



**ORDINARY MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

15 April 2024

15 April 2024

Notice of Meeting – Ordinary Meeting of Council

In accordance with the *Local Government (Meeting Procedures) Regulations 2015* NOTICE is hereby given that the next Ordinary Meeting of the Waratah-Wynyard Council will be held at the Council Chambers, 21 Saunders Street, Wynyard on Monday 15 April 2024 with the Business of the meeting to be in accordance with the following agenda paper.

General Manager's Certification

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

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



Shane Crawford
GENERAL MANAGER

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

15 April 2024

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

Dear Shane,

COUNCIL MEETING

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

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

I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on Monday 15 April 2024 commencing at 6pm at the Council Chambers, 21 Saunders Street, Wynyard Council chambers, 21 Saunders Street Wynyard.

Yours sincerely



Cr Mary Duniam
MAYOR

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

AGENDA OF AN ORDINARY MEETING OF THE WARATAH-WYNYARD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, 21 SAUNDERS STREET, WYNYARD ON MONDAY 15 APRIL 2024, COMMENCING AT

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

DIGITAL RECORDING OF COUNCIL MEETINGS POLICY

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

ACKNOWLEDGEMENT OF COUNTRY

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

1.0 RECORD OF ATTENDANCE

Legislative Reference:

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

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

(a) attendance and apologies.

1.1 ATTENDANCE

1.2 APOLOGIES

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Legislative Reference:

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

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

(b) Confirmation of the minutes.

2.1 CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Waratah-Wynyard Council held at Council Chambers, 21 Saunders Street, Wynyard on Monday 18 March 2024, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.

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

3.0 DECLARATIONS OF INTEREST

Legislative Reference:

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

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

Councillor and Agenda Item Number

Staff and Agenda Item Number

4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

4.1 ANNOUNCEMENTS BY MAYOR

Nil received.

4.2 MAYOR'S COMMUNICATIONS

RECOMMENDATION

That Council note the Mayors Communications:

MAYOR DR MARY DUNIAM	
5/3/24	Coast FM Radio Interview
7/3/24	International Women's Day Morning Tea
16/3/24	DEPUTY MAYOR – Wynyard Show
18/3/24	Council Meeting
22/3/24	Wynyard Golf Club 100 year event
25/3/24	Councillor Workshop
26/3/24	Meeting with Speak Up Advocacy Program
26/3/24	Audit Panel Meeting
27/3/24	TasWater Board Selection Committee
27/3/24	Councillor Budget Workshop
2/4/24	Coast FM Radio Interview
3/4/24	Guest Speaker Wynmatters
3/4/24	Meeting with Anne Urquhart
4/4/24	RDA Tas. Meeting
5/4/24	RDA Tas. Meeting
8/4/24	Councillor Workshop
9/4/24	Cradle Coast Authority Transport Forum

4.3 REPORTS BY DELEGATES

Nil received.

4.4 NOTIFICATION OF COUNCIL WORKSHOPS

RECOMMENDATION

That Council note the following Workshops:

25/3/24	Cradle Coast Authority Presentation Road Service Levels
27/3/24	Budget Workshop
8/4/24	Independent School Presentation Reconciliation Action Plan Workshop

Councillor Attendance Records

Councillor attendance 1 July 2023 – 30 June 2024 (updated to 9/4/24)

	Ordinary Meetings 2023/24 (9)	Special Meetings / AGM 2023/24 (1)	Workshops 2023/24 (18)	Community Conversations 2023/24 (4)	Leave Taken 2023/24
Mayor Mary Duniam	9	1	17	4	
Cr Gary Bramich	9	1	17	4	
Cr Andrea Courtney	7	1	15	3	
Deputy Mayor Celisa Edwards	6	1	16	2	6 weeks
Cr Kevin Hyland	9	1	18	3	
Cr Michael Johnstone	9	1	18	4	
Cr Leanne Raw	7	1	18	4	3 weeks
Cr Dillan Roberts	9	1	18	4	

Councillor Professional Development – Local Government Learning and Development Framework.

The Office of Local Government (OLG) and the Local Government Association of Tasmania (LGAT) have developed a Local Government Learning and Development Framework that aims to increase the knowledge and skills of councillors. In part, the Framework consists of three online learning packages:

1. LEARNING PACKAGE 1:

- Module 1 - What it means to be a councillor and encouraging nomination;
- Module 2 - Getting elected – information about the electoral process.

2. LEARNING PACKAGE 2:

- Module 1 – Role and responsibilities of councillors;
- Module 2 - Essential knowledge and skills for councillors;
- Module 3 - Foundations of good governance; and
- Know your council (council-run sessions).

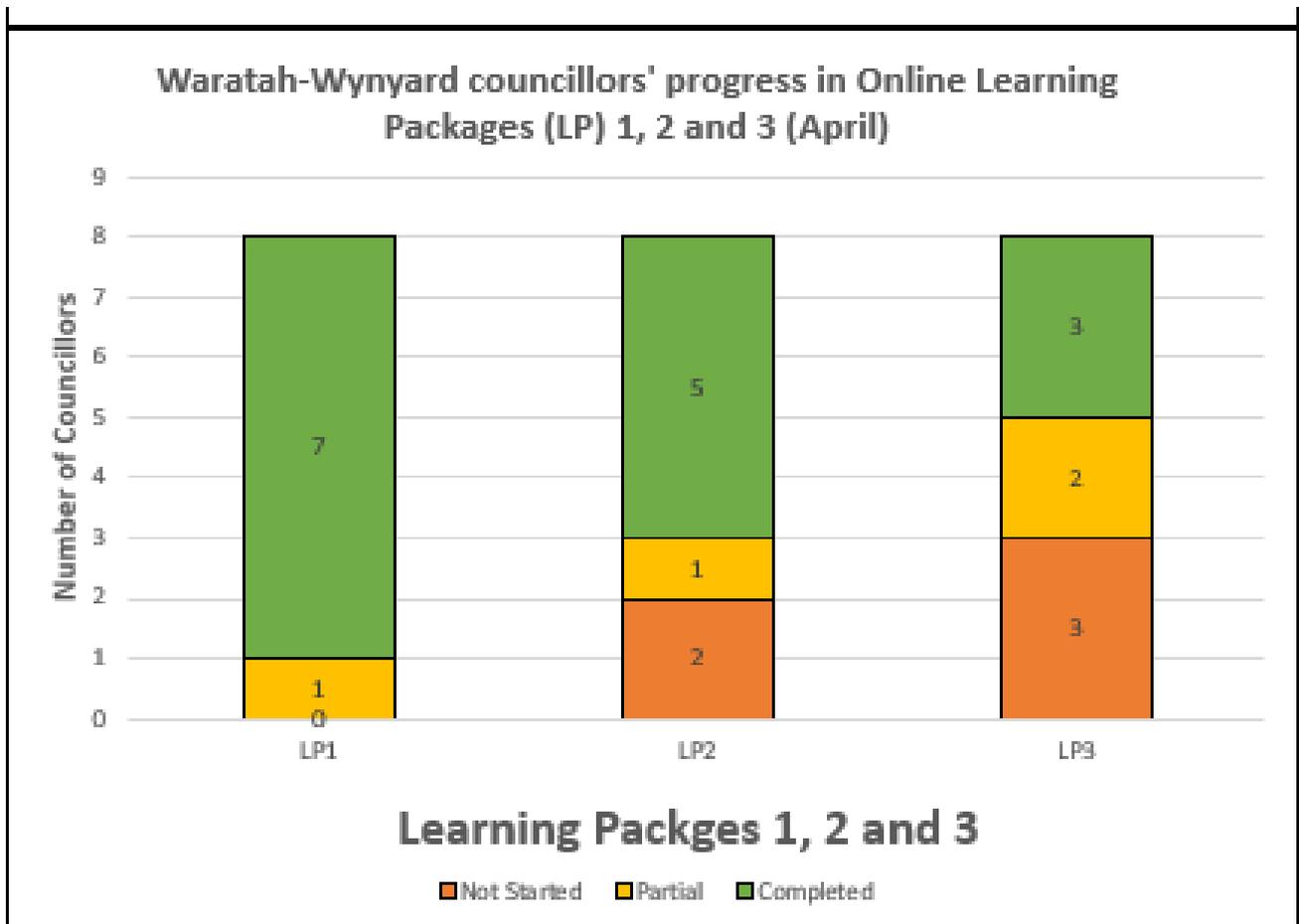
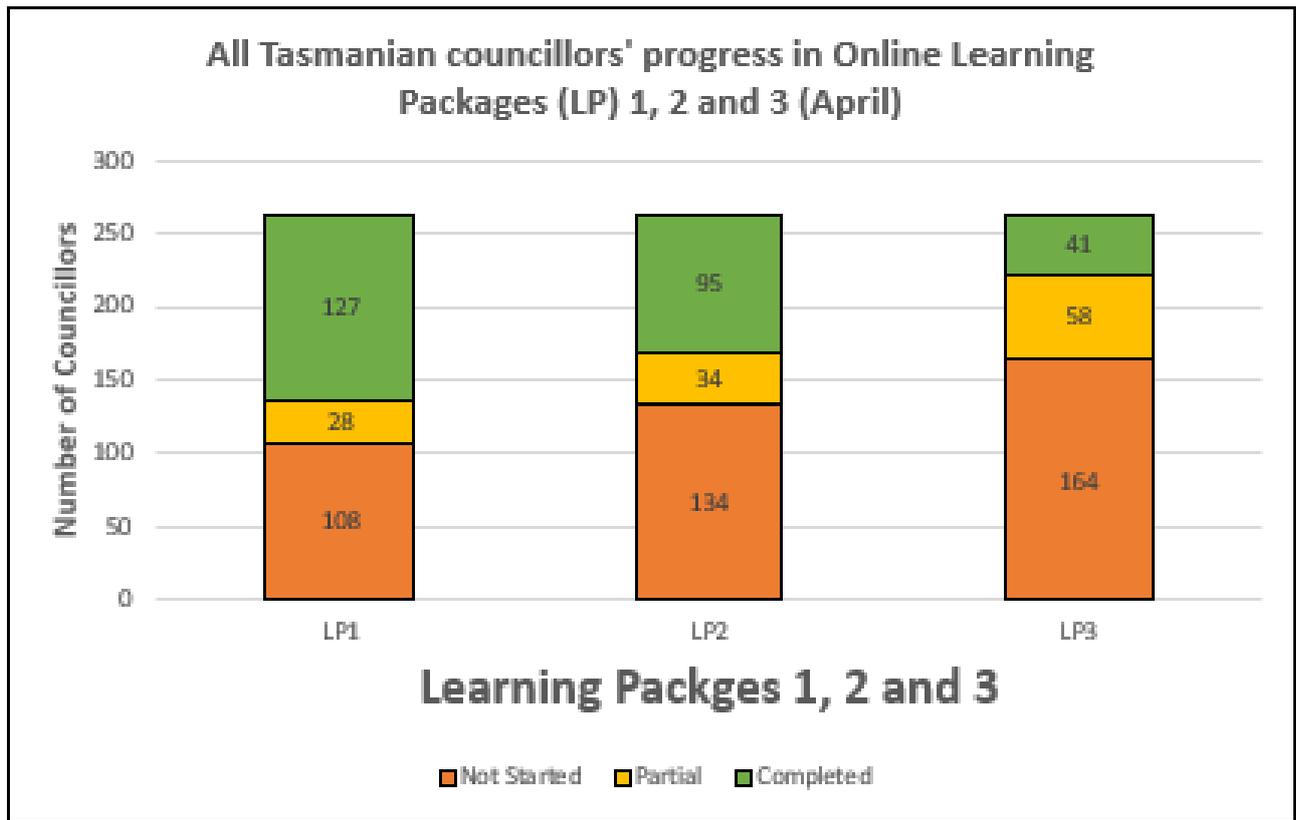
3. LEARNING PACKAGE 3:

- Will consist of several modules which will provide detailed information about good governance principles and elements as set out in the Good Governance Guide and other important topics.
- The first three modules include:
 - Module 1 – Good governance – understanding your role;
 - Module 2 – Good governance – building positive relationships;
 - Module 3 – Cyber Safety Essentials; and
 - Module 4 – Good governance – Good decision-making.

A report is provided each quarter on Councillor progress to completing the modules and is attached below.

This report highlights that Waratah-Wynyard Councillors are actively completing training with overall completion rates second best in State behind the West Coast Council.

Waratah-Wynyard – Online Learning Package Progress Report



5.0 PUBLIC QUESTIONS AND STATEMENTS
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5.1 RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

Nil received.

5.2 PUBLIC QUESTIONS RECEIVED IN WRITING

Nil received.

5.3 PUBLIC QUESTIONS WITHOUT NOTICE

5.4 PUBLIC STATEMENTS RECEIVED IN WRITING

Nil received.

5.5 PUBLIC STATEMENTS WITHOUT NOTICE

6.0 PLANNING AUTHORITY ITEMS

6.1 PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS

Nil received.

6.2 PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS

Nil received.

6.3 FRONT BOUNDARY FENCE LOCATED AT 22 HOGG STREET, WYNYARD - DA 45/2024

To: Council
Reporting Officer: Town Planner
Responsible Officer: Manager Development and Regulatory Services
Report Date: 26 March 2024
File Reference: 9633202
Supporting Documents: 1. Consolidated advertised documents 
2. Representation 
3. Signed extension of time 

RECOMMENDATION

That Council, in accordance with Section 51 and Section 57 of the *Land Use Planning and Approvals Act 1993* and the *Tasmanian Planning Scheme (TPS) - Waratah-Wynyard*, grant approval for a Front Boundary Fence at 22 Hogg Street, Wynyard subject to the following conditions:

CONDITIONS:

- (1) The development is to be generally in accordance with the updated application as submitted and endorsed documents as listed:
 - a. Proposal plans as annotated by the applicant.
- (2) All costs associated with the proposed development including those related to infrastructure extensions or upgrades to Council assets are to be met by the Developer.
- (3) In the course of undertaking the development/use there is to be no damage caused to any Council owned infrastructure or property.
- (4) Loading and un-loading of vehicles is to be confined to within the boundaries of the property.
- (5) The fence is to be constructed entirely within the boundaries of the property.

Notes: -

The following is provided for information only and does not constitute condition(s) of permit.

- An “Activity in Road Reservation” permit must be obtained from Council for all activity within the Road Reservation.
- This project must be substantially commenced within two years of the issue of this permit.
- This permit is based on information and particulars set out in Development Application DA 45/2024. Any variation requires an application for further planning approval of Council.

-
- This development/use is not to result in the generation of environmental harm or nuisance as defined in the *Environmental Management and Pollution Control Act 1994*.
 - Attention is drawn to existing or proposed electricity infrastructure, please be sure to contact TasNetworks on 1300 137 008 to ensure these works do not impede on existing electricity easements and are at a safe distance from powerlines. Failure to do so could result in the relocation of electricity assets at your cost.
 - Under Section 61 (4) of the *Land Use Planning and Approvals Act 1993*, the applicant has the right to lodge an appeal against Council's decision. Notice of appeal should be lodged on the prescribed form together with the required fee within fourteen days after the date on which notice of the decision was served on that person, to the Tasmanian Civil & Administrative Tribunal (TASCAT), G.P.O. Box 2036, Hobart, 7001 (<mailto:resourceplanning@tascat.tas.gov.au>). Updated Notices of Appeal are available on the Tribunal's website at <https://www.tascat.tas.gov.au/>.

PURPOSE

The purpose of this report is for Council to consider the merits of the application DA 45/2024 against the requirements of the *Tasmanian Planning Scheme - Waratah-Wynyard* (Planning Scheme).

BACKGROUND

The subject site is located at 22 Hogg Street, Wynyard, and has an area of 3,718m². It currently contains a single dwelling with associated outbuildings and has access onto Hogg Street.

The land is zoned General Residential with all surrounding properties in the area also zoned General Residential.

The adjoining properties to the south and north, Lot 1 (CT 215271/1) and 22A Hogg Street respectively, are vacant blocks. Adjoining properties to the west include a single dwelling and multiple unit development, with two of the units bordering the site.

A locality plan identifying the subject property is provided in Figure 1 below.



DETAILS

The applicant is seeking approval for a front boundary fence on a land at 22 Hogg Street, Wynyard.

The frontage fences comprise an 18m length of block wall and 4m length of a gate. The fence and the gate have a maximum height of 2m. The block wall is solid with no transparency while the gate provides a transparency of 90%. The wall is made from a face masonry block with a cream colour.

The fence will not run the full length of the frontage of the site, with it connecting with an existing hedge. The hedge is also approximately 2m high with low transparency.

This report assesses the proposal against the *Tasmanian Planning Scheme – Waratah-Wynyard* (the Planning Scheme) and considers any representations received during the public exhibition period.

The subject property is zoned General Residential under the Planning Scheme. The proposal is defined as Residential Use Class. This is a No Permit Required use within the zone if a single dwelling (including associated frontage fencing), should the application meet all the relevant acceptable solutions. There are no acceptable solutions in the frontage fencing clause. The applicant is applying for discretion under the Clause 8.4.7 Frontage fences for all dwellings (P1) of the Planning Scheme.

CONSULTATION PROCESS

The consultation process was the public exhibition period set out in the *Land Use Planning and Approval Act 1993* (LUPAA) and involved notification of adjoining landowners, public notices on-site and advertising in a daily newspaper. The application was placed on public exhibition for a period of 14 days as required under LUPAA. The following documentation was advertised:

- Development Application Form x 3 pages;
- Title documents x 2 pages;
- Additional information request x 1 page; and
- Proposal Plans x 5 pages.

The period for representations closed on 21 March 2024. One (1) representation (one person) was subsequently received. The representer requested to remain anonymous.

The representation and planning responses to the issues raised are provided below. While every effort has been made to include all issues raised, this summary should be read in conjunction with the representation which is included as an enclosure to this report.

The representation below has been summarised from the original text, which can be

Issues raised	Response:
<p>8.4.7 P1(a) – <i>provide for security and privacy while allowing for passive surveillance of the road.</i></p> <p>A solid fence without transparency in the walls does not allow reasonable mutual surveillance between the dwelling to the street. A transparent gate is not a transparent fence and does not allow mutual surveillance along the whole of the property.</p> <p>Perceived insecurity of residents should not be reason enough to build a solid high fence without evidence that there is a significantly increased threat.</p> <p>The property at 22 Hogg Street is considerably setback and one would need a good set of binoculars to ascertain any detail from the street of the interior of the</p>	<p>Statement noted.</p> <p>The application requires assessment to satisfy the Performance Criteria (P1) (a) and (b) for Clause 8.4.7 of the Planning Scheme as the proposed frontage fence does not meet the exemption clause of the <i>Tasmanian Planning Scheme – Waratah-Wynyard</i> and there are no acceptable solutions for this standard.</p> <p>It is acknowledged that by erecting a 2m solid frontage fence, it will reduce the mutual surveillance between the road and the dwelling. However, it still allows the potential for mutual passive surveillance between Hogg Street and the existing dwelling as the separation distance between the two structures will be at least 18m and the</p>

<p>home through the distant and small windows.</p> <p>There is no evidence of a significant increase in security breaches in Wynyard that would be reduced by building a 2m high brick walls along every street. It will make Wynyard looks like Alcatraz and we hide all the beautiful houses and stop that dangerous business of chatting to each other over the fence.</p> <p>If there is an increase in crime on the streets, then we need to allow for children and the elderly to be able to safely seek refuge by knocking on a front door or calling for help and being heard. A solid 2m brick will prohibit this from happening.</p> <p>This photo in the proposal also shows that at the rear of the property there are large areas of unfenced boundaries that leave the residence open for invasion from the rear more than the front. A solid 2m high brick wall at the front on Hogg St will not eliminate this problem at the back, which means the argument that the owners feel insecure, assumed to be in fear of home invasion, is not warranted as they have not fenced the rear or sides of their property.</p>	<p>proposed gate will provide a 90% transparency.</p> <p>Clause 6.10 of the Planning Scheme sets out the matters which Council must have regard to when determining applications. This includes the content of any representations received, but only insofar as the matters raised in the representation are relevant to the particular discretion being exercised.</p> <p>There is no requirement for the applicant to provide evidence of the significant increase in security as a supporting justification to address this clause.</p> <p>In terms of the rear area of the property that is unfenced, boundary fencing which is not within 4.5m of a frontage can be erected up to 2.1m solid without requiring a planning permit. Regardless, this is not a consideration when considering an application for a front fence.</p> <p>Please see the Planning Assessment section below for a full assessment against the discretions for Clause 8.4.7 (P1) (a).</p>
<p>8.4.7 P1(b) – <i>be compatible with the height and transparency of fences in the street, having regard to:</i></p> <p><i>(i) the topography of the site; and</i></p> <p><i>(ii) traffic volumes on the adjoining road.</i></p> <p>The proposed fence measures 2.0 metres in height and is solid brick construction using modern 21st century style bricks and modern design is not in keeping or anywhere near close to compatible with any other fence on Hogg Street.</p> <p>The property owners were inspired by at 29 Hogg Street but is not a valid precedent to draw upon because 29 Hogg Street is a period property, and that fence is in keeping with the period and style of</p>	<p>Clause 6.10 of the Planning Scheme sets out the matters which Council must have regard to when determining applications. This includes the content of any representations received, but only insofar as the matters raised in the representation are relevant to the particular discretion being exercised.</p> <p>Although the owner of 22 Hogg Street also owns the adjoining property at Lot 1 Hogg Street (CT 215271/1) that has a 2m height frontage fence, ownership is not a matter to considered under this planning assessment.</p> <p>Additionally, materials and design of the fencing are not a relevant matter to be considered on this clause. The relevant test for this Performance Criteria is for the height</p>

<p>that house, which in turn is in keeping with the overall appearance of other period homes on the street. The dwelling at 29 Hogg is much closer to the street warranting more concern over privacy and security as pedestrians are able to view inside the home more easily.</p> <p>The majority of fences in the street are below 1.5m, with significant transparency through timber palings, wire mesh or some shrubbery. Some properties do not have a fence at all, many are around 1m only. Only 1 fence is built of brick at over 2m tall and that is 29 Hogg St, which is some distance from 22 and is built in a period style to match the house and therefore is appropriate to the style of the street.</p> <p>The proposed fence should be in keeping with the majority of styles in the street.</p> <p>Property marked '0' (Lot 1 Hogg Street) has fences was already around 2m high. However, the property also belongs to the property owners of No. 22 Hogg Street, given there is no fence between the properties at the back and items including what appears to be a concrete slab from a rear building stretches across the boundary. It seems as though there is no dwelling at '0' Hogg St.</p> <p>Concerning the new subdivision:</p> <p>A high fence is not going to reduce foot or vehicle traffic and the house is so far set back from the street that any loss of amenity will be extremely minimal.</p>	<p>and transparency of the proposed fences to be compatible with other fences in the street.</p> <p>Please see the Planning Assessment section below for a full assessment against the discretions for Clause 8.4.7 (P1) (b).</p>
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INTERNAL REFERRALS

The application was referred to the Engineering Services Department. The following conditions were recommended:

- (1) All costs associated with the proposed development including those related to infrastructure extensions or upgrades to Council assets are to be met by the Developer.
- (2) In the course of undertaking the development/use there is to be no damage caused to any Council owned infrastructure or property.

- (3) Loading and un-loading of vehicles is to be confined to within the boundaries of the property.

Note:

An “Activity in Road Reservation” permit must be obtained from Council for all activity within the Road Reservation.

EXTERNAL REFERRALS

The proposal did not require any external referrals.

PLANNING ASSESSMENT

The subject site is zoned General Residential under the *Tasmanian Planning Scheme (TPS) – Waratah-Wynyard*. The use is a Residential which is a No Permit Required use within the General Residential Zone, should the application meet all the relevant acceptable solutions of the planning scheme.

The proposal does not meet all acceptable solutions of the planning scheme and is therefore submitted as a discretionary application under Section 57 of LUPAA and assessed under the *TPS – Waratah-Wynyard* and relevant State Policies and Acts. Section 57(1) (b) of LUPAA allows Council to relax or waive the provisions of its Planning Scheme under a discretionary status.

An assessment of the proposal against the applicable clauses for the General Residential Zone and relevant Codes is provided below.

8.0 General Residential Zone

8.4.7 Frontage fences for all dwellings

<p>A1</p> <p>No Acceptable Solution.</p>	<p>P1</p> <p>A fence (including a free-standing wall) for a dwelling within 4.5m of a frontage must:</p> <ul style="list-style-type: none"> (a) provide for security and privacy while allowing for passive surveillance of the road; and (b) be compatible with the height and transparency of fences in the street, having regard to: <ul style="list-style-type: none"> (i) the topography of the site; and (ii) traffic volumes on the adjoining road.
<p>Planning Comments: Complies</p> <p>The proposed frontage fence development does not comply with the exemption clause for frontage fences under Clause 4.6.3 of the <i>Tasmanian Planning Scheme - Waratah-Wynyard</i> and there is no acceptable solution for this standard. The proposed fencing development to Hogg Street therefore must be assessed against the performance criteria.</p> <p>The frontage fence onto Hogg Street will be up to 2m high and will be solid to provide privacy and increase security to the residence. However, it still allows for passive surveillance to and from the road as the existing dwelling is setback at least 18m from</p>	

the proposed frontage fencing and the proposed gate provides 90% of transparency for a length of 4m. This will be sufficient to provide for passive surveillance.

Other properties in the street, 29 and Lot 1 Hogg Street, also contain frontage fences with a maximum height of 2m with no transparency. Additionally, the existing hedge on the north-eastern corner of the block is currently more than 2m height to the top with limited transparency. Therefore, either side of the proposed fence will be a 2m high solid fence to the south, and a more than 2m high hedge to the north. It is considered that the proposed frontage fencing is compatible in regard to the height and transparency with other properties in the street.

In this instance, traffic volumes are not a contributing factor to warrant a solid fence, with Hogg Street being a local street with limited traffic noise.

The proposal satisfies the performance criteria P1 for this Standard.

STATUTORY IMPLICATIONS

Land Use Planning and Approvals Act 1993

The Council is established as a Planning Authority by definition under Section 3(1) of the *Land Use Planning and Approvals Act 1993 (the Act)* and must enforce the *Tasmanian Planning Scheme - Waratah- Wynyard (the Planning Scheme)* under S.48 of the Act.

In accordance with section 57 of this Act and Council's Planning Scheme, this proposal is an application for a discretionary permit. Council may approve or refuse discretionary permit applications after considering both Council's Planning Scheme and the public representations received. It is noted that one (1) representation was received during the exhibition period.

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report other than those ordinarily associated with administering the Planning Scheme.

RISK IMPLICATIONS

There is limited risk for the Council acting as Planning Authority, provided that decisions made are in accordance with the Planning Scheme.

Should the Planning Authority wish to make a decision against the professional advice provided, the reasons will need to be detailed.

LUPAA provides for penalties against a Planning Authority that fails to enforce its planning scheme (ss. 63a and 64). Going against advice provided in the planning report, without seeking alternate qualified advice, may create unnecessary risk for the Council in exercising its statutory functions as a Planning Authority.

Should a decision by the Planning Authority be contrary to professional advice provided and the matter is taken to the appeal tribunal, Council would need to obtain separate professional advice to represent Council through the appeal process.

COMMENT

This report is presented for Council's consideration, together with the recommendations contained at the beginning of the report.

It is considered that the proposed front boundary fence satisfies the performance criteria for all applicable standards of the Planning Scheme. The proposed development is compatible with other frontage boundary fences in the street. It still allows for mutual passive surveillance between the road and the dwelling with the 4m wide transparent gate.

The application is considered to comply with the General Residential Zone provisions for the *Tasmanian Planning Scheme – Waratah-Wynyard*. It is therefore recommended that Council to approve a planning permit for the proposed front boundary fence at 22 Hogg Street, Wynyard.

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

Nil received.

7.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING

Nil received.

7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE

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

8.0 NOTICE OF MOTION

Nil received.

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 COMMUNITY AND ENGAGEMENT QUARTERLY REPORT

To: Council
Reporting Officer: Manager Community Activation
Responsible Manager: General Manager
Report Date: 27 March 2024
File Reference: 001
Enclosures: Nil

RECOMMENDATION

That Council note the Quarterly Information Report for the Community and Engagement Department as of end March 2024.

PURPOSE

To provide statistical information and a quarterly update on the activities of the Community and Engagement Department. This report covers the following areas:

- Customer Services
- Community Activation
- Tourism
- Communications
- Wonders of Wynyard
- Warawyn Early Learning

BACKGROUND

The quarterly report is to provide an overview of statistical information on the activities of Council for each department.

Following a review of organisational reporting to ensure consistent and improved information sharing to Council, a quarterly information report is provided for each Directorate with a snapshot of activities undertaken.

DETAILS

This report contains statistical and anecdotal information of the activities, projects and programs being delivered within the Community and Engagement Directorate. The strategic context for these actions comes from a range of strategy documents including the Health and Wellbeing, Age Friendly Communities and Youth Plans, the Open Space Sport and Recreation Plan, Communications and Engagement Plan and Tourism Plan.

Warawyn EARLY YEARS

Wynyard Show

Each year Warawyn Early Learning connect with the local community by entering exhibits into the local show.

This year Warawyn had a total of 50 exhibits entered ranging from artwork, scarecrows, and cooking. There were 21 entries from the childcare centre and 29 entries from the two outside school hours care programs. The children thoroughly enjoyed being able to see their entries and show these off to their family and friends at the show.



Active Squirtz Program

The Active Squirtz program visit the childcare centre each week, offering entertainment and activities for all age groups with colourful outfits and energetic movements to music.

Active Squirtz gives children an opportunity to learn about food choices and promotes getting active and moving bodies. Karlin focuses on children's physical development along with nutritional education in a fun and engaging manner.



Harmony Week

Harmony Week is an opportunity for Warawyn to celebrate and raise children's awareness and appreciation of the diverse cultures around them.

On Thursday 21 March Warawyn celebrated Harmony Day with educators and children encouraged to wear something orange. Families and children enjoyed a cup of fruit along with an orange cupcake. The colour orange relates to social communication, stimulating two-way conversation.

Culture diversity within Warawyn is broadening and children, families and educators enjoy sharing in traditions, beliefs and values and recognising how important these are to each family.



Warawyn Early Learning Utilisation

Warawyn - Early Learning

January	February	March
42.20 average	51.25 average	52.76 average

Warawyn – Wynyard OSHC

January	February	March
32.15 average	34 average	40.31 average

Warawyn – Boat Harbour OSHC

January	February	March
School Holidays	14.56 average	15.71 average

COMMUNITY ACTIVATION

Customer Service

Data for the period covering 5 January 2024 through to 27 March 2024

- 444 requests for service registered in Conquest (Customer Request System).
- 306 have been actioned and completed.
- 138 requests are currently open in Conquest and being progressed.
- 33 requests are “Closed but not Complete” (Require further resource allocation).
- 27 requests were from Waratah.

RECREATION

- Liaised between parks and reserve team and oval/ground users for a smooth transition from cricket to football
- Supported clubs with restoring tidiness to Frederick Street Reserve storeroom
- Responded to requests for service, the majority notably being located at the multipurpose building
- Cleared out/tidied up community assets at the depot shipping container
- Provided thorough communication to clubs regarding parks and reserve maintenance and renovations
- Supported the Family Fun Fair at ANZAC Park Somerset with venues and in-kind support
- Provided in-kind support, event assistance and promotion for the Gone Nuts Adventure Run
- Assisted in providing communication to stakeholders regarding Oval 3 progression (WySp)



Goal posts going in on Oval 3 (WySp)

PUBLIC ART

Wynyard Wall Mural

Local Artist, Amy Morrow, was the successful applicant for the Waratah-Wynyard Council Public Art Advisory Groups 23/24 Public Art project. The mural was created over the summer, with a formal opening planned for April.



EVENTS

Community Events Calendar – The opportunity for community members to promote their event for free has been created through the Waratah-Wynyard Council Online Events Calendar. The “Event Calendar” section of Council’s website is easy to use. The community is invited to head to warwyn.tas.gov.au/events-calendar/ and 'Add your event details' to share information about their event.

Australia Day – Applied for and received grants from National Council of Australia Day to include cultural elements across the Australia Day event.

- Event coordination, including liaison with the Ambassador program, community stakeholders, community and contractors.
- Community award winners celebrated, cultural elements in line with National Council of Australia Day funding.
- Completed exit reports and fully acquitted grant monies.

This year’s Australia Day Award winners were:

- Young Citizen of the Year - Paityn Samain- Daley
- Citizen of the Year - Michelle Williamson
- Event of the Year - Australian Hansa Class Championships
[celebrated the events inclusive nature and the new facility, The Wynyard Yacht Club that supported](#)



Christmas Parade - Commenced meetings with SeaFM, Dynamic Productions, Leslie Dick, Neville Woolley regarding the Lions Club Christmas Parade plans for 2024.

Waratah Woodchopping Carnival – provided in-kind support and advertising assistance for the Waratah Community event.

Tulip Festival - Submitted grant application to Festivals Australia around Cultural Activities at Wynyard Tulip Festival – land of the Tommeginer people - with letters of support from Island Entertainment (Palawa dance group) and CHAC.

- Developed a sponsorship Proposal for 2024 Tulip Festival mailed out to business contacts
- Completed exit reporting and acquittals for Events Tas and received final grant monies
- Letter of acceptance to Events Tas for grant funding for event marketing 2024.

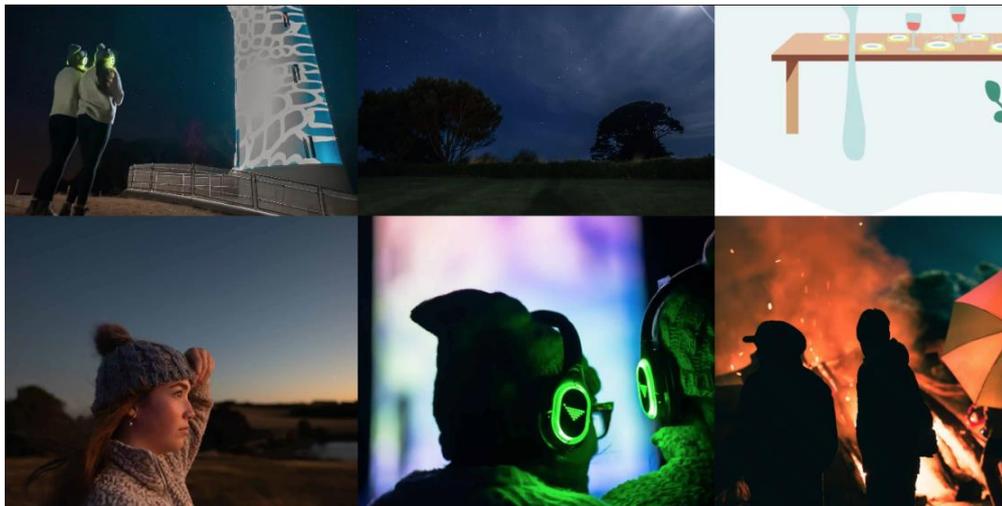
Spring Loaded - Commenced development of the theme/artwork for the Spring Loaded program guide.

Collaboration with BighART underway to support local production of seed-embedded paper for Spring Loaded program in 2024.

Commenced planning and reserving dates for “hero” events in the 2024 program.

Permission to Trespass - Monthly meetings to finalise Permission to Trespass campaign by 30 March. Liaised with WXNW to finalise marketing content.

- Worked with local operators to support streamlined campaigns and dates.
- Liaised with Slipstream, Green Onion Jazz Band, Vinnies Van with WWYL, Inglis Meats BBQ and Market Manager from WWC foreshore market.
- Locked in cultural activities with Jye Crosswell, including smoking ceremony and firestick creation. WWC to host formal opening of the offseason campaign for our area with Gather & Glow on 7 June, 5-7pm East Wynyard Beach.



NAIDOC - Planning underway with Wynyard High to host CHAC for a Kinship Walk and early NAIDOC event on 2 July. Working to support the inclusion of Larapi and Table Cape Primary School in activities. Met with Wynyard High Principal to discuss the event including other future opportunities to support community events (music students, cooking students etc)

Harmony Week - Staff morning tea – ‘a taste of harmony’ strongly supported with dishes from Botswana, Romania, Lithuania, Egypt, Turkey, Portugal, Tonga, and Indonesia shared between staff to provide the opportunity to have informal conversations about culture and inclusion.

Harmony Day at Live Well with Libraries Tas and Migrant Resource Centre North – around 20 community members attended with food, instruments, and stories to share. There was a bush foods demonstration, international music, and food, a film showing “scattered people” and plenty of books from the library. There was infotainment from the event organisers around community programs to support the diverse community.



International Women’s Day – celebrated at Council with a community morning tea. Over fifty people attended and had the opportunity to listen to members of the community speak about what International Women’s Day means to them. Citizen of the Year, Michelle Williamson, shared her story about the creation of Farm it Forward Tasmania.



YOUTH

- Commenced organising Youth Week event (April) with local youth service providers and youth groups
- Developed 2024 calendar for WWYL, meetings, events, and promotion
- Organised publicity/communications for new members
- Created a membership drive event at the Wynyard Show
- Commenced planning for Work Inspirations in partnership with The Smith Family and Wynyard High School
- Commenced planning for a Kinship Walk in NAIDOC Week
- Attended Child and Safety Standards meetings and training

-
- Confirmed WWYL attendance at the 2024 Tasmanian Youth Forum in Launceston
 - Created a Waratah-Wynyard Youth Leaders Clean Up Australia Event



Bill French Memorial Bursary Recipient selected. Congratulations Bayle Eccles

HEALTH AND WELLBEING

- Assisted the Department of Health's Free Covid Booster Clinic with venues and in-kind support
- Assisted CORES with mental health workshop venues and in-kind support
- Supported CORES to host a Suicide Prevention Training Workshop at Frederick Street Reserve
- Supported the site selection, design and advertising of the installation of Pause Places in the Wynyard community

-
- Promoted Scleroderma Australia’s Sunflower Day by sharing online resources through Council’s networks, lighting the foyer yellow and creating a staff event to raise awareness of the disease that affects around 6000 people in Australia.



- Attended meetings with Red Cross community programs, UTAS Bill French Memorial Scholarship, Live Well, Libraries Tas, Housing Choices, LGA Health & Wellbeing network, WXNW including local tourism network, WHS, CHAC, bighart and others.



Pause Place going in across from Bruce’s Cafe

AGE-FRIENDLY COMMUNITIES

- Commenced investigation of Senior related events/programs for community
- Attended The Right Place meeting
- Attended and advertised the U3A Launch

RECONCILIATION ACTION PLAN

- Meetings with Reconciliation Tas to work on Council RAP- Reflect
- Scheduling meetings, establishing working group, communicating with external stakeholders- Aboriginal organisations, organising meetings with external stakeholders, and booking in council workshops.
- First RAP Working Group meeting held with introduction to the concept and consultation opportunities discussed, actions post meeting, initiating artwork for plan and planning surveys.
- Next action is a Council Workshop 8 April, followed by RAP WG meeting 2 to look at establishing themes.
- Consultation with stakeholders in progress, including community survey to be launched in April.

Community Assistance

Between January and March 2024, Community Activation has accepted and processed the following requests for community support:

Name	Support	Value
Waratah Community Board	Photocopying	\$50
Tas Multisport Adventures Pty Ltd (Gone Nuts)	Advertising	\$1000
Waratah Axeman's Association	Photocopying	\$60
Artscape	Photocopying	\$12
Wynyard Agricultural & Pastoral Society	Bunting, steel droppers, & steel post caps	\$500
BighART	Bean Bags	\$160
Wynyard Agricultural & Pastoral Society	Disabled parking & sandwich boards	\$190
Wynyard Library	PA system	\$100
Cancer Council Tasmania (Relay for Life)	Bollards & bunting	\$200

Community Activation Grants awarded to the following under round two of the 23/24 Grants

Organisation	Project	Amount Recommended for Approval (\$)
Churches of Wynyard (Wynyard Baptist Church)	Community Christmas Carols	\$1000
Myalla Community Centre	Painting and new lights	\$1200
Somerset Community Shed Inc	First aid training	\$900
Somerset Soccer Club	Kitchen upgrade - new oven	\$1000
THEIRS INC.	Mental health guest speaker sessions	\$2000

Organisation	Project	Amount Recommended for Approval (\$)
Wynyard BMX	Install seating and improving accessibility paths	\$1938
Wynyard RSL	Restore wooden honour board - Flowerdale	\$1545
Yolla Football Club	New light towers	\$2000

Use of Facility Requests

Between January and March 2024, Community Activation have accepted and processed 27 Use of Facility requests.

Emergency Management

- Attended Social Recovery related meetings and trainings
- Organised Social Recovery and EVACentre kits, manual and procedures
- Attended Evacuation Centre Training
- Shared information and resources regarding bushfire readiness through networks and social media
- Prepared to respond to the Crayfish Creek Bushfire, by commencing preparations to open an emergency evacuation centre in Wynyard

WARATAH COMMUNITY BOARD

- Community Development Officer visits continued fortnightly
- Supported and promoted the Red Cross's Meals on Wheels operating in Waratah
- Finalised the delivery of the Waratah Wynyard Community Directory



Waratah Falls viewing platform work.

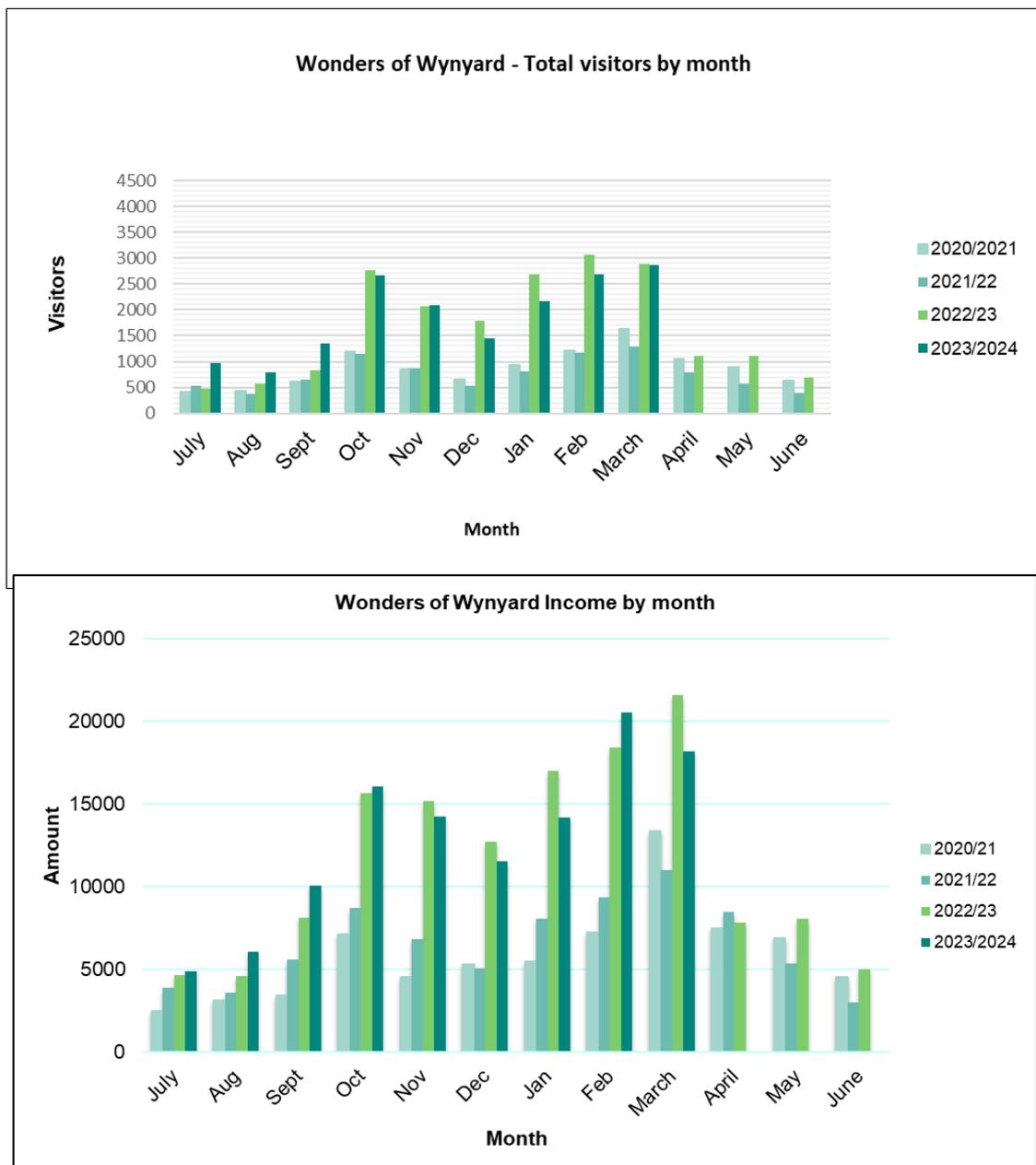
TOURISM

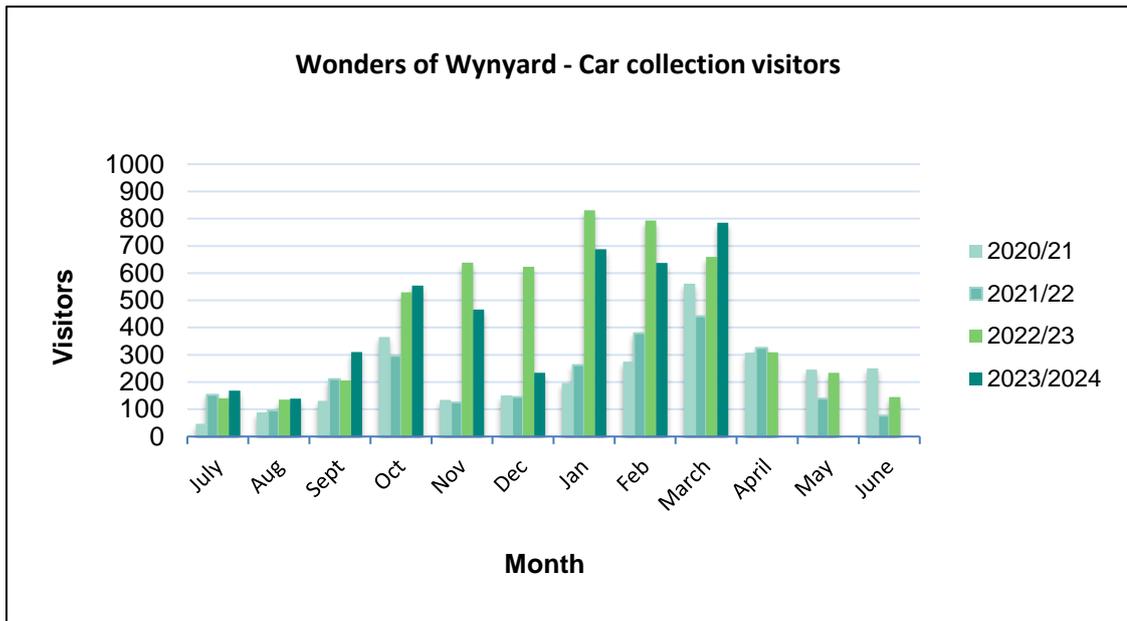
General

- Table Cape Lighthouse Tours – Council is yet to receive new licence agreement from Parks and Wildlife.

Wonders of Wynyard

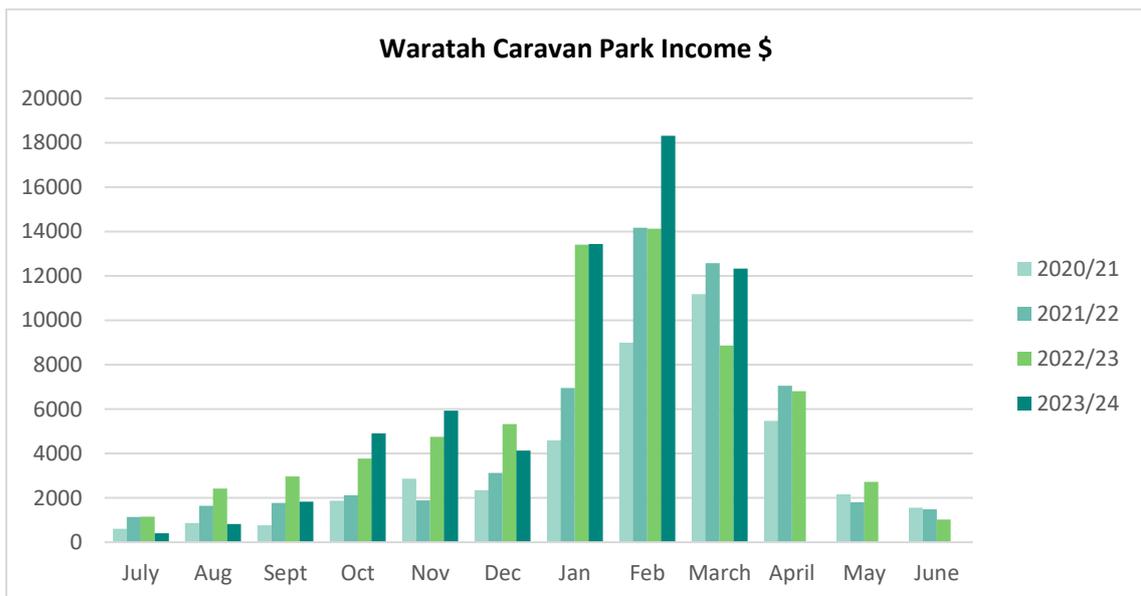
- Visitors to the WOW were down 10% for the quarter compared to last year’s impressive bounce back from Covid lows. Three cancelled pre-booked cruise boats again reduced our expected numbers for the summer. (Recent industry advice has been that the cruise numbers will again be reduced next year).
- Car Collection Ticket Sales were up 19% in March, however overall down 8% for the quarter (due to reduction in cruise numbers in Jan/Feb)
- Income for the quarter was slightly down (7%) on last year – however February saw a record earning month. Income from the March cruise visitation will be received in April





Waratah

- Waratah Caravan Park income was up 21% for the quarter compared to previous year.
- Athenaeum Hall was re-opened for the January-March tourist season, with camping ground bookings and payments being managed through the Post Office during the week and the Hall during weekend opening hours. A total of 336 people visited the Hall during the opening months. The Hall closed after the Easter weekend – with major renovations and repairs now begun.



COMMUNICATIONS

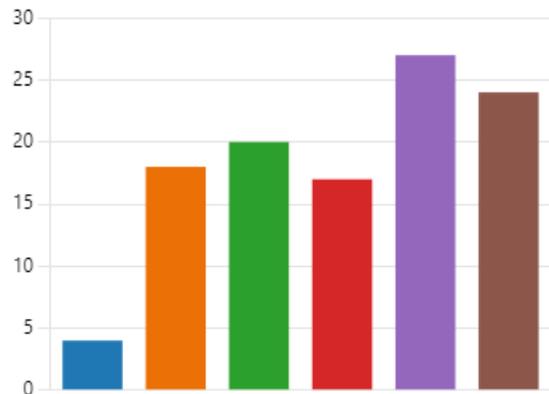
General

- Fee for service agreement with Circular Head Council for communication assistance commenced on 26 February. This arrangement sees WWC providing 0.6 fte support to CHC (from existing resources).
- Communications staff attended the Wynyard Show on 16 March, conducting a survey to gain insights into the community views on Council communications and engagement practices. This survey will continue with other outreach and online opportunities over the next month, with results being used to help inform Council's new communication and engagement strategy which will be completed prior to June 2024. A snapshot of results (based on 110 responses) from survey included below:

2. Age Group

[More Details](#)

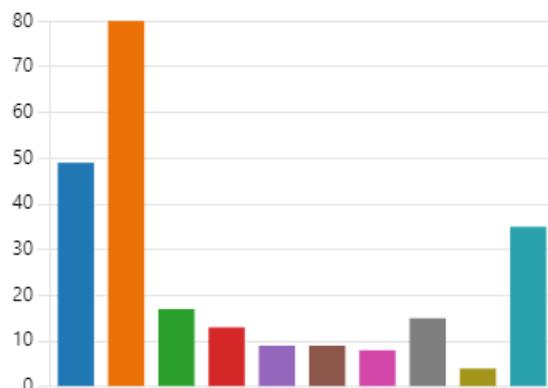
● 18-24	4
● 25-34	18
● 35-44	20
● 45-54	17
● 55-64	27
● 65+	24



6. What is your PREFERRED method of hearing about Council activities?

[More Details](#)

● Council website	49
● Facebook	80
● Instagram	17
● The Newspaper (The Advocate)	13
● The Newspaper (Wynyard Pulse)	9
● Community Radio Coast FM	9
● Commercial Radio (ABC)	8
● Community noticeboards	15
● Posters (in shops/libraries/com...)	4
● Direct letters to my mail box	35



12. How effectively do you think Council consults the community around all key decisions?

[More Details](#)

● Poor	15
● Satisfactory	24
● Good	35
● Very Good	30
● Excellent	6

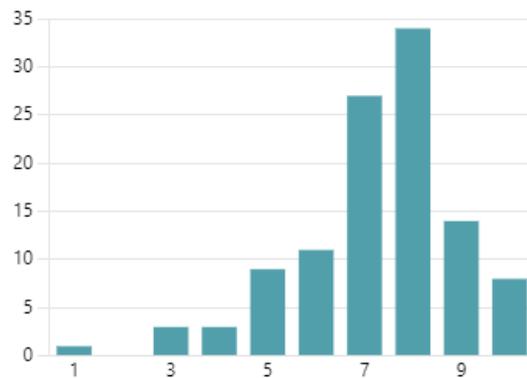


14. Overall, how would you rate the performance of Waratah-Wynyard Council in engaging with the community?

[More Details](#)

Insights

7.27
Average Rating



15. Can you rate the following statements:

[More Details](#)

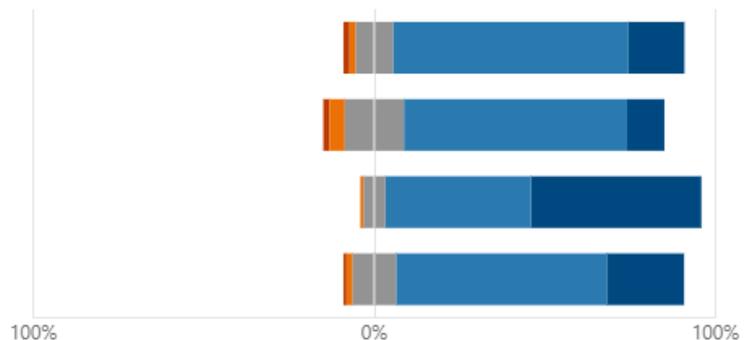
■ Strongly Disagree
 ■ Disagree
 ■ Neutral
 ■ Agree
 ■ Strongly Agree

Waratah-Wynyard Council has a generally positive reputation amongst the community

The community generally trusts the Council's to act in their best interests

I am proud to live in Waratah-Wynyard

Overall I think the Waratah-Wynyard Council is performing its functions well

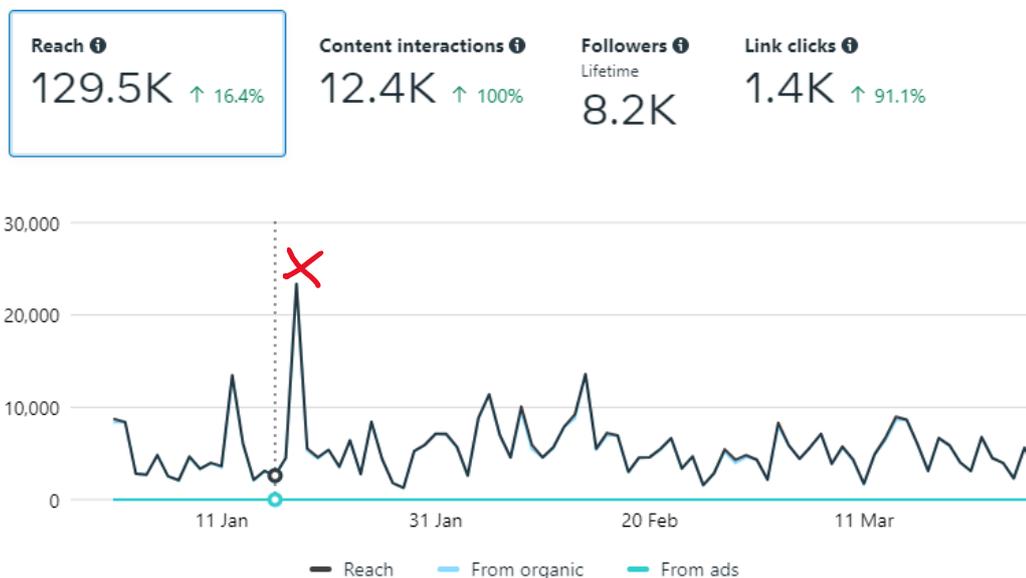


Digital Reach and Engagement

Facebook Audience Engagement

- Net growth of 180 followers for the quarter, with current following now 8,212.
- This 3rd quarter has outperformed last year's results, reaching 120% more accounts, receiving 121% more profile visits and seeing a 72% increase in our net followers.
- These are encouraging results that are very similar to Oct-Dec (that is always the best performing quarter with Tulip festival, Summer and Christmas working to its advantage). This means our strategies targeting the algorithm are working, including posting regular quality content and using reels and stories to reach new audiences and generate higher engagement.
- The cause of the large spike in the below chart is the Coastal Pathway Reel which reached over 25,000 accounts at that point in time. The reel has since reached over 40,000 accounts, our highest reaching post over the last two quarters, beating a Tulip farm photo from last quarter.

Performance



Facebook Content Performance

The 5 top posts according to total reach were:

1. Coastal Pathway (reel), 40,336 accounts
2. Pause Place (photo), 20,664 accounts
3. Waratah Fall construction work (photo), 17,919 accounts
4. Cat desexing (tile graphic), 17,151 accounts
5. WySP light towers (photo), 12,861 accounts

The 5 highest interaction posts (reactions, comments, shares and saves):

1. Coastal Pathway (reel), 403 account interactions
2. Australia Day winners (photo), 374 account interactions
3. Name the Bee (name competition), 361 account interactions
4. FOGO (tile), 258 account interactions
5. Killer whales (reel), 244 account interactions

The 5 highest conversion posts (percentage of accounts reached who engaged with post):

1. Killer whales, 6.15%
2. Name the Bee, 3.54%
3. Aust Day award winners 3.32%
4. Childcare Trainees, 3.16%
5. FOGO, 2.5%

Instagram Content Performance

- Instagram reels and video content outperforms regular photo posts and the most popular content that is being interacted with is 'location' and 'destination' rather than general Council project news.
- The WWYL Clean Up Aust Day reel performed well, with a high conversion rate (content targeted at younger audience).

The 5 top posts according to total reach:

1. Destination Sister's Beach reel, 1,659 accounts
2. Lunch Company WIP mural reel, 1,277 accounts
3. Killer Whales reel, 947 accounts
4. Sunflowers Goldie St reel, 697 accounts
5. Aus Day Morning reel, 697 accounts

The 5 highest interaction posts (reactions, comments, shares and saves):

1. Destination reel (war-wyn), 105 interactions
2. Killer Whales reel, 79 interactions
3. Our beaches (photo), 69 interactions
4. Coastal Pathway update #1 reel, 74 interactions
5. Coastal Pathway update #2 reel, 47 interactions

The 5 highest conversion posts (percentage of accounts engaging with post) :

1. Destination reel (war-wyn), 18.4%
2. Our Beaches (photo), 17.8%
3. Coastal Pathway update #1 reel, 12.9%
4. Coastal Pathway update #2 reel, 11.1%
5. Clean Up Aus Day reel, 10%

Website

- Waratah-Wynyard Council's website continues to provide a valuable source of information for our audience with 15,000 users over the quarter, with over 44,000 individual page views.

- Planning and development applications continues to be the most visited page (after the main page), along with job vacancies, Tulip Festival and Spring Loaded, foreshore markets and camping and caravanning and the always popular waste/recycling pages.

Page path and screen class	↓ Views	Users	Views per user	Average engagement time	Event count
	100% of total	100% of total	Avg 0%	Avg 0%	100% of total
1 /	9,049	3,494	2.59	47s	28,908
2 /planning-and-development/advertised-permits/	2,483	790	3.14	1m 12s	7,529
3 /our-council/contact-us/	1,948	1,343	1.45	38s	5,969
4 /tulip-festival-spring-loaded/	1,701	1,299	1.31	30s	5,659
5 /jobs-council/current-vacancies/	1,484	888	1.67	23s	3,999
6 /events/wynyard-foreshore-markets/	1,040	760	1.37	25s	3,321
7 /waste-recycling/waste-transfer-stations/	992	657	1.51	54s	3,039
8 /visitors/caravanning-and-camping/	871	612	1.42	59s	2,842
9 /our-council/agendas-minutes/	826	318	2.60	1m 13s	2,536
10 /waste-recycling/	804	524	1.53	29s	2,427

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 3: Connected Communities
Desired Outcomes
3.5 Our community uses its voice to shape its future alongside a strong Council willing to listen and implement where reasonable and practical.
Our Priorities
13.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
3.3 Our natural and built environment aids the community with an active and healthy lifestyle.
Our Priorities
3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and which recognises and celebrates local history.

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

The Community and Engagement Department delivers a wide range of activities which directly impact on the health and wellbeing of the community. This report provides an overview of a selection of those activities. It is recommended that the report be noted.

9.2 ANNUAL PLAN PROGRESS REPORT - 1 JULY 2023 TO 31 MARCH 2024

To: Council
Reporting Officer: Information Management Officer
Responsible Manager: Director Governance and Information Systems
Report Date: 5 April 2024
File Reference: Corporate Management - Planning
Enclosures: 1. Annual Plan Progress Report - as at end March 2024 

RECOMMENDATION

That Council note the 2023/24 Annual Plan Progress Report for the period 1 July 2023 to 31 March 2024.

PURPOSE

This report is provided as an update on the Annual Plan actions as at 31 March 2024.

By providing a regular update, Council can see how the organisation is tracking in the delivery of commitments made to the community through the Annual Plan.

BACKGROUND

The Annual Plan and Budget Estimates is developed by Council each year, outlining key activities and initiatives for the year.

The Council adopted the 2023/24 Annual Plan and Budget Estimates on 19 June 2023.

The strategic planning framework guides Council in identifying community needs and aspirations over the long term (Our Mission, Vision & Values), medium term (Strategic Plan) and short term (Annual Plan and Budget Estimates) and holds itself accountable through the Audited Financial Statements and Annual Report.

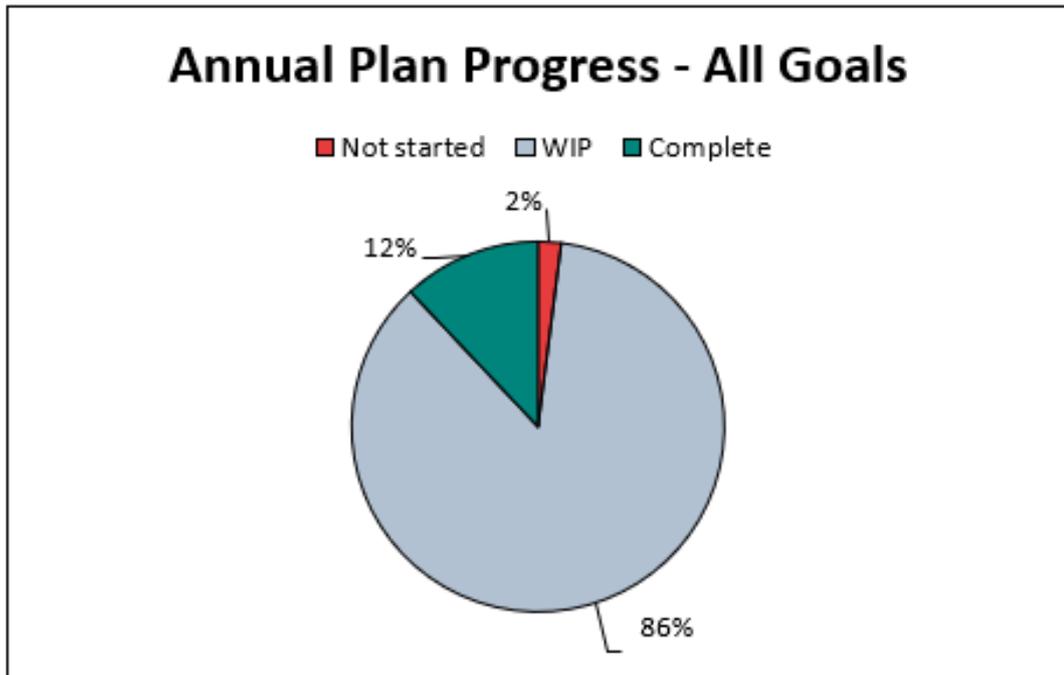
The activities and initiatives included in the Annual Plan and Budget Estimates contribute to achieving the strategic objectives specified in the Strategic Plan.

DETAILS

The attached report provides a progress report of actions against Council's 2023/24 Annual Plan.

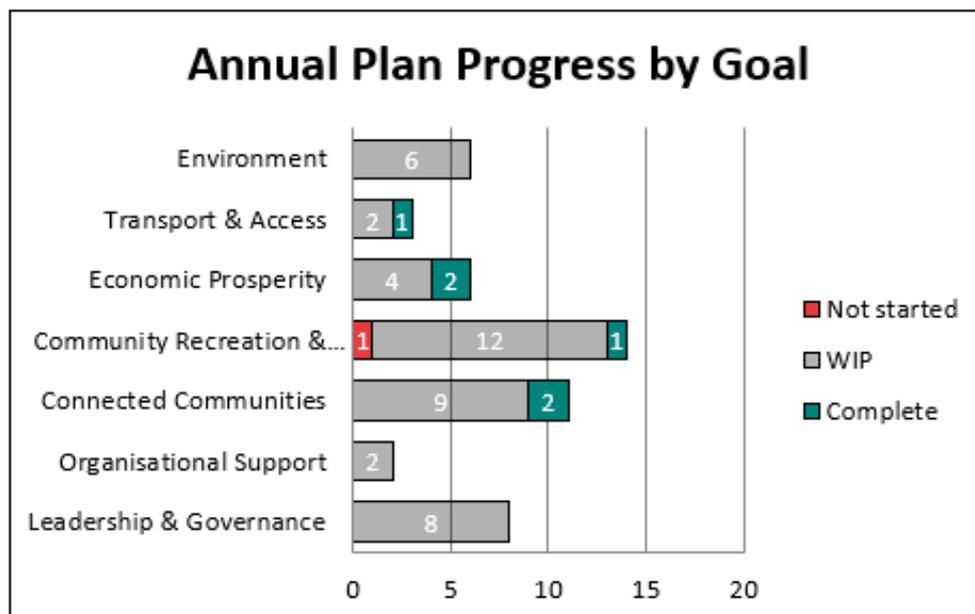
As at 31 March 2024, 43 actions are in progress (86%), 1 action has not commenced (2%) and 6 actions have been completed (12%).

There was a total of 50 actions adopted in the Annual Plan and Budget. The below graphs present overall progress of the actions to date.



- 6 actions are completed
- 20 actions at least 90% of monthly target
- 9 actions between 70% – 90% complete
- 13 actions at less than 70% complete
- 1 ongoing action
- 1 action not commenced

The following graph outlines progress against each of Council’s strategic goals:



Outstanding Actions Progress

Status on actions which remained uncompleted from the 2022/23 financial year, as reported at the August 2023 meeting is provided below -

Action	Progress
East Wynyard Foreshore Masterplan	Completed. The new boardwalk works have been finalised.
Erosion Mitigation - Somerset	Planning permit completed. Plantings propagated and ready for site, seeking information on silt fencing.
Cam River Masterplan	Public Art project awarded and expected to be installed in May 2024
Rural Road Network Improvements	Completed
Camp Creek Biodiversity Project	Discussions continue with relevant stakeholders with aim to commence planting prior to June 2024.
Bushfire Risks For Settlement Areas	Risk assessments have occurred for the Somerset area and actions are being taken to mitigate identified risks.
Sustainable Murchison Plan Review	Review was deferred until local government reform process has progressed to decision
Yolla Public Toilet	A suitable location for a DDA compliant public toilet has been identified within the Yolla Township. Officers are finalising construction plans for the project and progressing approval processes. Delivery of this project will not occur in the current financial year but is anticipated within the calendar year.
Enclosed Dog Exercise Area	Progressing negotiations with Wynyard Show Society about establishment of site at showgrounds however progress remains slow due to crown land approval process.
Waratah Community Hub Upgrades	Completed.
Waratah Rail Bridge	Tender awarded at July 2023 Council meeting. Works have commenced and nearing completion
Big Creek Flood Mitigation Works	New scope and design being considered. Public consultation has commenced.
Port Creek Flood Mitigation Works	Tender awarded at May 2023 Council meeting. Work has substantially commenced. Completion expected in June 2024.
Ballad Avenue Use	Council has determined not to proceed with recreational infrastructure on the site and are working with the Sustainability Environmental Advisory Panel on plans for the site.

STATUTORY IMPLICATIONS

Statutory Requirements

The Annual Plan is prepared as part of the Budget Estimate process and is required under the Local Government Act 1993:

71. *Annual plan*

(1) A council is to prepare an annual plan for the municipal area for each financial year.

(2) An annual plan is to –

- (a) be consistent with the strategic plan; and*
- (b) include a statement of the manner in which the council is to meet the goals and objectives of the strategic plan; and*
- (c) include a summary of the estimates adopted under section 82; and*
- (d) include a summary of the major strategies to be used in relation to the council's public health goals and objectives. The Annual Plan is part of a larger strategic planning framework.*

STRATEGIC IMPLICATIONS

Strategic Plan Reference

The plan is consistent with the Waratah-Wynyard Corporate Strategic Plan 2017/27 and the Sustainable Murchison Community Plan 2040.

Council Strategy or Plan	Date Adopted:
Annual Plan and Budget Estimates 2022/23	19 June 2023

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

One action has not commenced at this stage – review and develop a new Warawyn Early Years Reconciliation Action Plan.

CONSULTATION PROCESS

Council provides quarterly reports as part of the Council meeting process to ensure Councillors and the public can see progress against annual plan actions.

CONCLUSION

That Council note the 2023/24 Annual Plan Action Report for the period 1 July 2023 to 31 March 2024.

9.3 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2024

To: Council
Reporting Officer: Director Financial Services
Responsible Manager: Director Financial Services
Report Date: 5 April 2024
File Reference: Financial Management - Reporting - Council
Enclosures: 1. Capital Works Report - March 2024 

RECOMMENDATION

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

PURPOSE

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

BACKGROUND

The financial reports presented incorporate:

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

DETAILS

Council is currently tracking well against budget with a forecast favourable variance to budget of \$910k. There are several favourable and unfavourable variances across the budget.

Commentary on known forecast variances identified to date is provided throughout the report.

Municipal Revaluation

Council municipal revaluation is currently in its final stages, with Council receiving draft revaluation data in late April. It is still expected that revaluation notices will be issued to ratepayers sometime in May 2024.

Supplementary Rates

Council has recently received a number of large supplementary valuation files for new blocks, and the construction of new buildings across the municipality. Council has already exceeded its budgeted supplementary rates income, with the recent supplementary valuations likely to provide Council with a favourable variance to budget in the 2023-24 year.

2023-24 Capital Works – Carry Forwards

Officers have reviewed Council’s 2023-24 Capital Works program and have identified a number of projects which are likely to be carried forward into the 2024-25 financial year. These carry forwards are not currently reflected in the forecast for the capital works program included in this report. The capital forecasts will be updated during April ready for the May Council meeting.

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

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

Council Strategy or Plan Reference

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

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

All details are included in the attached reports.

Income Statement

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

Income Statement as at 31 March 2024

	YTD Actual	YTD Budget	%	YTD Variance	Budget	Forecast	Forecast Variance	
Recurrent Income								
Rate Revenue	13,806,152	13,625,564	1%	✓ 180,588	13,805,376	13,936,535	✓ 131,159	1
User Charges	2,438,447	2,304,230	6%	✓ 134,217	3,016,688	3,138,640	✓ 121,952	2
Reimbursements/Contributions	401,436	456,109	-12%	✗ (54,673)	709,744	788,015	✓ 78,271	3
Grants and Subsidies	321,187	2,810,297	-89%	✗ (2,489,110)	3,879,155	4,368,866	✓ 489,711	4
Interest	584,272	335,484	74%	✓ 248,788	447,500	697,500	✓ 250,000	5
Distributions from Water Corporation	421,500	505,602	-17%	✓ (84,102)	674,400	674,400	✓ -	
Total Recurrent Income	17,972,995	20,037,286	-10%	✗ (2,064,291)	22,532,863	23,603,956	✓ 1,071,093	
Recurrent Expenditure								
Employee Costs	6,007,885	6,774,166	11%	✓ 766,281	8,990,374	8,809,784	✓ 180,590	6
State Levies	421,390	446,469	6%	✓ 25,079	724,879	721,610	! 3,269	
Remissions & Discounts	377,284	347,793	-8%	✗ (29,491)	366,588	384,986	✗ (18,398)	
Materials & Contracts	5,231,281	4,267,206	-23%	✗ (964,075)	6,059,961	6,392,693	✗ (332,732)	7
Depreciation	3,766,462	4,056,100	7%	✓ 289,638	5,384,644	5,384,644	✓ -	
(Gain)/Loss on Disposal	(18,945)	-	0%	! 18,945	45,000	45,000	✓ -	
Borrowing Costs	28,464	28,905	2%	✓ 441	55,920	55,920	✓ -	
Other Expenses	198,670	225,693	12%	✓ 27,023	301,050	294,550	! 6,500	
Total Recurrent Expenditure	16,012,491	16,146,332	1%	✓ 133,841	21,928,416	22,089,187	✗ (160,771)	
Surplus/(Deficit)	1,960,504	3,890,954	-50%	✗ (1,930,450)	604,447	1,514,769	✓ 910,322	
Capital Items								
Capital Grants/Contributions	1,142,878	1,071,085	7%	✓ 71,793	7,176,496	7,138,289	✓ (38,207)	
Derecognition of Assets	-	-	0%	✓ -	-	-	✓ -	
Asset Recognition	-	-	0%	✓ -	-	-	✓ -	
Comprehensive Surplus/(Deficit)	3,103,382	4,962,039	-37%	✗ (1,858,657)	7,780,943	8,653,058	✓ 872,115	

Council is forecast to have a favourable variance to the budget of \$906k as at 30 June 2024. Commentary on variances of \$20k or higher are provided below:

1) Rate Revenue

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

2) User Charges

The favourable variance to budget is due to higher than budgeted plumbing inspection fees and property certificate income.

3) Reimbursements/Contributions

Reimbursement's income is expected to be higher than budget due increase in reimbursements for Childcare (\$18k), trainee wages (\$12k) and workers compensation (\$29k).

4) Grants and Subsidies

Grant income is expected to be higher than budget due to timing of Financial Assistance Grant income from the Federal Government (distributed through the State Grants Commission). The additional \$490k of grant revenue is due to an increase in the yearly distribution via indexation (\$110k), and also a portion of additional grant funding from the final 2022-23 grant allocation which is a one off (\$380k).

5) Interest

Interest income is expected to be higher than budget due to higher interest rates on Council's term deposits and higher levels of cash on hand due to timing of planned capital expenditure. Interest rates are currently higher than long term averages and therefore are likely to drop in future years.

6) Employee Costs

The favourable variance to budget for employee costs is due to a number of vacancies across the Organisational Performance directorate during late 2023. All vacancies have now been filled.

7) Materials & Contracts

The unfavourable variance to budget for materials & contracts relates to higher than budgeted expenditure for the management of the waste transfer station, and higher than budgeted green waste and builders waste disposal costs.

Balance Sheet

Council continues to be in a financially strong position. Council is forecasting a current ratio of 1.46 as of 30 June 2024 compared to a current ratio of 2.46 as at 31 March 2024.

Balance Sheet as at 31 March 2024

	YTD Actual \$	Budget \$	Forecast \$
Current Assets			
Cash & Cash Equivalents	10,504,653	5,798,274	7,472,399
Receivables	1,811,186	1,296,712	1,296,712
Inventories	110,253	113,049	113,049
Other Current Assets	63,307	271,523	271,523
Total Current Assets	12,489,399	7,479,558	9,153,683
Non-Current Assets			
Property, Plant and Equipment	255,005,249	266,882,872	265,092,560
Investment in Water	45,378,608	45,378,608	45,378,608
Total Non-Current Assets	300,383,857	312,261,480	310,471,168
Total Assets	312,873,256	319,741,038	319,624,851
Current Liabilities			
Payables	2,810,798	4,073,100	4,073,100
Interest-Bearing Liabilities	181,037	364,178	364,178
Provisions	2,081,059	1,817,365	1,817,365
Total Current Liabilities	5,072,893	6,254,643	6,254,643
Non-Current Liabilities			
Interest-Bearing Liabilities	2,096,528	1,144,657	1,787,568
Provisions	263,526	359,394	359,394
Total Non-Current Liabilities	2,360,054	1,504,051	2,146,962
Total Liabilities	7,432,947	7,758,694	8,401,605
Net Assets	305,440,310	311,982,344	311,223,246
Equity			
Current Year Result	3,103,382	7,780,943	8,653,058
Accumulated Surplus	166,484,100	168,348,573	166,717,360
Reserves	135,852,828	135,852,828	135,852,828
Total Equity	305,440,310	311,982,344	311,223,246
Current Ratio	2.46	1.20	1.46

Council's cash is significantly higher at this time of year compared with that budgeted at 30 June due to the timing of Council's income and expenditure. Council collects 74% of its rates and charges income by 31 August. Council's cash will reduce over the course of the year due to the progression of the capital works spend. Council's receivables will reduce over the course of the year, with some ratepayers electing to pay by instalment.

Cashflow Statement

As of 31 March Council had \$10.505m cash on hand. Based on budgeted income and expenditure, Council is forecast to have \$7.472m of cash on hand as of 30 June 2024.

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

Cashflow Statement as at 31 March 2024

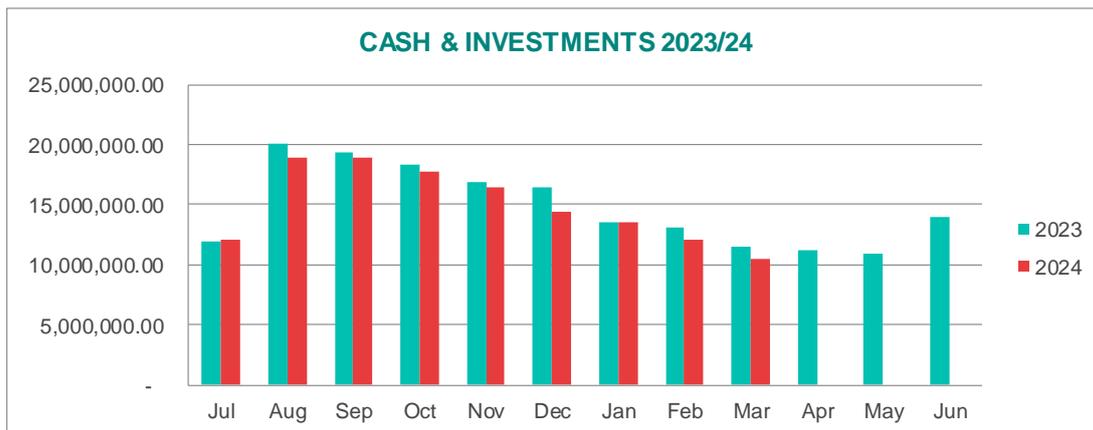
	YTD Actual	Budget		Balance	Forecast
	\$	\$	%	\$	\$
Cash flows from operating activities					
Employee Costs	(5,744,191)	(8,926,163)	64%	(3,181,972)	(8,709,784)
Materials and Contracts	(7,119,731)	(5,914,662)	120%	1,205,069	(6,977,588)
State Levies	(421,390)	(724,879)	58%	(303,489)	(721,610)
Other Expenses	(575,954)	(667,638)	86%	(91,684)	(679,536)
Rates and Charges	13,291,296	13,763,890	97%	472,594	13,936,152
User charges	2,646,663	3,016,688	88%	370,025	3,138,640
Interest	584,272	447,500	131%	(136,772)	697,500
Reimbursement of Expenses	401,436	709,744	57%	308,308	788,015
Government Grants	321,187	3,879,155	8%	3,557,968	4,368,866
Net Cash provided by (used in) operating activities	3,383,587	5,583,635	61%	2,200,048	5,840,655
Cash flows from investing activities					
Payments for Property, Plant and Equipment	(8,168,304)	(21,732,536)	38%	(13,564,232)	(19,942,224)
Investment revenue from Water Corporation	421,500	674,400	0%	252,900	674,400
Proceeds from Sale of Property, Plant and Equipment	-	572,690	0%	572,690	237,690
Capital grants	1,142,878	7,176,496	16%	6,033,618	7,138,289
Net cash provided by (used in) investing activities	(6,603,927)	(13,308,950)	50%	(6,705,023)	(11,891,845)
Cash flows from financing activities					
Borrowing Costs	(28,464)	(55,920)	51%	(27,456)	(55,920)
Loan Drawdowns	-	-	0%	-	-
Loan Repayments	(183,141)	(357,089)	51%	(173,948)	(357,089)
Net cash provided by financing activities	(211,605)	(413,009)	51%	(201,404)	(413,009)
Net (Decrease) in Cash Held	(3,431,945)	(8,138,324)	42%	(4,706,379)	(6,464,199)
Cash at beginning of year	13,936,598	13,936,598	100%	-	13,936,598
Cash at end of period	10,504,653	5,798,274	181%	(4,706,379)	7,472,399

Investments

The following table provides an outline of Council’s cash and investment portfolio as of 31 March 2024. Total cash and investments on hand as of 31 March is \$10.505m. The weighted average return on investment earned on Council’s investment portfolio is 5.34%.

Investments as at 31 March 2024

	\$	INVESTMENTS	\$	Weighted Average Return
Deposits	9,138,069	Commonwealth Bank	1,365,084	
Petty Cash and Till Floats	1,500	Investments		
Trading Account	1,365,084	ING	3,000,000	
		BOQ	3,500,000	
		CBA	2,638,069	
		Petty Cash and Till Floats	1,500	
Balance - All Accounts	10,504,653		10,504,653	5.39%



Rates Summary

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

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

5.74% of the total rates levied for the year were outstanding as at 31 March 2024; this includes all aged rates and charges outstanding. This compares with 7.69% outstanding as at 31 March last year.

Rates Summary to 31 March 2024

	2023-24		2022-23	
	%	\$	%	\$
<i>Notice Issue Date - 25 July 2023</i>				
Outstanding Rates Debtors (1 July 2023)		778,159		654,411
Less: Rates in Credit		(855,516)		(754,201)
NET RATES OUTSTANDING (1 July 2023)	(0.56)	(77,357)	(0.77)	(99,790)
Rates and Charges Levied	100.45	13,935,426	100.47	12,938,063
Interest Penalties Charged	0.10	14,420	0.30	38,772
GROSS RATES AND CHARGES DEMANDED	100.00	13,872,489	100.00	12,877,045
LESS RATES AND CHARGES COLLECTED	90.65	12,574,762	85.36	10,991,385
REMISSIONS AND DISCOUNTS**	7.78	1,078,604	8.74	1,125,451
	98.42	13,653,366	94.10	12,116,836
ADD PROPERTIES IN CREDIT	(4.16)	577,146	(1.79)	230,472
UNPAID RATES AND CHARGES *	5.74	796,268	7.69	990,681
(includes Deferred Rates)				
**REMISSIONS AND DISCOUNTS		2023-24		2022-23
Early Payment Discount		340,279		468,158
Pensioner Rebates		701,320		655,868
Council Remissions and Abandonments		37,005		1,425
		1,078,604		1,125,451
Number of Rateable Properties		8,052		8,004
Number of Unpaid Rateable Properties		1,032		1,069
% not fully paid		12.82%		13.36%

Grant Summary

Grant Schedule as at 31 March 2024

	YTD Actual	Budget 2024	Forecast 2024
Capital Grants			
Boat Harbour Masterplan	-	900,000	900,000
Port Creek Flood Mitigation	-	957,335	957,335
Roads to Recovery	-	1,129,728	1,129,728
Dog Park & Freedom Camping	-	160,000	160,000
Mt Hicks Road Bridge Replacement	200,173	458,252	458,252
James Philosopher Smith	-	110,000	-
Boating, Camping Fishing	30,000	30,000	30,000
Calder Bridge Replacement	427,994	427,994	427,994
ANZAC Park All Abilities Playground	136,500	136,500	136,500
Waterfront Masterplan	-	320,601	320,601
Table Cape Lookout	84,418	302,967	302,967
Australian Cricket Infrastructure Fund	71,793	-	71,793
Shared User Trail	192,000	192,000	192,000
LRCI Funding	-	2,051,119	2,051,119
	1,142,878	7,176,496	7,138,289

Operational Performance by Department

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

Directorate/Department	Annual Budget	Forecast	Variance to Forecast	Note
Community & Engagement				
Children's Services	(207,646)	(259,990)	52,344	1
Community Activation	871,300	880,407	(9,107)	
Corporate & Community Services	334,946	332,147	2,799	
Tourism & Marketing	507,805	511,759	(3,954)	
Community & Engagement Total	1,506,405	1,464,323	42,082	
Council & General Managers Office				
Council & General Manager's Office	1,415,963	1,398,478	17,485	2
Council & General Managers Office Total	1,415,963	1,398,478	17,485	
Infrastructure & Development Services				
Asset Services	402,231	403,023	(792)	
Cemeteries	78,735	78,774	(39)	
Development Services	958,748	847,124	111,624	3
Engineering Services	225,752	227,370	(1,618)	
Footpaths	336,408	336,408	0	
Garbage	150,548	98,465	52,083	4
Public Halls	362,894	344,588	18,306	5
Public Toilets	410,908	410,895	13	
Reserves	1,252,886	1,262,824	(9,938)	
Sports	1,035,609	1,088,566	(52,957)	6
Stormwater Drainage	(181,228)	(206,268)	25,040	7
Transport	3,043,335	2,938,755	104,580	8
Waste	(111,199)	(73,620)	(37,579)	9
Works & Services	97,370	125,725	(28,355)	10
Infrastructure & Development Services Total	8,062,997	7,882,629	180,368	
Organisational Performance				
Financial Services	(12,003,641)	(12,581,097)	577,456	11
Governance & Information Systems	413,829	320,898	92,931	12
Organisational Performance Total	(11,589,812)	(12,260,199)	670,387	
Total	(604,447)	(1,514,769)	910,322	

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

1) Children Services

Children Services is expecting a favourable variance of \$52k to budget due to higher than budgeted childcare fee income (\$40k), and lower than budgeted wages (\$16k).

2) Council & General Manager's Office

The favourable variance for the General Manager's office was due to lower-than-expected insurance costs.

3) Development Services

Development Services is expecting a favourable variance to budget due to higher than budgeted development & plumbing inspection income.

4) Garbage

Garbage is expected to have an unfavourable variance to budget higher than budgeted overhead allocations of \$52k, this is offset by higher than budgeted rates income (\$16k) and lower than budgeted clearance and disposal costs (\$45k)

5) Public Halls

Public Halls has a favourable variance to budget due to lower operational expenditure for the proposed Somerset Community Centre.

6) Sports Grounds

Sports Grounds has an unfavourable variance to budget of \$53k due to higher than budgeted turf maintenance costs (\$37k) and higher than budgeted mowing and edging expenditure (\$15k).

7) Stormwater Drainage

Stormwater drainage is expecting a favourable variance to budget due to higher than budgeted rates income. The higher rates income is due to additional rates from property development within the municipality.

8) Transport

Transport Services is expecting a favourable variance to budget of \$105k due to higher than budgeted financial assistance grant income.

9) Waste

Waste is expected to have a favourable variance to budget a lower than budgeted overhead allocations of \$99k, this is offset by higher than budgeted green and builders waste disposal and management costs of (\$65k).

10) Works & Services

The unfavourable variance for Works & Services is due to the on-call allowances provided to employees being unbudgeted, as well as higher than expected costs for printing & stationery.

11) Financial Services

Financial Services is expecting a favourable variance to budget of \$577k, which is due to higher than budgeted interest income (\$250k), higher than budgeted rates income (\$55k), lower than budgeted wages expenditure (\$106k) and higher than budgeted financial assistance grant income (\$384k).

This is offset by higher employee oncosts of \$178k, due to higher workers compensation premiums, superannuation, and payroll tax expenditure.

12) Governance & Information Systems

Governance & Information Systems is expecting a favourable variance to budget of \$92k which is due lower than budgeted wages.

Capital Works Summary

The Capital Works Summary provides a snapshot of the percentage of expenditure against the 2023/24 Capital Works Budget Estimates. Timing of expenditure is based on the works plan and actual spending and is not always reflective of the actual progress of the Capital Works project. The Monthly Progress Report is attached for the information of the Council.

Summary Capital Expenditure Report							
	YTD Actual \$	Budget Estimate \$	Remaining Budget \$	% Spent	Forecast \$	Forecast Variance \$	Note
Buildings							
Amenities	103,254	788,225	684,971	13%	589,407	198,818	1
Community Facilities	490,425	975,314	484,889	50%	975,314	-	
Childcare	2,886	105,000	102,114	3%	105,000	-	
Council Operational Buildings	39,170	115,664	76,494	34%	111,331	4,333	
Total Buildings	635,735	1,984,203	1,348,468	32%	1,781,052	203,151	
Parks & Open Spaces							
Other Infrastructure	213,629	1,754,245	1,540,616	12%	1,229,875	524,370	2
Playgrounds	14,304	667,315	653,012	2%	668,523	(1,208)	
Walkways & Tracks	1,258,929	3,332,334	2,073,406	38%	3,254,607	77,727	
Recreational Reserves	144,387	1,095,737	951,351	13%	1,088,718	7,020	
Total Parks & Open Spaces	1,631,248	6,849,632	5,218,384	24%	6,241,723	607,909	
Plant & Equipment							
Other Plant & Equipment	48,955	427,040	378,085	11%	401,040	26,000	3
Plant & Vehicle Replacements	204,922	519,913	314,991	39%	498,375	21,538	4
Software & IT Replacements	78,138	938,421	860,283	8%	938,421	-	
Total Plant & Equipment	332,015	1,885,374	1,553,359	18%	1,837,836	47,538	
Sporting Facilities							
Indoor Recreational Facilities	16,735	133,250	116,515	13%	133,250	-	
Outdoor Sporting Facilities	1,339,307	2,197,998	858,691	61%	2,285,860	(87,862)	5
Total Sporting Facilities	1,356,042	2,331,248	975,206	58%	2,419,110	(87,862)	
Stormwater							
Flood Mitigation Works Total	1,403,641	3,352,656	1,949,014	42%	3,352,656	-	
Other Stormwater Works	82,083	1,456,006	1,373,923	6%	1,117,756	338,250	6
Total Stormwater	1,485,724	4,808,662	3,322,937	31%	4,470,412	338,250	
Transport							
Bridge Renewals	1,579,145	1,999,345	420,201	79%	1,888,935	110,410	7
Footpaths & Kerbs	79,745	107,455	27,710	74%	84,903	22,552	8
Other Transport	172,532	340,241	167,710	51%	258,096	82,145	9
Resheeting	347,248	391,859	44,610	89%	392,906	(1,047)	
Rural Upgrades	37,959	40,204	2,245	94%	40,204	-	
Rural Reseals	60,153	676,172	616,019	9%	558,665	117,507	10
Urban Reseals	308,797	947,668	638,871	33%	597,909	349,759	11
Total Transport	2,585,579	4,502,944	1,917,365	57%	3,821,618	681,326	
Total	8,026,343	22,362,063	14,335,720	36%	20,571,751	1,790,312	

Commentary for capital work forecast variance of \$20,000 or greater is provided below:

1) Amenities

Amenities is expecting a favourable variance of \$199k due to lower than budgeted costs for the Yolla Public Toilets as no longer building new toilet blocks, instead will renovate existing Memorial Hall toilets.

2) Other Infrastructure

The favourable variance of \$524k to budget for other infrastructure relates to lower than budgeted costs for ANZAC park erosion mitigation.

3) Other Plant & Equipment

The favourable variance to budget of \$26k is due to a budgeted amount for furniture replacements which will no longer occur.

4) Plant & Vehicle Replacements

Plant and vehicles replacement expenditure is expected to be lower than budgeted due to vehicle replacement for former Director of Community Services no longer required.

5) Outdoor Sporting Facilities

The increase in capital expenditure for outdoor sporting facilities is due to the tender awarded for the demolition of the Wynyard showground grandstand being above budget.

6) Other Stormwater Works

The favourable forecast variance of \$338k is due to tender being awarded below budget for the Somerset Stormwater Modelling.

7) Bridge Renewals

Bridge renewals are forecast to be lower than budget due to the lower costs for the bridge replacement at Mt Hicks Road.

8) Footpath & Kerbs

Footpaths and kerbs expenditure is expected to be lower than budget due to lower costs for the Hogg Street footpath.

9) Others Transport

The reduction in expenditure for Other Transport is due to lower-than-expected costs for Hepples Road repair works and Roundabout seal at Jackson & Goldie Street.

10) Rural Reseals

Rural Reseals is expecting a favourable variance of \$118k, as costs for resealing Calder Road, Seabrook Road and Coopers Lane all were below budget.

11) Urban Reseals

The reduction in capital expenditure for urban reseals is due to costs for multiple urban reseals being lower than budget. The main reseals to be under budget were Freestone Crescent (\$54k), Exhibition Link (\$32k), Fairlands Drive (\$53k) and Mackenzie Drive (\$40k).

9.4 SENIOR MANAGEMENT REPORT

To: Council
Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 25 March 2024
File Reference: 1312
Enclosures: 1. Council Submission to Statement of Intent to Declare Digitalis spp. 

RECOMMENDATION

That Council note the monthly Senior Management Report.

SUMMARY/PURPOSE

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

GENERAL MANAGERS OFFICE

Listed below is a summary of activities undertaken by the General Manager during the period 9 March 2024 to 5 April 2024

Corporate

- Members of the State Grant Commission visited Wynyard to discuss the Commission's approach to determining its grant recommendations and be provided with a brief tour
- Attended the Local Government Professionals Risk and Legal Special Interest Group meeting as guest speaker, providing a discussion on reputational risk
- Budget development is underway with a significant number of internal meetings to progress
- Attended the Waratah-Wynyard Council Audit Panel meeting
- Met with General Managers from Circular Head Council and West Coast Council as part of regular catch-up discussions

Community

- Met with Chris Symonds, Wynyard Yacht Club, for an update on club activities
- Attended the Wynyard Show. Council had a marquee at the show to seek feedback from the community on a new Communication and Engagement Strategy
- Met with representatives of the C3 Church

Industry

- Attended the Business North West Networking session with guest speaker Simon Overland, General Manager, Burnie City Council who presented on the development of a settlement strategy for the Greater Burnie area, which is claimed to be a blueprint for growth for the next 20 years

Other

- Met with Senator Anne Urquhart to provide an update on Council projects and activities.
- Attended first meeting as board member of West by Northwest Regional Tourism Organisation

Reconciliation Action Plan (RAP)

Work has now commenced to enable Council, in consultation with key stakeholders and the community, to develop a Council Reconciliation Action Plan in line with Council's 2023/24 Annual Plan (Item 4.1.2.2).

A Reconciliation Action Plan allows organisations to continuously develop their reconciliation commitments through Reconciliation Australia's RAP Framework. The framework provides organisations with a structured approach to advance reconciliation with each type of RAP designed to suit an organisation at different stages of their reconciliation journey.

The first stage of the process is to develop a "Reflect RAP". This will assist Council to scope capacity for reconciliation and set out actions that will prepare the ground work to work through the various stages until a final RAP is prepared.

The development of the Reflect RAP will involve partnering with representatives from the local Aboriginal and Torres Strait Islander community, Council staff, elected members and Reconciliation Tasmania.

Sponsorship

Bill French Memorial Bursary

UTAS has confirmed that Daniel Topsell has accepted the Waratah Wynyard Council Bill French Memorial Bursary for 2024.

Daniel is from Somerset and is studying a Bachelor of Information and Communication Technology: Networks and Cybersecurity in Hobart.

Tasmanian Representative - Jase Chapman

Council has awarded a \$100 sponsorship to Jase Chapman of Somerset, from the Somerset Amateur Basketball Association, to assist him in representing Tasmania as part of the U18 State Basketball Team at Australian Junior Basketball National Championship in Brisbane in April.

Council Submissions

Statement of Intent to Declare *Digitalis* spp. (Foxgloves) - Comments on proposed Restrictions and Measures

Council provided a submission regarding the Intent to declare *Digitalis* spp (Foxglove) as a pest under the *Biosecurity Regulations 2022*. In summary Council: -

- strongly endorses the Department of Natural Resources and Environment's proposal for the declaration of foxglove as a pest under the *Biosecurity Regulations 2022*.

- Has a longstanding concern in relation to the large biomass of foxgloves in persistent and emerging zones within private / corporate plantation coupes in the municipality hinterland as well as connecting road corridors.
- Has recently received a considerable amount of representation from residents from broadly across the demographic with concerns that there is no statutory instrument available to underpin enforcement of foxglove management.
- Notes that the prohibiting of propagation, trading or otherwise distributing foxgloves is important but it is only a small component of the current foxglove infestation problem in non - urban areas. Commitment to enforcement by the government is an essential component of achieving the desired outcomes of the declaration implementation.
- Manages any outbreaks of foxgloves on any areas that it owns or is licenced to maintain.

The full submission is attached for reference.

Grants

AMOUNT \$	PROGRAM	PURPOSE
\$116,353	The Crown in Right of Tasmania (represented by the Department of Premier and Cabinet) Local Government Association of Tasmania – Open Space Grant	Waratah Active Living Project

COMMUNITY CONVERSATIONS

The next community conversation will be:

Waratah - Elma Fagan Hall	29 April 2024 4.30pm – 6.00pm
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ADMINISTRATION – Use of Corporate Seal

13/3/24	Part 5 Agreement	McPhil Property Limited – subdivision Seabrook Golf Course – no vehicular access to Old Bass Highway
14/3/24	Final Plan and Schedule of Easements	SD2133 22 Tom Moores Rd and Walker St. Wynyard (3 into 4 lots)

POLICIES TO BE RESCINDED

As part of council’s governance procedures policies are regularly reviewed. As part of that review, policies that are no longer relevant or that have been incorporated into other documents are required to be rescinded.

POLICY NUMBER	POLICY TITLE	COMMENT
NIL		

WORKING GROUPS

	Elected Member Representatives	Responsible Officer(s)	Status
Wynyard Show Grounds	Cr Bramich Cr Hyland	<ul style="list-style-type: none"> • General Manager • Manager Community Activation 	Tender awarded for demolition of the grandstand.
Somerset Sporting Precinct	Cr Johnstone Deputy Mayor Edwards	<ul style="list-style-type: none"> • General Manager • Manager Community Activation • Manager Recreation Planning and Environment • Recreation Liaison Officer 	The draft master plan has been provided to the core stakeholder group for their feedback. Workshop with councillors scheduled in May to enable a future public consultation process.
Wynyard Sports Precinct	Cr Johnstone Cr Roberts	<ul style="list-style-type: none"> • Director Infrastructure and Development Services • Strategic Projects Manager • Manager Community Activation 	<p>Austin street road closure – to be trialled following LGHA procedure. Approx 1 July 2024.</p> <p>Practice net relocation – awaiting TasWater to program fire hydrant relocation. Works can proceed from there.</p> <p>Oval 3 project (Wynyard High School) complete. Site access from 2 April 2024.</p> <p>Working group met 20 March 2024. Progressing design brief for training centre.</p> <p>Lease signed with DECYP to formalise occupation of WHS site.</p>
Boat Harbour Masterplan	Cr Hyland Cr Roberts	<ul style="list-style-type: none"> • General Manager • Executive Officer (GM office) • Strategic Projects Manager 	Detailed Design is now complete. Project was approved to continue to tender at November Council meeting. Tender development in progress. Labor and Liberal parties committed funding to this project at the recent election.
Oldina Reserve Stakeholder Group	Cr Courtney Cr Johnstone	<ul style="list-style-type: none"> • Director Community and Engagement 	Initial meeting of the group has been held. Notes were included in the March 2023 agenda. No further action at this stage
Accessibility Strategy Working Group	Cr Raw Deputy Mayor Edwards	<ul style="list-style-type: none"> • Manager Community Activation 	The Working Group has prioritised the actions in the Strategy and informed the development of a three year implementation plan. Regular meetings are continuing to update the Working Group on the status of the actions.
Frederick Street Reserve Working Group	Cr Johnstone Cr Roberts	<ul style="list-style-type: none"> • Director Community and Engagement • Manager Community Activation 	The Working Group have created a list of priority areas that they would like to be considered in the creation of a new Master Plan for the Reserve. Based on this feedback, a new Master Plan concept is being developed for presentation to Councillors and the Working Group.

PLANNING PERMITS UNDER DELEGATION – March 2024

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
SD 2186	Survey & Alignment Services	12 Shepperds Lane Elliott	Subdivision (1 into 3 lots)	5.03.2024	42	D
SD 2188	Planning 4 Bushfire	1175 & 1201 Oldina Road Oldina	Subdivision (2 into 2 lots)	7.03.2024	38	D
DA 2/2024	K Walker	69 Emerald Vale Road Wynyard	Outbuilding (Shed)	13.03.2024	56*	D
DA 9/2024	K Fielding	7a Irbys Circus Sisters Beach	Change of Use (Visitor Accommodation)	13.03.2024	21	P
DA 11/2024	M Tatnell	89a Old Bass Highway Wynyard	Multiple Dwellings (Additional Dwelling)	13.03.2024	39	D
DA 15/2024	M Robinson	82 William Street Waratah	Change of Use (Residential to Visitor Accommodation)	13.03.2024	22	P
DA 26/2024	PLA Designs Pty Ltd	12 Katelyn Drive Wynyard	Outbuilding (Combined Shed & Carport)	19.03.2024	40	D
DA 307/2023	J & L Lorenzen	556 Waratah Road Waratah	Retrospective Dwelling (Shack)	25.03.2024	43	D
DA 18/2024	B & S Heath	48 Little Village Lane Somerset	Dwelling Extension (Alfresco) & Outbuilding (Shed)	25.03.2024	41	D
DA 19/2024	RCC Design Pty Ltd	12 Jackson Street Wynyard	Outbuilding (Carport)	25.03.2024	42	D
DA 27/2024	L Gregory	13 Oldina Road Wynyard	Dwelling Extension & Outbuilding (Shed)	25.03.2024	38	D
SD 2189	PDA Surveyors	53 Aldersons Road Wynyard	Subdivision (1 into 2 lots)	25.03.2024	38	D
DA 6/2024	BUILDRITE Construction & Project Management	230 Myalla Road Myalla	Outbuilding (Shed)	27.03.2024	42	D
DA 40/2024	6ty Pty Ltd	91 Terra Nova Drive Wynyard	Hardstand Area	27.03.2024	28	P
DA 347/2023	Alchymia Distillery	599 Tollymore Road Table Cape	Staged Visitor Accommodation (3x Cabins)	28.03.2024	36	D

*extension of time received

BUILDING PERMITS APPROVED – March 2024

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
PSC-2024-02-01	D Sheahan	109 Back Cam Road Somerset	As Constructed roof over Deck	05/03/2024	6	DA 140/2022
BLD-2023-157-01	M Townsend	53A Mount Hicks Road Mount Hicks	Dwelling Addition	14/03/2024	13	DA 171/2020

COUNCIL MEETING ACTIONS – OPEN COUNCIL

DATE	ITEM	TOPIC	ACTION/STATUS	OFFICER	STATUS
22/6/20	8.2	NOM – Cr Fairbrother – Crown Land	Motion Carried - That Council consider that where areas of Crown land separate a road and a property boundary, for the purposes of planning, that the area be incorporated and or considered as a Part of the road reserve. <i>Matter being pursued. No progress to report.</i>	MDRS	In Progress
21/2/22	8.3	NOM – D Fairbrother – Planning Matters	1. That Council writes to the respective Ministers and or State Government bureaucrats to request a review of the planning and building rules to provide for the following: <ul style="list-style-type: none"> a. Sufficient water storage for both domestic household use and water storage for firefighting purposes in landslip b areas and suggest as a minimum 20,000 L (10,000+10,000) for this purpose. b. Repair, replacement and renovation of existing buildings in areas of designated landslip A; and 2. Make representation to state cabinet members, local members of the house of assembly and local legislative councillors etc seeking their support for such changes <i>Letter to be drafted</i>	DIDS	Yet to commence
20/2/23	8.1	NOM CR RAW – Request for TIA Junction of Old Bass Highway and Dart Street	Motion Carried <i>A third party traffic engineer has been engaged to undertake the traffic assessment as a variation to the Somerset CBD traffic assessment, we anticipate receipt of this report towards the end of May.</i>	MEP	In Progress
15/5/23	9.5	ROC – Public Interest Disclosure Procedures	MOTION CARRIED: That Council adopt the Public Interest Disclosure Procedures as presented and submit to the Office of the Ombudsman for approval. <i>Document has been forwarded to Office of Ombudsman they have advised a considerable backlog and are unable to provide a date when decision will be made.</i>	GM	In progress
22/1/24	9.1	AGM NOM Officers Response - R Krabbe Formation of Community Activation Panel	Council deferred decision on creation of a Social and Community Activation Panel until further detail can be provided and discussed at workshop regarding the proposed benefits and aims of such a group. <i>Cr Workshop Scheduled</i>	GM	In Progress
22/1/94	9.4	ROC - Realignment of Walker Street Wynyard	That the matter was deferred pending further discussion and public consultation. <i>An engagement process has been developed and will commence shortly.</i>	DGIS	In Progress
18/3/24	8.2	NOM Cr Courtney Somerset Sporting Precinct	That Council: <ol style="list-style-type: none"> 1) Commit to Langley Park as a recreation site and seek funding from relevant peak sporting bodies for required site upgrades; and 2) Actively seek funding for remaining elements of the Somerset Sporting Precinct 	DIDS	In Progress

DATE	ITEM	TOPIC	ACTION/STATUS	OFFICER	STATUS
			<i>The motion was deferred until further information gathered. Meeting with AFL Tas scheduled for 11 April.</i>		
18/3/24	9.3	ROC – Wynyard Sports Precinct – Austin Street Closure	Three month trial to be conducted and a report of outcomes to be put to council. <i>Statutory advertising process is underway</i>	SPM	In Progress
18/3/24	9.4	ROC – Seabrook Road Speed Limit Reduction	Impacted stakeholders to be notified and if no objections request to be put to Transport Commission. <i>A notification letter seeking feedback response has been sent to all adjoining land owners – feedback closes on 22 May.</i>	MES	In Progress

9.5 MINUTES OF OTHER BODIES/COMMITTEES

Nil received.

10.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING
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RECOMMENDATION

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

<i>Matter</i>	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) – Notices Of Motion – NIL RECEIVED</i>	15(2)
<i>Confidential Report R15 (2) (b,d) information that, if disclosed, is likely to confer a commercial advantage on a person with whom the Council is conducting, or proposes to conduct business; AND contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal – Rates Remission</i>	15 (2) (b,d)
<i>Confidential Report R15 (2) (g) information of a personal nature or information provided to the council on the condition it is kept confidential - Unconfirmed CCA Representative Meeting Minutes</i>	15 (2) (g)
<i>Confidential Report R15 (2) (d) contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal Contract Renewal</i>	15 (2) (d)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request – Councillors NIL RECEIVED</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

11.0 CLOSURE OF MEETING TO THE PUBLIC

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

RECOMMENDATION

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

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) – Notices Of Motion – NIL RECEIVED</i>	15(2)
<i>Confidential Report R15 (2) (b,d) information that, if disclosed, is likely to confer a commercial advantage on a person with whom the Council is conducting, or proposes to conduct business; AND contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal – Rates Remission</i>	15 (2) (b,d)
<i>Confidential Report R15 (2) (g) information of a personal nature or information provided to the council on the condition it is kept confidential - Unconfirmed CCA Representative Meeting Minutes</i>	15 (2) (g)
<i>Confidential Report R15 (2) (d) contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal Contract Renewal</i>	15 (2) (d)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request – Councillors NIL RECEIVED</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

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

13.0 PUBLIC RELEASE ANNOUNCEMENT

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

Min. No.	Subject	Decisions/Documents

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