- (1) A councillor in addressing a council meeting is not to digress from the subject under discussion.
- (2) A councillor at a council meeting may speak once to a motion at any time after the motion has been moved and seconded.
- (3) A councillor at a council meeting is not to speak for more than 5 minutes on a motion.
- (4) A councillor at a council meeting may seek leave of the council to speak on a motion for a further period of up to 3 minutes at any one time on a motion.
- (5) A councillor at a council meeting who moves a motion:
 - (a) Opens the debate on the motion
 - (b) has a right of reply for up to 3 minutes; and
 - (c) is not to introduce any new information in exercising that right.
- (6) A Councillor who seconds a motion will have the opportunity to speak second on that particular motion.
- (7) A councillor at a council meeting who moves a motion loses the right of reply if a motion that the motion be put is passed.
- (8) The chairperson of a council meeting may invite the general manager or an employee of the

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council to provide further qualified advice to the meeting on any item on the agenda or incidental to the agenda.

- (9) The chairperson of a council meeting may note a foreshadowed motion given by a councillor.
- (10) If the council so decides, the chairperson of a council meeting is to suspend the operation of this regulation.
- (11) The council may resolve that this regulation applies to a council committee meeting.

21. Point of order at meeting

- (1) A councillor at a meeting may raise a point of order if:
 - (a) a councillor speaking raises an issue that is irrelevant to the motion being discussed;
 - (b) a councillor speaking is being interrupted or distracted;
 - (c) the councillor is of the opinion that a meeting procedure is contrary to the Act or these regulations;
 - (d) the councillor has been misrepresented during the debate; or
 - (e) a statement is made by a councillor speaking that the councillor raising the point of order believes is, or is likely to be, offensive to a councillor or to another individual.
- (2) A councillor who is interrupted by the taking of a point of order is to cease speaking.
- (3) The chairperson is to deal with a point of order as soon as it is raised and before the meeting resumes to deal with other business.
- (4) The chairperson's ruling on a point of order:
 - (a) is not to be questioned; and
 - (b) is binding on the meeting.
- (5) Points of order do not apply to public question time

22. Personal explanation at meeting

- (1) The chairperson of a meeting may allow a councillor to explain a matter of a personal nature in the absence of a motion on the matter if, in the opinion of the chairperson, it is in the interests of the councillor and the council, or the council committee, to do so.
- (2) An explanation:
 - (a) is not to include reference to any matter that, in the opinion of the chairperson, is irrelevant to the explanation; and
 - (b) although it may be referred to in debate, is not to be the subject of debate.

23. Acting as planning authority

- (1) If a council or council committee intends to act at a meeting as a planning authority under the *Land Use Planning and Approvals Act 1993*, the chairperson is to advise the meeting accordingly.
- (2) The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.

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Division 3 - Voting

24. Votes

- (1) At a council meeting, each councillor, including the chairperson, has one vote.
- (2) At a council committee meeting, each member of the committee, including the chairperson and a councillor who is filling a vacancy at the meeting at the request of the council committee, has one vote.

25. Voting procedure

- (1) Immediately after discussion on a motion is finished at a meeting, the chairperson is to:
 - (a) put the motion to the vote, first in the affirmative, then, if necessary, in the negative; and
 - (b) put the motion to the vote as often as is necessary to enable the chairperson to declare the result.
- (2) The chairperson of a council meeting or council committee meeting is to take the vote by any means the council or council committee determines.
- (3) The chairperson is to ensure that the vote of each councillor is recorded in the minutes of the meeting.
- (4) Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the council on a committee or other body.

26. Determination of voting

- (1) A motion at a council meeting is determined by a simple majority of votes unless an absolute majority is required under the Act or any regulations made under the Act.
- (2) A motion at a council committee meeting is determined by a simple majority of votes.
- (3) To abstain from voting at a meeting is to vote in the negative.
- (4) A tied vote at a meeting results in the motion being determined in the negative.

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Division 4 - Questions

27. Questions without notice

- (1) A councillor at a meeting may ask a question without notice:
 - (a) of the chairperson; or
 - (b) through the chairperson, of:
 - (i) another councillor; or
 - (ii) the general manager or other Officers present.
- (2) In putting a question without notice at a meeting, a councillor must not:
 - (a) offer an argument or opinion; or
 - (b) draw any inferences or make any imputations – except
 so far as may be necessary to explain the question.
- (3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.
- (4) The chairperson, councillor, general manager or delegate who is asked a question without notice at a meeting may decline to answer the question.
- (5) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.
- (6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting. Questions taken on notice or that require further response will be recorded in the minutes.
- (7) The chairperson of a meeting may require a councillor to put a question without notice in writing.

28. Questions on notice

- (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, 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.

29. A Public question time

- (1) Protection of Parliamentary privilege does not apply to Local Government and any statements or discussion in the Council Chambers, or documents produced, are subject to the laws of defamation.
- (2) A member of the public may give written notice to the general manager at least 7 days before an ordinary council meeting of a question to be asked at that meeting.
- (3) The chairperson of an ordinary council meeting may:
 - (a) address questions on notice submitted by members of the public; and
 - (b) invite any member of the public present at the meeting to ask questions relating to the activities of the council.
 - (c) A maximum of three (3) questions per person are permitted.
 - A question in three (3) parts will be treated as three (3) questions.
 - (d) If multiple questions are to be asked, they are to be stated at once, collectively prior to a response to all.

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- (4) The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.
- (a) A maximum of three minutes per person will be allowed to ask questions.
- (5) 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.
- (6) The chairperson of an ordinary council meeting may:
- (a) refuse to accept a question from a member of the public; or
- (b) require a question from a member of the public asked without notice to be put on notice and in writing to be answered at a later ordinary council meeting.
- (7) The Chairperson may refuse to allow a question on notice to be listed or refuse to respond to a question put at a meeting without notice that:
- (a) a) Relates to any planning issue or item listed on the agenda for the Council meeting (note: this ground for refusal is in order to avoid any procedural fairness concerns arising in respect to any matter to be determined on the Council meeting agenda);
- (b) b) Is unlawful in any way;
- (c) c) Contains defamatory remarks, offensive or improper language;
- (d) d) Questions the competency of Council staff or Councillors;
- (e) e) Relates to the personal affairs or actions of Council staff or Councillors;
- (f) f) Relates to confidential matters, legal advice or actual or possible legal proceedings;
- (g) g) Relates to any matter which would normally be discussed in the Closed Section of a Council meeting pursuant to Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015;
- (h) h) Is, in the reasonable opinion of the Chairperson, proffered to advance a particular point of view rather than making a genuine enquiry;
- (i) i) Is vague in nature or irrelevant to Council activities; Page 3 of 3 Do not print and store a copy of this document. Always access the internet/intranet copy to ensure you have the latest version.
- (j) j) Are questions that have been substantively asked (and responded to) on any previous occasion.
- If a Chairperson refuses to accept a question from a member of the public, the Chairperson is to give reasons for doing so.
- (8) A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.
- (9) The period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include:
- (a) the day on which notice is given under that subregulation; and
- (b) the day of the ordinary council meeting.

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B Public Statements

- (1) Members of the public may, during the public statements segment of the order of business, with the consent of the Presiding Member make a public statement on any matter that appears on the agenda for that meeting provided that:
 - (a) The member of the public submits to the General Manager prior to the commencement of the meeting the public statement in a form acceptable to the General Manager and which includes the name and residential or contact address of the member of the public;
 - (b) The public statement precedes discussion of any matter which requires a decision to be made at the meeting but otherwise at item (6.2) 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 statement time is reached, Council, by resolution, may resolve statement time be extended.
- (5) Procedures for public statement time 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.

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Division 5 - Minutes

30. Minutes

- (1) Subject to regulation 34(1), the general manager is to ensure that the minutes of a meeting accurately record the following matters:
 - (a) any matter discussed at the meeting;
 - (b) any decision made at the meeting;
 - (c) if the Act or any regulations made under the Act require the making of a decision by absolute majority, that the decision was by absolute majority;
 - (d) a summary of any address, statement or report made or provided on an invitation under regulation 38;
 - (e) any motion moved during the meeting;
 - (f) any question on notice by a councillor that is answered and the answer to that question;
 - (g) any question asked and put in writing during the period referred to in regulation 31(3) and any written answer or summary of that answer to that question;
 - (h) any question asked, without notice, by a member of the public and a summary of any answer given in response;
 - (i) the attendance of councillors; and
 - (j) any absence of any councillor during the meeting, including the times of leaving and returning to the meeting.
- (2) The general manager is to ensure that:
 - (a) copies of the minutes of meetings are kept as records of the council; and
 - (b) those copies are available to councillors.

31. Digital recording of meetings

- (1) A council may determine that a digital recording is to be made of any meeting or part of a meeting.
- (2) If the council so determines, the digital recording of a meeting or part of a meeting that is not closed to the public is to be:
 - (a) retained by the council for at least 6 months; and
 - (b) made available free of charge for listening on written request by any person.
- (3) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and a digital recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the digital recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.
- (4) Council have an adopted policy and associated documents related to the digital recordings of Council Meetings.

32. Minutes of closed meeting

- (1) If at a meeting it is decided to hold a part of the meeting as a closed meeting:
 - (a) in accordance with regulation 15(5), the grounds for the closure are to be recorded in the minutes of that part of the meeting that is open to the public;
 - (b) in relation to a matter discussed at the closed meeting:
 - (i) the fact that the matter was discussed at the closed meeting; and
 - (ii) a brief description of the matter so discussed – are to be recorded in the minutes of that part of the meeting that is open to the

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- public, but are to be so recorded in a manner that does not disclose any confidential information and protects confidentiality; and
- (c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.
- (2) The general manager is to record in the minutes of a closed meeting any matter of a kind listed in regulation 32(1) that relates to the closed meeting.
- (3) The minutes of a closed meeting are to be kept confidential unless the council, or the council committee, after considering privacy and confidentiality issues, authorises the release to the public of the minutes.
- (4) If the general manager is excluded from a closed meeting, the chairperson of the meeting is to direct a person to record the minutes of the meeting.
- (5) A copy of the minutes of a closed meeting is to be provided to each councillor by the general manager or, if the general manager is excluded from the meeting, the person who recorded the minutes.
- (6) At the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.

33. Circulation and inspection of minutes of open meeting

- (1) The minutes of a meeting, other than a closed meeting:
- (a) as soon as practicable but at least at the next ordinary council meeting, or next council committee meeting, that is open to the public, are to be circulated to all councillors; and
- (b) at that next ordinary council meeting or next council committee meeting, after any necessary correction, are to be confirmed as the true record by the council or the council committee and signed by the chairperson of the meeting.
- (2) The general manager is to ensure that the minutes, and copies of any extract from the minutes, as confirmed under subregulation (1)(b), of a meeting that was open to the public are available to the public:
- (a) on the council's website for inspection; and
- (b) at the public office of the council for inspection, free of charge, and for purchase by payment of the fee specified in Schedule 1 –
- within 7 days after the minutes are so confirmed.
- (3) The general manager may withhold from purchase any extract from the minutes of a meeting:
- (a) for which the council does not own the intellectual property; or
- (b) which contains information provided to the council on the condition that it be not made available to members of the public.
- (4) The period of 7 days referred to in subregulation (2) does not include Saturdays, Sundays and statutory holidays.

34. Confirming minutes

In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the

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minutes.

PART 3 - General Provisions

35. Other procedures

- (1) A council may determine any other procedures relating to meetings it considers appropriate.
- (2) Despite subregulation (1), a council may not determine that a councillor may attend a meeting in any manner that does not consist of the person attending the meeting in person.

36. Invitations to address meeting

- (1) The chairperson of a meeting, including a closed meeting, may invite a person:
 - (a) to address the meeting; and
 - (b) to make statements or deliver reports to the meeting.
- (2) An invitation under subregulation (1) may be subject:
 - (a) in the case of a council meeting, to any condition the council may impose; or
 - (b) in the case of a council committee meeting, to any condition the council, or the council committee, may impose.

37. Leave of absence

- (1) If a councillor wishes to take a leave of absence in respect of one or more meetings, the councillor, or the chairperson on behalf of the councillor, may request that leave of absence.
- (2) At a meeting:
 - (a) the council may grant a request for a leave of absence from one or more of its meetings or one or more council committee meetings, or both; and
 - (b) a council committee may grant a request for a leave of absence from one or more of its meetings.
- (3) A leave of absence may not be granted retrospectively.
- (4) The purpose of the leave of absence and the period involved are to be recorded in the minutes.

38. Suspension from meeting

- (1) The chairperson of a meeting may suspend a councillor from part or all of the meeting if the councillor:
 - (a) makes a personal reflection about another councillor or an employee of the council and refuses to apologise; or
 - (b) interjects repeatedly; or
 - (c) disrupts the meeting and disobeys a call to order by the chairperson.
- (2) Before deciding to suspend a councillor, the chairperson is to:
 - (a) advise the councillor that suspension is being considered and of the reasons for considering suspension; and
 - (b) give the councillor an opportunity to argue against suspension or to apologise.
- (3) If, after considering any argument or apology from a councillor under subregulation (2), the chairperson suspends the councillor, the councillor:
 - (a) must leave the meeting; and
 - (b) must not attend the meeting while suspended.

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Penalty: Fine not exceeding 10 penalty units.

- (4) The chairperson may request the assistance of a police officer to remove a councillor who refuses to leave a meeting as required under subregulation (3)(a).

39. Offences

- (1) A member of the public must not hinder or disrupt a meeting.

Penalty: Fine not exceeding 10 penalty units.

- (2) A member of the public must leave a closed meeting unless invited to remain.

Penalty: Fine not exceeding 10 penalty units.

- (3) If a member of the public:
 - (a) hinders or disrupts a meeting;
 - (b) tries to hinder or disrupt a meeting; or
 - (c) fails or refuses to leave a closed meeting –

the chairperson may take reasonable steps to remove the person from the meeting or closed meeting, including requesting the assistance of a police officer in removing the person.

40. Application of regulations to commissioner

- (1) The meeting procedures in these regulations apply as far as practicable to a commissioner but the commissioner may vary those meeting procedures if the commissioner considers it necessary to do so.
- (2) If a commissioner varies the meeting procedures, the commissioner is to:
 - (a) table a copy of those meeting procedures; and
 - (b) conduct council meetings and council committee meetings in accordance with the tabled meeting procedures.
- (3) If a commissioner varies the meeting procedures, the commissioner is to ensure that a copy of the varied meeting procedures are available during business hours for public scrutiny at the public office of the council and at any council meeting.

SCHEDULE 1 - Fees

Regulations 9(2) and 35(2)

- 1. The fee payable for the purchase of the following documents is an amount not exceeding 1 fee unit for every 5 pages:
 - (a) the minutes of a meeting;
 - (b) a copy of any part of or extract from the minutes of a meeting;
 - (c) the agenda for a meeting;
 - (d) a copy of any part of or extract from the agenda for a meeting;
 - (e) a record or document associated with the agenda for a meeting;
 - (f) a copy of any part of or extract from a record or document associated with the agenda for a meeting.

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Department of Natural Resources and Environment Tasmania
ENVIRONMENT BUSINESS UNIT

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Launceston PO Box 46, Kings Meadows, Tasmania, 7249
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Our ref D23-45496



22 February 2023

Mr Shane Crawford
General Manager
Waratah-Wynyard Council

Email: council@warwyn.tas.gov.au

Dear Mr Crawford

Landfill Levy Amount for Financial Year 2023/24

Thank you for your support in the past months as the landfill levy has been introduced.

As you may be aware, the landfill levy rate is set by the *Waste and Resource Recovery Act 2022* at 12 government fee units. The fee unit value is reviewed by Treasury each year and amended to account for inflation and other factors. When fee units change in value, this affects the amount of the levy.

In keeping with the Minister's commitment to commence the levy at \$20.00 per tonne in 2022-23, the Waste and Resource Recovery Board was directed to provide a support package to landfill operators in respect of the levy, for the amount of \$0.40 per tonne. This support package will cease on 30 June 2023, which means that the amount of the levy payable by landfill operators for the 2023-24 financial year will revert to the value of 12 fee units.

The fee unit value for 2023-24 was gazetted recently and is to be increased from \$1.70 to \$1.78. This means that the amount of the landfill levy for 2023-24 will be \$21.36 per tonne commencing on 1 July 2023.

Details on fee units, including the process of setting government fee units, can be found on the [Treasury website](#).

We understand that for many facility operators and councils, this information is important to assist in preparing budgets and to notify customers of fees for the new financial year.

If you have any queries, please do not hesitate to reach out to the Waste Levy and Data Team at WasteLevy@nre.tas.gov.au.

Yours faithfully

A handwritten signature in black ink, appearing to be "JO CRISP".

JO CRISP
GENERAL MANAGER
ENVIRONMENT STRATEGIC BUSINESS UNIT



Enquiries: Sally Blanc
 Phone: (03) 6443 8311

17 February 2023

Local Government Board
 Future of Local Government Review
 Phase 2 Submission

EMAIL: lgboard@dpac.tas.gov.au
 EMAIL CC: dion.lester@lgat.tas.gov.au

To whom it may concern,

RE: FUTURE OF LOCAL GOVERNMENT REVIEW – PHASE 2 SUBMISSION

Thank you again for the opportunity to provide feedback to the Future of Local Government process.

On behalf of our Council, I provide a brief submission which responds to the consultation questions outlined in the Future of Local Government Review Stage 2 Options Paper (December 2022).

Which of the four core roles (see Table 2) of councils needs more emphasis in the future? Why?

	Healthy, safe, and inclusive communities	Culturally rich and vibrant communities	Dynamic resilient local economies	Sustainable built and natural environments	Democratic and engaged communities
Service provider	Waste management	Recreation facilities		Roads, cycle paths, parks	Community engagement on council plans
Regulator	Food safety			Land-use zoning, building and plumbing permits	
Facilitator or partner	Recovery from natural disasters, preventative health programs	Supporting visiting arts and culture programs	Encouraging investment and jobs	Climate action (including sustainable energy use and renewables)	Acting as an 'anchor' to support collaborative projects and programs
Advocate	Lobbying for better GP services		Advocating for local vocational training support	Seeking investment in affordable housing	Representing local priorities to State and Federal Governments

Council will always have to attend to each of the roles as identified in the table above. The nature and degree of its activity in each role will be situational and in many respects depend on the services which the industry will deliver in the future.

In regards to additional emphasis, funding to assist service provision is critical. Often requests for additional services do not come with additional financial support. The State Government need to consider this issue in greater detail and appropriately resource services that are being shifted to local government.

Waratah Wynyard Council
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Do you agree that there is general community support for councils continuing to deliver their current range of functions and services? Are there any functions and services councils deliver now that they shouldn't? Why?

Our Council does believe that there is general community support for councils continuing to deliver their current range of functions and services. Most Councils will have community surveys that indicate the relative importance and quality of services as assessed by the community. These documents would be useful references for the Board in their research.

There is little faith that the State Government can provide services in a more efficient and effective manner than what is currently delivered by local government. Highway maintenance, or lack thereof, is a good example. Similarly, the underresourcing of government services critical to local government service delivery are a major concern. The establishment of Taswater has done little to increase community satisfaction, with pricing far higher than under Council operation.

The current reliance upon Councils, (by the dearth of leadership from State and Federal government) for Coastal erosion adaption investment in works is not a service that Council should inherit or gain. Partnerships between Council, State and Federal governments are the only way that communities will successfully adapt. The current policy position of state government of no physical intervention on coastal processes is not a sustainable or ethical one for established settlement areas around Tasmania that will face adaption challenges due to coastal erosion.

Local Government rating income Australia wide make up only 3.4% of total tax raised by all spheres of government[^]. The investment required for successful coastal adaption when retreat options cannot be accommodated cannot come from the very limited sources of revenue generation available to Local Government alone.

[^] [Australian Local Government Association Key Facts and Figures \(Link\)](#)

Assuming they have access to the right resources and capability, are there services or functions you think councils could be more involved in? Why?

Community health and wellbeing is an area where Councils deliver a range of services and programs directly linked to community. Extensive networks and local knowledge places Council in a good position to impact general social determinants of health.

Where do councils currently make the biggest contribution to community wellbeing? What wellbeing functions and services should they provide in the future and how can they be supported to do that?

Waratah-Wynyard Council has an adopted Community Health and Wellbeing Plan, setting out a five-year roadmap for promoting and improving the physical, mental and social wellbeing of our community. It is based on the following eight identified priorities:

1. Reducing isolation
2. Supporting mental wellness
3. Valuing difference
4. Reducing socio-economic disadvantage
5. Improving access to the basics
6. Supporting those living with illness
7. Reducing harms from alcohol, tobacco and other drug
8. Building resilience

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Council also plays an important role in building social capital.

To ensure consistency across the state, a clear directive, outlining precisely what Councils should undertake in relation to community health and well-being would be advantageous. In addition, increased funding to support these initiatives would be welcomed, preventing the discretionary nature of the actions from being overlooked due to cost.

Additionally, community wellbeing is underpinned and inextricably linked to good management of the environment and natural resources. Councils collaboration with the community in this regard with its Integrated Community Environmental Plan (iCEP) sets a good roadmap of aspiration, but it must receive funding support from other spheres of government for maximum impact.

Do you agree with the Board's assessment that Tasmania's current council boundaries do not necessarily reflect how contemporary Tasmanians live, work, and connect?

Council boundaries are irrelevant to most residents and visitors. That said, the stark differences in service levels and rating policies across Councils make the boundaries more relevant at present. The community travel across boundaries to work, live and recreate. In many respects the number of Councils in Tasmania has led to an oversupply or duplication of assets.

Consideration needs to be given to the balance between Council viability and the area and resources required to deliver services.

Council boundaries that run through urban centres should be rectified.

We have heard that councils need to be "big enough to be effective and small enough to care". How big is big enough to be effective? How small is small enough to care? What factors determine that? How do we strike the balance between these factors?

The objectives of big enough to be effective and small enough to care are paradoxically opposed in that one relies upon economic rationalism while the other leans more upon social licence and service. Finding the balance point between the two will be tailored to individual communities expectation of level of social licence required by its local government.

Robust mandated performance measures are critical to the success of any model. Scale does not guarantee success and there are many examples showing that merging two struggling organisations only leads to one large struggling organisation without other appropriate controls and improvements.

The concept of each Council, as much as possible, having some rural and urban characteristics, should be explored.

It is important to consider not only whether the design and delivery of infrastructure services is more effective and efficient from a regional/local model but also whether it is economically viable and provides a resilient and fit for purpose infrastructure model for the state.

In respect to financial efficiencies it is recognised that there are benefits in procurement through economy of scale and that those neighbouring Councils that currently work under a 'resource sharing' agreement see the benefits of this practice. However it is also recognised that these procurement practices are generally limited to a regional level and each stage of procurement is separately differentiated to allow for competitive market delivery, such that bridges, road surfacing, grading and material supply etc are isolated procurement activities and that each of these services delivery streams are generally an annual procurement activity.

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Should there be a shift to consolidate these procurement practices into a single stream of service delivery there is a risk of market monopolisation, particularly if a regional model is considered. In the short term both Councils and/or a regional authority would see financial efficiencies from consolidated procurement practices as there would be a number of providers that would have the financial, resource and material capacity to deliver the services enabling a competitive tender process. However, over time the services providers that were unsuccessful in the competitive tender process would slowly become less able to maintain the financial stability to provide competitive tender submission as there would be no subsidiary works packages offered from a local government level to maintain financial viability.

Ultimately this would drive a monopolisation and without a competitive market, financial efficiencies seen early would be lost resulting in Tasmanian communities paying inflated prices for service delivery. Furthermore, this would potentially see many local companies and providers that currently serve and employ people from the local communities default due to market monopolisation. If this model is considered on a regional basis, particularly in terms of a multiple year contract there is potential for this issue to accelerate.

Whilst theoretical financial efficiencies can be gained from a consolidated infrastructure delivery model it is critical to consider what the long term effects may be in terms of economic viability and the impacts to local service industries and communities.

Thinking about Tasmania now, and how it might change over the next 50 years, what are the most important things to consider if we were to 'redraw' our council boundaries?

There are many factors that should be considered should boundaries be redrawn in the future. Firstly, equity in size and population should not be a sole determinant, rather an acceptance that the local government landscape will consist of Councils with varying size, scale and differing community needs.

Consideration should be given to growth areas, both industrial and residential, in addition to growth in the commercial and hospitality industries as it relates to regional tourism and the service provisions thereof. Most importantly, communities of interest remain a critical consideration.

Other items to consider include:

- Health and wellbeing outcomes
- Access to service provision
- Equity across service standards for urban/rural and remote areas
- Provision of equitable education opportunities
- Access to face to face customer service facilities
- Provision of competitive market options in the building and construction industry - free from monopolised contracts
- Equitably and consistency in planning and regulatory service provision
- Sustainability and community satisfaction
- Regional and remote areas maintaining identity and voice
- When does travel distance effect consolidation?
- Without equal access to digitisation, transport and services, how do community members participate equally?

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Three reform pathways

1. Significant (mandated) sharing and consolidation of services
2. Significant boundary consolidation to achieve fewer larger councils
3. A 'hybrid' model combining both service and boundary consolidation

Which of the three broad reform pathways do you think has the best chance of delivering what the community needs from local government? Why?

Waratah-Wynyard Council is performing well and continues to provide strong outcomes for the community, coupled with a sound, financially sustainable position. Waratah-Wynyard Council could continue to operate quite successfully under the current governance model without change.

It is recognised that this performance and position is not reflective of the sector. Indeed, it also does not represent the region, and for that reason Council understands that significant local government reform is imperative.

It would be easy for Council to gravitate towards option one, maintaining the status quo of Council numbers and enhancing what is an already established and successful resource arrangement with Circular Head Council. Council, however, feels it needs to show mature leadership in this discussion.

As articulated in the Board's report, there are advantages and disadvantages for each of the options presented and the preferred model can fluctuate on a variety of factors. It is important Councils look at what is important for the entire sector, across the state, rather than what is best suited to an individual set of circumstances.

On that basis, Waratah-Wynyard Council believes Option 2 is the most desirable reform option for the state.

Boundary consolidation alone however, will not achieve the reform and improvement the sector needs. There are a number of other initiatives, including some listed as options within this report, that need to be implemented to drive positive change and increase the likelihood of sustainability. Option 2 allows for shared services and resource sharing to occur, without these being mandated. This can lead to mature discussions and undoubtedly will result in consolidation of services and shared service arrangements at the discretion of the participating Councils.

Option 1 raises a number of concerns. Mandating sharing and consolidation of services will ultimately lead to some Councils becoming unviable and reducing the roles of Councils such that they no longer have the variety to be an attractive place to administer or work. It does little to remove the significant duplication in the sector.

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If regional, sub-regional or statewide entities are created, what remains at the Council level needs to have a meaningful purpose and be viable. If waste, planning, corporate services and infrastructure services are all regionalised, what remains at Council is little more than a community services entity. Not all overheads will be able to be reduced or eliminated in this scenario and the current scale related issues facing councils now will be further increased.

With these points in mind, option 1 will continue to result in Councils that are not financially sustainable. The same thoughts can apply to option 3.

Regional bodies and consolidated services come with some risk, and in our opinion, should only be explored after option 2 has been embedded and implemented.

For example, we need to consider what capacity a regional body would have to coordinate and undertake preventative maintenance prior to a forecast weather event on a state-wide basis. It is important to consider the impacts of climate change and increased intensity of rain events when considering the shift of stormwater infrastructure to a regional model. Should service delivery and preventative maintenance be compromised, particularly for smaller regional Council areas, this may increase the probability of flood inundation and the loss of life or property as a result.

Roads, similarly to stormwater, moving roads/bridges to a regional body inhibits the ability to react and undertake proactive maintenance regimes in a road corridor or infrastructure network. Whilst roads are generally considered static in nature from an asset maturity perspective, they are highly dynamic in their performance nature, particularly unsealed roads where the road condition can change dramatically post a weather event.

It is easy to identify the impacts of a regional infrastructure model in its current state, particularly from a maintenance perspective, with little to no maintenance or preventative works being undertaken on state highways within more regional Council areas.

Financial modelling may illustrate efficiencies in reducing operational maintenance cycles in the short term, however over a longer term period this is proven to be a false economy as the works required to maintain the roads shift from general resheeting and resurfacing to major pavement replacement and/or reconstruction due to deep seeded pavement damage incurred through poor or low level maintenance.

Roads are of particular importance to be considered in terms of resilience and fit for purpose, not from an asset or financial perspective but from a road safety perspective. Reduction in maintenance operations will result in roads falling below adopted service levels and standards compliance, which will ultimately increase hazardous conditions in the road surfaces and pavements and could potentially contribute further to an already high fatality rate on Tasmanian roads.

It is for this reason, keeping services within Council hands is preferred. As stated, Option 3 has some benefit, but the preference is for this to evolve following the implementation of reform option 2 in the first instance.

It is noted community views on the above have not been sought.

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What would be your biggest concerns about changing the current system? How could these be addressed?

Change management is difficult. There are a number of concerns that need to be addressed throughout the process –

- Employees – Local Government employees need to be provided some direct messaging about the nature of any proposed changes and impact on their ongoing employment. From an attraction perspective, Local Government has traditionally had a competitive advantage in its stability and certainty, however this is no longer the case. Given the significant vacancies in the sector and difficulty attracting new employees, it is reasonable to assume very few employees will not have employment at the conclusion of the process. Messaging of this nature and to counter the inaccuracies being presented by the Australian Services Union, would be welcomed.
- Timeliness – at the delivery point of the final report, the process to date will have taken eighteen months. Councils do not need a further lengthy period of government deliberation on the proposed recommendations. A decision on whether the recommendations will be enacted is required quickly. Following this decision, a detailed transition plan will need to be developed.
- Resources – change of this nature needs to be resourced appropriately. It is not reasonable to accept that this work can be done within existing Council resources or “off the side of the desk”. The government need to fund and resource the implementation appropriately.
- Community - reaction to change is likely to be strong in this municipality. Irrespective of the structural reform option chosen, well-structured and developed communication strategies are essential. Again, this should not be left to Councils to undertake.

Community expectations of the benefits of any change will need to be managed carefully. Understanding cost savings due to greater efficiency is unlikely to equal a reduction of rates to consumers. Financial savings achieved through boundary changes are likely to be quickly consumed as byproducts of broadening boundaries, such as asset management.

- Self Interest – it is challenging to have an unbiased position and ask Councils to have a considered opinion free from self-interest. As stated earlier, Waratah-Wynyard Council has little immediate need for reform, however recognises the sector as a whole needs to improve. The Board and Government need to make strong decisions in the best interests of the entire state based on the facts and research they have obtained throughout the process.
- State Government – there must be an acceptance that many inefficiencies and compliance issues of Councils are influenced by the State Government. They need to also be willing to work with the sector to improve their outcomes and oversight. Increasing resources in Crown Lands and Parks would be welcomed and having a greater role in proactively intervening when Councils are not complying with legislative requirements is imperative moving forward.

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Reform Options

Council has considered the reform outcomes detailed in the Options Paper and supports the majority of the 31 options proposed to achieve reform outcomes. Comments on each of the options are included in the table below.

Council believe Councillors still play an important role in planning, and as such, should continue to have some assessment responsibilities. Council believe the current framework requires minor adjustments rather than wholesale change. The proposed alterations to introduce set or standardized asset lives is also not supported.

	Proposed Reform Outcome	WWC Comment
1.1	Establish a Tasmanian Local Government Charter which summarises councils' role and obligations, and establishes a practical set of decision-making principles for councils	As mentioned in our previous submission, our preference is for the Local Government Act to be the one single reference point rather than more separate documents, with more regular review of the Act to ensure it maintains its relevance and remains flexible and dynamic to growth and change. The suggested content and rationale of the charter is accepted, but the information to be included within the Act
1.2	Embed community wellbeing considerations into key council strategic planning and service delivery processes	Clarification on Councils role in community wellbeing would be welcomed Local government is well placed to support state initiatives. Funding sources for services must also be considered.
1.3	Require councils to undertake Community Impact Assessments for significant new services	The introduction of mandated Community Impact Assessments needs to be supported by consistent, simple templates and training. "significant" needs to be defined.
2.1	Develop an improved councillor training framework which will require participation in candidate preelection sessions and, if elected, ongoing councillor professional development	Support the concept in principle, however as stated, the training should not be so onerous that it is a barrier to prospective candidates. Consideration must be given to the role of online training modules that have been created specifically for new Councillors, reelected Councillors and around special interest topics, such as social media, women in local government.
2.2	Review the number of councillors representing a council area and the remuneration provided	Agreed, however this cannot occur until decision on final Council configuration determined
2.3	Review statutory sanctions and dismissal powers	Stronger sanctions and dismissal powers are supported with clear direction on who has the power to enforce sanctions and oversee the process.
2.4	Establish systems and methods to support equitable and comprehensive representation of communities	Support in principle. This will be important in managing any change to reassure the community that any newly created Council is not simply a "takeover" by the larger

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		<p>urban Councils. It is likely that a higher proportion of elected representatives will otherwise come from more populated urban areas.</p> <p>In practice, building contemporary community engagement strategies will provide greater input for communities.</p>
3.1	Require consistent, contemporary community engagement strategies	<p>Agree with this concept. There is much concern about loss of representation as a result of changes in this review. Well-constructed and developed and mandated community engagement strategies will alleviate some of the issues in this regard.</p> <p>Community engagement strategies should ideally be developed for each settlement area. This is an area that WWC has had success.</p>
3.2	Establish a public-facing performance reporting, monitoring, and management framework	An enhanced local government performance reporting framework is supported
3.3	Establish clear performance-based benchmarks and review 'triggers' based on the public-facing performance reporting, monitoring and management framework	Greater scrutiny, monitoring and "triggers" associated with an enhanced local government performance reporting framework is welcomed. Such KPIs need clarification and determination to ensure understanding, acceptance and adherence across the sector
4.1	Implement a shared State and local government workforce development strategy	The development and constant review of a local government workforce development strategy is supported. It is important that sharing this work with the state government does not add unnecessary complication to the document.
4.2	Target key skill shortages, such as planners, in a sector-wide or shared State/local government workforce plan	<p>Agreed.</p> <p>Collaboration required with education providers.</p>
4.3	Establish 'virtual' regional teams of regulatory staff to provide a shared regulatory capability	As stated, this option will not be required if fewer, larger Councils are established
5.1	Deconflict the role of councillors and the role of planning authorities	Noted
5.1 a	Refer complex planning development applications to independent assessment panels appointed by the Tasmanian Government	This notion is supported in principle. Clear rules and criteria for referral need to be determined and Council should continue to administer the majority of development applications either via Council or delegated officers
5.1 b	Remove councillors' responsibility for determining development applications	WWC believe Councillors still play an important role in planning, and as such, should continue to have some assessment responsibilities
5.1 c	Develop guidelines for the consistent delegation of development applications to council staff	Consistent criteria to determine which decision should be made by Councillors and which are to be made by officers, that is applied statewide, would be beneficial

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5.2	Greater transparency and consistency of councils' resourcing and implementation of regulatory functions	There are no barriers to including regulatory information as part of an enhanced local government performance reporting framework. Performance against risk-based benchmarks should be included.
5.3	Increase support for the implementation of regulatory processes, including support provided by the State Government	Supported in principle. Potential to increase capability and consistency across Councils.
5.4	Strengthen connections between councils' strategic planning and strategic land-use planning by working with State and Commonwealth Governments	Connections with state and federal government is one aspect, but more importantly, strategic plans need to align with other councils in the region. This is a critical missing link at the moment. We must not lose sight of the fact that the community we live in reflects who we are and reflects our diverse characters, stories and history. We do risk losing what makes our patch special Fewer, larger Councils would facilitate better regional land use strategic planning.
6.1	Require Councils to collaborate with others in their region, and with State Government, on regional strategies for specific agreed issues	Again, this is influenced by the number of Councils determined. History will show that many Councils will not collaborate unless mandated, even when they should be showing leadership. Burnie City Council is a case in point. The theory and rationale of this makes sense, but will be difficult to implement and can be influenced greatly by an individual Councils priorities and resources. The role of regional organisations can be determined once the number and makeup of Councils is finalised
6.2	Establish stronger, formalised partnerships between State and local government on long-term, regional, place-based wellbeing, and economic development programs	These partnerships will not be required if previous options and supported and implemented Partnership agreements between local and state government achieved little and were difficult to deliver.
6.3	Introduce regional collaboration frameworks for planning and designing grant-dependent regional priorities	There are a variety of reasons why Council applies for grants depending on priorities, needs and resources at the time. There needs to remain flexibility in this approach. The Cradle Coast Authority have a Regional development Framework to assess and rank important regional projects. The model of channeling grants through the regional organisation works for these type of larger projects but it is unclear how this would benefit smaller grant programs. Comments above rely on voluntary participation in CCA. It doesn't work effectively when not all Councils participate.
6.4	Support increased integration (including co-location) of 'front desk' services between local and State governments at the community level	There are many improvements that can be made to customer service that will improve consistency across the sector. Greater consistency in processes, fees, forms and policies will need to be improved before Service Tasmania are asked to work through the complexities of each Council. Colocation of front desk services needs to ensure there remains an ability for the community to easily access these

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		services. Purchasing software for the sector would result in increased integration capabilities
7.1	Explore how councils are utilising sound taxation principles in the distribution of the overall rating requirement across their communities	Investigation supported
7.2	Enhance public transparency of rating policy changes	Rating information is available to the public now however it is complex and not easily understood. The community may not understand that Councils collect fire and waste levies on behalf of the State Government
7.3	Examine opportunities for improving councils' use of cost-based user charges to reduce the incidence of ratepayers subsidising services available to all ratepayers, but not used by them all	Investigation supported
7.4	Consider options for increasing awareness and understanding of the methodology and impacts of the State Grants Commission's distribution of Federal Financial Assistance Grants	Investigation supported
7.5	Investigate possible alternative approaches to current rating models, which might better support councils to respond to Tasmania's changing demographic profile	Investigation supported
8.1	Standardise asset-life ranges for major asset classes and increase transparency and oversight of changes to asset lives	WWC do not support set or standardized asset lives. Flexibility is required to reflect construction methodology, environment, usage, maintenance and geography. Simply applying a broad range will not improve the current differences.
8.2	Introduce requirement for councils to undertake and publish 'full life-cycle' cost estimates of new infrastructure projects	Currently undertaken by Council
8.3	Introduce requirement for councils to undertake regular service reviews for existing services	Agree in principle. It is assumed this will occur at the local level
8.4	Support councils to standardise core asset management systems, processes, and software	Agree with the notion that statewide improvements are required and accountability needs to be improved to identify and address noncompliance. Standardisation of software is not supported – asset management software must be integrated with other Council systems

Waratah-Wynyard Council welcomes changes as a result of the review that achieve positive outcomes for the Waratah-Wynyard community, including ensuring that service levels are maintained, local

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representation is maintained, and the financial status of the community is strengthened. The continuation of local identity, character and heritage is also important.

We request the government resources the reform process effectively, ensuring costs are not passed onto local government, and develops a supportive implementation plan that involves:

- Ensuring existing employees are given opportunity to be crossed into the new model and employed
- Residents are supported in seamless continuation of services
- Existing Councillors have an opportunity to become representatives as part of a new model
- All new policies, processes and guidelines are expected to be best practice.

Whatever the outcome, Council requests decision are made and enacted swiftly and decisively to remove uncertainty currently overhanging the sector.

Yours sincerely,



Dr Mary Duniam
MAYOR

Attachments Reports of Officers and Committees
 10.10 Financial Report For the Period Ended 28 February 2023
Enclosure 1 Monthly Capital Progress Report - February

YTD Capital Expenditure - 28 February 2023									
Work Order	GL Number	Description	Budget	YTD Actual	Forecast	Forecast Variance	Balance	% Spent	Comment
Parks & Open Spaces									
Somerset									
2777	01377.6230.088	ANZAC Park - BBQ Replacements	5,508	73	5,508	0	5,436	1%	
2370	01377.6000.088	ANZAC Park All-ability Playground	1,843,535	1,348,480	1,843,535	0	495,055	73%	
2664	01377.6003.088	ANZAC Park Erosion Mitigation	820,000	0	0	0	820,000	0%	
2523	01387.6002.088	Cam River Reserve Master Plan Actions	115,314	25,345	345	-114,969	89,969	22%	
2778	01377.6144.088	ANZAC Park - Shelters	75,255	25,572	48,000	-22,255	49,683	34%	Procurement provided good value for money
Total Somerset			2,859,613	1,399,469	1,897,388	-142,225	1,460,143		
Boat Harbour									
2665	01427.6004.088	Stairway Replacement - Adjacent to 276 Port Road	59,904	631	61,500	1,506	59,363	1%	
2654	01427.6006.088	Boat Harbour Beach - Hepples Road Retaining Wall	53,545	0	0	-53,545	53,545	0%	Unneeded carry forward
2525	01357.6012.088	Boat Harbour Beach Master Plan, Planning, Survey & Design	150,000	98,510	150,000	0	51,490	66%	
2666	01427.6005.088	Boat Harbour Beach - Western Seawall Repair *	365,816	23,865	427,816	62,000	341,951	7%	Post tender, all bids were above budget
2779	01427.6145.088	Stairway Replacement - Opposite Cumming Street	81,356	167	81,356	0	81,190	0%	
Total Boat Harbour			710,711	123,173	720,672	9,961	587,539		
Wynyard									
2780	01307.6146.088	East Wynyard Foreshore Car Parking and Pathway	616,362	17,252	616,362	0	599,110	3%	
2876	02267.6244.088	Yacht Club Pontoon and Boat Ramp	276,742	230,785	276,742	0	45,957	83%	
2532	01357.6013.088	Coastal Pathway	200,000	23,826	200,000	0	176,174	12%	
2667	01357.6007.088	Wonders of Wynyard Geological Trail	32,552	22,854	22,854	-9,698	9,698	70%	
2668	01347.6008.088	Camp Creek Final Rehabilitation	34,000	0	34,000	0	34,000	0%	
2535	01357.6009.088	Dog Park and Freedom Camping - Wynyard	204,107	6,080	50,000	0	198,027	3%	
2538	01357.6015.088	Coastal Geotechnical and Erosion Control Assessments	18,736	0	18,736	0	18,736	0%	
2609	01357.6014.088	Frenchs Road Masterplan Landcare Actions	4,263	1,028	0	-4,263	3,235	24%	
2609	01357.6016.088	Establishment of Freedom Camping Site	59,200	3,685	59,000	-200	55,515	6%	
2781	01307.6147.088	East Wynyard Foreshore Boardwalk Renewal	319,886	1,417	291,677	-28,210	318,470	0%	Tender awarded below budget
2782	01357.6148.088	Port Creek/Nurses Retreat - Rest Areas	11,028	14,788	11,028	0	-3,759	134%	Over Budget - Check
2783	02167.6149.088	Civic Park - Bollard Lighting Replacement	13,828	10,145	13,828	0	3,483	74%	
2879	01187.6139.088	Table Cape Lookout	655,756	6,679	655,756	0	649,077	1%	
2784	01357.6150.088	Table Cape Lighthouse - Picnic Table Replacements	20,168	14,905	20,168	0	5,263	74%	
2785	02267.6151.088	Wynyard Wharf Pontoon - Handrail Infill	39,223	293	39,223	0	38,930	1%	
	01357.6141.088	Boat Ramp Solar Lighting	0	17,054	0	0	-17,054	100%	Over Budget - Check
	02267.6245.088	Inglis River Seawall	0	20,004	0	0	-20,004	100%	Over Budget - Check
2786	01377.6152.088	Inglis River Walking Track - Options Study	159,249	23,969	85,000	-74,249	135,280	15%	Procurement provided good value for money
Total Wynyard			2,664,900	414,763	2,394,173	-116,620	2,250,138		
Other									
2787	01357.6153.088	Yolla - RV Dump Point	7,794	274	0	0	7,519	4%	
2788	02267.6154.088	Boat Ramp Solar Lighting	21,615	165	18,759	-2,856	21,450	1%	
2789	01437.6155.088	Sisters Beach Estuary Rehabilitation	34,240	22,321	34,240	0	11,919	65%	
2790	01437.6157.088	Sisters Beach Erosion Works	695,500	1,736	0	0	693,764	0%	
2791	01497.6158.088	Waratah Falls Walk - Stage One	535,000	30,469	535,000	0	504,531	8%	
2792	00507.6159.088	James Philosopher Smith Statue	117,700	0	0	-117,700	117,700	0%	
Total Other			1,411,849	54,965	587,999	-120,556	1,356,884		
Total Parks & Open Spaces			7,647,073	1,992,369	5,600,232	-369,440	5,654,704		
Transport									
Bridge Renewal									
2793	01217.6160.088	Bridge Approach Sealing	21,161	4,461	21,161	0	16,700	21%	
2794	01217.6161.088	West Calder Road - Bridge Replacement (Calder River)	626,288	435,760	511,674	-114,614	190,528	70%	Procurement provided good value for money
2795	01217.6162.088	Calder Road - Bridge Replacement (Blackfish Creek)	862,452	101,243	862,452	0	761,209	12%	
2674	01217.6022.088	Waratah Bridge	349,789	37,495	450,000	100,211	312,294	11%	Estimated cost greater than budget, subject to tender

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YTD Capital Expenditure - 28 February 2023									
Work Order	GL Number	Description	Budget	YTD Actual	Forecast	Forecast Variance	Balance	% Spent	Comment
2673	01217.6021.088	Takone Rd (Inglis River) Bridge Replacement	21,000	42,111	80,751	59,751	-21,111	201%	
2796	01217.6163.088	Oonah Road - Bridge Replacement (Cam River)	427,968	271,781	313,670	-114,298	156,187	64%	Procurement provided good value for money
2797	01217.6164.088	Bassets Road - Bridge Replacement (Calder River)	384,736	22,085	265,000	-119,736	362,651	6%	Procurement provided good value for money
2798	01217.6165.088	Bridge Major Maintenance	129,381	1,446	129,381	0	127,935	1%	
2799	01217.6166.088	Rural Culvert Inspections	39,569	0	39,569	0	39,569	0%	
		Total Bridge Renewal	2,862,344	916,382	2,673,658	-188,686	1,945,961		
		Rural Upgrade							
2800	01187.6168.088	Robin Hill Road - Upgrade and Seal	705,918	164,959	705,918	0	540,958	23%	
2801	01197.6169.088	Upgrade Unsealed Road Corrugated Corners	52,513	119	52,513	0	52,394	0%	
		Total Rural Reseals	758,431	165,079	758,431	0	593,352		
		Urban Reseals							
2802	02477.6170.088	Saunders St & Goldie Street - Roundabout Seal	53,238	0	52,000	-1,238	53,238	0%	
2803	02477.6171.088	Calder Road (12248 - 13209m) - Surface	28,736	1,904	25,000	-3,736	26,832	7%	
	01197.6066.088	Walker Street - Section 1	0	1,347	0	0	-1,347	100%	Over Budget - Check
	02317.6040.088	York Street Footpath	0	85	0	0	-85	100%	Over Budget - Check
	02477.6025.088	Houston Court	0	85	0	0	-85	100%	Over Budget - Check
2804	02477.6172.088	Enden Place Sec - 1 Surface	11,340	5,255	11,000	-340	6,085	48%	
2805	02477.6173.088	New Street - Somerset Sec - 1 Surface	10,334	531	10,334	0	9,803	5%	
2806	02477.6174.088	Old Bass Highway Sec 10-12 Surface	75,986	8,432	105,000	29,014	67,554	11%	Tender award greater than budget
2807	02477.6175.088	Pelissier Court Sec - 1 Surface	8,042	244	23,000	14,958	7,798	3%	
2808	02477.6176.088	Inglis Street Sec 8-9 - Surface	26,242	2,034	7,800	-18,442	24,207	8%	
		Total Urban Reseals	213,918	19,917	234,134	20,216	194,001		
		Footpaths & Kerbs							
2809	02317.6177.088	Old Bass Highway Footpath Linkage	119,913	60,628	60,401	-59,512	59,285	51%	Job cost significantly under budgetted amount
2810	02317.6178.088	Goldie Street Wharf Area Footpath Linkage	58,834	44,934	58,834	0	13,700	77%	
2887	02317.6038.088	DDA Footpath Ramp Upgrades	32,100	21,844	32,100	0	10,256	68%	
		Total Footpaths & Kerbs	210,647	127,406	151,135	-59,512	83,241		
		Resheets							
2811	01197.6180.088	Harris Road (0000 - 0200m) - Surface	8,560	3,668	3,668	-4,892	4,892	43%	
2812	01197.6181.088	Harris Road (0200 - 1135m) - Surface	39,590	34,362	21,125	-18,465	5,228	87%	
2813	01197.6182.088	Pokes Road (0020 - 0626m) - Surface	26,389	18,144	18,144	-8,245	8,245	60%	
2814	01197.6184.088	Chromys Road (0010 - 1280m) - Surface	60,990	28,769	28,769	-32,221	32,221	47%	Job cost significantly under budgetted amount
2815	01197.6185.088	Pimmers Road (1242 - 3513m) - Surface	85,710	40,986	40,747	-44,963	44,725	48%	Job cost significantly under budgetted amount
2816	01197.6187.088	Devils Elbow Road (155 - 1000m) - Surface	36,380	33,260	33,260	-3,120	3,120	91%	
2817	01197.6188.088	Regrowth Spur (0000 - 0923m) - Surface	34,566	27,950	17,426	-17,140	6,616	81%	
2818	01197.6189.088	Ross Grange Road (0050 - 0571m) - Surface	19,474	22,016	22,016	2,542	-2,542	113%	Over Budget - Check
	01197.6053.088	Myalla Road (17666 - 19666m)	0	291	0	0	-291	100%	Over Budget - Check
2819	01197.6190.088	Sampsons Lane (0010 - 00187m) - Surface	12,770	4,237	4,237	-8,533	8,533	33%	
2820	01197.6191.088	Aitkens Road (0024 - 0662m) - Surface	23,893	7,804	7,804	-16,089	16,089	33%	
		Total Resheets	348,323	221,486	197,196	-151,127	126,837	64%	
		Other							
2821	02477.6192.088	Pavement Marking Removal - Wragg Street	22,001	16,326	16,326	-5,675	5,675	74%	
2282	01197.6193.088	Rural Road Safety Audit - Project Delivery	225,280	2,114	225,280	0	223,166	1%	
	01187.6138.088	Provision of Guardrail	841,084	155,108	0	0	685,976	18%	
	01187.6023.088	Rural Intersection Seal Extensions	0	16,655	0	0	-16,655	100%	Over Budget - Check
2878	01367.6246.088	Somerset Foreshore Traffic Impact Assessment	200,000	66,407	150,000	-50,000	133,593	33%	Good value for money from tender awarded
2672	02477.6018.088	IGA Area - Intersection re Configuration & Carpark	841,084	507,715	700,000	-141,084	333,369	60%	Good value for money from tender awarded
2682	02477.6033.088	Hepples Road - Repair Works	150,000	4,101	120,000	-30,000	145,899	3%	Good value for money from tender awarded
2768	01197.6071.088	Blackspot Funding Project	72,000	0	72,000	0	72,000	0%	
2823	02477.6194.088	Fossil Bluff - Traffic Impact Assessment	7,795	12,571	24,675	16,880	-4,776	161%	Over Budget - Check

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 10.10 Financial Report For the Period Ended 28 February 2023
Enclosure 1 Monthly Capital Progress Report - February

YTD Capital Expenditure - 28 February 2023									
Work Order	GL Number	Description	Budget	YTD Actual	Forecast	Forecast Variance	Balance	% Spent	Comment
2824	02477.8195.088	Austin Street Wynyard - Traffic Impact Assessment	32,100	11,587	20,000	-12,100	20,513	36%	
2825	02477.8196.088	Serrata Crescent Driveway Works	28,034	41,806	44,034	16,000	-13,772	149%	Over Budget - Check
	01187.6249.088	Myalla Rd Flood Repairs	43,000	360	43,000	0	42,640	1%	
	01187.6251.088	Lowries Rd Emergency Repairs	0	9,450	0	0	-9,450	100%	
		Total Other	2,462,378	844,199	1,415,315	-205,979	1,618,179	34%	
		Total Transport	6,856,040	2,294,469	5,429,869	-585,087	4,561,572	33%	
		Stormwater							
2826	02107.8197.088	22 Goldie Street - Stormwater Improvements	14,419	15,430	15,430	1,011	-1,011	107%	Over Budget - Check
2520	02107.8075.088	Big Creek	825,795	42,710	50,000	0	783,085	5%	
2521	02107.8076.088	Cotton Street	207,777	246	0	-207,777	207,531	0%	Unneeded carry forward
2519	02107.8072.088	Port Creek	2,118,948	25,328	50,000	0	2,091,618	1%	
2512	02187.8073.088	Port Road Boat Harbour Drainage	121,223	985	121,223	0	120,238	1%	
2827	02197.8198.088	5 Stockdale Ave - Piped Drain	15,991	16,882	16,762	771	-891	106%	Over Budget - Check
2832	02117.8199.088	Somerset Stormwater Modelling	72,760	37,892	72,760	0	34,868	52%	
2831	02187.8200.088	315 Port Road - Planning & Design Open Drain	18,458	0	10,000	-8,458	18,458	0%	
2830	02187.8201.088	Cumming St Boat Harbour - Stormwater Extension	27,535	529	30,000	2,465	27,007	2%	
		Total Stormwater	3,420,904	140,002	366,175	-211,988	3,280,902	4%	
		Sporting Facilities							
2833	01617.8202.088	Somerset Sports Centre - Line Marking Renewal	16,866	6,046	6,046	-10,820	10,820	36%	
2834	01597.8203.088	Langley Park - Install Boundary Fence	45,595	452	40,000	-5,595	45,143	1%	
2656	01587.8078.088	Cardigan Street Recreation Ground - Lighting Upgrade	30,000	18,543	18,543	-11,457	11,457	62%	
2652	01587.8077.088	Cardigan Street Recreation Ground - Fencing & Carpark	28,274	0	28,274	0	28,274	0%	
2612	01617.8082.088	Somerset Sporting Precinct Design	20,000	0	0	-20,000	20,000	0%	
2608	01527.8081.088	Wynyard Showgrounds - Demolition of Grand Stand	44,000	0	0	0	44,000	0%	
2835	01537.8204.088	WySPDesign - Indoor Training Facilities	171,200	0	100,000	0	171,200	0%	
2246	02707.8100.088	Multi-use Community Facility (Yacht Club)	433,000	222,399	433,000	0	210,601	51%	
2836	01547.8205.088	Wynyard Squash Centre - Heating & Lighting Upgrades	82,557	48,928	61,530	-21,027	33,829	59%	Procurement provided good value for money
2837	01517.8206.088	Wynyard Sports Precinct - Cricket Infrastructure	288,100	130,873	288,100	0	155,227	46%	
2838	01517.8207.088	Wynyard Sports Precinct - Oval 3 WHS Grounds	1,393,532	22,829	1,393,532	0	1,370,702	2%	
		Total Sporting Facilities	2,551,124	450,071	2,367,025	-68,899	2,101,053	18%	
		Buildings							
2839	00217.8142.088	Wynyard Council Chambers - Rear Entrance Upgrade	8,186	243	8,186	1	7,942	3%	
2840	01107.8208.088	Table Cape Amenities	559,278	7,314	559,278	0	551,964	1%	
2841	00507.8209.088	Feasibility Study - Wynyard History Centre	16,050	0	16,050	0	16,050	0%	
2842	00617.8210.088	Warawyn Child Care - Internal Painting	32,335	30,417	32,335	0	1,918	94%	
2843	00617.8211.088	Community Centre OSHC - Kitchen Upgrade	22,438	0	22,438	0	22,438	0%	
2738	01107.8095.088	Yolla Public Toilet	299,600	782	299,600	0	298,818	0%	
	00617.8247.088	Wynyard Childcare Upgrade - Preliminary	0	1,526	0	0	-1,526	100%	Over Budget - Check
2844	00617.8212.088	Warawyn Child Care - Security Gates	2,140	0	2,140	0	2,140	0%	
2845	00507.8213.088	Waratah Community Hub - Upgrade	19,280	964	0	-19,260	18,296	5%	
2846	00217.8143.088	Council Chambers - Upgrade Fire Exit Handrail	16,978	110	16,978	0	16,868	1%	
2847	00507.8214.088	Wynyard Community Centre - Heater Renewal	6,545	4,421	6,545	0	2,124	68%	
2848	00287.8215.088	Waratah Museum Painting	3,836	3,671	3,836	0	165	96%	
	00837.8250.088	Austin St Acquisition	445,000	0	445,000	0	445,000	0%	
		Total Buildings	1,431,646	49,449	1,412,386	-19,260	1,382,197	3%	
		Plant & Equipment							
		Software & IT Replacements							
2272	00427.8231.088	Digital Transformation Strategy	639,525	34,242	639,525	0	605,283	5%	
2763	00427.8108.088	Cloud Hosting - Civica	61,000	264	61,000	0	60,736	0%	
2849	00427.8216.088	Large Format Plotter Scanner	6,500	8,175	8,175	1,675	-1,675	126%	Over Budget - Check

Attachments Reports of Officers and Committees
 10.10 Financial Report For the Period Ended 28 February 2023
Enclosure 1 Monthly Capital Progress Report - February

YTD Capital Expenditure - 28 February 2023									
Work Order	GL Number	Description	Budget	YTD Actual	Forecast	Forecast Variance	Balance	% Spent	Comment
2741	00427.6232.088	PC Replacements	32,850	42,169	32,850	0	-9,319	128%	Over Budget - Check
2850	00427.6217.088	WiFi Upgrade	7,000	6,433	6,433	-567	567	92%	
2851	00427.6218.088	Multi Function Printer	10,000	0	10,000	0	10,000	0%	
		Total Software & IT Replacements	756,875	91,283	757,983	1,108	665,592	12%	
		Plant & Vehicle Replacements							
2852	00447.6219.088	Mitsubishi ASX Wagon (H41NG)	15,500	0	15,500	0	15,500	0%	
2750	00447.6114.088	Kubota F3690 Ride on Lawn Mower - F35CX	25,100	0	25,100	0	25,100	0%	
2746	00447.6115.088	Isuzu D-MAX Utility 4x4 Dual Cab Ute - F27XS	28,400	0	28,400	0	28,400	0%	
2750	00447.6119.088	Kubota F3690 Ride on Lawn Mower - F28XN	25,500	25,000	25,500	0	500	0%	
2756	00447.6128.088	CCTV Network Expansion/Augmentation	6,994	0	6,994	0	6,994	0%	
2853	00447.6220.088	Mitsubishi Outlander Wagon (H99VK)	17,100	0	17,100	0	17,100	0%	
2854	00447.6221.088	Subaru Forester Wagon (I33AS)	18,200	0	18,200	0	18,200	0%	
2855	00447.6222.088	Honda Civic Sedan (H24QI)	16,500	0	16,500	0	16,500	0%	
2856	00447.6223.088	Subaru Forester Wagon (I12UC)	20,000	20,237	20,000	0	-237	101%	Over Budget - Check
2857	00447.6224.088	Ford Ranger Dual Cab (I15DB)	24,900	0	24,900	0	24,900	0%	
2858	00447.6225.088	Kia Sportage Station Wagon (I65VN)	16,500	13,228	16,500	0	3,272	80%	
2859	00447.6226.088	Tip Truck UD PK 17280 Auto Light - C52QH	112,000	0	112,000	0	112,000	0%	
2860	00447.6227.088	Tractor Loader - John Deere 5085M - E51NU	65,750	0	65,750	0	65,750	0%	
2861	00447.6228.088	Backhoe - JCB 3CX - D42QY	125,500	145,035	125,500	0	-19,535	116%	Over Budget - Check
2754	00447.6123.088	Small Plant	30,000	2,085	30,000	0	27,915	7%	
2862	00447.6229.088	Walking Track Counters	3,496	3,106	3,496	0	390	89%	
		Total Plant & Vehicle Replacements	549,440	208,692	549,440	0	340,748	38%	
		Other							
2757	00507.6233.088	Public Art	16,009	1,180	16,009	0	14,829	7%	
	00507.6130.088	Community Solar Program	0	23,325	0	0	-23,325	100%	Remainder Last Year Incentive
2766	00257.6096.088	Wonders of Wynyard - Heatpump Replacement	7,300	0	7,300	0	7,300	0%	
2863	00217.6181.088	Renewal of Chamber Chairs & Atrium Couches	11,440	0	11,440	0	11,440	0%	
2641	00187.6132.088	Signage Strategy	50,000	401	50,000	0	49,599	1%	
		Total Other	84,749	24,906	84,749	0	59,843	29%	
		Total Plant & Equipment	1,391,064	324,880	1,392,172	1,108	1,066,183	23%	
		Total	23,297,851	5,251,240	16,567,859	-1,253,566	18,046,610	23%	

Meeting Notes

Oldina Forest Reserve stakeholder group meeting/information session

Date: 06/03/2023

Time: 9.30am – 10.30am

Location: Waratah Wynyard Council Offices

Attendees:

Stephen Rymer (STT)

Abbey Lewtas (STT)

Bronwyn Folden (WWC)

Jenny Archer (WWC)

Cyndia Hilliger

Susan Hartley

Tracey Jones

Robert Dawes

Robin Krabbe

Notes from meeting

Sustainable Timbers (STT) representative Stephen Rymer gave a brief presentation on the background and current circumstances surrounding the Oldina Reserve. STT explained that they own the land, but the pine plantations are leased by Timberlands Pacific. Please see the attached slideshow presented by STT.

The land around the reserve is a permanent timber production zone and this should be considered when submitting any type of proposal for use of the Reserve, as the plantations will be logged in the future.

STT also gave a brief overview on the permits and leases that are available to members of the public wishing to use the Reserve. These can be found on STT's website.

STT are open to suggestions by a group or individuals to lease the Reserve on a long-term basis, however STT are not prepared to build any infrastructure etc on the land. If any group or individual have a suitable proposal, any costs associated with building infrastructure or developing the land would be borne by them.

Council staff indicated they could assist in suggesting potential grants and funding sources.

A general discussion then took place about the Reserve and possible options for use. A site for self-contained recreational vehicles or similar was suggested as an option. No other ideas were put forward to the group during this meeting.

There was a lot of discussion around the state of disrepair that the Reserve is in, the antisocial behaviour, illegal rubbish dumping and general hooning in the area.

Questions were asked by the participants and are summarised as follows.

What is the responsibility of STT to manage the Oldina Reserve and control antisocial behaviour, illegal activities, illegal dumping (rubbish and car bodies) weed control, etc?

- STT explained that they have limited powers in relation to compliance and can only report antisocial behaviour and illegal activities to the Police.
- STT have a limited budget in relation to restricting access and removing rubbish, including car bodies. anti-social behaviour and dumping is a state-wide issue.
- STT will investigate conducting more weed control in the reserve. Participants stated that Fox Glove was a big issue.

What is Councils role in relation to the Reserve?

- Council are providing a facilitation role only. Council do not own the land.
- It was decided that any proposals for leasing the land should be discussed directly with STT. Stephen's details to be provided.

What is the future plan for the Reserve if no group or individual wants to lease it?

- STT stated it will continue with what it is currently doing - trying to restrict access to the reserve to discourage illegal activity and dumping.

Agreed future steps:

- Summarise meeting and send notes to participants in a group email. (Jenny Archer WWC)
- Any proposals/ideas to be discussed with STT directly.
- Stephen will also get back to participants via email with a couple of questions he couldn't answer on the day.
- Stephen to provide advice on whether more weed control could be undertaken and/or car bodies and rubbish removed by STT.
- A further stakeholder meeting not required to be organised at this stage as STT will liaise with interested parties directly. The group may meet again if it is determined to be required.

Contact details for Stephen Rymer

Stephen.Rymer@sttas.com.au

(03) 6398 7000

End of meeting.