



ORDINARY MEETING OF COUNCIL

ATTACHMENTS TO REPORTS

16 October 2023

CONTENTS:

9.1	Community Activation Grant Round 1 & Update of Guidelines	
	Enclosure 1	Updated Community Activation Grants Guidelines 3
9.2	Open Space, Sport and Recreation Plan - Annual Report	
	Enclosure 1	OSSR Recommendations - Status Report October 2023 7
9.3	Annual Plan Update Report 1 July 2023 to 30 September 2023	
	Enclosure 1	Annual Plan Progress Report - end of September 2023 26
9.4	Waste and Resource Recovery Strategy - Annual Report	
	Enclosure 1	Waste and Resource Recovery Strategy - Action/Objective Status Report 48
9.5	Waratah Community Plan - Annual Report	
	Enclosure 1	Waratah Community Plan 2022 - 2025 54
	Enclosure 2	Waratah Board Actions 2022 - 2025 59
9.9	Customer Service Charter Review	
	Enclosure 1	GOV.012 - Customer Service Charter 63
9.10	Public Facilities & Reserves Pricing Policy & Guidelines Review	
	Enclosure 1	Public Facilities & Reserves Pricing Policy & Guidelines 70
9.11	Public Art Policy and procedures	
	Enclosure 1	Public Art Policy 72
	Enclosure 2	Public Art Procedures 73
	Enclosure 3	Public Art Advisory Group Operating Procedures 77
9.12	Financial Report For the Period Ended 30 September 2023	
	Enclosure 1	Monthly Capital Report - September 80
9.13	Senior Management Report	
	Enclosure 1	Councillor Allowances 87
9.14.1	Minutes of Other Bodies/Committees -Waratah Community Board Held 22 September 2023	
	Enclosure 1	Waratah Community Board Meeting Notes 90
9.14.2	Minutes of Other Bodies/Committees - Sustainability and Environmental Advisory Panel held 19 September 2023	
	Enclosure 1	SEAP Unconfirmed Minutes - 19 September 2023 92
9.14.3	Minutes of Other Bodies/Committees - Audit Panel Committee held 19 September 2023	
	Enclosure 1	Letter to Council from Audit Panel Chair 99
	Enclosure 2	Unconfirmed Audit Panel Minutes - 19 September 2023 100

**9.14.4 Minutes of Other Bodies/Committees - Accessibility Working Group held
Wednesday 20 September**

Enclosure 1	Accessibility Working Group Meeting Notes September 2023.....	111
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COMMUNITY ACTIVATION GRANT GUIDELINES

WHAT ARE COMMUNITY ACTIVATION GRANTS?

Waratah-Wynyard Council have committed funding for the provision of a community grants program that supports community initiatives that encourage and enhance social and cultural wellbeing, recreation and that foster economic development and education pursuits.

Grants shall be offered to assist in the provision of community projects and activities, support individuals selected to represent Tasmania or Australia, and to sponsor local events that provide economic and social benefit for the community.

Waratah-Wynyard Council understand that practical assistance is required to support the changing needs of the community. New innovations need financial support to change from a good idea into reality.

The allocation of Community Activation Grants will occur within the following broad categories and in accordance with specific criteria provided in the Community Activation Grants Guidelines:

- (i) Assistance to Clubs and Organisations;
- (ii) Assistance to individuals who are representing the region by performing, competing or presenting at national or international sporting, cultural, recreational or similar pursuit; and
- (iii) Event Sponsorship.

AVAILABLE FUNDING

Funding rounds will be offered bi-annually, with applications up to \$2,000 per community group each financial year.

KEY DATES

The program will open: **Round 1** *1 July* **Round 2** *1 November*

ASSESSMENT

All applications will be assessed after September or January, with successful applicants notified once the decision has been adopted by Council.

Applications will be assessed by a grants advisory group. A full list of grant recipients will be listed in the October or February Council agenda.

EXPECTED PROGRAM OUTCOME

Financial and in-kind assistance through Community Activation Grants provides the opportunity for community groups to apply for funding for Community Small Grants, Recreation & Wellbeing, Art & Culture, Youth & Education, Community Support and Events.

ELIGIBILITY / TYPES OF ACTIVITIES / PROJECTS SUPPORTED

Applicants must be not for profit community organisations or associations that are legally constituted as an incorporated body or under the auspice of one. Applicants must be based and operate within the Waratah-Wynyard Local Government Area (LGA) and the proposed activity must be undertaken in the Waratah-Wynyard LGA and benefit residents of Waratah-Wynyard.

Applications will be assessed against the assessment criteria and must meet the grant program eligibility criteria and address the expected program outcome.

THE FOLLOWING ARE INELIGIBLE:

- incomplete applications.
- retrospective funding of any project or activity;
- general fundraising appeals;
- proposals from Government Departments, agencies or other Council
- funds cannot be used for regular operational expenses, such as rent, power bills and insurance.

ASSISTANCE TO INDIVIDUALS WHO ARE REPRESENTING THE REGION

Assistance Grants are available to individuals or teams who are representing the region by performing, competing or presenting at national or international sporting, cultural, recreational or similar pursuit.

Individuals must hold amateur status, be selected by a recognised national body, and provide evidence of selection with their application.

Assessment of applications is ongoing and will occur upon receipt of a request. Applicants may apply for individual support or team support but cannot apply for both. Applicants are eligible to receive Council support once per financial year. Please note the maximum value of support, as listed below:

- \$500 per individual representing Australia
- \$100 per individual representing Tasmania
- Groups or teams attending the same event can apply for a group total of up to \$250, paid to the team/group.

ASSESSMENT CRITERIA

Each application that meets the eligibility criteria will be assessed as follows:

- 1) The project idea.
- 2) How the project clearly supports community initiatives that encourage and enhance social and cultural wellbeing or foster economic development and/or education pursuits.
- 3) How will the Waratah-Wynyard community benefit from your idea?
- 4) How will the Waratah-Wynyard Council be acknowledged for support?
- 5) Budget – the budget is comprehensive, realistic and provides value for money.

As funding is limited, not every application that meets the assessment criteria will necessarily be successful with being allocated funding, or the full funding as requested.

WHAT IS THE ASSESSMENT PROCESS?

Form No: C&E CA.012

PO Box 168, WYNYARD 7325
Email: council@warwyn.tas.gov.au

Page 2 of 4

V6

Applications are accepted via email, mail or in person by delivering to Customer Service at Council.

Assistance will be provided to any group or individual if requested to ensure access and support with the application. Please contact Council to access this service.

Applications will be assessed by a grants advisory group. Council may request further information in considering any application and the right to reject any application that does not meet the criteria.

Council may award an amount less than that applied for if it is assessed that the amount requested is not justified by the information provided in the application or the full amount is not available at the time of the request.

All decisions of Waratah-Wynyard Council are final, and no negotiations will be entered into.

NOTIFICATION AND PAYMENT

All applicants will be notified of the outcome of their application after the grant round closes.

Payment will be made after a signed funding agreement has been received.

All projects must be completed as agreed upon within the funding agreement.

AQUITTAL

All successful applicants are required to provide an acquittal of the funds allocated. Project acquittals should include photographs and a copy of promotional materials, news articles and the like, where applicable, along with a written evaluation of the project. Applicants must use Waratah-Wynyard Council's Community Activation Grant Acquittal Template.

Applicants who do not complete and return an acquittal report by the dates agreed in their funding agreement may be ineligible for any future funding.

Waratah-Wynyard Council will require all successful recipients to publicly acknowledge the Waratah-Wynyard Council as a supporter of the activity / project.

ADDITIONAL INFORMATION

In addition to the completed application form, where appropriate, the following must be provided with the application:

- a copy of your organisation's ABN or Certificate of Incorporation; and
- a copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million.

Offer of funds by Council in no way implies any ongoing funding commitment or obligation by Waratah-Wynyard Council.

Organisation and proposed activity must comply with all COVID-19 government and health requirements, advice, and guidelines. Please refer to the Tasmanian Government Coronavirus disease (COVID-19) web sites for current advice <https://www.coronavirus.tas.gov.au/>.

Awarding of grant funding does not imply that Waratah-Wynyard Council has given any other consent. Applicants should note that many activities require approvals and consent from Waratah-Wynyard Council, Tasmania Police, and/or other state government agencies and that the organisations are wholly responsible for obtaining such approvals.

KEY CONTACTS

Form No: C&E CA.012

PO Box 168, WYNYARD 7325
Email: council@warwyn.tas.gov.au

Page 3 of 4

V6

6443 8333
council@warwyn.tas.gov.au
Waratah-Wynyard Council
PO Box 168
21 Saunders Street
WYNYARD TAS 7325

DRAFT

Priority	High (1-2 years)
	Medium (3-5years)
	Low (5-9 Years)
	Not proceeding

OPEN SPACE SPORT & RECREATION PLAN - RECOMMENDATIONS BY ISSUES PAPERS

		Priority	Responsibility	Budget (year)	Current Status
OFF ROAD TRAILS					
1	Consider trails as a priority type of recreation infrastructure for all localities with visitor accommodation, scenic or heritage attractions and urban settlements.	Medium	Community Activation	Complete Standard Practice	This is now a council Policy position in all key developments including: <ul style="list-style-type: none"> • Boat Harbour Masterplan • Philosopher Falls Walking Track Repairs • Port Road Walking Track • Fossil Bluff • ANZAC park • Gutteridge Gardens Boardwalk • Yolla footpath upgrades • Coast Pathway works • Cam river Reserve
2	Continue to negotiate with property owners to secure rights of way or access around private land along key trail routes such as Stanley to Smithton, key scenic routes and regional links along former rail lines, the coast as well as river corridors	Low	Community Activation	Complete Standard Practice	A specific review has not been conducted however as part of "business as usual", and subject to funding, a Feasibility Study is to be conducted on a Pathway between Wynyard and Stanley in this financial year.
3	Ensure that all new projects that include open space consider the opportunity to provide a trail corridor (i.e. foreshore developments).	Medium	Development Services	Complete Standard Practice	Policy position Refer #1
4	Provide and promote trails that offer different levels of physical challenge e.g. stairs or hill climbs, suitable for mountain bikes, suitable only for walking, suitable for wheelchair users, suitable for dogs, suitable for horses, etc.	Medium	Development Services	Complete Standard Practice	Promotion is ongoing and discussions continue to diversify the existing offering. A full study of the Inglis River Walking Track has been completed and presented to Council September 2023. Subject to funding, a Feasibility Study is to be conducted on a Pathway between Wynyard and Stanley in this financial year, this will be developed to suit many forms of activity.

		Priority	Responsibility	Budget (year)	Current Status
5 Also refer #2	Complete the existing local trail plans and add routes suggested by this plan.	Medium	Community Activation	Complete	Information is available at the Wonders of Wynyard. Reviews will continue as per #2
6	Promote and support trail events that encourage tourism and physical activity.	Medium	Community Activation	Complete Standard Practice	Community Activation team is involved in this space, the Gone Nuts event is an example.
7	Work with Parks and other groups to further promote trails and future routes, highlighting each trail's unique attributes as a point of difference to attract visitors, amalgamate existing trails information and produce a single source of information. Provide consistent wayfinding and signage, trails markers and route information including what activities they are suitable for. Investigate creating a technological solution to the provision of mapping and trail information.	Medium	Community Activation	Complete	<p>Policy Position / standard practice</p> <ul style="list-style-type: none"> • Tassie Trails • Destination Marketing Plan • CCA Coastal Walks • A Council Signage Strategy has been developed. <p>Geological & Heritage Trail opportunities are being considered and implemented as part of major projects including:</p> <ul style="list-style-type: none"> • Fossil Bluff Masterplan • Table Cape Upgrade Project
8	Prioritise the development of the coastal pathway from Burnie to Wynyard and then connecting to the airport and other destinations of interest in the vicinity.	High	Engineering & Projects	21/22 In Progress	Coastal Pathway plans are complete with funding secured. State funding to address coastal erosion has been secured and construction has commenced.
9	Encourage volunteer involvement in the development, maintenance and management of trails.	Medium	Community Activation	Complete Standard Practice	Explore based on need, project specific; volunteer program in place. Wynyard Landcare and Community Groups consulted and actively participating where opportunities arise.
10	Include trail design recommendations / regulations as part of the land development policy	Medium	Development Services	Complete Policy	Requirements considered and included in Settlement Strategy.
11	Where possible ensure all future trail, corridors are at least 10 metres wide and include buffers and right of way on either side of the trail and canopy trees within the trail corridor	Medium	Development Services	Complete Policy	Requirements considered and included in Settlement Strategy.
12	Where possible light key trails in urban areas e.g. Gutteridge Gardens and along the river in Smithton	Low		Complete Standard Practice 20/21	To be considered as part of each project. Lighting is included for walkways around the new multi-purpose facility and Boardwalk. Lighting established in Gutteridge Gardens; lighting included in Coastal Pathway plans.
13	Ensure a suitable surface is used for unsealed trails to manage risk and assist older people and those using mobility devices	Low	Community Activation	Complete Policy	Requirements considered and included in Settlement Strategy. Each trail design to be considered in light of recommendations and intended use of trail.

		Priority	Responsibility	Budget (year)	Current Status
OCCUPANCY AGREEMENTS					
14	Ensure all clubs and user groups have occupancy agreements for the use of community and sporting facilities and reserves.	High	Community Activation	Complete Policy	New User Agreements have been developed and are being rolled out to organisations on a priority basis (e.g. new season approaching / new facilities / change of arrangements). To date there are 41 MOU's in place for regular users.
15	A license (an agreement for casual, seasonal or annual use over 3-5 years) is the preferred form of occupancy agreement as it retains the asset in public ownership and encourages sharing.	refer 14	Community Activation	Complete Standard Practice	This refers to the Use of Facility Form which is currently used for agreements under three years. Partnership and MOU documentation has been established and agreements are reviewed where appropriate.
16	Usage agreements shall require (and reward) clubs and user groups for sharing. Facility design should ensure sharing is practical	NO ACTION	Community Activation	Complete Standard Practice	Fees and Charges framework adopted by Council gives benefit to shared spaces. Design of new/upgraded facilities considers sharing of spaces.
17	Agreements should be devised more like service agreements than commercial leases and set out: common objectives for the facilities, specific responsibilities for grounds, facilities and surrounds, and encourage use especially by people less able to participate	refer 14	Community Activation	Complete	Standard practice
18	The nature of agreements and conditions of use should be consistent across all facilities and require clubs to provide records of use and member numbers per season	refer 14	Community Activation	Complete Standard Practice	User Agreements, MOU's, License agreements and Leases prepared from standard template to ensure consistency.
19	Council should negotiate with the Crown to have consistent occupancy agreements for community facilities on public land so that they have the same type of agreement, conditions and tenure.	refer 14	Community Activation	Complete Standard Practice	CLS is continuing to review all agreements to develop a consistent approach. Council officers are working with CLS to progressively update all agreements.
20	Utilise the process of managing agreements to enhance communication between Council and user groups to share information about demand, assist with growing participation and facilitate club development.	refer 14	Community Activation	Complete Standard Practice	Recreation Officer building relationships with all clubs. Clubs and organisations are included in working groups when projects impact their facilities or operations. Community Activation Department works with Clubs and organisations on events, club strategic planning, facilities management and grant applications as required.
21	Organise discussion and networking opportunities to share ideas and information and aid sharing between user groups in each season.	Medium	Community Activation	Complete Standard Practice	Recreation Officer works with groups and facilitates communication and meetings where required. Joint working groups on projects are also established.

		Priority	Responsibility	Budget (year)	Current Status
					Partnership agreements are being developed with key community organisations to formalise working arrangements.
22	Encourage clubs or peak bodies to make capital contributions to the development of facilities <i>that are beyond the level council is reasonably expected to provide e.g. fit for purpose facilities</i> to: a) progress them to a higher quality; or b) enable these to be developed more quickly than otherwise possible; or c) provide more specialised surfaces than a community can otherwise afford.	Medium	Community Activation	Complete Standard Practice	Council has been working with State Bodies to gain maximum support and funding for local facilities including: Cricket Tasmania Football Federation Tasmania AFL Tasmania Council also works with clubs to assist them with grant applications for funding capital works.
23	A standard capital contribution agreement with a sunset clause should be struck with all user groups willing to make a contribution to a capital project	#22			
24	The capital contribution agreement should include the date and amount contributed and may include in-kind contributions if work is designed and project managed by Council. In return for the assistance, a user group should be offered a rental rebate for a specified term commensurate to the amount contributed. The agreement should acknowledge that the facility's ownership rests with the Council and sharing with other users is required unless all costs associated with the operation and replacement of the infrastructure is the user group's responsibility	#22			
25	An acknowledgement of a capital contribution by a user group should be made (i.e. a through a commemorative plaque and/or naming).	#22			
26	All users should pay a user fee that does not discourage use	High		Complete Standard Practice	Fees and Charges framework adopted by Council and now applied to all facilities and users.
27	Fees should be the same for the same type and quality of facility, regardless of the location.	High		Complete Standard Practice	New Fees and Charges framework adopted by Council June 2020 is now almost fully implemented.
28	Use should be allocated based on sessions, not seasons, to encourage other users	High		Complete Standard Practice	Fees and Charges framework adopted by Council offers both options for consideration for clubs according to need.
29	The price a user pays should be consistent with the same type of facility regardless of where the ground is	High		Complete	Fees and Charges framework adopted by Council reflects this.

		Priority	Responsibility	Budget (year)	Current Status
				Standard Practice	
30	User fees should reflect a proportion of costs only related to that use (marginal cost).	High		Complete Standard Practice	Fees and Charges framework adopted by Council reflects this.
31	Commercial or for-profit groups should have different rate of fees to Club users of facilities	High		Complete Standard Practice	Fees and Charges framework adopted by Council reflects this.
32	Users willing to share, and those providing for females, juniors, all-ability teams and masters users should pay less than other users	High		Complete Standard Practice	Fees and Charges framework adopted by Council reflects this.
33	Indoor centres should be co-located with schools and other facilities to enable cost sharing, maximise occupancy and the provision of a management presence and programming to increase use and income.	Med	GM	Complete Standard Practice	Working with Wynyard High School on Wynyard Sporting Precinct design process. Also in discussion with Somerset Primary School should precinct go ahead in that area.
PUBLIC TOILETS					
34	Adopt the siting and provision guidelines for public toilets in the Issues Paper	Medium	Asset Services	Complete Policy Adopted	All public toilets have been upgraded. New toilets planned for Yolla.
35	Ensure that all new toilets and all upgrades consider the principles of crime prevention and environmental design			Complete	Design Consideration for all new facilities. Retrofitting has occurred .
36	Use good lighting at all public toilets and use sensor lights where possible			Complete	Design Consideration. Retrofitting has occurred.
37	Ensure any future park toilets are positioned on street frontages and not internally in parks unless impractical due to the size of the park and if provided in association with specific facilities			Complete	Design Consideration for all new facilities.
38	Each time a toilet is to be upgraded and refurbished, ensure it is made more accessible			Complete	Design Consideration and all facilities have a DDA compliance requirement.
39	Encourage smart contemporary architectural design of new public toilets accommodating elements described in this strategy, including some standard colour identifier so as they are very easily identifiable as public toilets.			Complete	Design Consideration for all new facilities.

		Priority	Responsibility	Budget (year)	Current Status
40	Review and upgrade all directional and on-building signage relating to public toilets including way finding to ensure that signage is clear, consistent, and compliant and toilets facilities are clearly identifiable and convey a unified brand	Medium		Complete	A Council Signage Strategy has been developed. Signs will be upgraded over time with budget allocated each year.
41	Prepare a standardised guide and specification for signage of public toilets that meets relevant Australian standards and is clear for people with vision impairment	Medium		Complete	A Council Signage Strategy has been developed. Signs will be upgraded over time. Colour differentiation being used, Braille signs have been added to CBD and new toilet facilities.
42	Coordinate the development of one single quality source of information on toilets, that is mapped, and kept up to date and includes some basic information	Medium		Complete Standard Practice	National Public Toilet Register is being utilised and updated as required.
42	Ensure the design principles outlined in this document are brought into all design specifications for future toilets			Complete Standard Practice	Design Consideration for all facilities
44	Investigate and undertake a cost-benefit analysis or adding the ability to remotely open, close and lock all toilet facilities.	High	Asset Services	Complete	Lock facilities being changed as part of upgrades to toilets across municipality
45	Consider managing toilets with other agencies and community organisations	High	Asset Services	Complete	Contracts awarded for public toilets. Opportunities for clubs to take on management is investigated as part of capital projects e.g. BHB Master Plan, Multi-Purpose Facility and as opportunities arise e.g. Somerset Surf Club, Yolla
	SOMERSET				
47	Consider the need to provide access to a public toilet to serve Coastal pathway users.	High		Complete	Complete Toilet and adult change facility included at ANZAC Park
	BOAT HARBOUR				
50	Negotiate public access to toilets at the Surf Club	Med		Complete	Public toilets are included within the new Surf club building design.
	WYNYARD				
53	Ensure there are public toilets in the Sport and Recreation Precinct, Frederick Street Reserve and at the waterfront development	High		In progress	Included in concept design for each precinct and will be considered further during detailed design phase. The Waterfront Multi-Purpose Facility has included public toilets
	YOLLA				
54	Negotiate with a local business to provide a public toilet or open the toilet in the Recreation Ground for community use	High		In Progress 23/24	Budget allocated for public toilet at Yolla. Site is being finalised.

		Priority	Responsibility	Budget (year)	Current Status
COMMUNITY MEETING PLACES					
55	Create a directory of community spaces and advertise their availability and suitability for both community and commercial activities.	High	Community Activation	Complete Standard Practice	Available on website and at Council offices.
56	Work in close collaboration with and encourage schools, sports clubs and churches who have halls and spaces that may be suitable for arts, cultural and sporting activities, to allow their facilities to be used for community meetings and appropriate activities. Include these in an inventory of facilities available for community use and advertise their availability.		Community Activation	Complete	Standard business practice as opportunities arise.
57	Implement a more effective booking and management system for the halls under Council control. Additionally, the Council(s) should work with the willing current providers of community halls to develop an online booking system, advertise all halls for hire (regardless of ownership) and promote the activities conducted there.	High	Community Activation	Complete	Online booking facilities available. New website has improved promotion of available spaces. There is an online form for facility hire.
59	Ensure all sports club venues are available for community use and that there is some consistency in fees and charges to hire these, based on the type of facility, size and quality etc.	High	Community Activation	Complete Standard Practice	Fees and Charges framework adopted by Council reflects this.
60	Selectively upgrade the access into one large community meeting place and any internal toilet, in each town and village. Promote the accessible facilities to assist people when choosing facilities	Med	Community Activation	Complete Policy Position	BHB Masterplan Multi-Use Community Facility Wynyard Somerset Community Centre
61	Following the promotion of community facilities and the availability of a simple booking system that enables the accurate calculation of use, income and expenditure, hold a community consultation to discuss the facilities not well utilised.	Med	Organisational Performance	Complete Standard Practice and Policy Position	Review of Council assets is conducted as part of strategic asset management reviews.
62	Consider options to consolidate community meeting spaces in Wynyard, considering the redevelopment of the Football / Cricket facilities at the Recreation Ground	Med		Complete Standard Practice	Development of Precinct masterplans will / does consider provision of community meeting spaces
63	Consider opportunities to retain the public land but either gift the building to the community with the caveat that it be returned to Council for disposal/rationalisation if required or lease or sell the buildings for commercial / private uses	High	Organisational Performance	Complete Policy Position	Review of Surplus Land conducted, and blocks sold or re-purposed. Standard practice to review assets at a strategic level.

		Priority	Responsibility	Budget (year)	Current Status
65	If the Wynyard indoor recreation centre is to be expanded to multiple courts, consider designing this to accommodate space for large civic gatherings	Med		Closed	Not progressed.
67	Work to promote and revitalise the use of the Elma Fagan Hall through initiatives such as the Men's Shed. If usage does not increase investigate relocating it, allowing the hall to be used by campground customers or selling the building	Med	Community Activation	In Progress	Men's Shed located in Elma Fagan Hall. A broader asset review is underway.
68	Consider providing a community centre in Somerset in conjunction with the primary school, and the Somerset Sport and Recreation Precinct Master Plan	High	Community Activation	23/24	Working Group has been established and will consider options in conjunction with Somerset Sports Precinct Plan. Separately, plans progressing to establish Community Centre in Somerset within existing building.
69	Consider redeveloping a community meeting space in conjunction with the fire shed at Sisters Beach and encouraging the use of the Boat Harbour Life Saving Club for other community activities	High	Community Activation	Complete Policy Position	The Sisters Beach Working Group has considered options and following full community consultation has determined no further action will be taken. The BHSLSCLC is currently used by a variety of community groups the implementation of the BHB Masterplan will ensure this continues.
SOCIAL/FAMILY RECREATION AREAS					
70	Consider consolidating several small play parks in Wynyard (as identified in this plan) and further develop social/family recreation spaces at Gutteridge Gardens and in Anzac Park in Somerset which have high play value, and caters for all ages and abilities	High	Infrastructure & Development Services Community Activation	Complete	ANZAC park All Ability Playground is complete. East Wynyard Playground complete. Small playgrounds consolidation is being reviewed at the completion of key projects / new parks .
72	As residential development continues seek to provide strategically located social/family recreation parks of 1 hectare within approx. 500m of most houses to serve future generations.	High		Complete	Requirements considered and included in Settlement Strategy.
73	Investigate the development or consolidation of other playgrounds as opportunities arise, or budget becomes available, as identified in the locality analysis.			Complete Standard Practice	Occurring on project by project basis.
74	Enhance the accessibility of social /family recreation spaces to people with a disability and older adults.	High	Community Activation	Complete Policy Position	Requirements considered and included in Settlement Strategy. Also addressed as part of Community Wellbeing Plan, Age and Youth Friendly Plans. New Accessibility Strategy Developed and Working Group formed.

		Priority	Responsibility	Budget (year)	Current Status
FREEDOM CAMPING					
75	Encourage and promote camping as a recreation activity that benefits the community, in areas that are appropriate and sustainable.	High	Community Activation Tourism & Marketing	Complete	Public Camping Policy adopted. New camping facility established at Waratah and discussion underway regarding Wynyard Showgrounds.
76	Encourage the Cradle Coast Authority to engage with National Parks, Forestry, commercial providers and the crown, to develop a model where camping facilities are marketed, developed and managed collectively, throughout the region.	High	Community Activation Tourism & Marketing	Complete Ongoing Standard Practice	Tourism Tas. actively working in this area in readiness for new larger Spirit vessels.
77	Identify selected suitable sites for Freedom Camping with consideration of key features detailed in OSSR Report	High	Community Activation Development & Regulatory Services	Complete Standard Practice	Myalla Freedom Camping Site established. Wynyard location in final planning stages.
78	Signage of freedom camping should: <ul style="list-style-type: none"> • Specify parking is only for vehicles that are self-contained • Specify parking hours that minimise conflict with other users: (for example after 9 pm and before 7 am) • Restrict vehicles staying more than two nights stay in the designated area. 	High	Development & Regulatory Services	Complete Policy Position	Signage is being erected as required.
79	Review the strategic location of campgrounds and freedom camping areas (in conjunction with the Cradle Coast Authority, National Parks and local tourism associations) to ascertain whether or not there are sufficient facilities, and in strategic nodes, to provide benefits to the local community	High	Community Activation	Refer #77	Public Camping Policy adopted. Considered on a project basis.
80	Exclude prime foreshore, pedestrian and scenic locations from freedom camping areas, opting instead for areas that are close by to, but do not obscure, attractions	High	Community Activation Development & Regulatory Services	Complete Policy Position	Public Camping Policy adopted.
81	Install signage to control the movement and parking of camping vehicles	High	Development & Regulatory Services	Complete	Signs are/ will be erected as required.
82	Investigate design options for select designated car parks to make these more functional for large camper vehicles	Med		Complete Standard Practice	Design consideration for any new projects.

		Priority	Responsibility	Budget (year)	Current Status
84	Encourage local committee and clubs to support freedom camping at select local halls and recreation reserves	Med	Community Activation	Complete Standard Practice	Public Camping Policy adopted. Key stakeholders will be consulted during the development of the strategy and any action would need to be in line with policy once adopted.
85	Encourage campers to use local services by locating dump and water points adjacent to commercial outlets and service centres.	High	Tourism & Marketing Works & Services	Complete Standard Practice	Public Camping Policy adopted. RV Dump Point installed in Wynyard and included in Boat Harbour
86	Review (in conjunction with the Cradle Coast Authority, National Parks and local tourism Associations) the strategic location of campgrounds, and freedom camping areas.	Same as #79			
87	Work with industry partners to promote camping as a recreational activity, and Freedom camping, within the municipalities of Waratah-Wynyard and Circular Head (regardless of land ownership).	Same as #76			
88	Wherever freedom camping is promoted, outline the nearest available shops and restaurants and the other attractions, and utilise electronic media for promotional and informational dissemination and regulatory processes.	Med	Community Activation Tourism & Marketing	Complete Standard Practice	Destination Marketing Plan Tourism and Marketing strategies Signage Strategy adopted. Signage is being erected as required
SUSTAINABLE SPORTS FACILITIES					
89	Continue to develop sporting precincts with multiple grounds and facilities and shared support facilities.	Med	General Managers Office	Complete Standard Practice	Upgrades to Somerset Rec Ground complete. Wynyard Sports Precinct plans progressing
90	Consider supporting clubs and committees by providing turf management expertise on a shared basis for multiple sports facilities across multiple Councils.	Med	Parks & Gardens	Complete Standard Practice	Council in conjunction with the Wynyard Cricket have an arrangement for management of new turf wicket at Wynyard Rec. Ground.
91	Consider opportunities to encourage more social and casual community uses and programmed activities and community meetings in sports facilities.	Low	Community Activation Department	Complete Standard Practice	Officers provide recommendations for Clubs and organisations as the opportunity arises.
92	Where possible provide a shared perimeter path for exercise and social family recreation areas in conjunction with sporting infrastructure.	Low		Complete Standard Practice	To be considered as part of detailed design for new or upgraded facilities
93	Where possible consolidate separate support facilities such as clubrooms, canteen, storage etc. into one building envelope and locate on the perimeter of playing fields to allow more space for playing fields and other open space features.	Med		Complete Standard Practice	To be considered as part of detailed design for new or upgraded facilities

		Priority	Responsibility	Budget (year)	Current Status
94	Where possible negotiate access to school facilities for community or club use and explore partnership opportunities with schools for collocation or develop shared facilities, for example: <ul style="list-style-type: none"> • Further explore the development of the Wynyard High School grounds as part of the Wynyard Recreation Ground Precinct. • Further explore the development of a sporting precinct in conjunction with Somerset Primary School. 				
LANDSCAPE AMENITY AND CLIMATE CHANGE ADAPTION					
96	Acquire/ take foreshores and ridgelines not in public ownership, in the long term as part of development contributions.	High	Development Services Infrastructure and Engineering	Complete Standard Practice	Settlement Strategy developed with recommendations.
97	Introduce relevant planning controls/ policies to prevent inappropriate development in iconic, coast and river foreshore locations.	High	Development Services	Complete Standard Practice	Settlement Strategy developed with recommendations.
98	Ensure developments in strategic locations such as those above do not impact negatively on the aesthetics and landscape character of the area.	High	Development Services	Complete Standard Practice	Settlement Strategy developed with recommendations.
99	Protect these iconic landscapes and those providing important contributions to residential community, through landscape overlays, etc.	High	Development Services	Complete Standard Practice	Settlement Strategy developed with recommendations.
100	Further investigate issues associated with open space and sports facility management, to adapt to climate change.	High	Development Services Infrastructure and Engineering	Complete Standard Practice	Settlement Strategy developed with recommendations. Councils ICEP Plan was adopted August 2020
101	Consider the vulnerability of foreshores to the impact of climate change in the ongoing development of infrastructure.	High	Development Services Infrastructure and Engineering	Complete Standard Practice	Settlement Strategy developed with recommendations. Councils ICEP Plan was adopted August 2020 Geotec and erosion control reports completed for key locations and will inform any development.
MARKETING AND INFORMATION					
102	Continue to work closely and communicate with clubs, peak bodies and user groups in the planning, development, management and promotion of facilities and events.	High	Community Activation	Complete Standard Practice	As part of User Agreements and Fees and charges Schedule a key council contact is provided.

		Priority	Responsibility	Budget (year)	Current Status
103	Provide key contacts in Council to all clubs and users, and at facilities.	High	Community Activation	Complete Standard Practice	As above.
104	Advertise all community meeting places available for hire in both Councils, including those managed by Council.	High	Tourism & Marketing Community Activation	Complete Standard Practice	Listed on website.
105	Provide a combined directory of parks, sports and recreation facilities in different formats accessible to all people.	High	Tourism & Marketing Community Activation	Complete Standard Practice	Listed on website.
106	Promote routes and trails for walking and cycling including those accessible to people using mobility devices.	High	Tourism & Marketing Community Activation	Complete Standard Practice	Listed on council and regional websites as well as activity-based websites. Information available at Wonders of Wynyard
107	Hold regular activities to enhance communication between clubs, users of facilities and the Councils.	High	Community Activation	Complete Standard Practice	Regular contact with clubs is maintained, clubs are included on working groups where activities will impact on clubs.
108	Include more information about the history of facilities and places of interest in any promotional information.	Low	Tourism & Marketing	Complete Standard Practice	Interpretive signage is now considered as part of key projects – currently Fossil Bluff Masterplan, Table Cape upgrades and BHB Masterplan include the installation of historical, cultural and other interpretive signage.
109	Promote the benefits of parks, physical and social recreation activities – especially for older adults as these may not be widely known.	Med	Complete Standard Practice	Complete Standard Practice	Council's Health and Wellbeing Plan and the Youth and Age Friendly Plans promote through annual actions plan.
110a	Encourage users to report issues and damage to infrastructure in open space and facilities.	High	Community Activation	Complete Standard Practice	Customers are encouraged to call council or visit the website to report issues.
ACQUIRING AND DISPOSING OF OPEN SPACE					
110b	The sale of open space or land with community infrastructure on it is not an effective way of revenue raising especially for small capital projects – which may be more easily sought through grants, etc.	Low	General Managers Office Organisational Performance	Complete NFA	Noted – No action required. Council assets would only be sold if surplus to requirements following a clear legislative and community engagement process.

		Priority	Responsibility	Budget (year)	Current Status
111	Before contemplating sale or transfer of community land: <ul style="list-style-type: none"> • Assets of low value should be promoted, and users engaged to ascertain their current value and alternatives • Expressions of interest, and potential commercial uses of sites should be explored • Options for gifting or relocation of the building should be considered preferable to selling the land. 	Low	General Managers Office Organisational Performance	Complete NFA	Noted – No action required. Council assets would only be sold if surplus to requirements and a community consultation process is included in the decision-making process as per legislative requirements.
112	Funds derived from the disposal of public open space should primarily be used for the acquisition of, and then secondarily the development or improvement of the open space network.	Low	General Managers Office Organisational Performance	Complete NFA	Noted – No action taken. Use of funds will be driven by Council funds, strategies and priorities at time of sale.
113	The disposal of public open space shall only be considered in cases where such disposal is demonstrably beneficial to the public open space network and the land for disposal is identified in an adopted open space strategy or equivalent.	Low	General Managers Office Organisational Performance	Complete NFA	Noted – No action required. Council assets would only be sold if surplus to requirements or if was part of a consolidation as part of the Open Space Sport & Recreation Plan. Community Consultation would be a key part of the decision-making process
114	Funds derived from the disposal of any public open space or community land should be added to a fund used for open space contributions (Open Space Development Fund), and the details of the nature of use of the fund and locality where spent should be recorded.	Low	General Managers Office Financial Services	Complete NFA	Noted – No action taken. Use of funds will be driven by Council funds, strategies and priorities at time of sale.
115	Funds derived from the disposal of public open space should be allocated in line with community needs, and an adopted Strategy or Plan.	Low	General Managers Office Financial Services	Complete NFA	Noted – No action required. All projects and allocation of funds are primarily determined by community need.
117	Adopt the assessment criteria (as provided above) to assess any open space and community infrastructure proposed for divestment.	Low	General Managers Office Organisational Performance	Complete NFA	Any public land to be considered for divestment will be considered as per legislation and in line with Council Strategy and adopted Plans

OPEN SPACE SPORT & RECREATION PLAN - RECOMMENDATIONS BY ISSUES PAPERS

		Priority	Responsibility	Budget (year)	Current Status
KEY RECOMMENDATIONS - WYNYARD					
118	Develop the regional Coastal Path to Somerset and Burnie, (including a connection to the airport and Frederick Street Reserve) with a right of way along the rail corridor route north towards Smithton and west. This path will require negotiation with property owners.	High	Engineering & Projects	23/24/25 In Progress	Coastal Pathway plans are complete with funding secured. State funding to address coastal erosion has been secured and works have commenced.
119 Refer to #94	Develop two consolidated sporting precincts to serve the Town, at the Recreation Ground/ Indoor Sport Centre and Wynyard High School, and Frederick Street Reserve, which would include further development of the indoor sports ball courts and gymnastics.				
120	Plan several trail circuits around the town for incremental construction and enhancement. These will be important to encourage more residents to walk for health outcomes, in addition to providing access to school, community facilities and destinations without having to drive.	High Med		Complete Standard Practice	Inglis River walking track upgraded with a second round of upgrades included in 23/24 budget. Additions to the Coastal Pathway will remove gaps in the trail. New Boardwalk completed. Nurses Retreat/Eastern Foreshore pathways completed. Fossil Bluff and Tablecape walk upgrades to occur.
121	Consider infrastructure to serve events at Frederick Street and in the vicinity of the sailing club and foreshore in Gutteridge Gardens, retaining good public access to the foreshore, and a high-quality landscape in keeping with the significance of this site.	High Med	Infrastructure & Development Services	Complete	The Waterfront Masterplan actions are complete. Multi-Purpose Facility & Yacht Club Camp Creek rehabilitation complete.
122	Protect the existing significant trees along the River and Camp Creek and undertake tree planting to enhance the landscape amenity of all reserves as well as streetscapes generally, for walking and cycling.	Low- Med	Parks & Reserves	Complete Standard Practice	Completed.
123	Consider consolidating the number of sites with play equipment, providing strategic hubs along the coast, central to the town in the west, and to the north, that can provide social/family recreation spaces for the Wynyard community in the long-term.	Med	Parks & Reserves	Complete Standard Practice	ANZAC park East Wynyard Foreshore BHB Masterplan Wynyard Sports Precinct

		Priority	Responsibility	Budget (year)	Current Status
124	Relocate the Freedom Camping area from the Showground to a location such as Lions Park behind Wynyard and the dump point to provide greater access to self-contained caravans and campervans.	High	General Managers Office Community Activation	Complete	Lions Park explored but not progressed. Showground arrangements to be enhanced.
125	Protect the Wynyard Golf course land (especially the foreshore) as open space using planning zones and overlays, as it is an important scenic backdrop to the town.	Med	Infrastructure & Engineering Development Services	Complete Standard Practice	ICEP Plan adopted June 2020 Settlement Strategy adopted and includes recommendations.
126	In further urban development along the coast towards Somerset, seek to protect the landscape amenity of the foreshore and take large open spaces as part of a subdivision in strategic nodes only, rather than as small pocket-parks.	Med	Infrastructure & Engineering Development Services	Complete Standard Practice	ICEP Plan adopted June 2020 Settlement Strategy adopted and includes recommendations.
127	Ensure that all river and coastal foreshore land is protected in public ownership, and where possible, facilitate adequate space in any development for the expansion of a track or trail along the foreshore.	Med	Infrastructure & Engineering Development Services	Complete Standard Practice	ICEP Plan adopted June 2020 Settlement Strategy adopted and includes recommendations.
128	Consider encouraging greater use of the new cricket and football rooms, the bowls club and the golf club rooms for community activities, reducing the need for multiple small community meeting spaces. Retain the Railway Institute Hall abutting the future rail trail.	Med	Community Activation	Complete Standard Practice	Officers provide recommendations for Clubs and organisations as the opportunity arises. The need for Community spaces will be considered on a case by case basis.
KEY RECOMMENDATIONS - SOMERSET					
129	Consider developing a sports and community precinct in conjunction with the school that will provide 3 soccer pitches, 1 or 2 AFL/cricket grounds, and a minimum of 4-6 tennis courts. In the longer-term, include a two-court basketball stadium. Following this development—consider allowing the divestment of Langley Park, the Somerset Soccer Ground and the tennis club site.	High	Community Activation General Managers Office	2023/24/25 In Progress	A working group has been established. This group will review options and make recommendations to Council.
130	If a two-court indoor facility is developed in conjunction with the Somerset Primary School, develop the indoor sports centre site into a town park, and create a connecting off-road trail to the Coastal Path.	Low	Community Activation	#129	Refer above

		Priority	Responsibility	Budget (year)	Current Status
131	Develop a network of trails around Somerset to connect sport, shopping, community facilities, the school and the foreshore, as well as around the larger reserves, such as the cemetery and proposed sporting precinct.	Med			Not yet progressed
132	Develop Anzac Park as a higher quality unique multi-aged, accessible play space with high play value.	High	Community Activation Infrastructure & Development Services	complete	All Ability Playground and Adult Change Facility completed April 2023
133	Consider rationalising the two small play spaces at Ronald and Oonah Crescent and replacing these with one high-quality play space to serve the south area of Somerset.	Med	Infrastructure & Development Services	Not yet progressed	This will be considered now that ANZAC Park playground has been completed.
134	If Langley Park and the soccer ground are divested, retain the vegetated area along the north of these areas for conservation and landscape amenity, and provide a road easement between the open space and any development.	Med	Infrastructure & Development Services	Closed	No current plans to divest.
135	Seek to provide a safe connection with the Cam River and Anzac Park under or over the highway.	Med	Infrastructure & Development Services	Complete	State Growth to build walkway under the Cam River Bridge to join Cam River and Anzac Park as part of the Bass Highway Upgrade Project.
136	Investigate opportunities to acquire the land on the corner of the Bass and Murchison Highways to provide parking for the Cam River and Anzac Park precinct. Allow the realignment of the road; and develop the river corridor as a social/family recreation area, and the pullback facilities off the foreshore.			Complete	Land acquisition is not possible due to Bass Highway upgrades and approval of development application.
137	Enhance the streetscapes, sports facilities, and open spaces in Somerset by a major tree planting program.		Parks & Reserves	Complete	Streetscape upgraded as part of Somerset CBD Upgrade. Sports facilities and open space will be considered as part of landscaping design during the Sports Precinct development projects
138	Continue to develop Cam River as a water-based recreation node especially for non-powered recreational craft; and protect the environmental quality of the hill above which is integral to the value and the amenity of the site.	High	Infrastructure & Development Services	Complete	Cam River Reserve Masterplan actions are being progressed; playground removal and public art installations will occur in first quarter 2024.
KEY RECOMMENDATIONS - SISTERS BEACH					

		Priority	Responsibility	Budget (year)	Current Status
174	Develop a small community meeting place and potentially additional social/family recreation facilities in conjunction with the Tas Fire facility or the central community space	High	Community Activation	Complete	In conjunction with community Working Group Public Toilets and a Sisters Beach Recreation / Skate Park have been completed. The Working Group in conjunction with full community consultation determined that a Community Facility would not be built.
175	Prepare a simple master plan for a community park area creating a functional interface with the adjacent residential land.		Community Activation	Complete	Completed, playground area established, public art installation has occurred.
176	Provide an off-road circuit trail around Sisters Beach to the foreshore, the boat ramp, and the subdivision in the south, and to Lake Llewellyn and consolidate tracks and trails in other locations.	Low			Not yet progressed
177	In the long-term, identify partners to assist with the development recreation area for water-based recreation at Lake Llewellyn.	Low			Not yet progressed
178	Provide several overnight parking spaces for ARV's off Honeysuckle Avenue	Med	Community Activation	20/21	Public Camping Policy adopted; sites considered in terms of policy.
179	In any future subdivision, ensure the street pattern is permeable rather than circular with cul-de-sacs. Any further access ways should be generous with a minimum of 10m wide to provide a prominent off-road trail with a landscape buffer adjacent to residential properties.	Low	Development Services	Complete	Settlement Strategy adopted and includes recommendations.
180	Develop only several key access points to the beach from Irby Boulevard.			Complete	Access ways have been rationalised as part of recent and ongoing infrastructure works.
KEY RECOMMENDATIONS - BOAT HARBOUR					
181 Refer #50	In the long-term, relocate the toilet block off the foreshore and negotiate with the lifesaving club to provide public access to a toilet	High		Complete	Masterplan includes toilet relocation to new Surf Club building.
182 Refer #50	Restrict access to the foreshore for ARV's.	High		Complete	Overnight camping has been prohibited in Boat Harbour Beach.
183	In the infrastructure plan currently being undertaken, consider upgrading the small reserve at the back of the foreshore with the current play space, and include picnic facilities, and trees.	High		NFA	The Boat Harbour Beach masterplan has addressed this matter.

		Priority	Responsibility	Budget (year)	Current Status
185	Investigate the opportunity to negotiate with the private owner to upgrade the tennis court in an accommodation premises and allow some community use.	Low		In progress	Initial discussions have been held with internal investigations ongoing.
186	Seek to provide an off-road trail loop west of the village and back to the highway	Med	Infrastructure & Development Services	NFA	Alternate access to Boat Harbour Beach has been considered and rejected. Existing Fire Service access provides additional exit point in an emergency.
KEY RECOMMENDATIONS - YOLLA					
196	Consider providing more of trail circuit around town connecting to the Myrtle Park village.	Low			Not yet progressed
197	Assist the local sports clubs to upgrade the cricket nets and umpires' rooms	Med		Complete	Umpires' rooms completed, Club to look at grants for nets.
198	Consider improving the site adjacent to the general store with seats and tables as a wayside stop, encouraging travellers to stop at the town.	Med			Not yet progressed
199	Negotiate with a local business to maintain the picnic sport and local paths, and to provide access to a toilet for the public. Alternatively, keep a toilet at the Recreation Ground open space for public use	Med		In Progress	Site identification for public toilet remains underway.
200	Retain public land abutting the recreation reserve – for future expansion if required long term.	Med			Not yet progressed
KEY RECOMMENDATIONS - WARATAH					
201	Continue to promote Waratah as a unique heritage and scenic place to visit and stay. Consider marketing facilities to schools and sports for camps, for example.	Med		Complete Standard Practice	Marketing and promotion of Waratah is considered by the Waratah Tourism Plan, The Waratah-Wynyard Destination Action Plan and Regional Tourism Plans.
202	Consider allowing the rainforest to revegetate in select reserves around the township thereby reducing mowing and enhancing the diversity of landscape settings in the town.	Low			Not yet progressed
203	Promote the golf course and indoor recreation facility and character of the town as an affordable place to live.	Low			Not yet progressed

		Priority	Responsibility	Budget (year)	Current Status
204	Develop an integrated network of pathways around the town, including a pathway around the full lake foreshore	Low			Not yet progressed

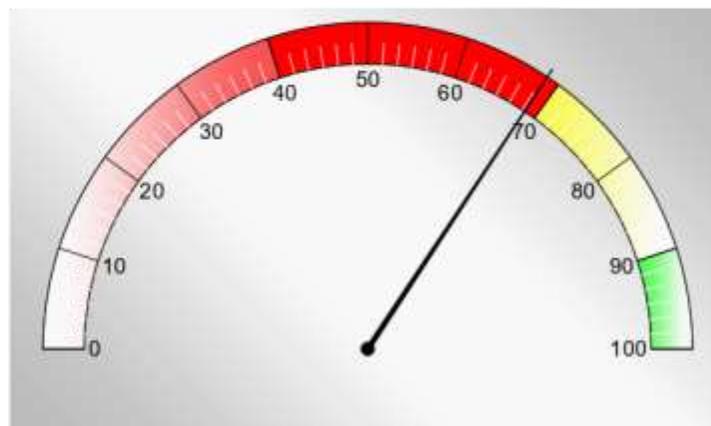


Departmental Monthly Performance Report

September 2023

Departmental Monthly Performance Report

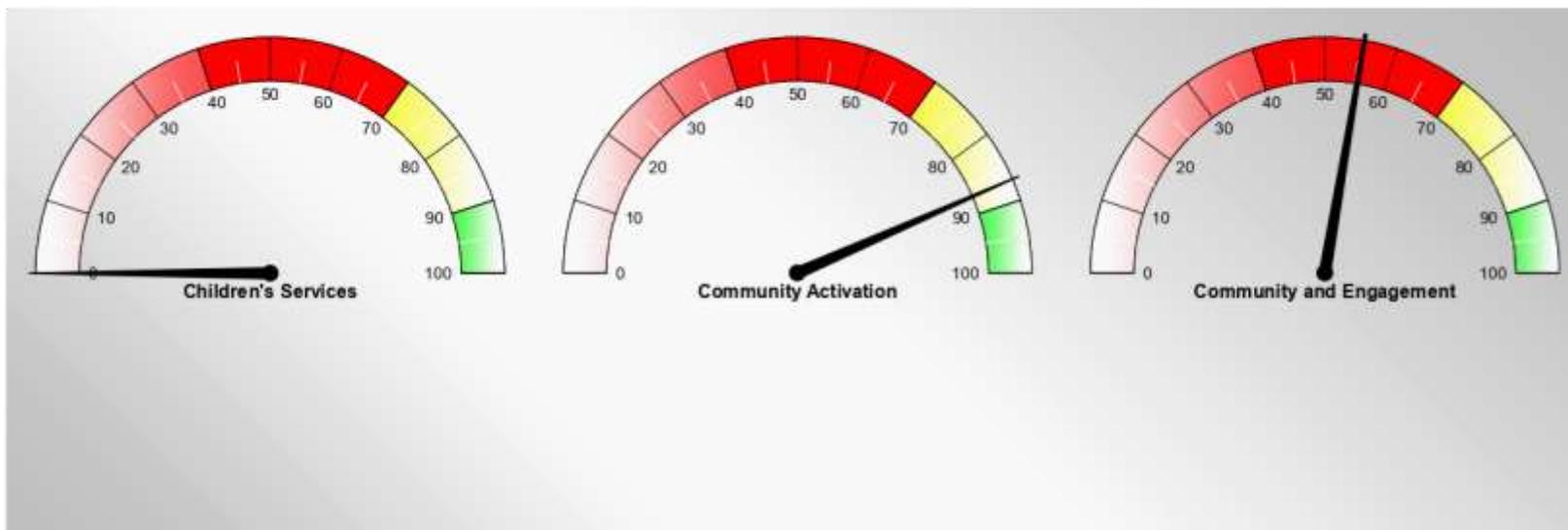
Monthly Progress against Actions



<i>Description</i>	<i>Indicator</i>
50 Actions reported on	
27 Actions at least 90% of monthly target	■
5 Actions between 70 and 90% of monthly target	■
18 Actions less than 70% of monthly target	■
0 Ongoing Actions	
0 Deferred Actions	
0 Actions with no target set	
0 Incomplete Actions	

Departmental Monthly Performance Report

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Children's Services	1	0	0	1	0	0	0	0
Community Activation	10	10	0	0	0	0	0	0
Community and Engagement	8	1	1	6	0	0	0	0



Departmental Monthly Performance Report - Community and Engagement



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Children's Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.2 Encourage community providers to be welcoming, supportive and inclusive, and to provide for all ages, abilities and cultures.							
4.1.2.1 Review and develop a new WaraWyn Early Years Reconciliation Action Plan.		Wendy Richards	30/06/2024	N/A	24	0	



Departmental Monthly Performance Report - Community and Engagement

Community Activation

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.							
1.3.1.3 Investigate a Youth Council operating model to increase youth participation.	The WWYL will attend a WWC meeting together to have a first hand experience of what occurs at Council meetings. This is tentatively scheduled to occur for the October meeting. WWYL is interested in the model of Mini Mayor, similar to CHYL, and is investigating this model further. WWYL are also interested in further investigating the Burnie Works and Devonport models.	Bronwyn Folden	30/06/2024	N/A	24	40	
Future Direction: 3 Connected Communities							
Strategy: 3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.							
3.3.2.1 C/Fwd: Establish an enclosed dog exercise area in Wynyard.	Work with the Wynyard Show Society regarding developing a fully enclosed off-leash dog park at the cattle pavilion area of the Wynyard Show Grounds is ongoing. New design plans have been created, based on feedback received from Cr Hyland. These have been shared with the Show Society.	Bronwyn Folden	30/06/2024	N/A	24	40	
Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.							



Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.5.1.1 Deliver year four actions of the Health and Wellbeing Plan.	Year four actions of the Health and Wellbeing Plan remain on track. Recent activities include the first meeting of the Accessibility Working Group, Round One Community Activation Grants having unprecedented applications and the commencement of the 2023 Spring-Loaded month-long program of activities and events to activate the community.	Bronwyn Folden	30/06/2024	N/A	24	40	
3.5.1.2 Deliver year four actions of the Age-Friendly Communities Plan.	Delivery of year four actions for the Age-Friendly Communities Plan remain on track. Recent activity includes ongoing work with numerous community groups and clubs to organise events for the Spring-Loaded program. The positive relationship between Council and U3A, The Wynyard Band, Senior Citizens, Community Garden and others is ongoing.	Bronwyn Folden	30/06/2024	N/A	24	40	
3.5.1.3 Deliver year four actions of the Youth Plan	Delivery of Year Four Actions in the Youth Plan remains on track. Membership in the Waratah-Wynyard Youth Leaders has grown, with the group now stronger in numbers than it has been in recent years. The Youth Leaders have been involved in a range of projects and initiatives, including supporting the Samaritan's Purse Christmas Drive, raising awareness for homelessness and involvement in Spring Loaded activities, including the Drive-In Movie event.	Bronwyn Folden	30/06/2024	N/A	24	40	



Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.5.1.4 Implement Public Art projects in consultation with the Public Art Advisory Group.	A large mural for the Wynyard area was selected by the PAAG as their 2023/24 project. An EOI was distributed within the community, with strong interest received. The EOIs have now gone to the PAAG to review and make recommendations on the successful artist.	Bronwyn Folden	30/06/2024	N/A	24	40	
Strategy: 3.5.2 Become a 24/7 accessible council through the use of technology.							
3.5.2.1 Enhance and promote the online calendar.	The online calendar process has been discussed and is now formally documented. This process has been shared across Council to relevant stakeholders. An online promotion campaign to promote the use of the online calendar has been created and scheduled for social media posting. Community Activation Team members will work with their community groups to raise awareness of the calendar and how to populate it. Information regarding the calendar has also been shared with the WOW.	Bronwyn Folden	30/06/2024	N/A	24	100	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.2 Encourage community providers to be welcoming, supportive and inclusive, and to provide for all ages, abilities and cultures.							
4.1.2.2 Development of a Council Reconciliation Action Plan (RAP).	Council has engaged the help of Reconciliation Tasmania to provide consultancy services as WWC goes through the process of preparing a RAP. The work involved with developing the RAP is significant and, even with the support of Reconciliation Tas, will require significant coordination and input. The invoice has been paid, and work will commence on the RAP in early 2024.	Bronwyn Folden	30/06/2024	N/A	24	40	
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							

October 04, 2023



Page 7 of 22

Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.3.1.2 Establish an inclusion group to support the implementation of the Accessibility Strategy	A Draft Accessibility Strategy has been created and put out to the public to receive feedback. The community was invited to put forward an Expression of Interest to register their desire to be a part of the Accessibility Strategy Working Group. The working group is made up of a number of members of the community, Councilors and Council staff. The first meeting of the working group has been held in September. The group is currently looking over the DRAFT strategy to provide feedback, particularly in reference to the Action Plan.	Bronwyn Folden	30/06/2024	N/A	24	40	
4.3.1.3 Develop Frederick Street Sports Complex Master Plan.	An Expression of Interest was put out to the community requesting people to self-nominate to join the Frederick Street Working Group. Despite some good interaction on social media, not many responses were received. Regular users and stakeholders of the Frederick Street Reserve were then contacted and requested to nominate a member/s of their group to be a part of the Frederick Street Working Group. Officers have worked with the groups to help them identify representative/s. The first meeting of the group will be scheduled to occur in October or November.	Bronwyn Folden	30/06/2024	N/A	24	32	



Departmental Monthly Performance Report - Community and Engagement

Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.1.1 Commit to best practice in community engagement.							
1.1.1.1 Review and adopt a revised Communication and Engagement Strategy	Planning underway. External training on contemporary best practice in Local Government Communication booked for 3 weeks over October. A revised strategy is scheduled to be started in November 2023.	Rachael Hogge	30/06/2024	N/A	24	19	
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.2 Undertake a review of services provided in Waratah to ensure the best value is provided for the community.		Tracey Bradley	30/06/2024	N/A	24	0	
Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.							
1.3.1.1 Undertake year two actions of the Waratah Community Plan 2022-2025.		Tracey Bradley	30/06/2024	N/A	24	0	
Future Direction: 3 Connected Communities							
Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.							
3.3.1.1 Design and Planning for the Upgrade of the Warawyn Early Learning Centre.		Tracey Bradley	30/06/2024	N/A	24	0	
Strategy: 3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.							
3.3.2.2 C/Fwd (3.3.2.1): - Implement the actions arising from the Cemetery Strategy.	Meeting set up with Works Support Coordinator to schedule Year One Actions arising from the Cemetery Strategy.	Bronwyn Folden	30/06/2024	N/A	24	16	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.							
4.1.1.2 Undertake consultation and determine the future direction for the Somerset Sports Precinct.		Stephanie Hanson	30/06/2024	N/A	24	0	
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							

October 04, 2023



Page 9 of 22

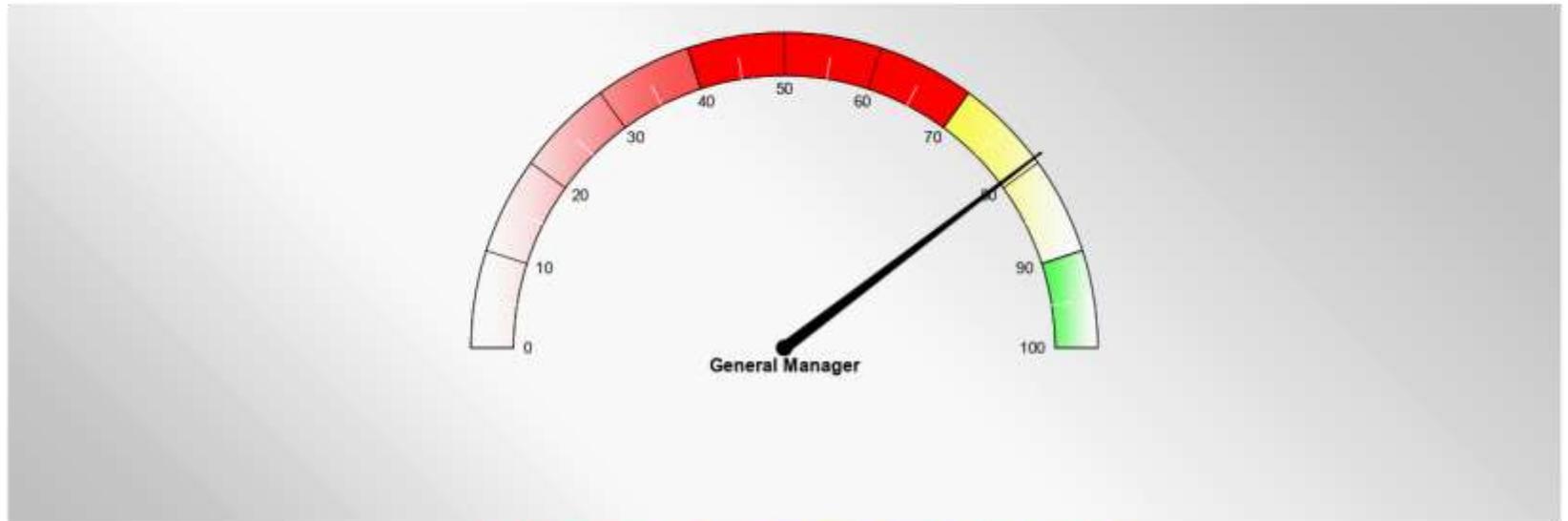
Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.3.1.4 Undertake consultation and construction for the renewal of the Sisters Beach Playground.	Looking to do the consultation regarding the playground at the same time as the Sisters Beach Erosion consultation. This will enable Council and the community to view the entire area together and plan strategically to ensure the area meets the needs of the community.	Bronwyn Folden	30/06/2024	N/A	24	16	
Future Direction: 5 Economic Prosperity							
Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.							
5.1.3.1 C/Fwd: Seek funding to progress the Table Cape Lookout amenities	Council is working with architects on a detailed design, which can then be used for future funding applications as opportunities arise. Design expected by early October - at which time Council will undertake some community consultation around the concept. Detailed budgets are being prepared by the consultants. These are required prior to considering funding options.	Rachael Hogge	30/06/2024	N/A	24	82	



Departmental Monthly Performance Report - General Manager

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
General Manager	3	2	0	1	0	0	0	0



Departmental Monthly Performance Report - General Manager



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

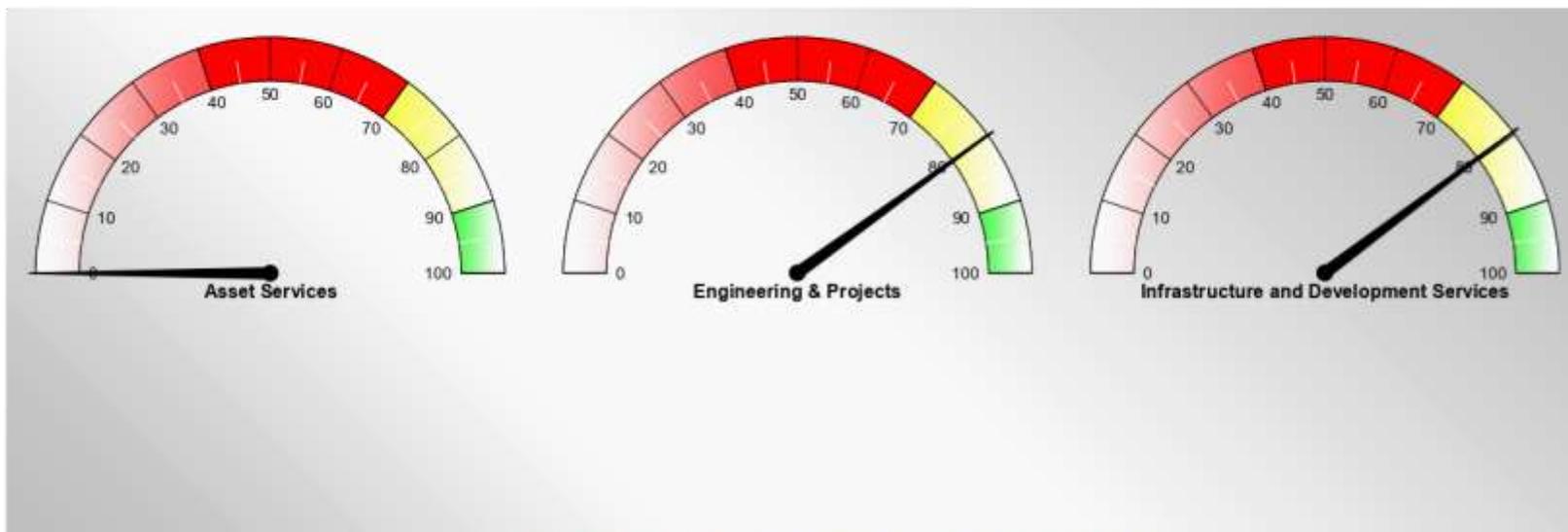
General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.							
1.3.1.2 Advocate for positive outcomes for the Waratah Wynyard community in local government reform, including ensuring that service levels are maintained, local representation is maintained, and the financial status of the community is strengthened	Council has participated in all processes to date. Council appeared at the hearings with the Local Government Board on 21 August. We now wait for release of the final report, expected in early November.	Shane Crawford	30/06/2024	N/A	24	75	
Strategy: 1.6.1 Encourage increased participation by all stakeholders.							
1.6.1.1 Implement a Councillor Professional Development Program.	A professional development program has been developed for councillors. The first session, education on the Voice referendum, has been undertaken. Social Media training is scheduled for late September.	Shane Crawford	30/06/2024	N/A	24	50	
Future Direction: 2 Organisational Support							
Strategy: 2.6.1 Promote Best Practice and foster innovation.							
2.6.1.1 Develop and implement a Workforce Development Plan.	Early work is underway on this document.	Shane Crawford	30/06/2024	N/A	24	5	



Departmental Monthly Performance Report - Infrastructure and Development Services

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Asset Services	1	0	0	1	0	0	0	0
Engineering & Projects	11	5	1	5	0	0	0	0
Infrastructure and Development Services	11	7	3	1	0	0	0	0



Departmental Monthly Performance Report - Infrastructure and Development Services

-  At least 90% of monthly Action target achieved
-  Between 70 and 90% of monthly Action target achieved
-  Less than 70% of monthly Action target achieved

Asset Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.							
1.5.1.1 Undertake agreed annual actions arising from Council's Asset Maturity Assessment.		Jonathan Linden	30/06/2024	N/A	24	0	

Departmental Monthly Performance Report - Infrastructure and Development Services

Engineering & Projects

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 3 Connected Communities							
Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.							
3.3.1.2 C/Fwd: Upgrade of Waratah Community Hub facility	Works have been awarded and will commence in Feb 2023	Dana Hicks	30/06/2024	N/A	24	33	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							
4.3.1.5 Undertake consultation and construction for the upgrade of the Waratah Lake Playground.	Concepts for consultation and costings have been developed	Dana Hicks	30/06/2024	N/A	24	20	
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.1 C/Fwd: Complete construction of the Waratah Rail Bridge.	The State Government has allocated funds for the project and a funding deed was received in late 2022. Advertising for tenders has occurred. Project awarded to Tas Marine constructions. Off site fabrication in process. site commencement in October 2023	Gary Neil	30/06/2024	N/A	24	50	
4.4.2.4 Implement actions of the Fossil Bluff and Surrounding Trails Master Plan.		Kassandra Steward	30/06/2024	N/A	24	0	
4.4.2.5 Implement actions of the Wynyard Sporting Precinct Master Plan.	Wynyard High School oval (Oval 3) . Tender awarded and site occupation mid September 2023. To be complete late December 2023 Cricket nets . Site works have commenced . Addressing a service issue withy Taswater	Gary Neil	30/06/2024	N/A	24	15	
Future Direction: 5 Economic Prosperity							
Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.							
5.4.2.1 C/Fwd: Undertake Big Creek flood mitigation works.	Investigation into alternative design options is being undertaken to provide a more effect flood mitigation outcome.	Corey Gould	30/06/2024	N/A	24	40	

Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.4.2.2 C/Fwd: Undertake Port Creek flood mitigation works.	Design and costings finalised. Tender awarded to Gradco. Works scheduled to start mid Nov.	Brendon Hicks	30/06/2024	N/A	24	65	
Future Direction: 6 Transport and Access							
Strategy: 6.1.1 Develop service levels to inform the delivery of a transport network that affordably meets demand and transparently communicates accepted risk.							
6.1.1.1 Undertake a review of the Transport Service Level and Asset Management Plan.	To date, Council staff have reviewed the current practice of road shoulder maintenance and identified that improvements will be required moving forward. Other task completed include, reviewing roadside retaining walls, current road hierarchy and roadside drainage maintenance options.	Daniel Summers	30/06/2024	N/A	24	33	
Strategy: 6.2.1 Plan for a priority access network for freight.							
6.2.1.1 Construction of the Coastal Pathway	Project has been designed and documented. Tender awarded for project delivery. WWC approvals process to be progressed. Awaiting Crown consent to lodge a DA	Gary Neil	30/06/2024	N/A	24	5	
Future Direction: 7 Environment							
Strategy: 7.3.1 Facilitate education and awareness of climate change risks to the community and property owners.							
7.3.1.2 Implement action plan of the Sustainable Environmental Advisory Panel (SEAP).	Updated action plan endorsed by Council at the August meeting. Completed actions to date include creation of an Eco Fair as part of the Spring loaded program and updates to the Sponsorship signage policy to exclude sponsorship from fossil fuel based companies	Dana Hicks	30/06/2024	N/A	24	15	
Strategy: 7.3.3 Innovative and sustainable design is encouraged through forward thinking and planning.							
7.3.3.1 Undertake stormwater modelling for urban catchments in accordance with the Stormwater System Management Plan.	Likely carry forward due to resource limitations.	Corey Gould	30/06/2024	N/A	24	0	

Departmental Monthly Performance Report - Infrastructure and Development Services

Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.1 Upgrade Stormwater infrastructure at Somerset	Design for package of works is in the final stages with an intent to release tender documents prior to Christmas.	Corey Gould	30/06/2024	N/A	24	32	
Future Direction: 3 Connected Communities							
Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi							
3.1.1.1 Implement the agreed actions arising from the Settlement Strategy.	Three locations for the implementation of pause places have been identified, being Camp Creek, Port Creek mouth and the Coastal pathway rest stop, north of Bruces Cafe. An additional location at the Sisters beach, creek estuary location is being investigated.	Daniel Summers	30/06/2024	N/A	24	20	
Strategy: 3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.							
3.3.2.3 C/Fwd (3.3.2.1): - Construction of a public toilet at Yolla.	Multiple sites in Yolla have been investigated (refer to August 2022 agenda report). Two sites have been identified as being the preferred options due to the proximity to town, visibility, space and technical feasibility. Council is yet to achieve a successful negotiation with the landowners of these sites.	Dana Hicks	30/06/2024	N/A	24	30	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.							
4.1.1.1 Continue progressing the Boat Harbour Beach Master Plan in conjunction with the working group and Boat Harbour Beach Surf Life Saving Club.	Development approval secured for the project. Detailed design for precinct 50% complete. Final plans due late October 2023 Project delivery - to be considered as a separate action	Gary Neil	30/06/2024	N/A	24	80	



Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							
4.3.1.1 C/Fwd: Undertake Erosion Mitigation Works at ANZAC Park to protect Council assets from sea level rise	The project to install a buried seawall was tendered, however tender submissions were above budgeted expectations. It has been resolved to progress the second option of the Alluvium report to provide foreshore protection in this area, being mass planting and sand management. Propagation of seedling to facilitate planting is underway.	Corey Gould	30/06/2024	N/A	24	41	
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.2 Implement year 2 actions contained in the East Wynyard Foreshore Master Plan	Car park adjoining the playground has been completed. Boardwalk replacement works have also been completed. New specimen trees were selected and planted following a multi-staged consultation process. The design for the upgrades to the market storage shed has been completed following consultation with the market coordinator/s. A pedestrian crossing is currently in the detailed design phase.	Dana Hicks	30/06/2024	N/A	24	80	
4.4.2.3 Implement year 4 actions of the Cam River Master Plan.	Some of the entry plantings have been completed. Fencing to the highway junctions is currently on hold until the State Government bridge works are complete, forecast end of works in April 2024.	Dana Hicks	30/06/2024	N/A	24	20	
Future Direction: 6 Transport and Access							
Strategy: 6.1.2 Prioritise and address service gaps with a road hierarchy.							
6.1.2.1 Undertake footpath linkage improvements.	Hogg Street footpath and Jackson Street (adjacent St. Vincents) footpath works complete.	Corey Gould	30/06/2024	N/A	24	100	
Future Direction: 7 Environment							
Strategy: 7.1.1 Divert waste from landfill and build awareness around sustainable waster generation and management.							

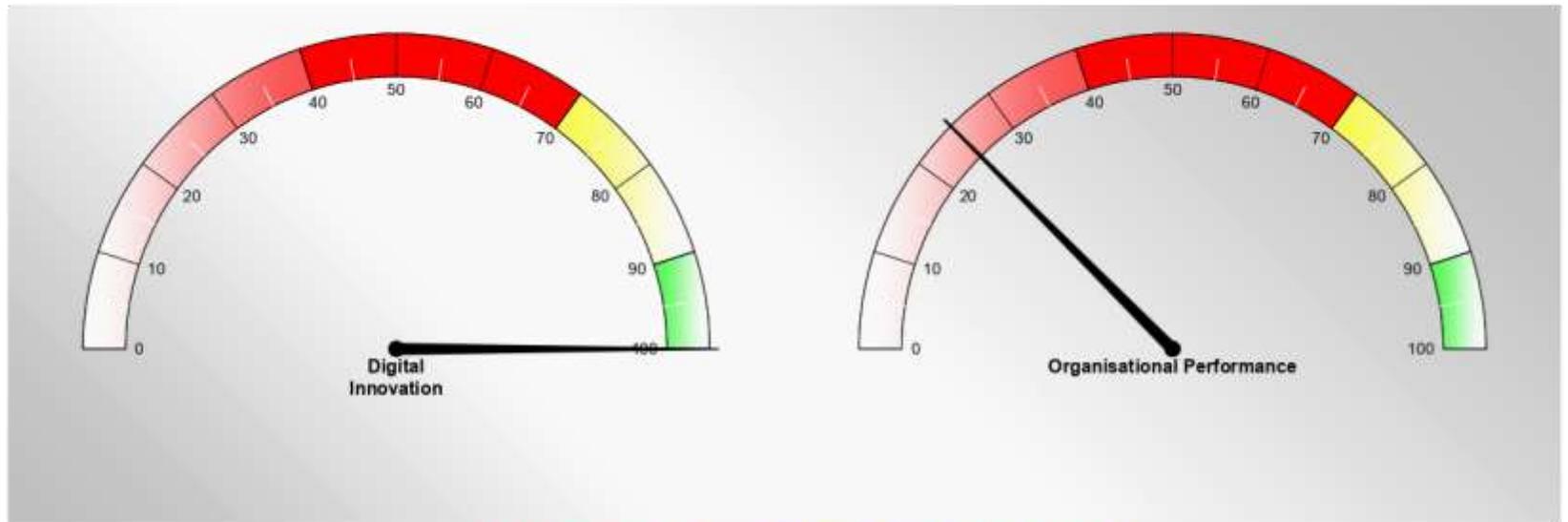
Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
7.1.1.1 Implement Year 5 actions of the Waste and Resource Recovery Strategy	Improvements are being made to material separation stock piling at the waste transfer station. In addition to this, updated tracking software, necessary for the state waste levy requirements have been scoped and planned.	Dana Hicks	30/06/2024	N/A	24	20	
Strategy: 7.2.1 Support and foster community led adaption and initiatives.							
7.2.1.1 Undertake Stage 2 estuary works in partnership with the Sisters Beach WildCare Group.	Works have been procured and scheduled for late November.	Corey Gould	30/06/2024	N/A	24	75	
Strategy: 7.3.1 Facilitate education and awareness of climate change risks to the community and property owners.							
7.3.1.1 Implement agreed actions of the Integrated Council Environment Plan (iCEP).		Dana Hicks	30/06/2024	N/A	24	5	



Departmental Monthly Performance Report - Organisational Performance

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Digital Innovation	1	1	0	0	0	0	0	0
Organisational Performance	4	1	0	3	0	0	0	0

Departmental Monthly Performance Report - Organisational Performance



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Digital Innovation

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 2 Organisational Support							
Strategy: 2.1.1 Develop a learning culture that ensures staff have the knowledge and skills to maximise potential, and which empowers staff to achieve and grow.							
2.1.1.1 Implement actions of the Digital Transformation Strategy Roadmap.	We have initiated discussions with vendor support to facilitate the implementation of our Target Operating Model. Furthermore, we've taken the step of issuing a Request for Quotation (RFQ) for Cyber Security Support, and we are currently in the process of assessing improvements to our Microsoft 365 license arrangements. In addition, we've scheduled workshops with elected members and executive leadership meetings. Our Change Management plan is now underway and being put into action.	Sallie Moore-Wood	30/06/2024	N/A	24	31	



Departmental Monthly Performance Report - Organisational Performance

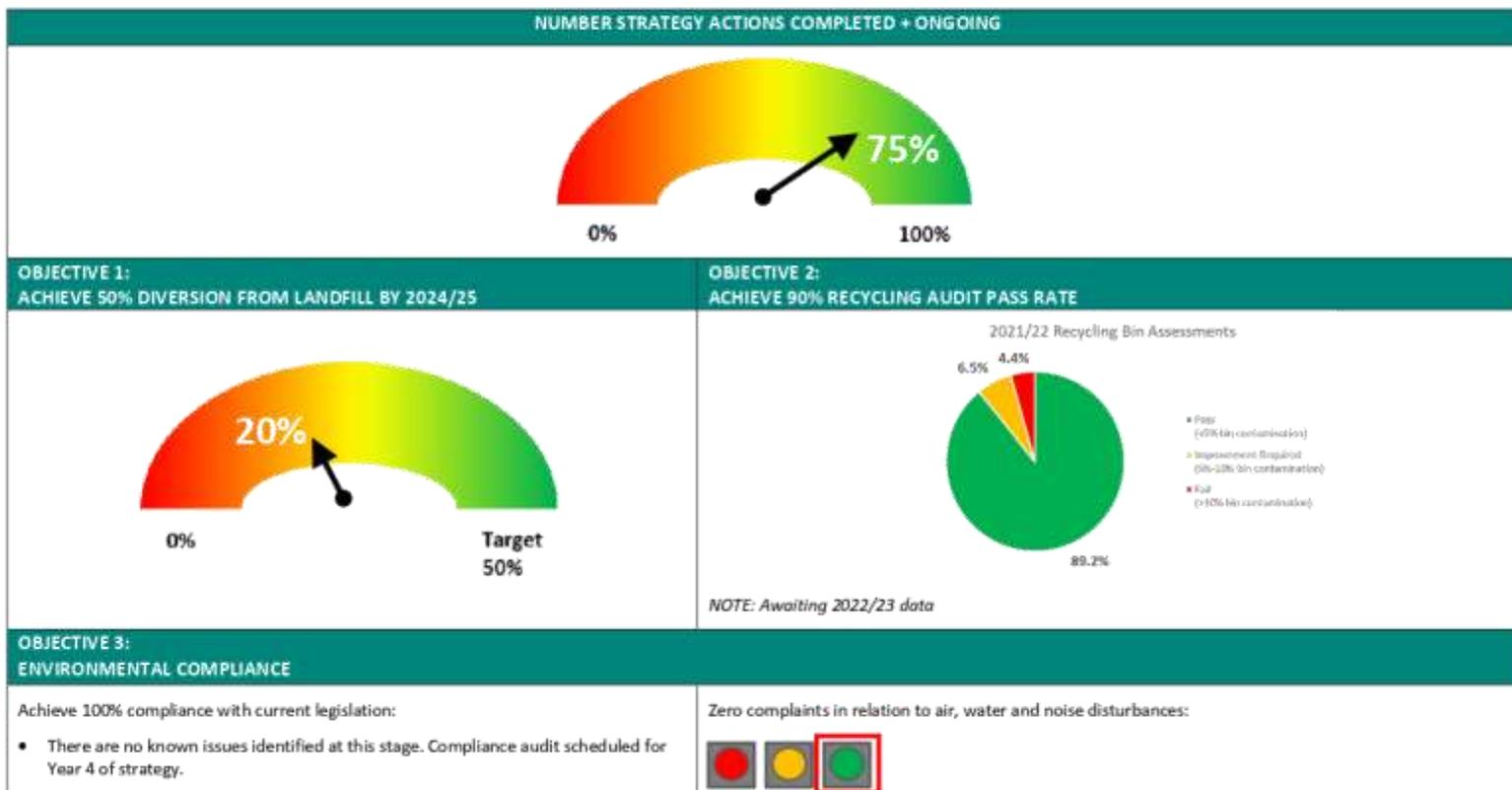
Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 5 Economic Prosperity							
Strategy: 5.1.1 Investigate and embrace new economic opportunities.							
5.1.1.1 Seek support and funding for a detailed feasibility study for a Far Western Rail Trail.	A grant application to the Better Active Transport in Tasmania Program Round 1 has been submitted. Awaiting a response.	Jennifer Archer	30/06/2024	N/A	24	24	
5.1.1.2 Seek regional support and funding in the review/development of a regional economic development plan to identify regional infrastructure priorities.		Jennifer Archer	30/06/2024	N/A	24	0	
Strategy: 5.1.2 Identify and maximise current industry and resource capacities.							
5.1.2.1 Promote and facilitate investment in electric car charging stations within the municipal area for public and workplace use		Jennifer Archer	30/06/2024	N/A	24	0	
Future Direction: 7 Environment							
Strategy: 7.3.2 Embed environmental considerations and potential climate impacts in Council's infrastructure planning and decision making.							
7.3.2.1 Undertake a feasibility study to explore opportunities to improve penguin viewing experiences.		Jennifer Archer	30/06/2024	N/A	24	0	





Waste and Resource Recovery Strategy Objectives Status Update – October 2023





Waste and Resource Recovery Strategy

Actions Status Update

October 2023

	Recommendations	2019/20	2020/21	2021/22	2022/23	2023/24	Status	Comment	
1	Materials Recovery								
	<i>Divert waste from landfill by partnering with business and the community</i>								
	A	Explore opportunities to reduce organic waste to landfill						Complete	FOGO feasibility review and report undertaken and tabled at the November 2020 Council meeting. No further action to undertake at this time.
	B	Determine community's appetite for a change in opening hours at the Wynyard WTS and implement changes (if any) the following year						Complete	As endorsed at the November 2020 Council Meeting, the community waste survey undertaken early 2020 did not give a clear direction for or against a change in hours. Other decisions may have since influenced the result, such as the change in gate fees for the WTS. This action will be revisited in 2023/24.
	C	Provide services for paint, e-waste and household battery collection at a central location						Complete	Central collection point provided at the Wynyard WTS. Additional drop-off recycling hub provided at the Wynyard Council Chambers for difficult to recycle household products.
D	Investigate opportunities for the provision of an enclosed 'tip shop'; including location, management and security. Implement recommendations the following year						In Progress	During late 2022 and early 2023 Council considered a range of actions to improve operations of the Wynyard and Waratah WTS. In June 2023 City Mission were appointed as the new Operations Contractor for the Wynyard WTS. This appointment includes improvement opportunities such as Tip Shop enhancement, stockpile management and increased recovery of reusable and recyclable product. Exploration of options to improve the Waratah WTS are ongoing in 2023/24.	

Enclosure 1 Waste and Resource Recovery Strategy - Action/Objective Status Report



Waste and Resource Recovery Strategy – Annual Update – October 2023

	Recommendations	2019/20	2020/21	2021/22	2022/23	2023/24	Status	Comment
E	<p>Provide a detailed analysis of an expanded kerbside collection service to rural areas which</p> <ul style="list-style-type: none"> Examines costs and further explores the rural community's appetite for expansion (2019/20) Develops an Implementation plan for the roll out of an expanded collection service, including a community engagement strategy (2019/20) Expand kerbside collection per recommendations from analysis and community desirability (2020/21) 						Complete	Rural pockets of Little Village Lane and Lennah Drive will be included for waste and recycling collection from October 2022.
F	Assist event organisers to identify opportunities that minimises waste to landfill at future events, including the trial of bin toppers, encouraging the removal of single-use plastics, or introducing other recycling and waste reduction methods						Ongoing	At next year's Tulip Festival event, to coincide with ongoing community education regarding a proposed introduction of a FOGO service, Festival organisers will introduce FOGO bins and educational materials to the event. Other waste reduction initiatives have included the "It's not easy being green" campaign to encourage community members to go digital for their Council notices (rates, registrations, etc.).
G	Work with stall holders at the Bloomin' Tulips Festival to phase-out single use plastics						Ongoing	The 2023 Tulip Festival will team up with the Plastics Free Places Program with a number of stallholders signing up to go plastic free.
H	Explore opportunities to maximise capacity and value of scrap metal						In Progress	Officers are exploring alternate options to stockpiling scrap steel via a regional contract EOI process being run by CCWS.
I	Investigate the viability of the kerbside collection of household hard waste (bulky items) and prepare implementation options						Not Started	-
J	Continue to use builder's rubble in Council's future works program, as required						Ongoing	Builders rubble utilised as fill material for the Cardigan Street Recreation Ground car park upgrades. Introduction of separation in October 2023 of concrete/masonry from soils to increase recovery options and value of materials.



	Recommendations	2019/20	2020/21	2021/22	2022/23	2023/24	Status	Comment
2	Education and Awareness							
	<i>Build awareness around individual roles in value creation and provide a high level of community engagement around waste generation and management</i>							
A	Reduce contamination in recycling and promote initiatives that aid in recycling products, such as silage wrap and chemical drums.						Ongoing	New contractual arrangements with the Wynyard WTS Operations Contractor includes stockpile contamination management requirements. Household Hazardous Waste collection program for November 2023. Exploration of options for silage wrap via the CCWVG is ongoing.
B	Improve the use of the WTS compactor and reduce green waste contamination through innovative engagement techniques						Ongoing	WTS conveyor belt and compactor management is included in Contractual requirements with the Wynyard WTS Operations Contractor, and also includes removing contamination from the green waste stockpile. New stockpile signage to be implemented.
C	Actively pursue regional partnerships and funding that help support Council's Strategy, including alternate waste technologies and reducing waste production						Ongoing	In July 2023 Council adopted a regional recycling collection contract for the purposes of participation in the regional kerbside recycling and MRF processing components. Regional contract opportunities are being explored with CCWVG, including for concrete crushing, scrap steel management and sales.
D	Prepare and deliver campaign to promote awareness of public value in relation to the short/mid/long-term outcomes received in waste management						Complete	"Behind the scenes" campaign developed with a series of waste themed posters distributed via social media platforms commencing May 2021. Each covered a different aspect, such as kerbside waste collection, transfer station operation, builders rubble and recyclables. Opportunities to expand on this suite may present in the future and will be addressed at that time.
E	Provide clarity around how waste and recycling is being managed and processed						Complete	Infographic developed and distributed via social media in December 2020. Will be utilised in future as educational material as relevant.
F	Investigate systems and methods to improve measurement of waste streams						In Progress	Current implementation of a new waste data collection and reporting software (Mandalay system) at the Wynyard WTS to comply with the Waste and Resource Recovery Act, aim to be commissioned by end of November 2023.



	Recommendations	2019/20	2020/21	2021/22	2022/23	2023/24	Status	Comment
G	Support and promote at home initiatives, such as composting						Ongoing	Whilst not scheduled to commence until Year 4, some efforts have already commenced in relation to this action. A composting event was hosted in Wynyard CBD during 2020/21, which included demonstrations and information handouts. Further promotion will occur in the lead up to the introduction of a FOGO service.
H	Investigate the causes and effects of illegal dumping and implement recommendations to reduce incidences						Not Started	-
I	Support and promote programs and activities available to the community, such as Clean Up Australia Day and Plastic Free July						Ongoing	Programs are advertised on social media.
3	Environmental Compliance <i>Be compliant with the relevant environmental legislation</i>							
A	Develop an audit program to confirm compliance with environmental legislation						Not Started	-
B	Ongoing audits are conducted per recommendations from 3A						Not Started	-
C	Continue to review operations to ensure practices do not constitute air, water or noise disturbances in relation to waste management, based on an identified improvement or receipt of complaint						Ongoing	No significant milestones/activities to report. No complaints filed in relation to air, water or noise disturbances for waste activities.
4	Value-for-Money <i>Provide valued services that are affordable for our local community</i>							
A	Maintain best value through further reviews and improvements to service delivery when an opportunity for improvement has been identified						Ongoing	No significant milestones/activities to report, however City Mission have made enhancements to the Tip Shop presentation and range of goods for sale.
B	Commence engagement for new WTS funding model (i.e. tip tickets and gate fees) and implement solution following year						Complete	New funding model now in place. No gate fees at the WTS for Waratah-Wynyard residents.



Waste and Resource Recovery Strategy – Annual Update – October 2023

	Recommendations	2019/20	2020/21	2021/22	2022/23	2023/24	Status	Comment
C	Investigate and implement methods for monitoring and managing green waste contamination						Complete	Some physical improvement/infrastructure has been recommended for the Wynyard WTS site. Further work still to commence on educational materials and other methods of reducing contamination. Green waste contamination rates have anecdotally reduced significantly since the commencement of the strategy.
D	Fully recover costs associated with the WTS through the Waste Utility Charge within three years						Complete	The 2022/23 budget was set with the aim of fully recovering waste costs this year. Introduction of a FOGO service will require a review and potential change to the waste rate charges.
E	Review viability of in-house waste management operations						Complete	Review commenced in 2021/22 and concluded in 2022/23 that a tender process resulting in the appointment of a new Wynyard WTS Contractor as from 1 July 2023 would be the most sustainable outcome for Council.
F	Investigate opportunities to include smart technology in Council's waste management practices						Ongoing	Register of possible smart technologies has been compiled and will be added to as necessary. During this period, Council participated and promoted an artificially intelligent app called RecycleMate; designed to help customers know which items can be recycled. Council officers also discovered smart technology to manage public bin capacities are installed in some neighbouring councils. Officers will liaise with the relevant parties to understand value and benefit for the Waratah-Wynyard area.



2022-2025 Waratah Community Plan

What is Community Planning?

Community planning is a process where community members come together and take action to improve their community. Community members develop a Community Plan that outlines projects they will undertake to make their town a better place to live.

Waratah-Wynyard Council supports community planning by providing a facilitator who assists communities, as well as support with grants to help implement the projects identified in the Community Plan.

Board Members

Local community members, known as Board Members, volunteer their time to coordinate the implementation of the plan for their community. Board Members facilitate projects and seek funding through advocacy. The following community members are Board Members for this Waratah Community Plan:

Name	Contact

Please contact your Waratah Board Members for more information about this Plan, or for the date of upcoming meetings that you are welcome to attend.

Council's Role

Council provides strategic leadership in the area of community development by taking an active role in mobilising community assets, identifying gaps and facilitating solutions. Council supports Board Members to facilitate projects and advocate for funding. An important outcome of effective community development is to establish the concept of leadership as a shared activity – emphasising “we” and moving away from “me”, reducing the expectation that Council will always do for and on behalf of others.

Date plan was adopted	
Plan start date	
Plan finish date	



Summary of Previous Achievements

Many Waratah residents and local partners have worked together to implement the first Waratah Community Plan. Together they achieved the following:

- Formed the **Waratah Community Board**.
- Secured the lease for the **Waratah Falls Walk** site. Improvements made to the viewing point. Funding secured for first stage of project with work to commence 2022/23.
- Waratah childcare facility has been relaunched as the **Waratah Community Hub**.

- A **community facilitator**, provided by Waratah-Wynyard Council, operates from Waratah one day per fortnight to facilitate community programs and activities. Playgroup and ADRA (food pantry) services established.
- Engineering review and design developed for a viewing bridge. State government funding commitment of \$300 000 for walkway for the **Rail Bridge Walkway**.
- Assisted the community to successfully deliver the **Waratah Heritage Festival**

“We couldn’t be prouder of our Waratah Board Members, and everyone involved in community planning. Our Waratah Board Members go above and beyond for their community and they’re a big reason why Waratah is such a great place to live and visit.”

Robby Walsh, Mayor



How was this Plan Developed?

Preparation to develop this Community Plan started in May 2022. The Waratah community were asked for ideas and to provide feedback via a survey, interviews and written correspondence.

A public meeting was held on 6 July to discuss ideas gathered in the surveys and review the draft Community Plan and Actions.

Waratah residents contributed to the development of this community plan. Women, men, children and community groups were involved.

Remember – If you want to know how the shoe fits, ask the person who is wearing it, not the person who made it.



2022-2025 Community Plan Key Projects

1. Social Connection

Support new and existing community groups, clubs and volunteers to contribute to community participation and activation by increasing social connectedness and decreasing social isolation in the Waratah community.

Support the development of new, or strengthening of existing, community partnerships and collaborations. This will develop local ownership and community decision making in community development initiatives and planning.

Support community programs, activities and events.

Increase opportunities for positive social interaction and celebration within the community.

Promote community pride.

2. Events for the Town – Revitalise Spaces

Support and facilitate events with the people of Waratah and surrounding areas. Specifically, this project will:

- Review past events, with the view to identify an event format that can be run by the community, for the community.
- The Community Board will work in partnership with new and existing groups to create community events that will occur annually.
- Support the revitalisation of Waratah’s public spaces, such as the Museum, Atheneum Hall and the Elma Fagan Hall.
- Support existing groups to apply for grant funding to enable the community to host events.
- Promote cross community collaboration.
- The project will also work to repurpose public buildings for local events such as exhibitions, so the buildings get maximum use.

Disclaimer: If major changes to community plan projects need to be made within the life of the plan, Board Members will conduct public process before making these changes

The Waratah Community Plan is proudly supported by the Waratah-Wynyard Council



3. Infrastructure

- Secure funding to commission and install a statue of Philosopher Smith. Determine ownership, maintenance and location.
- Complete construction of historic rail bridge walkway
- Commence Stage 1 of Waratah Waterfall Walk
- Complete upgrades to the Waratah Community Hub
- Seek funding and partners to work on a Tasmanian Tiger themed public art installation (extension on Whyte Hills)
- Consider the purpose of the existing “tyre” park. Determine future uses. Determine costs associated with future purposed use
- Consider enhancements for the existing Waratah playground
- Work with Waratah Men’s Shed to produce a number of bench seats to place in the community.

4. Civic Pride

Tip and Town Tidiness
 Air Quality and Noise Nuisance
 Roaming Dogs and Feral Cats

- Offer resources regarding how to place a *Request for Service* with Council
- Offer access to resources that explain Council service levels and time frames
- Provide education and training regarding responsibility
- Have resources that clearly show responsibility and obligations
- Include breakdown of responsibilities to include:
 - Individual
 - Community
 - Council
 - State Government
 - Federal Government
 - Other agencies

5. Access to Services

A community facilitator, provided by Waratah-Wynyard Council, operates from Waratah one day per fortnight to facilitate community programs and activities. This assists in enabling the provision of adequate services to meet the needs of the community.

- Build on this by contacting existing service providers, to deliver service in the community on a structured basis. Providers may include:
 - My Age Care Service Providers
 - NDIS Service Providers
 - Allied Health Professionals
 - Community Nurses
 - Community Transport
 - Health Programs (such as health screen buses)
- Continue to lobby the State Government to secure funds for a Waratah Community Project Officer and associated programs.
- Support the ongoing success of the Community Garden. Extend the plantings to include fruit trees
- Work with the community to create a community directory (incl. contractors who will travel to Waratah). Display at the Post Office.



2022-2025 Community Development Measuring Success

Community Development Theme	Focus Area	How Can We Measure Their Impact?
Community programs, activities and events	<ul style="list-style-type: none"> To increase opportunities for positive social interaction and celebration within the community To promote community pride 	<ul style="list-style-type: none"> Stakeholder satisfaction (as measured in surveys) Local pride (attendance at events) Number of partnerships developed and maintained Support funding received
Supporting community groups, clubs and volunteers	<ul style="list-style-type: none"> To support community groups, clubs and individuals that contribute to community participating and activation 	<ul style="list-style-type: none"> Number of social assets (number of groups, clubs, events and volunteers) Number of initiatives implemented Number of people attending activities
Partnerships and collaborations	<ul style="list-style-type: none"> To develop local ownership and community decision making in community development initiatives and planning 	<ul style="list-style-type: none"> Number of partnerships and projects developed/sustained Economic/social activity generated from partnerships Amount of resource sharing Outcomes achieved
Community engagement	<ul style="list-style-type: none"> To clearly articulate community development concepts and initiatives 	<ul style="list-style-type: none"> Number of consultations and initiatives Plans and projects derived from consultations
Community services	<ul style="list-style-type: none"> To assist in enabling the provision of adequate services to meet the needs of the community 	<ul style="list-style-type: none"> Number of services available Ongoing sustainability of services
Facility provision for interaction	<ul style="list-style-type: none"> To provide a range of appropriately maintained and planned community infrastructure 	<ul style="list-style-type: none"> Number of physical assets available for community use (community infrastructure such as halls, meeting space, community buildings)
Safety and security	<ul style="list-style-type: none"> To feel safe, secure and proud of the community 	<ul style="list-style-type: none"> Stakeholder satisfaction (as measured in surveys) Local pride (attendance at events) Number of requests for service entered in Conquest

2022-2025 Waratah Community Plan				
2022/23 (Year 1) Actions (Completed/ongoing)				
2023/24 (Year 2) Actions (Working towards now)				
2024/25 (Year 3) Actions (Future actions)				
1. Social Connection	2. Events for the Town/Revitalise Spaces	3. Infrastructure	4. Civic Pride	5. Access to Services
Support new and existing community groups, clubs and volunteers to contribute to community participation and activation by increasing social connectedness and decreasing social isolation in the Waratah community.	Support and facilitate events with the people of Waratah and surrounding areas.	Secure funding to commission and install a statue of Philosopher Smith. Determine ownership, maintenance and location.	Offer resources regarding how to place a <i>Request for Service</i> with Council	A community facilitator, provided by Waratah-Wynyard Council, operates from Waratah one day per fortnight to facilitate community programs and activities. This assists in enabling the provision of adequate services to meet the needs of the community.
	Waratah Wood Chop Ghosts of Waratah ANZAC Day Waratah Christmas Fair Jacky Robinson photo collection reprint Tarkine Immersion Forest Therapy Walk WWCH Changing the Culture of Palliative Care Museum Rock Shop		Cards & signs Community Hub & Post Office & Men's Shed & ADRA	Community Development Officer, Kelly

Support the development of new, or strengthening of existing, community partnerships and collaborations. This will develop local ownership and community decision-making in community development initiatives and planning.	Review past events, with the view to identify an event format that can be run by the community, for the community.	Complete construction of historic rail bridge walkway	Offer access to resources that explain Council service levels and time frames	Build on this by contacting existing service providers, to deliver service in the community on a structured basis.
Waratah Walks & History Trails, Interpretive and directional signage (w Jenny) Group working on Directory/Magnet (w Kelly) Museum Society & Men's Shed catering for Waratah Wood Chops Bischoff & Museum Society Ghosts of Waratah KABTAS – Tidy Towns (w Kelly)	Supported by Kelly KABTAS – Tidy Towns (w Kelly)	To be finished 23/24 Financial Year Waratah Walks & History Trails, Interpretive and directional signage (w Jenny)	To be displayed at Post Office (w Kelly)	Supported by Kelly
Support community programs, activities and events.	The Community Board will work in partnership with new and existing groups to create community events that will occur annually.	Commence Stage 1 of Waratah Waterfall Walk	Provide education and training regarding responsibility Have resources that clearly show responsibility and obligations	Continue to lobby the State Government to secure funds for a Waratah Community Project Officer and associated programs.
Waratah Wood Chop ANZAC Day ADRA Men's Shed Community Bowling/Badminton Museum Community Library	Supported by Kelly	To be finished 23/24 Financial Year Waratah Walks & History Trails, Interpretive and directional signage (w Jenny)	To be displayed at Post Office (Kelly)	Hayley Tristram, Senior Project Consultant, Tasmanian Government, confirms funding for Access to Health Services (AZHS) Project Officer.

ANZAC Seats Winter Warmers Drive Literacy & Numeracy Focus Group RAW Tarkine Immersion Forest Therapy Walk Kerbside Recycling WWCH Changing the Culture of Palliative Care Tas Gov Western Wilds Public Art at Whyte Hills				
Increase opportunities for positive social interaction and celebration within the community.	Support the revitalisation of Waratah's public spaces, such as the Museum, Atheneum Hall and the Elma Fagan Hall.	Complete upgrades to the Waratah Community Hub	Include a breakdown of responsibilities to include: <ul style="list-style-type: none"> ○ Individual ○ Community ○ Council ○ State Government ○ Federal Government ○ Other agencies 	Support the ongoing success of the Community Garden. Extend the plantings to include fruit trees
Community Christmas Waratah Wood Chops Jacky Robinson photo collection reprint Museum Rock Shop Tas Gov Western Wilds Public Art at Whyte Hills		To be finished 23/24 Financial Year	To be displayed at Post Office (Kelly)	Supported by Kelly
Promote community pride.	Support existing groups to apply for grant funding to enable the community to host events.	Seek funding and partners to work on a Tasmanian Tiger-themed public art installation (extension on Whyte Hills)		Work with the community to create a community directory (incl. contractors who will travel to Waratah). Display at the Post Office.

New Community Christmas Tree/Decorations Jacky Robinson photo collection reprint		WWC Public Art Fund		Supported by Kelly
	Promote cross-community collaboration.	Consider the purpose of the existing "tyre" park. Determine future uses. Determine costs associated with future purposed use		
	ANZAC Seats Wood Chop Winter Warmers Drive Waratah Remote Automatic Weather Station (to be installed on Crown Land near Elma Fagan Hall) Jacky Robinson photo collection reprint WWCH Changing the Culture of Palliative Care Museum Rock Shop	Board Activity September		
	Repurpose public buildings for local events such as exhibitions, so the buildings get maximum use.	Consider enhancements for the existing Waratah playground		
		Board Activity November		
		Work with Waratah Men's Shed to produce a number of bench seats to place in the community.		
		Supported by Kelly		



1. PURPOSE

1.1 This Charter sets out Council's approach to managing customer enquiries, requests, or complaints, and sets Council's standards of service in responding to customers.

2. SCOPE

2.1 This Customer Service Charter follows the requirements of the Local Government Act 1993 and outlines Council's commitment to customers and provides a formalised process for making complaints. It outlines customers' rights; the standards customers can expect when dealing with Council, expectations for community interactions with Council staff and what a customer can do if dissatisfied with Council decisions or actions.

3. APPLICATION

3.1 Objective

- (a) To provide a practical framework for customer service and to ensure that all staff respond in a courteous, consistent, timely and fair manner to all reasonable enquiries, requests for service, or complaints from customers; and
- (b) To ensure, as far as is practicable, that Council resources are used efficiently and effectively when dealing with customers' enquiries, requests or complaints.

4. LEGISLATION

Privacy Act 1988 (Commonwealth)
Local Government Act 1993 (Tasmania) (s339F)
Personal Information Protection Act 2004
Right to Information Act 2009

DOC NO: GOV.012	VERSION NO: 6	APPROVAL DATE: 16 October 2023	Page
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027	1 of 7



5. OUR SERVICE STANDARDS

5.1 What can you expect from Council staff and services:

- Treat all customers with respect;
- Assist customers in a polite and friendly manner;
- Listen to customers, and consider their views and needs;
- Provide complete and accurate information that is consistent and easy to understand;
- Explain what customers need to do;
- Act on commitments;
- Respect customers privacy by treating all personal information confidentially;
- Be punctual for meetings and appointments; and
- Provide safe and accessible Council facilities for ease of customer access.

6. ENQUIRIES AND SERVICE REQUESTS

6.1 When a customer visits or telephones the Council

The counter will be attended, and the telephone answered promptly, courteously and customers will be assisted with an enquiry directly without unnecessary referrals or transfers.

If Customer Service cannot assist with the enquiry the customer's enquiry will be forwarded to the appropriate department to follow up, and they will be provided with a time frame for when they can expect a response.

Telephone calls will be returned at the first opportunity however where information is not readily available verbal enquiries will be answered as soon as practically possible and within two (2) working days. Where a call goes to voicemail the call may not be returned unless a message is left.

6.2 When a customer writes or emails

Written requests or enquiries will be provided with an acknowledgement as soon as practically possible and within two (2) working days. The response will be either in full, or as an acknowledgement outlining the name of the department handling the matter. Such acknowledgement may be by telephone or in writing as appropriate. Council has no control over Australia Post, and delivery times are not included in the response time. All correspondence will be as prompt as possible, courteous, and in plain English.

Exceptions – specific timeframes that are prescribed by legislation.

DOC NO: GOV.012	VERSION NO: 6	APPROVAL DATE: 16 October 2023	Page
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027	2 of 7



7. CUSTOMER RIGHTS AND RESPONSIBILITIES

7.1 Customer Rights

- The right to be greeted politely;
- The right to be listened to carefully so that Council understand and respond to you appropriately;
- The right to privacy and confidentiality;
- The right to lodge a complaint; and
- The right to review and appeal.

7.2 Customer Responsibilities

- To treat Council staff with courtesy - staff are entitled to a safe work space and abusive language and behaviour will not be tolerated;
- To respond to requests for information accurately, thoroughly and in a timely manner;
- To abide by legal requirements and other obligations that customers are to meet to be eligible for services sought;
- When responding to correspondence quote the file number on the letter; and
- Arrange an appointment for a complex enquiry or the need to see a specific Officer.

8. REQUEST FOR SERVICE

8.1 What is a service request?

- Reports of damaged or faulty infrastructure;
- Reports about neighbours, noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of our services;
- A request for information or/and explanation of a policy or procedure; and
- An appeal or request for internal or external review of a decision for which a structured process applies, other than that made as the result of a complaint;

A service request is an application to have Council or its representative take some form of action to provide or improve a Council service. Service requests may originate from residents, ratepayers or members of the public, elected members, contractors or staff.

Reports about noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of our services are all treated as requests. These requests are often serious matters and for these reasons regulatory requests may need to be in writing. This is because, for example, the request may result in enforcement proceedings or other legal proceedings being issued after an investigation is completed by the Council (as a regulatory authority).

DOC NO: GOV.012	VERSION NO: 6	APPROVAL DATE: 16 October 2023	Page
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027	3 of 7



There may be circumstances where it is necessary for a Customer to provide further information or documentation and to attend hearings to provide evidence arising from a request. Therefore, to investigate a request of a regulatory nature, and as part of due process, there may be a requirement for requests of a serious nature to be provided in writing.

9. CUSTOMER FEEDBACK AND COMPLAINTS

Feedback (compliments, complaints, and suggestions), assists Council in understanding the expectations of the community and this feedback enables council to continuously improve its processes and service standards.

9.1 What is a complaint?

A complaint is an expression of dissatisfaction with a decision (outside of a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon. A structured process is where legislation (Act, Regulation, Rule or By-law) specifically makes provision for an appeal, internal or external review of a decision.

10. COMPLAINTS MANAGEMENT PROCESS

The Manager of each Department of the Council is responsible for handling complaints relevant to that Department. While most situations can usually be resolved at an early stage, there are times when they require detailed investigation. If a complaint is of a serious nature, it will be referred to the department Director or General Manager.

A formal acknowledgement of a complaint can be expected as soon as practically possible and within two (2) working days.

There are times when it is not possible to meet this deadline, e.g. where a complaint is a complex one. In these cases, Council will endeavour to keep the customer informed of progress.

10.1 Lodging a complaint

If there is no resolution after discussing the matter with the relevant Officer or Manager a complaint may be lodged in the following ways:

Phone: 6443 8333 (Wynyard) or 6439 7100 (Waratah)
Email: council@warwyn.tas.gov.au
Visit: 21 Saunders Street, Wynyard or Smith Street, Waratah
Mail: PO Box 168 Wynyard, TAS 7325
Click: on Feedback on our website
<https://www.warwyn.tas.gov.au/feedback>

DOC NO: GOV.012	VERSION NO: 6	APPROVAL DATE: 16 October 2023	Page
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027	4 of 7



To assist Council in dealing with complaints a customer should include the following information:

- Date, time and location of events;
- What happened;
- To whom the customer has spoken (names, position in the Council and dates);
- Copies or references to letters or documents relevant to the complaint; and
- State what is the ideal outcome to the complaint.

10.2 Internal review

Experience has shown that most complaints will be satisfactorily resolved by the relevant Officer or Manager. However, a person who is not satisfied with the outcome may request a review of the complaint by the Council's General Manager. A request for a review of the complaint to the General Manager is to be in writing.

The General Manager will inform the customer of the findings on completion of an investigation.

10.3 What if a customer is not happy with the resolution of a complaint?

Council is confident that it can resolve most complaints received, however, it is understood that Council may not be able to satisfy every customer on every occasion.

Sometimes there are difficult and complex decisions involving many people and individual customers do not get the outcome they want.

If a complaint remains unresolved or a customer is dissatisfied with our process in dealing with a complaint, other avenues remain for the customer to explore which include:

- Available Administration Appeals Process;
- The *Judicial Review Act 2000*; or
- Contact external agencies which can review actions and decisions taken by the Council, these include:

The Ombudsman, who is an officer responsible to Parliament for investigating complaints made about administrative actions (or inactions) of Tasmanian Government Departments, most Statutory Authorities and Local Government.

The Ombudsman is located at:
Level 6, 86 Collins Street, Hobart 7000;
by mail: GPO Box 960, Hobart 7001;
Telephone: 1800 001 170
or by email ombudsman@ombudsman.tas.gov.au.

While a customer is entitled to refer a complaint directly to these Bodies at any time, customers are encouraged to allow the Council to investigate the complaint first.

DOC NO: GOV.012	VERSION NO: 6	APPROVAL DATE: 16 October 2023	Page
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027	5 of 7



11. CONSIDERATION OF A COMPLAINT

In considering a complaint the relevant Officer or Manager will:

- Examine and analyse the information already available and follow up points requiring clarification;
- Look at the Council Policies which might have a bearing on the complaint;
- If a complaint is found to be valid, consider any necessary action to be taken to correct the faults identified; and
- Consider a review of the Council's procedure to avoid recurrence of any similar complaint in the future if necessary.

12. ABUSIVE CUSTOMERS

Any interaction with members of the community where personal abuse or inappropriate language is used, the communication may be terminated immediately by the Officer. If face to face, the Officer should walk away. If on a telephone, the Officer will terminate the call. If in email, the address may be blocked.

There are occasions when:

- The customer's request cannot be resolved to their satisfaction; or
- Correspondence contains personal abuse or inappropriate language is used.

In these cases, the General Manager may decide to limit or cease responses to the person. A decision of this nature will be communicated in writing to the person.

13. VEXATIOUS COMPLAINTS

All complaints received by Council will be treated with utmost seriousness, however if a complaint is found to be malicious, frivolous or vexatious no further action will be taken on the complaint. The customer will be informed of this decision in writing.

14. ANONOMOUS COMPLAINTS

When anonymous complaints are received they will only be acted on where the matter is considered to be serious and there is sufficient information in the complaint to enable an investigation to be undertaken.

15. PROTECTION OF CUSTOMER

Council will ensure that the reporting of complaints will not result in a customer experiencing any form of victimisation or retribution because of the complaint.

DOC NO: GOV.012	VERSION NO: 6	APPROVAL DATE: 16 October 2023	Page
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027	6 of 7



16. HOW YOU CAN CONTACT US

You can contact Council to make an enquiry, request for service or a complaint:

- In person by visiting Council's Offices during the hours of 8:30am to 5:00pm Monday to Friday;
- By telephone on (03) 64 43 8333 during the hours of 8:30am to 5:00pm Monday to Friday;
- By Email to council@warwyn.tas.gov.au; or
- By Internet by visiting www.warwyn.tas.gov.au

17. PERSONAL INFORMATION PROTECTION

Council has a commitment to protection of Personal Information provided by a customer to Council in accordance with the requirements of the *Personal Information Protection Act 2004* and the *Right to Information Act 2009*.

18. MEASURING PERFORMANCE

The General Manager is to provide Council with a report at least once a year of the number and nature of complaints received in accordance with section 339F(5) of the *Local Government Act 1993*. In addition to this, a quarterly Customer Service Report will be provided to Councillors.

19. AVAILABILITY

This Customer Service Charter is available for public inspection at the Council office during normal business hours or on the Council's website in accordance with Section 339F(3) of the *Local Government Act 1993*.

20. REVIEW

This Customer Service Charter will be reviewed at least once every 2 years in accordance with Section 339F(4) of the *Local Government Act 1993*.

DOC NO: GOV.012	VERSION NO: 6	APPROVAL DATE: 16 October 2023	Page
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027	7 of 7



1. SCOPE

- 1.1 This policy establishes principles and a decision-making framework to be used when setting fees and charges for the use of Waratah-Wynyard Council owned and managed facilities by community groups, individuals, or businesses.
- 1.2 This policy needs to be read in conjunction with all other documents developed or employed by Council to support the setting and collection of fees and charges.

2. PURPOSE

- 2.1 This policy requires Council to set fees and charges, in order to recover a portion of the costs involved in providing and resourcing public facilities and reserves while still meeting its community good obligations.
- 2.2 This policy allows Council to reduce set fees or charges if a requested use is deemed by Council to have significant community good or benefit or increase fees or charges when significant costs to Council might result from a use or the use is commercial in nature.

3. POLICY STATEMENT

- 3.1 Fees and charges should be set by Council on an annual basis and seek to:
 - (a) help Council manage its public facilities and reserves;
 - (b) achieve 'community good' and broad health and well-being objectives;
 - (c) offset the cost of providing, maintaining and improving facilities and services;
 - (d) declare Council ownership of its facilities and the management of such;
 - (e) promote access and equity and prevent 'inappropriate exclusivity' and asset overuse and abuse; and
 - (f) encourage users to pay by being transparent, consistent and offering 'value for money'.
- 3.2 In setting fees and charges Council should be aware of:
 - (a) user's ability to pay; and
 - (b) 'market' conditions and competitive neutrality issues.
- 3.3 Any fee or charge must be agreed to by Council before it can be applied by an officer of Council.
- 3.4 In applying fees or charges Council must identify the proposed fee or charge and the facility, situation, person, organisation or entity the fee or charge will apply to.

LEGISLATIVE REQUIREMENTS

Local Government Act 1993

REFERENCES AND RELATED DOCUMENTS

- Public Facilities Fees and Charges Pricing Guidelines
- Waratah-Wynyard Council Fees and Charges Schedule

DOC NO: GOV.028	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: Council	REVIEW DATE: January 2027



1. PURPOSE

- 1.1. The purpose of these guidelines is to direct the setting of fees and charges applicable to users of Council owned and/or managed facilities.
- 1.2. These guidelines need to be read in conjunction with Council's Pricing Policy and any other documents developed or employed by Council that relate to the setting and application of fees and charges to Council facilities.

2. SETTING OF FEES AND CHARGES

- 2.1. Council fees will be:
 - 2.1.1. Reviewed and set on an annual basis;
 - 2.1.2. Will be reviewed annually in line with CPI or general rate increase;
 - 2.1.3. Based on an agreed strategy or model;
 - 2.1.4. A 'partial contribution' towards the cost of provision and the balance of costs will be met by Council's annual budget;
 - 2.1.5. Include bonds and key deposits to cover damage or loss;
 - 2.1.6. Inclusive of GST; and
 - 2.1.7. Established at three different levels or categories:
 - **Base or standard fees** – Base or standard fees will apply to uses by not for profit organisations and to private uses by individuals.
 - **No or discounted fees** – No or discounted fees would apply, at the discretion of Council, to uses with a whole of community benefit.
 - **Higher fees** – Higher fees will be charged out at full cost recovery or a market or going rate to users that profit from the use, or where requested services are beyond the normal cost of provision and consume additional Council resources.
- 2.2. Council charges will not be discounted and would apply to all users equally.
- 2.3. The management of fees and charges shall rest with the Asset Services Coordinator and Manager of Community Activation and all variations to the application of fees and charges require the approval of both the Asset Services Coordinator and Manager of Community Activation and the endorsement of the General Manager.

LEGISLATIVE REQUIREMENTS

Local Government Act 1993

RELEVANT DOCUMENTS

- Public Facilities Fees and Charges Pricing Policy
- Waratah-Wynyard Council Fees and Charges Schedule

DOC NO: GOV.028	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: Council	REVIEW DATE: January 2027



1. SCOPE

- 1.1 This policy covers all permanent, integrated, or temporary public art work in public space that is either commissioned by, or in partnership with, Waratah-Wynyard Council (WWC).
- 1.2 Public artworks may be of varying scale and scope and can be:
 - a) Functional - primary purpose is practical, such as seating or lighting;
 - b) Integrated - embedded within a natural or built environment, such as signage or landscaping;
 - c) Decorative - for aesthetic purpose, such as murals or sculptures;
 - d) Site Specific - designed for a specific location; and
 - e) Interpretative - primary purpose to describe, educate or comment on issues, events, or situations.

2. PURPOSE

- 2.1 Public art can create a unique community identity that informs or enhances a sense of place and can generate iconic branding for the area.
This policy and associated procedures provide a framework to enable Council to contribute to the support and promotion of public art to reflect and enhance Waratah-Wynyard's cultural, natural, and built heritage.

3. POLICY STATEMENT

- 3.1 Public art in the Waratah-Wynyard municipal area can express the community's positive aspirations for its future based on its unique attributes, heritage, and people. Public art can contribute to the vibrancy of public spaces for the enjoyment of locals and visitors, enhance community identity, and enrich cultural life.
- 3.2 Council is committed to public art through:
 - a) Including a biannual provision in the budget;
 - b) Continuing to apply for external funding for determined projects;
 - c) Developing partnership arrangements with local businesses or organisations;
 - d) Utilising opportunities within existing Council allocation for street furniture, seating etc;
 - e) Encouraging voluntary 'Developer' contributions that include public art; and
 - f) Creating a public art advisory committee that will operate at a strategic level to assist Council to implement the policy and guidelines.

LEGISLATIVE REQUIREMENTS:

Nil

RELATED DOCUMENTS:

Public Art Procedures
Public Art Advisory Group Operating Procedures

DOC NO: COM.002	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



1. Purpose

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

2. Definitions

Artist	An artist can be a person: <ul style="list-style-type: none"> • Who practises or performs any of the creative arts, such as a sculptor, film-maker, actor, or dancer. • Who possesses high level interpretive, conceptualising and creative skills that result in the creation of artwork. • Who has demonstrated professional standing through exhibitions and commissions and is skilled at a particular task.
Contemporary Art	Contemporary art is the art of today, produced in the second half of the 20th century or in the 21st century. Contemporary artists work in a globally influenced, culturally diverse, and technologically advancing world. Their art is a dynamic combination of materials, methods, concepts, and subjects that continue the challenging of boundaries. Diverse and eclectic, contemporary art is distinguished by the lack of a uniform, organising principle or ideology. Contemporary art is part of a cultural dialogue that concerns larger contextual frameworks, such as personal and cultural identity, family, community, and nationality.
Public Art	Public art is, for the purpose of this policy, defined as any permanent or temporary art object, installation or activity in the public realm (excluding galleries, museums and public collecting institutions). In general, public art is sited on public land and has been purchased, is owned or has been commissioned by a public authority.
Integrated Art Work	Art and design work that is embedded within signage, seating, paving, fences, urban design, landscape design, architectural design etc.
Temporary & Ephemeral Public Art	Works of temporary public art are intended to occupy a place, and have a presence, for a finite period. Works of ephemeral public art are non-permanent and distinguished by their fleeting and immaterial presence on site, or incorporation of their own changing state and disappearance as an integral part of the artwork. The term is usually used to describe a work of art that only occurs once.
Permanent Public Art	Artwork in this category might include signature works, landmarks, acquisition of existing art work for a specific site, commemorative or monumental works and site-specific art work in a public place. All these terms relate to the fact that such works tend to be commissioned as set pieces of art in their own right. These artworks are often major commissions with significant budgets and therefore require a transparent and accountable commissioning process to ensure the best artists are considered and that due process occurs.
Public Realm	The public realm can be defined as including, but not limited to, streets, parks and spaces that are within buildings that are accessible to the general public, and in the ownership of, or under the control of, public authorities.

3. Scope

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

DOC NO: COM.002.1	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



4. Implementation

4.1 Public Art Advisory Group

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

4.2 Engagement Process

Public art projects may be engaged through the following processes:

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

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

5. Guideline Statement

5.1 A Commissioning Process | Example Model

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

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

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

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

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

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

DOC NO: COM.002.1	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



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

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

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

5.2 Community Engagement

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

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

5.3 Sign off

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

A defects liability period of between six to twelve months usually applies after installation.

After this time the Council is responsible for maintaining the artwork. Artists are usually required to provide details of maintenance regimes and scheduling.

Upon completion works will be entered onto the Public Art Register, Public Art Maintenance Schedule and the Waratah-Wynyard Council Asset Register.

5.4 Attribution

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

DOC NO: COM.002.1	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



All public artworks will have a Waratah-Wynyard Council funded plaque that acknowledges:

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

5.5 Removal, Relocation and De-accessioning

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

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

Removal will occur:

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

De-accessioning:

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

6. Communication

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

7. Responsibility

Responsible Officer: Manager Community Activation

DOC NO: COM.002.1	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



1. Objectives of the Advisory Group

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

2. Membership of the Advisory Group

- 2.1 The Public Art Advisory Group will have at least five (5) members made from the following:
 - o Waratah-Wynyard Councillor (minimum of one);
 - o Independent Artists;
 - o Art teachers, arts academics or individuals with an arts education background;
 - o Representatives of Wynyard Artscape;
 - o Representatives from the local indigenous community; and
 - o Community representatives.

Other parties as appropriate see below:

 - o Waratah-Wynyard Council Officer.

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

 - o Key stakeholders such as representatives from:
 - Local business;
 - Special interest groups; and
 - Historical Society.
- 2.2 Council will determine which Councillors are elected to the Advisory Group.
- 2.3 Community nominations will be called for by Council via advertisements on Council's website.
- 2.4 Community representatives, with a whole of community perspective, will be sought from a variety of areas including, but not limited to, arts and community development.
- 2.5 Council will determine the successful community representatives. All Expressions of Interest will be assessed by the Councillor(s) and Council Officer(s) on the Advisory Group in consultation with the General Manager.
- 2.6 Councillor representation will be confirmed following the conduct of the biennial local government elections.

3. Functions of the Advisory Group

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

DOC NO: COM 002.2	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



3.3 To provide an avenue for consultation and the exchange of ideas between Council and the community in relation to public art.

4. Advisory Group Meeting Procedures

4.1 The Advisory Group meetings shall be conducted in accordance with standard meeting procedures.

4.2 Minutes of the meetings are to be shared with and kept by the Manager Community Activation (MCA).

4.3 The Manager Community Activation will ensure that minutes of each meeting are recorded to include at a minimum the following:

- The names of those present;
- an accurate record of the items discussed, and actions required; and
- the time, date, and place of each meeting.

4.3 The minutes of each meeting shall be stored in Enterprise Content Management (ECM).

5. Chairperson

5.1 The Chairperson will be a Councillor elected by the Waratah-Wynyard Council.

5.2 Should the Chairperson be unable to attend a meeting; the meeting shall be chaired by the other Councillors elected by the Waratah-Wynyard Council.

5.3 A meeting will not be convened unless at least one Councillor is in attendance.

6. Frequency of Meetings

6.1 Meetings of the Advisory Group will be held at least two (2) times per year.

6.2 Consultation on issues will also be conducted with members through email and other means.

7. Notice of Meetings

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

8. Risk Management

8.1 Risk Management is an integral part of good management practice. Commitment to it will assist in keeping risk exposure to a minimum and help reduce injuries, damages and potential losses.

8.2 The objective is to identify, assess and control potential risks prior to them becoming actualities. Reasonable steps therefore must be adopted by all parties, to ensure that it is managed appropriately to minimise or eliminate the likelihood of it occurring.

9. Insurance

9.1 *Advisory Group Members and Voluntary Workers:*

Where requested, Council's personal accident and public liability insurance may be extended to cover Advisory Group members and/or nominated voluntary workers attending meetings and other activities, such as working bees, which have the prior approval of the Advisory Group.

DOC NO: COM 002.2	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



10. Definitions

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

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

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

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

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

DOC NO: COM 002.2	VERSION NO: 2	APPROVAL DATE: 16 October 2023
CONTROLLER: General Manager	APPROVED BY: COUNCIL	REVIEW DATE: January 2027



2022/23 CAPITAL PROGRAM MONTHLY PROGRESS REPORT

Executive Summary

Reporting Month End: September 2023

Reporting Officer: Corey Gould, Manager Engineering Services

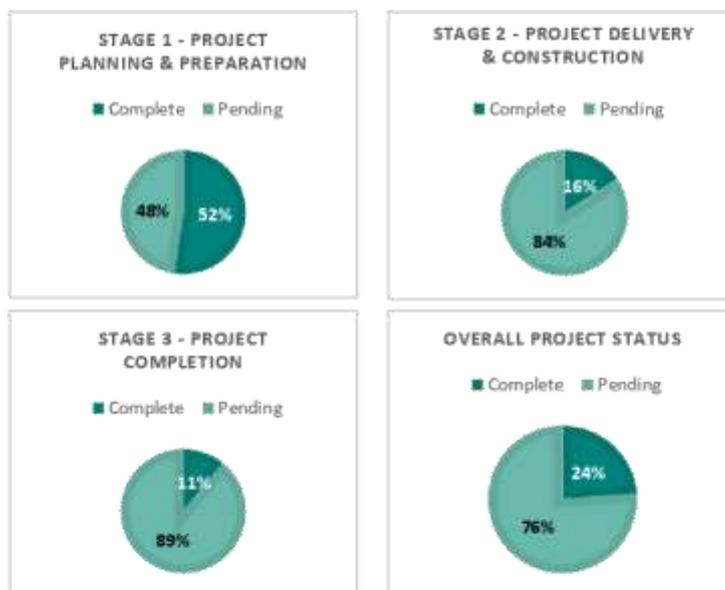
Current Capital Delivery

Section	Total Project Completion (%)
Parks & Open Spaces	23.8
Transport	27.5
Stormwater	21.4
Sporting Facilities	16.3
Buildings	16.0
Plant & Equipment	25.1
Budget Amendments	0.0

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



PARKS & OPEN SPACE

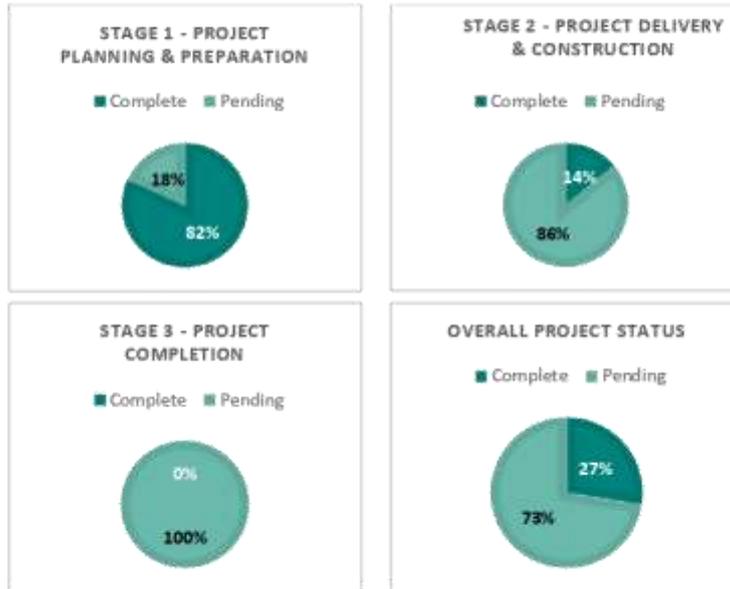


Key project updates by exception:

- Sisters Beach:
 - Sisters Beach Erosion Works - consultants have been engaged to undertake a community consultation process to determine the most appropriate erosion management measure for the Sisters Beach public area. The timeline for this project is dependent on the outcome of the public consultation.
 - Sisters Beach Estuary Works (Stage 2) – CLS approval for the part of the stage 2 and stage 3 works will be required, meanwhile progress can be made on other areas located on Council owned land. Contractors have been engaged to undertake works from late November.
- Wynyard:
 - The Dog Park and Freedom Camping area in Wynyard have progressed with the meeting between the Show Society and Parks/Crown having been occurred. An application for minor works for the Dog park has been submitted and a DA has been prepared by the Show Society for the freedom camping and was lodged beginning of September.
- Other:
 - James Philosopher Smith Statue – this item has been carried forward from the previous financial year and remains outstanding until funding can be sourced.



TRANSPORT

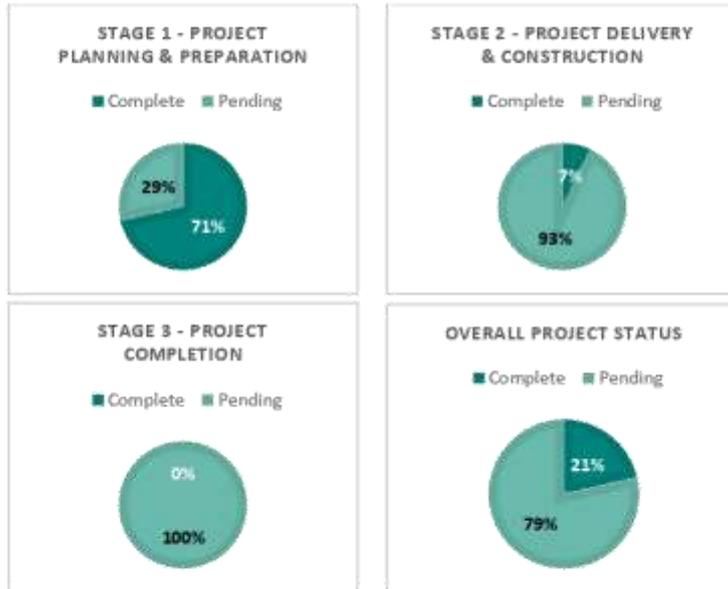


Key project updates by exception:

- Nothing significant to report.



STORMWATER

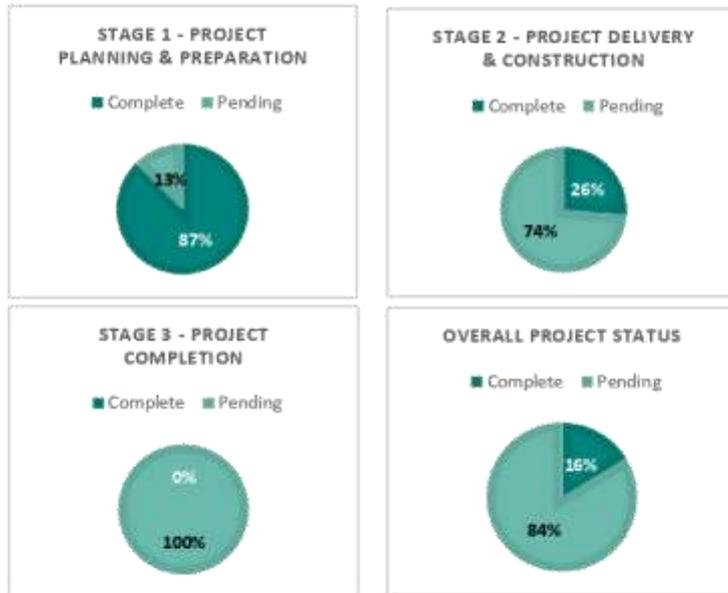


Key project updates by exception:

- Big Creek Flood Mitigation – undergone a third-party review per recommendation from the Department of Natural Resources and Environment (NRE). The design is being reviewed and has the potential to go back to an earlier concept.



SPORTING FACILITIES

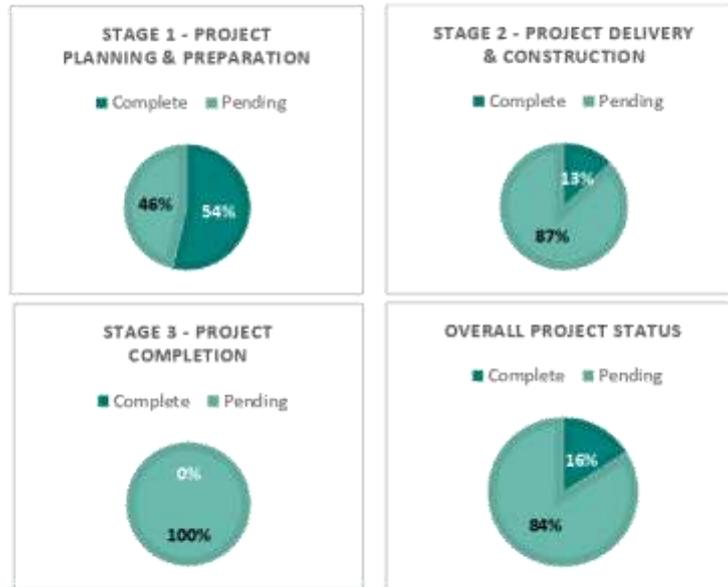


Key project updates by exception:

- Wynyard Sports Facilities:
 - WySP Design – Indoor Training Facilities – an architect has been engaged and a concept floor plan has been developed for consultation. Initial consultation with working group has occurred. Additional concepts in design are being worked through.



BUILDINGS

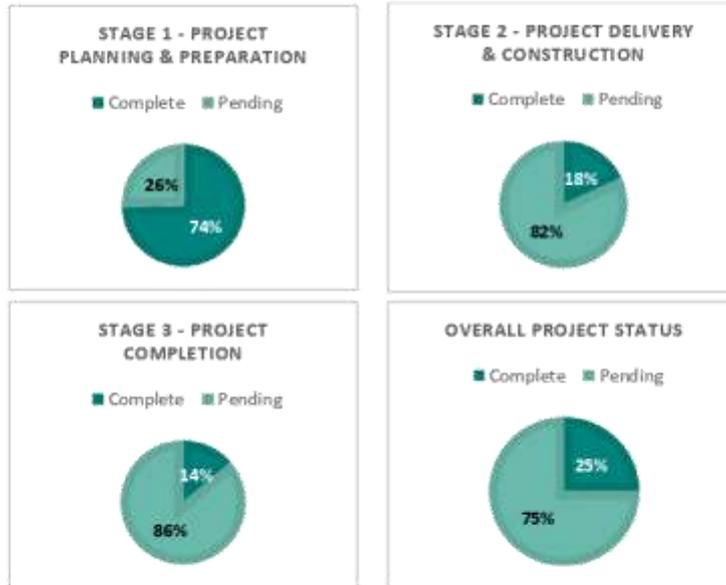


Key project milestones/updates:

- Yolla Public Toilet (to be co-located with the RV dump point) - This item has been carried forward but remains outstanding with a location still to be identified. A potential location is being reviewed next week (WE 17/09/2023) – no further updates at this time.
- Athenaeum Hall – scoping has been started and consultation with Heritage Tasmania has begun.



PLANT & EQUIPMENT



Key project milestones/updates:

- Nothing significant to report.

Councillor Allowances

Information Sheet
4 October 2023

This information sheet explains the process for adjusting allowances for councillors, mayors and deputy mayors annually by an inflationary factor. This information has been updated for the allowances payable from 1 November 2023.

Legislative basis

Section 340A of the *Local Government Act 1993* (the Act) entitles councillors to allowances as prescribed in regulations. Mayors and deputy mayors are entitled to allowances in addition to those payable to them as councillors.

Regulation 42(2) of the *Local Government (General) Regulations 2015* (the Regulations) specifies the allowances payable to councillors, mayors, and deputy mayors. Regulation 42(2A) entitles deputy mayors to receive the allowance payable to the mayor when they act in the role for four consecutive weeks or more.

The allowances payable from 1 November 2014 are set out in Schedule 4 of the Regulations.

Indexation

Regulation 42(2) establishes an indexation process so that allowances are adjusted from 1 November each year by multiplying the allowances for the previous year by the inflationary factor for the current year.

The inflationary factor is calculated using the ABS's Wage Price Index (WPI) for Tasmania. The Department of Treasury and Finance references this data in its WPI information sheet each quarter which can be found on Treasury's website:

www.treasury.tas.gov.au/economy/economic-data/economic-data-releases-for-tasmania

The formula for arriving at the inflationary factor is:

$$\frac{\text{Tasmanian June quarter WPI (current year)}}{\text{Tasmanian June quarter WPI (previous year)}}$$

The table on page 3 shows the allowances payable from 1 November 2023 (noting these are rounded to the nearest whole dollar, consistent with the Regulations). Accordingly, the inflationary factor for 2022-2023 is 3.86%.

Payment

Regulation 42(3) requires the annual allowance to be paid in monthly or fortnightly instalments. Section 340A(2A) of the Act requires that allowances be paid in arrears.

Foregoing Allowance

Section 340A(3) of the Act enables a councillor, mayor or deputy mayor to decide not to receive part or all of an allowance. Where this prerogative is exercised, the General Manager is to be notified in writing. As the allowances are annual allowances payable monthly or fortnightly in arrears, any such notification is not revokable retrospectively.

Councillor Expenses

Regulation 43 enables councillors to be reimbursed for reasonable expenses in relation to telephone and internet usage, travelling, stationery and office supplies, and 'the care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor', in accordance with the council's policy under Schedule 5 of the Act.

Reporting

Section 72(1)(cb) of the Act requires each council to include in its annual report a statement of the total allowances and expenses paid to the mayor, deputy mayor and councillors.

Indexed allowances payable to elected members from 1 November 2023

Council	Allowance for councillors	Additional allowance for deputy mayors	Additional allowance for mayors
Hobart City	\$41,616	\$26,877	\$104,041
Launceston City	\$41,616	\$26,877	\$104,041
Clarence City	\$33,691	\$23,410	\$84,224
Glenorchy City	\$33,691	\$23,410	\$84,224
Kingborough	\$33,691	\$23,410	\$84,224
Burnie City	\$25,514	\$19,942	\$63,787
Central Coast	\$25,514	\$19,942	\$63,787
Devonport City	\$25,514	\$19,942	\$63,787
West Tamar	\$25,514	\$19,942	\$63,787
Brighton	\$17,341	\$16,472	\$43,350
Huon Valley	\$17,341	\$16,472	\$43,350
Meander Valley	\$17,341	\$16,472	\$43,350
Northern Midlands	\$17,341	\$16,472	\$43,350
Sorell	\$17,341	\$16,472	\$43,350
Waratah-Wynyard	\$17,341	\$16,472	\$43,350
Break O'Day	\$14,493	\$13,872	\$36,234
Circular Head	\$14,493	\$13,872	\$36,234
Derwent Valley	\$14,493	\$13,872	\$36,234
Dorset	\$14,493	\$13,872	\$36,234
George Town	\$14,493	\$13,872	\$36,234
Latrobe	\$14,493	\$13,872	\$36,234
Glamorgan-Spring Bay	\$12,205	\$12,139	\$30,512
Kentish	\$12,205	\$12,139	\$30,512
Southern Midlands	\$12,205	\$12,139	\$30,512
West Coast	\$12,205	\$12,139	\$30,512
Central Highlands	\$10,680	\$11,272	\$26,697
Flinders	\$10,680	\$11,272	\$26,697
King Island	\$10,680	\$11,272	\$26,697
Tasman	\$10,680	\$11,272	\$26,697

Disclaimer: Advice on legislation or legal policy issues contained in this paper is intended for information and general guidance only. Such advice is not professional legal opinion.

Enclosure 1 Waratah Community Board Meeting Notes



MINUTES of the meeting
 Friday 22 September 2023
 2.00pm at the Waratah Community Hub

1. Present	Rosemary Dick, Anne Dunham, Tony Schmidt, Kim Kecely, Roz Rogers, Peter Hawthorn, Bronwyn Folden, Cr. Kevin Hyland, Tracey Bradley	Actions
2. Apologies	Nil	
3. Board Charter	The Board Charter is noted at the start of each meeting.	
4. Declaration of Conflict of Interest	None declared.	
5. Review – Waratah Community Board’s Actions	Reviewed	
6. Replacement Shelters	The Group discussed the appearance of the shelter;- <ul style="list-style-type: none"> • The Board requests no lattice on the sides • The board would like to have animal cut-outs on the sides, like the Somerset BBQ shelters • Email images to the Board before a final decision is made • Place images on the Community Board 	TB
6. General Business	<ul style="list-style-type: none"> • The town has shown interest in having a half-court basketball court and would like it considered in the 24-25 budget. 	TB
7. Action points from previous Meetings Tyre Park and Saunders Park	<ul style="list-style-type: none"> • Bronwyn presented ideas for the playground refurbishments. • The Board stated that a fence around the playground equipment is a very important requirement. • The Board would also like all new information and updates about Tyre Park and Saunders Park to be placed on the community noticeboard when available. 	

Enclosure 1 Waratah Community Board Meeting Notes

War Memorial	<ul style="list-style-type: none">• Bright colours are the preference for a new playground, not natural tones – if Council gets a choice.• Multi-age equipment in bright colours is the request. The Board requests activities for younger and older children to be catered for. <p>Information to be exchanged so that Anne Dunham can speak with the RSL about the restoration of the War Memorial.</p>	BF
8. Next Meeting	Date to be confirmed	



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 19 SEPTEMBER 2023

Sustainability and Environmental Advisory Panel (SEAP)	
Date & Time:	19 September 2023 - 5:00pm
Location:	Council Chambers, 21 Saunders Street, Wynyard
Council Representatives:	Cr Celisa Edwards (Chair), Cr Andrea Courtney (Deputy Chair)
Members:	Brenton Hosking, Colin Hocking, Fiona Loughran, Hannah Sadler, Ian Ferris, Ian Newman, Peter Lawrence, Robin Krabbe, Sarah Smith, Wendy Bryant
Staff in Attendance:	Kassandra Steward, Daniel Summers, Bill Walker
Apologies:	Dana Hicks, Sarah Smith, Ian Newman, Cr Andrea Courtney

AGENDA:

1. Welcome
2. Confirmation of Minutes
3. New Year Meeting Dates
4. Tasmanian Government Sustainability Strategy Consultation
5. Food Security Update
6. Ballad Avenue Update
7. Wildlife Corridor Strategy
8. Vegetation Management Strategy Update
9. Update on Recommendations to Council
10. Review of Actions List
11. Upcoming Meetings
12. General Business
13. Closure

ACTIONS TAKEN:

1. R Krabbe to circulate key points for a response to the Tasmanian Government Sustainability Strategy Consultation for the group to make comment on.
2. Group to respond to (above action) NLT 27 September so that a cohesive response can be prepared and submitted by consultation close on 6 October
3. D. Summers to invite CHC Environmental Compliance Manager to the next SEAP meeting for consultation on threats to food security
4. W. Bryant to provide details on climate impact for policy view.
5. D. Summers to circulate to the SEAP, the Inglis River Walking Track Study report for review and discussion at the next meeting.
6. C. Hocking to send sequencing details to members for discussion at next meeting.
7. B. Walker to source and circulate the Gondwana Link process and mapping doc to members for reference and guidance.
8. H. Sadler to send a link to the regional strategy on the NRM site to members for reference.
9. D. Summers to source responses to questions of oversight, development, and staff involvement for the creation Vegetation Management Strategy to be discussed at the November meeting.
10. B. Walker to provide Council's current education documentation around cats in the municipality.
11. B. Walker to circulate a recent news story about cats from Clarence Council.
12. B. Walker to provide a discussion paper on cats and cat management for the next meeting.
13. B. Walker to invite a regional cat management coordinator from NRM to present on cat management in the region.
14. K Steward to construct a comment for SEAP members to consider for inclusion with a media release in relation to the Plastic Free Places program and the Tulp Festival.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 19 SEPTEMBER 2023

RECOMMENDATIONS TO COUNCIL:

1. SEAP recommend Council identify and facilitate mapping of food security based partnerships.
2. SEAP recommend the group along with Councillors attend various communities (e.g. Waratah, Somerset, etc.) to visit and expand the focus areas of interest.

ACTION ITEM UPDATES:

- Action 10.: B. Hosking to follow-up and provide examples to group for consideration.
- Action 16.: W. Bryant to pull together a job specification for type of environmental officer position that would be useful at Council.
- Action 23.: D. Summers to provide the identified Pause Place pilot options to the group.
- Action 28.: F. Loughran to provide updates from current toolkit for group input and potential recommendation, working in consultation with C. Hocking.
- Action 30.: D. Summers to circulate original Intra Wild letter and associated documents for SEAP review and consideration.
- Action 26.: Group to review the Vegetation Management Strategy outline and determine whether to make a recommendation to submit to Council out of session NLT 22 September.
- Action 32.: B. Walker to circulate report on the move from the Weed Management Act to the Biosecurity Act once available. information sessions may then be organised, if required.

1 WELCOME

- A quorum was established with the nomination of SEAP member W. Bryant to Chair in the absence of Councillor representatives at the commencement of the meeting.
- The meeting was officially opened at 17:02

2 CONFIRMATION OF MINUTES

Moved P. Lawrence, Seconded H. Sadler

That the minutes of the SEAP meeting held on 18 July 2023, as circulated to Members, be confirmed as a true and accurate record of the proceedings.

Carried.

3 NEW YEAR MEETING DATES

Minor discussion held in relation to the proposed shift in meeting date in the new year. It was quickly agreed to proceed with proposed new year calendar which sees the first meeting of the year in February and bi-monthly thereafter. This was agreed after noting that the Council meeting schedule regularly shifts each January due to staff and Councillor availability.

4 TASMANIAN GOVERNMENT SUSTAINABILITY STRATEGY CONSULTATION

The meeting continued with discussion over the public consultation that is currently open for the State Governments Sustainability Strategy which invites Tasmanians to have their say and help create Tasmania's sustainability vision and goals.

- Cr Edwards arrived 5:20pm

The conversation raised the question as to whether the SEAP should provide a coordinated response as a group. After some debate on the content and where to draw from. It was thought that iCEP could provide some basis for response. It was ultimately decided that R. Krabbe would circulate the key points to the group for out of session discussion so that a cohesive response could be prepared on the behalf of the group before the closing date for submissions on 6 October.

Action 1. R Krabbe to circulate key points for a response to the Tasmanian Government Sustainability Strategy Consultation for the group to make comment on.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 19 SEPTEMBER 2023

Action 2: Group to respond to (above action) NLT 27 September so that a cohesive response can be prepared and submitted by consultation close on 6 October.

5 FOOD SECURITY UPDATE

W. Bryant, H. Sadler and R. Krabbe, provided an update from the sub-group looking at food security. It was suggested during the July meeting that doing data mapping of potential sites and resources as well as identifying the vulnerable sections of the population were a first step towards a potential Community Food Security Policy and action. Since the July meeting the group submitted an application for grant monies from Health Tasmania to facilitate the initial mapping of current resources in the region. It was noted that the application was unsuccessful.

Conversation then shifted towards identification of possible Council officers who might have time to invest in the mapping project. It was mentioned that the Power Partnerships have detailed guidance on how to go approach mapping. Further discussion led to a recommendation that Council facilitate the mapping of food security based partnerships as a first step toward a policy.

It was noted and suggested that Circular Head Council have an environmental compliance manager and that perhaps they could be invited to the next meeting to discuss thoughts on threats to food security. It is suggested that climate impacts be included as part of the policy view to inform policy direction.

Action 3: D. Summers to invite CHC Environmental Compliance Manager to the next SEAP meeting for consultation on threats to food security.

Action 4: W. Bryant to provide details on climate impact for policy view.

Recommendation 1: SEAP recommend Council identify and facilitate mapping of food security based partnerships.

6 BALLAD AVENUE UPDATE

P. Lawrence provided an update on the progress of the Ballad Avenue sub-group to provide Council options for the use of the Ballad Avenue land. The group was advised that there had been a meeting on-site on 1 September. The intention was to meet with a few interested parents and teachers to discuss ideas for the site as a means of including community input into the recommendations to Council. On the day of the meeting a few SEAP members and one teacher were able to attend though feedback was received from the child and family centre.

A quick recap of what was captured in the ideas paper submitted with the agenda was provided to members which included themes of education, connectivity and socialisation as well as nature learning being at the forefront. Ideally the concept would include vegetation and open space for recreation as well as education that helps to create a generation of respect for vegetation. The conversation then shifted to capturing the information, process and outcome as one of a few examples or case studies to include in the Vegetation Management Strategy.

It was discussed and thought that although the strategy would provide overarching guidance on best practices, individual sites should have their own management plans based on the specific needs and nuance of the sites. It was suggested to test and trial the use of management plans to progress and then develop the concepts into a cohesive strategy. The thought was that individuality of these early management plans, executed appropriately will help to provide useful references within the strategy and ultimately future management plans.

6.1 Bike Paths and Walking Tracks

As part of the Ballad Avenue conversation and ideas paper, linkages and connectivity were raised as something to consider. The creation of more accessible active routes between schools, the child & family centre, town and nearby homes as a means of allowing children and families to safely walk or ride between locations. It would not only promote healthier active living but encourage less fossil fuel consumption and be a small step in reducing carbon emissions.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 19 SEPTEMBER 2023

It was understood that further community consultation would be required before making any recommendations on connectivity or Ballad Avenue. It was suggested that consultation continue to get to a position to provide Council a recommendation with 3 to 4 options for consideration.

Discussion continued on potential pathways at which point it was brought to the attention of the group that a report had been tabled at the September Council meeting which provided recommendations on the Inglis River Walking Track which connects many walking paths to and along the river. It was noted that the recommendation outcomes from the report have the potential to provide the proposed connectivity under consideration. It was suggested that the report tabled at the Council meeting be circulated to members for background information and that the Inglis River implementation plan could come to the group for discussion once prepared. It was suggested that bike paths for connectivity, removal of steepness and stairs and inclusion of prams and scooters should be part of the consideration when designing the implementation plan.

It was highlighted that Waratah and Somerset are not mentioned much in the group when focusing on vegetation management or improvement areas for consideration. It was suggested that the group begin taking a wider view perhaps beginning with community engagement to identify potential locations. It was noted that there is a project in the works for Waratah at Tyre Park to progress with a Tiny Forest. The conversation continued raising the need for broader discussion across communities to understand what would work best for each community. At this point it was suggested that perhaps the group and Councillors could jointly visit the various communities to get some on the ground visibility of the requirements in locations other than Wynyard.

Action 5: D. Summers to circulate to the SEAP, the Inglis River Walking Track Study report for review and discussion at the next meeting.

Recommendation 2: SEAP recommend the group along with Councillors attend various communities (e.g. Waratah, Somerset, etc.) to visit and expand the focus areas of interest.

7 WILDLIFE CORRIDOR STRATEGY

Discussion on the topic of a wildlife corridor strategy began with the acknowledgment that it is a challenging area but there is a need for a specific strategy. It was recognised that it is or should be interrelated with the Vegetation Management Strategy but that it is also different with a separate purpose.

It was suggested that the identification of the natural areas within the municipality be the first step toward a strategy and that the sequencing of the creation of the strategy as an extension of the vegetation management strategy would be very important as well. Identifying the correct sequence of events would make both strategies more coherent and cohesive and allow better consideration of potential developments, improvements and enhancements.

The conversation continued to the creation of a sub-committee to assist and progress. The thought was that the process should begin with mapping to provide an overview, then develop generalised concepts to guide the progress toward strategy and policy. Discussion raised the question of vegetation mapping on private land for a complete picture, keeping an eye on the vegetation management progress content for use in in the wildlife strategy.

Some discussion came about similar projects which have progressed or completed mapping for a toward a similar purpose such as the Gondwana Link project and the UTAS public and private land mapping and was suggested to be circulated to the members for reference and guidance. It was suggested that protecting identified wildlife corridors be a priority and would link to the regional strategy. These may be used as guiding principles for a prototype at Ballad Avenue. It was noted that regional strategy could be found on the Department of Natural Resources and Environment (NRM) website.

- D. Summers temporarily excused 5:52pm

Action 6: C. Hocking to send sequencing details to members for discussion at next meeting.

Action 7: B. Walker to source and circulate the Gondwana Link process and mapping doc to members for reference and guidance.

Action 8: H. Sadler to send a link to the regional strategy on the NRM site to members for reference.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 19 SEPTEMBER 2023

8 VEGETATION MANAGEMENT STRATEGY UPDATE

It was agreed that agenda item 8 was largely discussed throughout earlier conversation. A question was raised as to whether the Vegetation Management Strategy outline had been tabled at the September Council meeting. Discussion was delayed until D. Summers could return to the meeting and speak to this. Further questions regarding who would oversee and be involved in the Vegetation Management Strategy, and whether staff be appointed and raised a question of transparency in the decision making process. It was requested that answers to these questions be relayed to the group by the next meeting.

Action 9: D. Summers to source responses to questions of oversight, development, and staff involvement for the creation Vegetation Management Strategy to be discussed at the November meeting.

9 UPDATE ON RECOMMENDATIONS TO COUNCIL

- Cr. Edwards excused 6:49pm
- **Recommendation 4:** SEAP recommends Council to investigate opportunities for greater take up and usage of the Home Energy Audit Toolkit (HEAT).
 - It was noted that the kit that Council have in house is a bit out of date and requires renewal before progressing with education and use in the community.
- **Recommendation 5:** SEAP recommend Council request a speed limit reduction for Sisters Beach Road from the Transport Commissioner.
 - Road counters are still out gathering data which will be key in progressing through Council and for any request being submitted to the Transport Commissioner for consideration.
- **Recommendation 6:** SEAP recommend Council consider extending the virtual fencing along Sisters Beach Road
 - The group were advised that the data collection needs in order to progress this recommendation are quite rigorous and will require extensive effort to back up the proposal. It has been suggested that the proposal will need about 2 years' worth of detailed data.
 - A suggestion was made that Council could collaborate with Circular Head Council on possible funding to assist with data gathering.
 - The data gathering discussion led to questions on the current fencing. The question was raised whether the polls and batteries on the fencing were regularly being maintained. The advice given was that they are being maintained and that the batteries are being replaced this year.

10 REVIEW OF ACTIONS LIST

- Action Item 5 to form a subgroup looking at a weed reduction program including education and transfer of knowledge into a Council strategy - remains In Progress.
- Action Item 8 to adjust and reorganise the Action Plan produced as part of the January brainstorming session and provide a soft copy of native file - Complete.
- Action Item 10 to provide examples and case studies to assist progress for easily achievable Community adaptation and resilience projects - remains is In Progress, B. Hosking to follow-up.
- Action Item 16 point one to assess the needs of/for an environmental officer, both strategic and day to day – In Progress.
 - Minor discussion occurred around whether there is any potential resource share the new environmental officer that has joined Circular Head Council. The suggestion being that they could potentially manage iCEP delivery and/or assist mapping. It was suggested that SEAP could provide specification for an officer.
- D. Summers returned 6:15pm



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 19 SEPTEMBER 2023

- Action Item 23 for the group to consider the pause places programme and provide feedback and/or endorsement to the Cradle Coast Authority representative out of session and prior to the September meeting - Complete.
 - It was noted that three sites had been identified for the pause place pilot program around Wynyard, the options are to be circulated to members for information and reference.
- Action Item 27 to provide a finalised version of the SEAP Action Plan to members out-of-session for agreement prior to going to Council for endorsement - Complete.
- R. Krabbe excused herself at 6:17pm
- Action Item 28 to provide Sisters Beach toolkit/education options for discussion at the September meeting with the intent of producing a community introduction and education campaign focusing on Sisters Beach – In Progress.
 - F. Loughran to provide updates from current toolkit for group input and potential recommendation, working in consultation with C. Hocking.
- Action Item 29 for a subgroup to explore, map and make recommendations on Ballad Avenue to SEAP which will inform recommendations to Council – In Progress.
- Action Item 30 to resend the small community solar paper for SEAPs review and consideration - Complete.
 - D. Summers to send circulate original Infra Wild letter and associated documents for SEAP review and consideration.
- C. Hocking excused himself at 6:25pm
- Action Item 26 for group members to provide a finalised version of a Vegetation Strategy scope document for review of group ready for recommendations to Council – In Progress.
 - D. Summers advised that the scoping document had not been submitted to Council yet. It was suggested that the group review the vegetation management strategy outline in its current state and determine whether to make a recommendation to submit to Council out of session by 22 September.
- Action Item 7 to seek further information on possible funding for waste education through the state government – In Progress.
- Action Item 31 to provide a copy of a 2 page report from the Climate Council on bioenergy to the group for review - Complete
- Action Item 32 to organise an information session on the move from the Weed Management Act to the Biosecurity Act – In Progress.
 - B. Walker attended a meeting on the changes to the Act and the oversight agency. A report is being produced from that meeting and it is intended that once the report becomes available it will be circulated to the group. An information session may be organised after the report is circulated, if required.
- Actions Confirmed

Action 10.: (update) B. Hosking to follow-up and provide examples to group for consideration.

Action 16.: (update) W. Bryant to pull together a job specification for type of environmental officer position that would be useful at Council.

Action 23.: (update) D. Summers to provide the identified Pause Place pilot options to the group.

Action 28.: (update) F. Loughran to provide updates from current toolkit for group input and potential recommendation, working in consultation with C. Hocking.

Action 30.: (update) D. Summers to circulate original Infra Wild letter and associated documents for SEAP review and consideration.

Action 26.: (update) Group to review the Vegetation Management Strategy outline and determine whether to make a recommendation to submit to Council out of session NLT 22 September.

Action 32.: (update) B. Walker to circulate report on the move from the Weed Management Act to the Biosecurity Act once available. Information sessions may then be organised, if required.



Sustainability and Environmental Advisory Panel

MEETING MINUTES – 19 SEPTEMBER 2023

11 UPCOMING MEETINGS

- Next meeting on 21 November 2023 located at Council Chambers has been confirmed.

12 GENERAL BUSINESS

The Chair called for members to raise other general business; the following discussions were noted:

- It was brought to the groups attention that cats had been in the news recently which has raised the question of whether Council have a cat policy. The group was advised that the Parks and Wildlife Service (PWS) have a cat management policy while Council tend toward education and consultation. Council do not have the requisite power to trap where PWS can. The question was raised whether Council would be willing to develop a policy. The conversation continued whether a policy was required given the difficulty in enforcement. It was discussed that in the general community there could be issues with enforcement especially where in how domestic vs feral animals may be dealt with. It is suggested that the solution is to lean on higher policies already in place while introducing more education into the community on the issues. The conversation went on to discuss the introduction of community grants out there to assist people to build their own cat enclosures at home. It was suggested that Council should at the very least have some procedures in place and a clear position on the subject. A suggestion to the group was that we could request a cat management coordinator from NRM present at the next meeting to discuss cat management issues.
- Minor discussion on the Sisters Beach estuary project around erosion, the group have asked whether they can be involved.
- The final piece of general business was in regard to Council's partnership with the Plastic Free Places Program as part of the Tulip Festival. The Community Activation team are aiming to get the word out about the involvement of Plastic Free Places at the Tulip Festival through a media release and provided SEAP some details about the program for review and comment. The group had positive feedback but given time constraints were unable to organise comment on the night. It was suggested that a comment based on earlier email comment and thoughts during the meeting could be constructed for SEAP to review and approve for use.
- It is requested that the group revisit the walking track discussion as an agenda item at the next meeting.

Action 10: B. Walker to provide Council's current education documentation around cats in the municipality.

Action 11: B. Walker to circulate a recent news story about cats from Clarence Council.

Action 12: B. Walker to provide a discussion paper on cats and cat management for the next meeting.

Action 13: B. Walker to invite a regional cat management coordinator from NRM to present on cat management in the region.

Action 14: K Steward to construct a comment for SEAP members to consider for inclusion with a media release in relation to the Plastic Free Places program and the Tulip Festival.

13 CLOSURE

The Chair declared the meeting closed at 19:00.

PO BOX 523
Ulverstone Tas 7315

26 September 2023

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

Dear Mr Crawford

Minutes of Waratah-Wynyard Council Audit Panel Meeting 19 September 2023

Attached are the unconfirmed minutes of the above meeting. The major work plan for the meeting covered:

- Financial Management & Financial Governance – Operational Result, Accounting Estimates and Judgements and Capital Works Budget Amendment
- Annual Audit and Reporting – Item deferred to November 2023
- Internal Controls and Risk Management – Sale of properties for unpaid rates, GM Risk Certificate
- Legal Compliance and Ethics – Privileged User Risk Audit, RTI Legislative Compliance Audit, Council's Policies and Procedures

Standard agenda items review included:

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

There no new recommendations made to Council at the meeting.

The next Audit Panel Meeting will be held on 28 November 2023 at the Circular Head Council offices.

Yours faithfully



Stephen Allen
Chair, Waratah-Wynyard Council Audit Panel



**MINUTES
AUDIT PANEL MEETING
19 SEPTEMBER 2023**

Confirmed for release by the Chair on 26 September 2023

TABLE OF CONTENTS

1.0	ATTENDANCE AND APOLOGIES.....	3
2.0	DECLARATION OF INTERESTS	3
3.0	MINUTES OF MEETING HELD ON 27 JUNE 2023	3
4.0	MAJOR WORK PLAN	4
4.1	FINANCIAL MANAGEMENT & FINANCIAL GOVERNANCE	4
4.2	ANNUAL AUDIT AND REPORTING	5
4.3	INTERNAL CONTROLS AND RISK MANAGEMENT	6
4.4	LEGAL COMPLIANCE AND ETHICS	6
5.0	BUSINESS ARISING FROM MEETING HELD ON 27 JUNE 2023	7
6.0	BUSINESS ARISING FROM PREVIOUS MEETINGS	7
7.0	GENERAL MANAGER'S CERTIFICATION	8
8.0	STANDING AGENDA ITEMS	8
8.1	COMMUNICATIONS FROM COUNCIL.....	8
8.2	FINANCIAL MANAGEMENT	8
8.3	GENERAL MANAGER'S REPORTS PROVIDED TO COUNCIL	8
8.4	MINUTES OF SAFETY COMMITTEE (OSHWELL).....	8
8.5	INTERNAL AUDIT.....	8
8.6	TASMANIAN AUDIT OFFICE – MEMORANDUM OF FINDINGS	8
8.7	MAJOR INITIATIVES – UPDATE	9
8.7.1	ANNUAL PLAN PROGRESS REPORT	9
8.7.2	MAJOR INITIATIVES - GENERAL MANAGER UPDATE	9
8.7.3	QUARTERLY INFORMATION REPORTS TO COUNCIL.....	9
9.0	RECOMMENDATIONS OF PANEL.....	9
10.0	GENERAL BUSINESS.....	9
11.0	MAJOR WORKPLAN FOR NEXT MEETING.....	10
12.0	NEXT MEETING.....	11
13.0	MEETING CLOSURE.....	11
14.0	ACTION LIST FROM MEETING	11

1.0 ATTENDANCE AND APOLOGIES

MEMBERS

Stephen Allen
 Lisa Dixon
 Paul Viney

STAFF

General Manager – Shane Crawford
 Manager Financial Services – Mitchell Smith
 Manager Governance and Information Systems – Sallie Moore-Wood
 Financial Accountant – Nathan Cocks
 Administrative Support – Kylie Johnson

APOLOGIES

Mayor Dr Mary Duniam
 Cr Leanne Raw
 TAO - David Bond
 CROWE – Alison Flakemore

2.0 DECLARATION OF INTERESTS

DECLARATION OF INTERESTS REGISTER WARATAH-WYNYARD COUNCIL AUDIT PANEL COMMITTEE			
Date of Decl.	Member	Company	Position /Role
19/09/23	Lisa Dixon	Buildco	Family Business

3.0 MINUTES OF MEETING HELD ON 27 JUNE 2023

The unconfirmed minutes of the Audit Panel Meeting held on 27 June 2023 were released by the Chair on 01 July 2023 and were presented to Council at its meeting held on the 24 July 2023.

The Panel adopted the minutes as a true and correct record.

4.0 MAJOR WORK PLAN

4.1 FINANCIAL MANAGEMENT & FINANCIAL GOVERNANCE

Operational Result

The Manager of Financial Services reported on Council's favourable end of year surplus and provided detailed commentary on the operational result for the 2022/2023 period. It was noted that overall, the end of year processes went smoothly, and the financial statements were completed allowing sufficient time for review prior to submitting the statements.

Explanations were provided for all significant variances to budget as outlined in a memo attached to the agenda covering:

- Rates and Charges
- User Charges Income
- Reimbursements
- Government Grants
- Interest Income
- Employee Costs
- Remissions and Discounts Expenditure
- Materials and Contracts
- Operational Costs from Capital Works
- Interest Expense
- Impairment of Debts
- Profit/Loss on Disposal of Assets

The Panel queried whether there was an existing investment policy. The Manager of Financial Services confirmed that there is an Investment Policy in place. This was reviewed and approved by Council in March 2023.

Discussion ensued around unfavourable variances in materials and contracts and the Panel suggested having provisions built into the operational budget as a contingency plan with identifying any potential variances at the project submission stage.

It was advised that there is work to be done with the Crown regarding non-rateable properties which Council resolved to write off at its July Council meeting.

The meeting discussed the associated budget risks regarding the TasWater dividend. It was advised that the Mayor and General Manager attend TasWater Owners' Representatives meetings.

It was noted that the financial audit is currently in progress with no issues raised to date. Representatives from the Audit Office and Crowe will attend the November 2023 meeting to present the findings following the finalisation of the audit.

Accounting Estimates and Judgements

The Manager of Financial Services presented the Accounting Estimates and Judgements Memo prepared on advice of the auditors.

It was recommended that Council provide the Audit Panel with advice on where estimates and or judgements are used in preparation of the financial statements to allow the Panel to assess the adequacy of the estimates and judgements.

The memo highlighted:

- Property Plant & Equipment Revaluations & Indexations
- Useful Lives of Property, Plant & Equipment
- Employee Leave Provisions
- Provision for Rehabilitation – Ballast Pit Gravel Mine

The memo also detailed staff and their qualifications to show that who makes those estimates or judgements are suitably qualified.

The meeting discussed a disconnect between long term strategic financial planning, the lifespan of an assets schedule and global warming. The risks associated with this was acknowledged.

The Panel queried whether management felt the revaluation methodology would satisfy the Audit office. Management advised that the Manager of Asset Services prepared a detailed paper around the methodology and outcomes and are not anticipating any issues.

The Panel were interested in the wage inflation factor in dollar figures as outlined in the Employee Leave Provisions.

ACTION: The Manager of Financial Services to provide the Panel with a breakdown

It was noted that the methodology used for the provision for rehabilitation was the same used in last year's audit.

Capital Works Budget Amendment

The Panel noted the good results and higher than anticipated cash balances as shown on the documentation provided.

They queried Council's decision to not borrow \$1 million as initially intended to fund the Somerset Stormwater Outfall project, instead relying on cash reserves.

The General Manager and Manager of Financial Services provided a response advising this was due to changes in the cash position and to remain in line with Council's Financial Management Strategy cash target.

The Panel had no questions relating to the Financial Statements and noted the statements were of a high quality and they had confidence in the work undertaken behind them.

4.2 ANNUAL AUDIT AND REPORTING

Item to be deferred to the November meeting until the final audit has been received.

The Manager of Financial Services highlighted that there are currently three outstanding items unresolved from the 2022 audit. It is anticipated that two of those items will be completed by the end of the upcoming process with one item relating to land revaluation remaining in progress.

There was discussion around the audit process covering timeframes, communication and onsite versus remote processes.

4.3 INTERNAL CONTROLS AND RISK MANAGEMENT

The Panel noted the report for the Sale of Properties for Unpaid Rates as presented to Council on 24 July 2023.

The concerns and risks associated with undertaking this task was discussed. The actions taken to date and mitigations in place were highlighted as outlined in the report to Council. The Panel will be updated as this action progresses.

The Panel reviewed the responses to this item provided through the GM 's Risk Certificate.

4.4 LEGAL COMPLIANCE AND ETHICS

Privileged User Risk Audit

The Manager of Governance and Information Systems reported on a privileged user risk audit that was recently undertaken following the departure of a long-term staff member. AVEC Global was engaged to undertake the audit checks.

The audit highlighted a number of risks for the organisation which are currently being addressed. Following the recommendations out of the audit a number of actions are being completed including the implementation of industry identity and access management standards and a stronger off-boarding process. The work undertaken to date has moved the organisations risk level from high to medium.

The future framework as part of the ongoing Digital Transformation Strategy will also address any potential future risks. All ICT policies and procedures are currently being re-written.

The Panel discussed the importance of having internal control documentation and suggested that IT allocations and access could be considered in staff delegations.

Policies and Procedures

The Panel reviewed Council's Policy Currency Report as at end of August 2023 noting the number of overdue Organisational Performance internal policies.

It was reported that the procurement policy was awaiting the outcome of the work on internal testing as a formal recommendation made by the Panel at the November 2022.

5.0 BUSINESS ARISING FROM MEETING HELD ON 27 JUNE 2023

Audit Panel Meeting – 27 June 2023		
4.5	Audit Panel Performance	<p>Comments from panel members on the current Audit Panel Charter document to be provided to the chair by 30 June 2023 prior to the document being presented to Council for re-adoption.</p> <p>The revised Charter was presented to Council at the meeting held on 24 July 2023.</p> <p><i>Item completed.</i></p>
4.5	Audit Panel Performance	<p>Chair to prepare a draft Annual Report on the Audit Panel outcomes of the financial year 2022/2023.</p> <p>The Audit Panel Annual Report was presented to Council at the meeting held on 24 July 2023. A summarised version will be included in Council's 2022/23 Annual Report.</p> <p><i>Item completed.</i></p>

6.0 BUSINESS ARISING FROM PREVIOUS MEETINGS

Audit Panel Meeting – 22 November 2022		
9.0	Recommendation from meeting of 23 August 2022 - Plant Hire Rates and Plant Hire Reporting	<p>It was noted that plant hire rates have been reviewed and will continue to be done so on an annual basis as part of budget deliberations and annual checklists. Reporting processes are being implemented.</p> <p><i>Item noted as closed.</i></p>
Audit Panel Meeting – 29 June 2021		
9.2	Authority Database Hosting	<p>The final stage of this is the purging of old data, now that we have had a few months of ongoing pay runs with no issues we have engaged with BCC to purge the old data which is the last stage of the process.</p> <p><i>Item noted as closed.</i></p>
Audit Panel Meeting – 25 August 2020		
5.0	C/fwd (36/3.0) Planning Delegations	<p>Planning Services Review report was provided to the Panel at the March 2023 meeting. New planning delegations have been reviewed in line with the Planning Services Review and were approved at the June 2023 Council meeting.</p> <p>The Panel noted the approved Council planning delegations as an outcome of the recommendations in the Planning Services Review as provided.</p> <p><i>Item noted as closed.</i></p>

7.0 GENERAL MANAGER'S CERTIFICATION

The Panel reviewed and discussed the General Manager's Risk Certificate.

The General Manager provided an update on legal proceedings, permit authority work and risks.

ACTION: It was agreed that the General Manager would provide a presentation to the November 2023 meeting on Risk Management for Playgrounds.

8.0 STANDING AGENDA ITEMS

8.1 COMMUNICATIONS FROM COUNCIL

Nil.

8.2 FINANCIAL MANAGEMENT

The Panel noted the Financial Report for the period ending 31 August 2023.

8.3 GENERAL MANAGER'S REPORTS PROVIDED TO COUNCIL

The Panel noted the General Manager's Report to Council for the period 12 August 2023 - 08 September 2023.

8.4 MINUTES OF SAFETY COMMITTEE (OSHWELL)

The Panel noted the minutes of the Safety Committee (OSHWELL) meeting held on 19 July 2023.

8.5 INTERNAL AUDIT

Supplementary Rates Internal Audit

The Manager of Financial Services provided an update on the supplementary rates audit and advised that municipal revaluations are currently occurring. At the completion, an assessment will be made on those identified properties to ensure they are picked up in that process. If that does not occur the properties identified will be lodged.

Cyber Security Audit

A summary of actions report on cyber security will be included in future meetings following a recommendation from the Panel at the June 2023 meeting.

This reporting is in the planning stages and will be implemented prior to the November 2023 meeting.

8.6 TASMANIAN AUDIT OFFICE – MEMORANDUM OF FINDINGS

The Panel noted that there were no further updates to the unresolved 2022 findings since the last meeting and noted those findings are intended to be resolved as part of the current audit process as discussed in agenda item 4.2.

8.7 MAJOR INITIATIVES – UPDATE

8.7.1 Annual Plan Progress Report

The Panel noted the 2022-2023 report of Annual Plan actions reported to Council at its meeting held on the 21 August 2023.

8.7.2 Major Initiatives - General Manager Update

The General Manager advised that staff resourcing issues have had an impact on major initiatives over the past few months and gave an overview of some projects that will have increased activity over the coming months including the Coastal Pathway and Flood Mitigation works.

8.7.3 Quarterly Information Reports to Council

The Panel noted the Quarterly Information Reports provided to Council at its meetings held on 24 July 2023, 21 August 2023, and 18 September 2023.

9.0 RECOMMENDATIONS OF PANEL

One recommendation made by the Panel at the meeting held on 22 November 2022 remains open as detailed below:

RECOMMENDATION:

The Panel recommended that in addition to a formal audit, internal testing of a sample of ten transactions are undertaken annually to check procurement processes are being adhered to with a findings report provided back to the Panel.

PROGRESS:

Not started – This task has been allocated to the Financial Accountant to be completed by the end of the calendar year.

There were no new formal recommendations made at the meeting.

10.0 GENERAL BUSINESS

Nil.

11.0 MAJOR WORKPLAN FOR NEXT MEETING

The major work plan for the meeting to be held on 28 November 2023 is as follows:

Item	Activity	Nov	Comment/Status
2	Annual Audit and Reporting		
	Monitor and critique management's response to the TAO's findings and recommendations.	√	Memorandum of Audit Findings – Manager Financial Services
	Report to the council on action taken regarding issues arising from TAO audit reports and practice guides.	√	
	Review and comment on the processes the council has in place to ensure information included in the council's annual report is consistent with the signed financial statements.	√	Annual Report
3	Long-Term Planning		
	Review the performance of the council against the identified benchmarks in the long-term plans, policies and strategies.	√	Annual Report
4	Internal Controls and Risk Management		
	Determine whether the council has internal processes for determining and managing material operating risks in the following areas: <ul style="list-style-type: none"> important accounting judgements or estimates that prove to be incorrect; litigation, claims and complaints against the council; fraud, theft and other illegal and unethical behaviour; and significant business risks, such as workplace health and safety, information security and reputation, and how these are managed by the council. 	√	Response provided through the GM Risk Certificate
	Review summary reports from the council's management on all suspect and actual frauds, thefts and material breaches of legislation, ensuring they have been reported to the council and the relevant authorities.	√	Included in General Manager's Risk and Assurance Certificate
	Assess the council's procurement framework with a focus on the probity and transparency of policies and procedures, and compliance with these.	√	Procurement Policies and Financial Delegation Register
	Determine whether the Council has a current and effective framework for: <ul style="list-style-type: none"> human resource management including policies, procedures, and enterprise agreements. use of data, information and knowledge internal and external reporting requirements 	√	
5	Legal Compliance and Ethics		
	Monitor compliance with legislation such as the: <ul style="list-style-type: none"> Local Government Act 1993; Land Use Planning and Approvals Act 1993; Work Health and Safety Act 2012; Dog Control Act 2000; Food Act 2003; Environmental Management and Pollution Control Act 1994; Water and Sewerage Industry Act 2008; Building Act 2000; Land Acquisition Act 1993; Local Government (Building and Miscellaneous Provisions) Act 1993; Local Government (Highways) Act 1982; and Anti-Discrimination Act 1998. 	√	Quarterly legislative compliance audits

Item	Activity	Nov	Comment/Status
	Ensure the council's policies and procedures are appropriately designed and implemented, and that effective systems are in place to monitor compliance with those policies and procedures.	√	Policy Report
6	Audit Panel Performance		
	Undertake an annual self-assessment of the Audit Panel's own work plan and performance as a whole and individual members contributions. <ul style="list-style-type: none"> • Review terms of reference and recommend changes to council • Review audit panel charter and recommend changes to council • Outline any training needs 	√	For discussion at the meeting
	Set meeting dates for following year	√	
	Develop annual work plan	√	

12.0 NEXT MEETING

The next meeting of the Waratah-Wynyard Council Audit Panel is to be held on Tuesday 28 November 2023. The panel will be on site at the Circular Head Council.

13.0 MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 12.01pm.

14.0 ACTION LIST FROM MEETING

Audit Panel Meeting – 19 September 2023		
7.0	General Manager's Risk Certificate	It was agreed that the General Manager would provide a presentation to the November 2023 meeting on Risk Management for Playgrounds.
4.1	Financial Management & Governance	The Panel were interested in the wage inflation factor in dollar figures as outlined in the Employee Leave Provisions. The Manager of Financial Services to provide the Panel with a breakdown

Accessibility Working Group Meeting Notes

Council Chambers

Wednesday 20/09/2023

Start Time: 5.30pm

Present: Cr Edwards, Nellie McKenna, Alastair Crouch, Peter Lambert, Ken Ewington, Annette Kirkpatrick, Jamie Elphinstone, Corey Gould, Bronwyn Folden

Apology: Cr Raw

Mission:

The Waratah-Wynyard Accessibility Strategy Working Group is a collaborative partnership between Council and the community to inform and advise Council on accessibility matters.

Purpose of the Accessibility Strategy Working Group meetings initially is to inform the development of the Accessibility Strategy and Action Plan.

The Accessibility Strategy Working Group then advises on the implementation, monitoring, and review of the Accessibility Strategy.

Council welcomes the opportunity to meet with members of the public and community to discuss requests for service and information. The Accessibility Strategy Working Group meetings are not a forum for personal grievances. Please contact Customer Service to schedule a time to discuss these important matters with the relevant Council officer.

Agenda:

All present members introduced themselves and spoke about their life experiences and why they wanted to join the group.

All present members were provided with a hard copy of the Accessibility Strategy.

The **Accessibility Action List** was pointed out to the members.

Group members were asked to read over the strategy and reflect on/note any changes over the coming days.

Group members were asked to read the action list and reflect on/note any changes over the coming days.

The group then talked about what we will do at the next meetings.

This would include:

- discussing recommended changes/feedback and developing a Final Draft of the Accessibility Strategy, with a particular focus on the Inclusion Action Plan for adoption by Council

It was discussed that this can occur via email and meetings.

The next meeting will be on **Thursday 19 October, at 530pm at Council**

Meeting concluded 1840

Accessibility Working Group Meeting

Timeline

August: Advise nominees that their application has been accepted, pending endorsement by the Councillors at the September 2023 Council meeting. **COMPLETE**

August: Propose that the first meeting of the group occur in late September after endorsement has been received. **COMPLETE**

August: Distribute copies of the DRAFT Accessibility Strategy to the community group members for feedback. **COMPLETE**

September: First Meeting. Introduce ourselves. Distribute Draft Document. Request feedback. **COMPLETE**

October: Second Meeting. Discuss Feedback on Draft Document. Discuss Feedback on Actions.

November: Final Draft Accessibility submitted to Council for adoption. Date to be advised.

February 2024: Third Meeting. Date to be advised.