



**ORDINARY MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

21 January 2019

4 January 2019

Notice of Meeting – Ordinary Meeting of Council

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

General Manager's Certification

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

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



Shane Crawford
GENERAL MANAGER

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

4 January 2019

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

Dear Shane,

COUNCIL MEETING

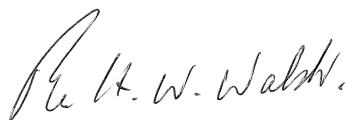
In accordance with regulation 4 of the *Local Government (Meeting Regulations) 2015* which states:

c. *Convening meetings of council*

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

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

Yours sincerely



Cr Robby Walsh
MAYOR

TABLE OF CONTENTS

1.0	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	7
1.1	ATTENDANCE.....	7
1.2	APOLOGIES.....	7
1.3	LEAVE OF ABSENCE PREVIOUSLY APPROVED	7
2.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	8
2.1	CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING	8
3.0	DECLARATIONS OF INTEREST.....	9
4.0	COUNCILLORS ANNOUNCEMENTS AND REPORT	10
4.1	ANNOUNCEMENTS BY MAYOR.....	10
4.2	MAYOR'S COMMUNICATIONS.....	10
4.3	REPORTS OF DELEGATES.....	11
4.4	COUNCILLOR STATEMENTS.....	11
4.5	NOTIFICATION OF COUNCIL WORKSHOPS	11
5.0	PUBLIC QUESTIONS AND STATEMENTS	12
5.1	RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING	13
5.1.1	MR K EWINGTON – FIRE CONTROL.....	13
5.1.2	MR POLSON – SOMERSET FORESHORE.....	15
5.2	PUBLIC QUESTIONS RECEIVED IN WRITING.....	16
5.3	PUBLIC QUESTIONS WITHOUT NOTICE	16
5.4	PUBLIC STATEMENTS RECEIVED IN WRITING	17
5.5	PUBLIC STATEMENTS WITHOUT NOTICE.....	17
6.0	PETITIONS / DEPUTATIONS / PRESENTATIONS	18
6.1	PETITIONS	18
6.2	DEPUTATIONS AND PRESENTATIONS	18
7.0	PLANNING AUTHORITY ITEMS.....	19
7.1	PUBLIC QUESTIONS WITHOUT NOTICE –RELATING TO PLANNING MATTERS.....	19
7.2	PUBLIC STATEMENTS – RELATING TO PLANNING MATTERS.....	19
8.0	MATTERS RAISED BY COUNCILLORS	20
8.1	RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING	20
8.1.1	CR FAIRBROTHER – YORK STREET BUS STOP	20
8.1.2	CR HOUSE – EAST OF WYNYARD FORESHORE	20
8.1.3	CR HOUSE – SPEED LIMITS.....	20
8.2	COUNCILLOR QUESTIONS RECEIVED IN WRITING	22
8.3	COUNCILLOR QUESTIONS WITHOUT NOTICE	22
9.0	NOTICES OF MOTION	23

9.1	CR DR M. DUNIAM - ACKNOWLEDGEMENT OF INDIGINOUS PEOPLES AT COMMENCEMENT OF COUNCIL MEETINGS	23
9.2	CR DR M DUNIAM – COMMUNICATIONS AND INFORMATION CHANNELS	25
10.0	REPORTS OF OFFICERS AND COMMITTEES	27
10.1	CRADLE COAST WASTE GOVERNANCE PROJECT REPORT	27
10.2	COMMUNITY ACTIVATION GRANTS – 2018/2019 ROUND TWO	34
10.3	COUNCILLORS CODE OF CONDUCT (AMENDED)	38
10.4	AUDIO RECORDING POLICY	47
10.5	NATURAL RESOURCE MANAGEMENT QUARTERLY REPORT – DECEMBER 2018	50
10.6	QUARTERLY UPDATE ON ANNUAL PLAN PROGRESS	59
10.7	FINANCIAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018	61
10.8	SENIOR MANAGEMENT REPORT.....	69
10.8.1	PLANNING PERMITS APPROVED UNDER DELEGATION – DECEMBER 2018	84
10.8.2	BUILDING PERMITS APPROVED – DECEMBER 2018.....	84
10.8.3	OPEN ACTION LIST –PREVIOUS COUNCIL MEETINGS - SUMMARY OF MATTERS REQUIRING ACTION	85
10.9	MINUTES OF OTHER BODIES / COMMITTEES –CRADLE COAST REPRESENTATIVES MEETING AND ANNUAL GENERAL MEETING – UNCONFIRMED MINUTES 22 NOVEMBER 2018.....	92
10.10	MINUTES OF OTHER BODIES / COMMITTEES –TASWATER ANNUAL GENERAL MEETING (AGM)– DRAFT MINUTES 29 NOVEMBER 2018	96
10.11	MINUTES OF OTHER BODIES / COMMITTEES –MINUTES OF THE WARATAH COMMUNITY BOARD MEETINGS HELD 14 TH JULY 2018	99
11.0	MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING	105
12.0	CLOSURE OF MEETING TO THE PUBLIC	107
13.0	RESUMPTION OF OPEN MEETING.....	108
14.0	PUBLIC RELEASE ANNOUNCEMENT	108

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 21 JANUARY 2019 COMMENCING AT 6:00 PM

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

Audio Recording of Council Meetings Policy

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

1.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED
--

Legislative Reference:

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

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

(c) attendance and apologies.

1.1 ATTENDANCE

1.2 APOLOGIES

Nil

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Legislative Reference:

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

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

(b) Confirmation of the minutes.

2.1 CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING

MOVED BY	
SECONDED BY	

That the Minutes of the Ordinary Meeting of the Waratah-Wynyard Council held at the Council Chambers, 21 Saunders Street, Wynyard on Monday 10 December 2018 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
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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

4.2 MAYOR'S COMMUNICATIONS

MOVED BY	
SECONDED BY	

That the Council note the Mayor's Diary.

Date	Purpose
4/12/18	Childcare Christmas Party
4/12/18	Two (2) Meetings with Constituent
4/12/18	Meeting with General Manager
5/12/18	BCCI Breakfast Forum
6/12/18	Mayors Professional Development Day
7/12/18	Coast FM Radio Show
7/12/18	LGAT General Meeting
8/12/18	Wynyard Camera Club Dinner
10/12/18	Council Meeting
11/12/18	Meeting with Reconciliation Council Tas.
11/12/18	CCA Meeting
11/12/18	Myrtle park Retirement Home Dinner
13/12/18	Disaster Recovery (Crowded Places) Exercise
13/12/18	CCA Tourism Function
14/12/18	CR EDWARDS - Boat Harbour Primary Presentation Night
14/12/18	WOW Volunteers Function
17/12/18	St Brigid's End of Year Assembly
17/12/18	Table Cape Primary Grade 6 Presentation
17/12/18	Community Christmas Appeal Handover
17/12/18	Meeting with Constituent
18/12/18	Somerset Primary – Year 6 Celebration Assembly
18/12/18	Meeting with General Manager
18/12/18	Wynyard High School Presentation Evening
19/12/18	Australia Day Awards Meeting
20/12/18	Yolla High School Presentations
8/1/19	Meeting with General Manager

4.3 REPORTS OF DELEGATES

Nil

4.4 COUNCILLOR STATEMENTS

Nil

4.5 NOTIFICATION OF COUNCIL WORKSHOPS

Legislative Reference:

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

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

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

MOVED BY	
SECONDED BY	

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

14/1/19	Waste Review
14/1/19	Community Grants
14/1/19	Community Survey
14/1/19	2019/20 Budget Process
14/1/19	Code of Conduct Review

5.0 PUBLIC QUESTIONS AND STATEMENTS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015 Regulation 31

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

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

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

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

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

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

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

5.1.1 MR K EWINGTON – FIRE CONTROL

Mr Ken Ewington of Flowerdale asked why Council allows a high-risk fire situation to be created within the rural community by not slashing road verges before summer. He asked why council didn't take a professional approach and take direction from the fire authority and maintain road verges correctly.

The Director Infrastructure and Development Services advised that whilst Council's service standard dictates that roads are slashed once, there are some exceptions such as Mt Hicks Road that are also slashed just prior to Christmas. He also advised he would seek further advice on the matter.

Following further advice the Director of Infrastructure and Development Services advises that the State Fire Management Council have developed an integrated Fire Protection Plan 2018 to manage fire risk in the West of Tasmania (including the full Waratah-Wynyard Council area)

http://www.sfmc.tas.gov.au/sites/sfmc.tas.gov.au/files/fire_protection_plans/Approved%20-%20West%20Coast%20FPP%202018.pdf.

The plan was developed in partnership with the following stakeholders: -

- Tasmania Fire Service
- Forico
- Tas Networks
- Hydro Tasmania
- Tas Water
- State Emergency Service
- Tas Parks & Wildlife Services

-
- Sustainable Timber Tasmania
 - Cradle Coast NRM
 - Crown Land Services
 - Burnie City Council
 - West Coast Council
 - Waratah-Wynyard Council
 - Circular Head Council

The plan does not raise any concern with Waratah-Wynyard Council's current roadside vegetation slashing program nor does it suggest any change to reduce the risk of fire hazard.

It is noted that this question has also been asked several times by Mr Ewington in the past: -

5.1.2 MR KEN EWINGTON –ROADSIDE SLASHING

Mr Ken Ewington of Flowerdale asked why the Council is doing road verge slashing in the autumn when there is no advantage to rural rate payers.

The General Manager took the question on notice. He also noted that a response was provided for similar question at February Council Meeting.

The Director of Infrastructure and Development Services confirmed previous response to question:

The answer given by email in response is paraphrased below: -

"In regards to road side slashing I refer you to the Council's road service level document for any detail you might like to have a look at: -

[http://www.warwyn.tas.gov.au/webdata/resources/minutesAgendas/Attachments%20C%20-%202017%20Transport%20\(Rural%20Roads\)%20Service%20Level%20Document-1.pdf](http://www.warwyn.tas.gov.au/webdata/resources/minutesAgendas/Attachments%20C%20-%202017%20Transport%20(Rural%20Roads)%20Service%20Level%20Document-1.pdf)

Most rural roads are slashed once a year (some tourist roads such as Tollymore Road and Sisters Beach Road twice) at an annual cost of \$170,000. The timing of this slash is to minimise the chance of regrowth between annual slasher runs (the late summer/autumn period). If these roads were to be slashed twice per year it would cost an additional \$170,000. In order to pay for this, rates would need to be increased by 2.1%.

What you are suggesting could be done if: -

- *Council charged the community more in rates or*
- *Council stopped doing another service to pay for an increased road side slashing regime."*

The Director of Infrastructure and Development Services also advised the following response was provided at the meeting of 19 February 2018 meeting when a similar question was asked:-

Question

Mr Ewington of Flowerdale asked why the Council spends money slashing road verges on country roads when the fire hazard season and the tourist season is now over and it could spend the money on town projects and look after parks and gardens.

Response

The Director of Infrastructure and Development Services advised that Council slashing program starts prior to Christmas on major tourists roads such as Table

Cape Road and Port Road, and then continues across the whole of the network. It is completed once per year based on cost and to try and minimise regrowth.

In response to the current question from the 19 March 2018 meeting it is believed that this is not substantially different to the previous questions above and that this has already been answered. The previous advice remains unchanged; the advantage is providing a service at lowest cost that minimises the chance of regrowth prior to the next annual slash.

This is the fourth time the same question has been addressed by officers in recent times and a response will not be provided if the question is asked again in the future

5.1.2 MR POLSON – SOMERSET FORESHORE

Mr Polson noted many instances of contacting council regarding drainage and erosion issues at Somerset and asked when Council would take action to respond to his enquiries and address the problems.

The General Manager advised that he would investigate and review the letters Mr Polson had sent along with Coastal erosion report from 2012 and contact Mr Polson to discuss in more detail.

The Director Infrastructure and Development Services provided a copy of the relevant section of the Coastal Engineers Report to Mr Polson on 11 December 2018. An email has been sent to Mr Polson by the General Manager offering to assist with any further outstanding queries.

5.2 PUBLIC QUESTIONS RECEIVED IN WRITING

Nil

5.3 PUBLIC QUESTIONS WITHOUT NOTICE

Legislative Reference:

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

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

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

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

(5) *The Chairperson may –*

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

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

5.4 PUBLIC STATEMENTS RECEIVED IN WRITING

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

Nil

5.5 PUBLIC STATEMENTS WITHOUT NOTICE

6.0 PETITIONS / DEPUTATIONS / PRESENTATIONS
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6.1 PETITIONS

Nil

6.2 DEPUTATIONS AND PRESENTATIONS

Nil

7.0 PLANNING AUTHORITY ITEMS

Legislative Reference:

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

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

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

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

THERE ARE NO PLANNING AUTHORITY ITEMS

7.1 PUBLIC QUESTIONS WITHOUT NOTICE –RELATING TO PLANNING MATTERS

Legislative Reference:

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

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

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

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

(5) The Chairperson may –

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

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

N/A

7.2 PUBLIC STATEMENTS – RELATING TO PLANNING MATTERS

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

N/A

8.0 MATTERS RAISED BY COUNCILLORS

Legislative Reference:

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

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

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

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

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

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

8.1.1 CR FAIRBROTHER – YORK STREET BUS STOP

Cr Fairbrother asked if costing for moving the bus stop from York Street could be obtained from DSG.

The General Manager advised he would have a discussion with DSG about providing some budget for moving the bus stop.

The Director of Infrastructure and Development services advises that a request has been lodged with the Department of State Growth for funding assistance in moving the bus stop.

8.1.2 CR HOUSE – EAST OF WYNYARD FORESHORE

Cr House asked what councils position was on the use of vehicles on beaches in general.

The Director Infrastructure and Development Services advised he would take question on notice and bring to a workshop as beaches are owned by Crown Land Services.

The Director Infrastructure and Development Services advises that Crown Land Services do not have a clear policy on this matter. As a measure to try and reduce the problem, Council will install local area traffic management signage to advise motorists of the need to take care in this shared use location.

8.1.3 CR HOUSE – SPEED LIMITS

Cr House asked if speed limits in the area of the East Wynyard boat ramp were considered adequate.

As per item 8.1.2, the Director Infrastructure and Development Services advises that local area traffic management signage will be installed to advise motorists of the need to take care in this shared use location.

8.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING

Nil

8.3 COUNCILLOR QUESTIONS WITHOUT NOTICE

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

9.0 NOTICES OF MOTION

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 16

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

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

(a) is defamatory; or

(b) contains offensive language; or

(c) is unlawful.

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

9.1 CR DR M. DUNIAM - ACKNOWLEDGEMENT OF INDIGINOUS PEOPLES AT COMMENCEMENT OF COUNCIL MEETINGS

MOTION

That Council respectfully acknowledges the indigenous people of the Waratah-Wynyard Municipality by including the following at the commencement of each Council meeting:

The Waratah-Wynyard Council respectfully acknowledges the Tommeginne people; their Elders past and present; their history and culture as traditional owners of this land.

BACKGROUND/RATIONALE

The Waratah-Wynyard Council already respectfully acknowledges the Tommeginne tribe of this municipality by the presentation of a history and culture display at the Wonders of Wynyard.

The Waratah-Wynyard Council also respectfully acknowledges the Tommeginne tribe of this municipality at the commencement of community events, for example Australia Day and the Tulip Festival.

The Warawyn Early Learning Centre has introduced a simple and interactive program for children attending this centre which focuses on the culture of the Tommeginne tribe.

While this already demonstrates the respect of this Council for our local indigenous people, it is also important that this acknowledgement be followed through and included at the commencement of each Council meeting.

STAFF COMMENT

It is quite common for a Welcome to Country or Acknowledgement of Country to be undertaken at the commencement of a meeting, special event or official function.

A number of Councils throughout the country have included an Acknowledgement of Country as part of their Council meeting agenda. If included it should be listed as the first item on the agenda.

9.2 CR DR M DUNIAM – COMMUNICATIONS AND INFORMATION CHANNELS

MOTION

That Council investigate the cost and feasibility of establishing alternative communication and information channels, for example: digital signage, and/or a community newspaper.

BACKGROUND

This Motion is put forward in line with the Resolution of Council at the December 2018 meeting which stated:

That Council commence the drafting of a Communications Strategy as a matter of priority, and the following are produced as a necessary suite of associated documents:

1. *Draft Communications Policy*
2. *A paper which reviews the cost-benefit of the Community Survey and alternative options*
3. *A report which explores the option of a Waratah Wynyard Council smartphone “app” for the public.*

The primary purpose of this Motion is for all communication and information channels to be investigated and integrated as possible components of the Waratah-Wynyard Communication Strategy.

The Waratah-Wynyard Council already provides a wealth of information on its website. However, while the website may record the number of ‘hits’, it does not have the capacity to determine whether this information is being disseminated widely enough to inform the whole community appropriately.

The functions of communication and information channels should be to provide:

- High priority announcements
- Rate reminders
- Recycling days
- Community events
- Fire bans
- Community key date announcements
- Tourism events
- Weather warnings (floods etc.)
- Display time and temperature (digital only)

Council discussions have also identified the importance of informing all residents of the availability of local organisations that support the health and well-being of individuals and our community.

It should be noted however, that most print media has already crossed the electronic border becoming more self-contained and reusable with the capacity to refresh information and provide breaking news instantaneously.

It is suggested that this Motion will provide the opportunity for Waratah-Wynyard Council to find communication solutions that will transform how we do our business and enhance customer engagements.

OFFICERS RESPONSE

As stated above and in the previous Council meeting, these matters will be considered as part of the proposed Communication and Engagement Strategy.

10.0 REPORTS OF OFFICERS AND COMMITTEES

10.1 CRADLE COAST WASTE GOVERNANCE PROJECT REPORT

To:	Council
Reporting Officer:	Service Level Officer
Responsible Manager:	Director Infrastructure and Development Services
Report Date:	14 January 2019
File Reference:	
Enclosures:	REFER ATTACHMENT A Cradle Coast Waste Governance Project – Final Report

RECOMMENDATION

That Council:

- 1. Receive the Waste Governance Project Coordinator's Report titled Cradle Coast Waste Governance Project;**
- 2. Endorse Recommendations 1, 2, 4, 5 & stage 1 of recommendation 3 only of the Cradle Coast Waste Governance Project Report; and**
- 3. Consider the remaining recommendations following adoption of Council's Waste Strategy**

PURPOSE

This report seeks to determine the Council's position in relation to receiving and adopting the recommendations of the Cradle Coast Waste Governance Project Final Report which was auspiced by the Cradle Coast Waste Management Group.

BACKGROUND

The Cradle Coast Waste Management Group (CCWMG) is a local government skills-based group hosted by the Cradle Coast Authority (CCA). Participation in the CCWMG is voluntary, with representation from Burnie City Council, Central Coast Council, Devonport City Council, Circular Head Council, Latrobe Council, Kentish Council and Waratah-Wynyard Council.

The activities of the CCWMG are funded via a voluntary levy on waste deposited to landfill, at present \$5 per tonne. A Strategic Plan and Annual Plan detail the function and purpose of the CCWMG and how it utilises the levy funds.

In early 2013, the CCWMG identified a need to undertake a review of governance and waste management arrangements for waste management services in the region. Drivers for progressing such an action included:

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- Potential economies of scale (and greater value for the community) associated with regional delivery of waste services.
 - Acknowledged challenges in the operation of a voluntary group, with no direct management authority, in implementing the Regional Strategy.
 - Resourcing challenges within the group to deliver the Regional Strategy.
 - Knowledge that the majority of regional waste groupings in other parts of Australia have transitioned to a formal structure of some form, this being a best practice approach.

In that regard, the CCWMG commissioned MRA Consulting Group to undertake such a review and provide recommendations to the CCWMG.

The objectives of the study were related to the ability of the CCWMG to:

- Achieve the goals and objectives of the CCWMG Strategy 2012-2017;
- Provide best practice in both Governance management and cost effectiveness;
- Position the region to participate strongly in a future state-wide waste management framework.

At that time, it was considered that the State Government was positioning itself to take a more direct role in waste management arrangements through the State, through imposition of a state-wide waste levy, establishment of a state body charged with managing waste levy funds, delivering the State Waste Strategy and strengthening the activities of the EPA in respect to education and enforcement in the waste management area.

To date though, there has not been significant movement by the State Government in this space; however, discussions continue to occur between local government and the State.

The work undertaken by MRA Consulting Group resulted in three reports being prepared:

- Review of governance and waste management infrastructure and services;
- Consideration of alternate models of governance for the CCWMG;
- Business case analysis of a preferred governance model.

The first report has been useful to the CCWMG in developing its recent Strategic Plan and Annual Plan, confirming the group's view that the current governance arrangements were not consistent with industry best practice and change was needed to assist the CCWMG to achieve its and the member Councils' waste management aims.

The second report explored Governance models and recommended a stand-alone joint authority model be considered. The third report explores the business case for a stand-alone joint authority.

The Governance model recommended by MRA Consulting Group and the CCWMG is a "self-standing" joint authority.

The CCWMG sought the views of the member Councils in respect to progressing the joint authority model. All seven Councils in general resolved to approve in principle the establishment of a self-standing joint authority, subject to a more detailed report on the staging of the implementation, i.e. transferring of primary programs and decision

making, and then secondly, the transfer of assets once a joint authority is fully operational and successful in delivering the goals of the Cradle Coast Waste Management Strategy.

With the support of the CCA Board and the Cradle Coast General Managers Group (CCGMG), the CCWMG created the position of Waste Governance Project Coordinator (Coordinator). The purpose of this part-time position was to work with participating Councils to assist with reaching a decision on the way forward regarding regional waste governance through a joint authority model.

Mr Greg Preece was appointed to the position of Coordinator and a final report titled Cradle Coast Waste Governance Project has been delivered to the CCWMG (copy attached).

DETAILS

The last adopted Waste Management Strategy for Waratah-Wynyard Council was in 2005. Waratah-Wynyard Council have commenced early work on a Waste Service Strategy to replace the 2005 strategy as per the action in its 2018/19 Annual Plan. The governance review undertaken by the CCWMG ought to be considered in the context of progressing Council's own identified Waste Services Strategy goals.

The task of the CCWMG appointed Coordinator was to assess the three options listed below in relation to a governance model being implemented:

- Option A – a committee structure under the CCA;
- Option B – a new regional Cradle Coast Waste Management Joint Authority;
- Option C – an expanded Dulverton Waste Management Joint Authority.

In preparing the report the Coordinator attended workshops with the seven Councils and met with other groups, organisations and individuals. The workshop discussions centred around any issues, matters or concerns arising from the establishment of any of the options above, as well as what activities and programs should the new authority manage and implement.

The feedback from each Council from the workshops is contained on pages 12-13 of the final report (October 2018).

The outcome of these meetings and workshops resulted in almost no support for Option A and limited support for Option B. Most of the support was for Option C, an expanded Dulverton Waste Management Joint Authority, and this option has been proposed to be adopted as the waste management governance model.

During the process several issues were identified, these being:

- A name change;
- Operations of an expanded Dulverton Waste Management Joint Authority;
- CCWMG operation;
- Service charges;
- Data collection;

-
- Project delivery.

Each issue was examined, and proposed actions were developed to eliminate, mitigate or manage the associated risk (pages 20-25 of final report) along with the 11 recommendations as identified below:

- R 1 That the preferred option to be adopted as the waste management governance model is an expanded Dulverton Waste Management Joint Authority.
- R 2 That consideration be given to establish a new consulting and project management unit within the Dulverton Waste Management Joint Authority, to provide consulting services to the Cradle Coast Councils (as required).
- R 3 That a two-stage approach be adopted where:
 - Stage 1 would deliver the existing regional waste services plus administration and financial services. That the rules of the DWM Joint Authority be amended to allow Burnie City Council, Waratah-Wynyard Council and Circular Head to become members and a members' representative group be formed. This group (as distinct from full members) would be responsible for the oversight of the consulting and project management operations.
 - Stage 2 would progress with the consent of the owner councils and if Stage 1 delivered improved services and outcomes for all councils. This stage would require an extensive asset revaluation, consultation with all stakeholders, owners and users, and finally a transfer of assets to DWM.
- R 4 It is proposed that the CCWMC be dissolved when the transfer of responsibility for the delivery of programs and projects to the DWM Joint Authority is complete (Stage 1).
- R 5 That the proposed indicative pricing structure as listed below, be accepted. The proposal is while the levy remains stable at \$5.00 per tonne, DWM would provide the current pricing structure:
 - Fixed project management charge for levy projects of \$94,245
 - Would undertake administration and financial services and would absorb the costs currently undertaken by the CCA (currently \$6,300)
 - Continue to contract manage the regional contracts under the existing arrangements for:
 - Kerbside recycling – no charge
 - Green waste recycling – 3% on charge
 - The fixed project management fee to increase by Hobart CPI or CCI each 1 July, commencing on 1 July 2019 with CPI or CCI determined at the start of the agreement by the members representative group
 - A change in the levy rate would necessitate a review of the fee structure.

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- R 6 It is proposed that the General Manager will be responsible to ensure the timely, accurate and consistent delivery of data on the operation of their council's transfer stations is provided to DWM.
- R 7 It is proposed that the budget include some discretionary allocation of monies for projects that fall within or meet agreed criteria, then approval of these projects can be authorised by the DWM CEO. Any authorisation would be reported at the next meeting of the members' representative group.
- R 8 It is proposed that DWM be engaged to undertake a follow-up safety audit of the transfer stations and to prepare an action plan and costing for each facility.
- R 9 It is proposed that a qualified risk management consultant or DWM conduct a risk assessment of the operations at all transfer stations and develop a risk management plan or upgrade the plan if one exists.
- R 10 It is proposed that all councils adopt the DWM transfer station operational policies, practices and procedure documents as soon as practicable, along with the training to support these documents.
- R 11 It is proposed that a customer awareness campaign focusing on the true cost of disposal of waste at a transfer station be implemented.

STATUTORY IMPLICATIONS

Statutory Requirements

Nil.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 7: Environment	
Desired Outcomes	
Our community uses the renewable and natural environment to meet its energy needs and assist in reducing the effects of global warming.	
Tourists and residents visit and appreciate our natural environmental attractions and unique surroundings.	
Our Priorities	
7.1	Provide education to facilitate awareness and appreciation of built and natural assets.
7.5	Facilitate monitoring of pollution trends and events by the relevant authorities in our community environment.

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

Council is currently undertaking a Waste Management Services Review, which will analyse the potential opportunities and gaps in waste management, through balancing the level of service with the community's ability/willingness to pay in order to provide sustainable service provision. The outputs from this review will include an adopted strategy and service levels, which will determine Council's level of resourcing and direction for providing waste services to the community. The review is anticipated to be finalised before the end of this financial year.

FINANCIAL IMPLICATIONS

The Consultancy was resourced through the Cradle Coast Waste Management Group.

RISK IMPLICATIONS

Given Council has yet to determine and adopt its Waste Strategy, there are potential risks in adopting all the recommendations out of the Cradle Coast Waste Governance Project report. In doing so, Council may be endorsing regional activities which are outside the scope and resources of the local community. For that reason, a limited number of recommendations are suggested for endorsement at this time.

CONSULTATION PROCESS

Consultation was undertaken between the Waste Governance Project Coordinator, Dulverton Waste Management, the Cradle Coast Authority and the seven Council's connected within the region.

COMMENT

It is recommended that Council receive the Waste Governance Project Coordinator's Report titled Cradle Coast Waste Governance Project and endorse a limited number of the recommendations until adoption of Council's Waste Strategy.

10.2 COMMUNITY ACTIVATION GRANTS – 2018/2019 ROUND TWO

To: Council
Reporting Officer: Community & Events Officer
Responsible Manager: Director Community & Engagement
File Reference: 103.04/15
Council Report Date: 15 January 2019
Enclosures: Nil

RECOMMENDATION

That Council provide Community Activation Grants to the following organisations under round two of the Council's 2018/2019 Community Activation Grants program:

Organisation	Recommended for Approval
Wynyard Bowls & Community Club Inc.	\$2,000.00
Waratah Wynyard Tai Chi & Qigong Group	\$742.50
Wynyard Football Club Inc.	\$2,000.00
Wynyard Squash Racquets Association	\$2,000.00
Wynyard Baptist Church	\$770.00
Coast FM (Community Radio)	\$2,000.00
Coastal Family Day Care Scheme Inc.	\$2,000.00
Total	\$11,512.50

PURPOSE

This report has been prepared to assist Council determine allocations to be provided to community organisations under Round two of the 2018/2019 Community Activation Grants Program.

BACKGROUND

Council received eight (8) Community Activation Grant applications. Advertisements appeared in "The Advocate" during November and December 2018, advising local community groups/organisations and event organisers that application forms and policy guidelines were available at the Council Offices in Wynyard and Waratah or could be downloaded from the Council's website.

The applications have been categorised under six headings, as follows:

- A. Events
- B. Recreation and Wellbeing
- C. Arts and Culture

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- D. Youth and Education
 - E. Community Small Grants
 - F. Community Support

One application was deemed not to meet the criteria and therefore is not included as part of the recommendations.

STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993* states:

Grants and benefits

- 77. (1)** A council may make a grant or provide a benefit that is not a legal entitlement to any person, other than a Councillor, for any purpose it considers appropriate.
- (2)** The details of any grant made or benefit provided are to be included in the annual report of the council.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

Key Focus Area	OUR COMMUNITY Enhancement of the physical, social and cultural wellbeing of our community.
Outcome 2.1	The Community is supported in its recreational pursuits.
Operational Aim 2.1.1	Promote healthy living activities.
Operational Aim 2.1.4	Promote and support a range of artistic and cultural activities.

FINANCIAL IMPLICATIONS

The Council currently has an amount of \$50,000 included within the 2018/2019 approved budget for this item. The following reconciliation provides an indication of the budget implications if all of the recommendations provided were to be accepted:

Budget Allocation:	
Community Activation Grants Program	\$40,000
Community Support	\$10,000
Total	\$50,000
Less: Recommendation Round One	\$36,412
Less: Recommendation Round Two	\$11,512.50
Balance Available	\$2075.50

DETAILS

To assist Council in reviewing the applications received, the grants committee undertook an initial assessment and provided comments and recommendations. Councillors discussed the grant applications at a Workshop held on 14 January 2019.

Each application is assessed against the criteria outlined in the application and applicants must meet the requirements of the Community Activation Grants program to be eligible.

Assessment Criteria

- benefit to the Waratah-Wynyard community;
 - innovation and proactivity;
 - an integrated and collaborative approach, avoiding duplication;
 - value for money;
 - community support for the project, particularly from any partners;
 - high levels of other financial or in-kind contributions;
 - the ability to build and strengthen community capacity;
 - good prospects for successful implementation; and
 - volunteer and community involvement with the project.
- Education providers are able to apply on the condition that the project/activity is open

Disbursement of Grant

All organisations that are awarded a grant are required to produce evidence of expenditure, i.e. quotations or accounts for payment, prior to the funds being disbursed.

New Events receiving assistance for a three-year term are required to sign an Event Sponsorship Funding Agreement.

Acquittal Process

An acquittal report must be submitted for grants.

All organisations that receives a grant, must lodge an Acquittal Report at the conclusion of the project, detailing how the funds have been spent and outlining the success or otherwise of the project.

RISK IMPLICATIONS

There is a risk that community groups who receive a grant will have an expectation of a similar amount of support in following years and that a precedent is set for groups of a similar interest and nature to also be supported by Council.

This risk is minimised by advising applicants that the provision of a community activation grant this financial year does not set a precedent for allocation of a similar amount in future budgets.

Risk is also minimised by applying the guidelines for disbursement of the grants and the following acquittal process.

CONSULTATION PROCESS

Applications for grants were reviewed by staff, the Grants Committee and by Councillors at a workshop on 14 January 2019.

COMMENT

It is recommended that Council provide community activation grants to the outlined organisations as recommended under round two of the Council's 2018/2019 Community Activation Grants program.

10.3 COUNCILLORS CODE OF CONDUCT (AMENDED)

To:	Council
Reporting Officer:	Director Organisational Performance
Responsible Manager:	General Manager
Report Date:	14 January 2019
File Reference:	GOV 016
Enclosures:	Councillors Code of Conduct

RECOMMENDATION

That Council adopt the amended Councillors Code of Conduct with immediate effect.

PURPOSE

Section 28T of the *Local Government Act 1993* requires Council adopt amendments to the model code of conduct within three months from when the Minister for Local Government makes the amendments available.

This report provides an overview of the recent changes made to the *Local Government (Model Code of Conduct) Order 2016*.

BACKGROUND

The *Local Government (Model Code of Conduct) Order 2016* was adopted by Council on 16 May 2016. Following a review of the Model Code of Conduct Framework, there have been changes made to both the *Local Government Act 1993 (the Act)* and the *Local Government (Model Code of Conduct) Order 2016 (the Code)*. Together, these changes will improve the overall efficiency and effectiveness of the complaints handling process and improves the clarity and effectiveness of the Act in relation to a range of minor drafting and administrative matters.

Further, the *Local Government (Model Code of Conduct) Amendments Order 2018* was signed by the Minister for Local Government on 7 December 2018 and will come into effect 26 December 2018 upon Gazettal. However, these changes will not apply until the amended model code is adopted by the relevant council. The previous Model Code 2016 will continue to apply until councils resolve to adopt the amended Code.

DETAILS

The model code of conduct sets out the following elements in relation to councillor conduct:

1. Decision Making

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2. Conflict of Interest
 3. Use of Office
 4. Use of Resources
 5. Use of Information
 6. Gifts and Benefits
 7. Relationships with community, councillors and Council employees
 8. Representation
 9. Variation of Code of Conduct

The *Local Government (Model Code of Conduct) Amendments Order 2018* amends the *Local Government (Model Code of Conduct) Order 2016* to reduce duplication of matters contained in the *Local Government Act 1993*.

Amendments to the model code include:

1. Changes to make it clear that the Model Code does not apply to pecuniary interests or to the disclosure of confidential information, as these are dealt with offence provisions under the Act; and
2. The introduction of a 'reasonable person' test in relation to non-pecuniary conflicts of interest. This replaces the 'materiality' test, and it intended to provide consistency with the Code and with common law principles. Further guidance will be issued about what is the 'reasonable person'.

Miscellaneous amendments to the Act were also made, relevant changes include:

1. Pecuniary interest
2. Gifts and donations register
3. Improper use of information
4. Vacation of office
5. Customer service charter

STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993* provides as follows:

28R. Model code of conduct

- (1) *The Minister, by order, is to make a model code of conduct relating to the conduct of councillors.*
- (2) *The Minister, by order, may amend or revoke and substitute the model code of conduct.*
- (3) *The Minister is to make a copy of the model code of conduct available to each council as soon as practicable after the model code of conduct is made, amended or revoked and substituted.*

28S. Contents of model code of conduct

- (1) *The model code of conduct as made, amended or substituted under [section 28R](#) must be consistent with this Act and is to provide for the following matters:*
 - (a) *what constitutes a conflict of interest for a councillor and the procedure to be followed if a councillor has a conflict of interest;*
 - (b) *the proper and improper use by a councillor of his or her office with the council;*

- (c) the proper and improper use by a councillor of council resources;
 - (d) the proper and improper use by a councillor of information obtained in his or her office with the council;
 - (e) the right of a councillor to receive gifts and benefits and the procedure to be followed by a councillor when receiving gifts and benefits in the situations specified in the model code of conduct;
 - (f) the appropriate or inappropriate behaviour of a councillor in his or her relationships with the community, other councillors and council employees;
 - (g) the proper and improper manner in which a councillor represents himself or herself as a councillor, and represents the council, to the community;
 - (h) any prescribed matter.
- (2) The model code of conduct may provide for any other matter relating to the conduct of councillors that the Minister considers appropriate and is consistent with this Act.

28T. Code of conduct

- (1) Within 3 months after the day on which an order under [section 28R\(1\)](#) takes effect, each council must adopt the model code of conduct, either with or without any variations permitted under [subsection \(3\)](#), as its code of conduct relating to the conduct of its councillors.
- (2) Within 3 months after the Minister makes available to councils an amendment to the model code of conduct or a substitute model code of conduct, a council must adopt the amendment, or revoke its code of conduct and adopt the substitute model code of conduct as its code of conduct, either with or without variations permitted under [subsection \(3\)](#).
- (3) In adopting the model code of conduct, an amendment to the model code of conduct or a substitute model code of conduct, a council may vary the model code of conduct, amendment or substitute model code of conduct in any manner that is allowed by the model code of conduct, amendment or substitute model code of conduct, is approved by the Minister or is prescribed.
- (4) A variation of the model code of conduct, an amendment to the model code of conduct or a substitute model code of conduct is to be set out in a schedule to the model code of conduct, the model code of conduct as amended or the substitute model code of conduct.
- (5) Within 14 days after adopting the model code of conduct, an amendment to the model code of conduct or a substitute model code of conduct, a council is to provide a copy of it to the Director.
- (6) The general manager is to make a copy of the council's code of conduct available –
 - (a) for public inspection, free of charge, at the public office of the council during ordinary office hours and on its website; and
 - (b) for purchase at a reasonable charge.
- (7) A council is to review its code of conduct within 3 months after each ordinary election.

28U. Compliance with code of conduct

In performing the functions and exercising the powers of his or her office with a council, a councillor is to comply with the provisions of the council's code of conduct.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance	
Desired Outcomes	
We highly value the use of an evidence-based approach to the development and implementation of strategies and policies that support and strengthen our decision making.	
1.6.2	<i>Develop leadership that inspires and motivates, and which maintains a strong community and workplace culture.</i>

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

There are no identified implications for Council arising directly from adoption of the amended Code of Conduct. The adoption of the Model Code of Conduct will have no identified implications for Council except that it is appropriate that Council review its existing Gifts and Donations Register and Customer Service Charter to ensure their overall alignment with the code.

FINANCIAL IMPLICATIONS

The legislation makes Councils responsible for the remuneration and allowances payable to the members of a Code of Conduct Panel and to an Executive Officer administering Code of Conduct Panel hearings relevant to their elected members. It also makes complainants and councillors against whom complaints are made responsible for bearing their own costs. There has been no indication given of likely costs but dependent upon the nature and extent of a particular matter they could be significant.

RISK IMPLICATIONS

There are no identified risk implications for Council arising from compliance with a legislative obligation.

CONSULTATION PROCESS

The draft Local Government (Model Code of Conduct) Amendment Order 2018 (the Amendment Order) seeks to implement the Government's agreed changes to the Code of Conduct framework, as outlined in the Tasmanian Government's *Response to the Review of the Local Government Code of Conduct*. The Amendment Bill and Amendment Order have been drafted in response to feedback from the local government sector.

COMMENT

As Council is obliged to comply with the requirements of the amended legislation, it is recommended that Council adopt the amended Councillors Code of Conduct as attached with immediate effect.



WARATAH-WYNYARD COUNCIL

COUNCILLORS CODE OF CONDUCT

1. SCOPE

For the purposes of section 28R(2) of the *Local Government Act 1993*, the code of conduct set out in Schedule 1 is the model code of conduct relating to the conduct of councillors.

SCHEDULE 1

PART 1 – DECISION MAKING

1. A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
2. A councillor must make decisions free from personal bias or prejudice.
3. In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
4. A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - CONFLICT OF INTERESTS THAT ARE NOT PECUNIARY

1. When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
2. A councillor must act openly and honestly in the public interest.
3. A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.
4. A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.
5. A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.
6. A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must:
 - (a) declare the conflict of interest and the nature of the interest before discussion of the matter begins; and
 - (b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.
7. This Part does not apply in relation to a pecuniary interest.

DOC NO: GOV.016	VERSION NO: 3	APPROVAL DATE: 21 January 2019
CONTROLLER: General Manager	APPROVED BY: Council	REVIEW DATE: Within 3 months of Council Election

	WARATAH-WYNYARD COUNCIL COUNCILLORS CODE OF CONDUCT
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PART 3 - USE OF OFFICE

1. The actions of a councillor must not bring the Council or the office of councillor into disrepute.
2. A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.
3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 - USE OF RESOURCES

1. A councillor must use Council resources appropriately in the course of his or her public duties.
2. A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.
3. A councillor must not allow the misuse of Council resources by any other person or body.
4.

PART 5 - USE OF INFORMATION

1.
2. A councillor must only access or use Council information needed to perform his or her role and not for personal reasons or non-official purposes.
3.
4. A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - GIFTS AND BENEFITS

1. A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances and is not in contravention of any relevant legislation.
2. A councillor must avoid situations in which a reasonable person would consider that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.
3.
4.
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8.

DOC NO: GOV.016	VERSION NO: 3	APPROVAL DATE: 21 January 2019
CONTROLLER: General Manager	APPROVED BY: Council	REVIEW DATE: Within 3 months of Council Election



WARATAH-WYNYARD COUNCIL

COUNCILLORS CODE OF CONDUCT

PART 7 - RELATIONSHIPS WITH COMMUNITY, COUNCILLORS AND COUNCIL EMPLOYEES

1. A councillor:
 - (a) must treat all persons fairly;
 - (b) must not cause any reasonable person offence or embarrassment; and
 - (c) must not bully or harass any person.
2. A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.
3.
4. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
5. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 - REPRESENTATION

1. When giving information to the community, a councillor must accurately represent the policies and decisions of the Council.
2. A councillor must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.
3. A councillor must not speak on behalf of the Council unless specifically authorised or delegated by the Mayor or Lord Mayor.
4. A councillor must clearly indicate when he or she is putting forward his or her personal views.
5. A councillor's personal views must not be expressed publicly in such a way as to undermine the decisions of the Council or bring the Council into disrepute.
6. A councillor must show respect when expressing personal views publicly.
7. The personal conduct of a councillor must not reflect, or have the potential to reflect, adversely on the reputation of the Council.
8. When representing the Council on external bodies, a councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - VARIATION OF CODE OF CONDUCT

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.
2. Notified in the Gazette on 26 December 2018.
3. This order is administered in the Department of Premier and Cabinet.

DOC NO: GOV.016	VERSION NO: 3	APPROVAL DATE: 21 January 2019
CONTROLLER: General Manager	APPROVED BY: Council	REVIEW DATE: Within 3 months of Council Election



LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1993*- Section 339A
- *Local Government (Model Code of Conduct) Order 2016* (amended in December 2018)

RELATED PROCEDURES/GUIDELINES:

- Content to accompany the Model Code of Conduct
- LG Template Complaint Form

AMENDMENT TO PRINCIPLE ORDER:

Local Government (Model Code of Conduct) Amendment Order 2018 – Gazetted and effective from 26 December 2018

DOC NO: GOV.016	VERSION NO: 3	APPROVAL DATE: 21 January 2019
CONTROLLER: General Manager	APPROVED BY: Council	REVIEW DATE: Within 3 months of Council Election

10.4 AUDIO RECORDING POLICY

To:	Council
Reporting Officer:	Executive Officer General Managers Office
Responsible Manager:	General Manager
Report Date:	9 January 2019
File Reference:	
Enclosures:	Audio Recording of Council Meetings Policy

RECOMMENDATION

That Council adopt the Audio Recording of Council Meetings Policy as attached with immediate effect.

PURPOSE

The purpose of this policy is to provide guidance on how the Council manages the legislative requirements regarding audio recording of Council Meetings.

BACKGROUND

This Policy was previously adopted in 2011 and is now due for review.

DETAILS

A review of this policy has been conducted following the recent council election to ensure the Policy reflects the requirements of legislation.

Audio recording of meetings

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

The policy has been refreshed into new document format and there are no changes to the intent or requirements of the policy.

STATUTORY IMPLICATIONS

Statutory Requirements

There are no new statutory implications as a result of this Policy

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 2: Organisational Support	
Desired Outcomes	
We are a knowledgeable organisation—we demonstrate best practices in our business processes.	
2.2	Facilitate effective knowledge management practices.
2.3	Promote best practice and foster innovation.
2.4	Review and update systems and processes to ensure best practice and customer-centric outcomes.

POLICY IMPLICATIONS

This policy is to be reviewed every four years or upon change to the legislation.

FINANCIAL IMPLICATIONS

There are no financial impacts as a result of this policy.

RISK IMPLICATIONS

There are no new risk implications as a result of this policy.

CONSULTATION PROCESS

A review of the existing policy was conducted with Executive Managers to ensure compliant with legislation.

COMMENT

It is recommended that the Audio Recording of Council Meetings Policy be adopted.



WARATAH-WYNYARD COUNCIL

AUDIO RECORDING OF COUNCIL MEETINGS POLICY

1. SCOPE

- 1.1 This policy relates to the audio recording of Waratah-Wynyard Council Meetings.

2. PURPOSE

- 2.1 This policy provides for digital audio recording of Council Meetings to assist in the preparation of minutes and to ensure that a true and accurate account of debate and discussion at meetings is available.

3. POLICY STATEMENT

- 3.1 All Council Meetings, including Special Meetings shall be digitally recorded as provided for by Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* (the Act) except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15 (2).
- 3.2 The Council may, by resolution, determine to digitally record the proceedings of a specific meeting or part thereof that is closed to the public in accordance with Regulation 15 (2) of the Act.
- 3.3 The digital files of all other meeting proceedings will be accessible on the Council's website for listening by any person for the period they are retained by the Council. The Council makes this information available as a routine disclosure under the *Right to Information Act 2009*.
- 3.4 The digital files of meeting proceedings closed to the public (as per clause 3.2) will only be available for listening, upon written request, by one or more councillors entitled to be present during the proceedings in question.
- 3.5 A notice to inform the public that meeting proceedings are recorded is to be displayed at the entrance to a room in which a meeting is to be held.
- 3.6 At the time of declaring the meeting open, the Chairperson is to inform all councillors and any public present that the meeting is being recorded.
- 3.7 The council is to retain the digital files of meeting recordings for 6 months in accordance with Regulation 33 of the Act and to dispose of the files following the expiry of that period.
- 3.8 Where, due to technical difficulties, audio recording is not available, the chairperson will advise those present and relevant information will be placed on the Council website.

Legislative Requirements

- Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*
- *Right to Information Act 2009*

Related Procedures/Guidelines:

- Waratah-Wynyard Council Meeting Procedures

DOC NO: GOV.017	VERSION NO:	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: -	REVIEW DATE:

10.5 NATURAL RESOURCE MANAGEMENT QUARTERLY REPORT – DECEMBER 2018

To:	Council
Reporting Officer:	Natural Resource Management Officer
Responsible Manager:	Director Infrastructure & Development Services
Report Date:	4 th January 2019
File Reference:	
Enclosures:	Natural Resource Management (NRM) Activities Report (including Weed Management)

RECOMMENDATION

That Council note the attached Natural Resource Management quarterly report.

PURPOSE

To provide Council with a report on actions taken towards its NRM and Weed Management Strategic objectives for the period October – December 2018.

BACKGROUND

Council resource shares a NRM Officer with Circular Head Council to enact its Weed Management strategy objectives.

DETAILS

See attached report for detail of actions taken.

It is noted that the NRM Officer was on leave during August and part of September.

The attached details actions and activities that have occurred during the last quarter. Items of note include: -

- Continued Broom Management action coordinated with multiple land owners in Waratah.
- Facilitation of resolution and approvals for coastal erosion mitigation measures at Sisters Beach
- Facilitation of resolution and approvals for coastal erosion mitigation measures at Somerset

STATUTORY IMPLICATIONS

Statutory Requirements

The *Weed Management Act 1999* is the legislative head of power available to Council to facilitate a strategic and sustainable approach to Weed Management for the Municipal area.

STRATEGIC IMPLICATIONS

Corporate Strategic Plan Reference

GOAL 7: Environment	
Desired Outcomes	
Stewardship of our land, water and marine ecosystems respects past, present and future generations.	
Our Priorities	
7.1	Provide education to facilitate awareness and appreciation of built and natural assets.
7.4	Consider and encourage biodiversity through forward thinking and planning.

Sustainable Murchison 2040 Community Plan

Community Future Direction Theme	Key Challenges & Opportunities:
Natural resource management	<i>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.</i>

The 2005 WWC Weed Management Strategy provides the objectives that are reported against in the attached report.

POLICY IMPLICATIONS

No significant policy implications have been identified as part of this report.

FINANCIAL IMPLICATIONS

Council has approved budgeted amounts in its 2018/19 Annual Plan of \$ 12,000 for actions toward the Weed Management Strategy objectives.

RISK IMPLICATIONS

No significant risks implications have been identified as a result of this report.

CONSULTATION PROCESS

Not applicable

COMMENT

It is recommended that Council note the attached action report against Weed Management Strategy objectives. Further action updates to follow on a quarterly schedule.

Natural Resource Management Activities (including weed control) July – December (2018)

The **Natural Resource Management (NRM) Officer** addresses weed management issues for both strategic and operational works as well as with Natural Resource Management related activities. The position is resource shared with the Circular Head Council and subsequently has 0.5 of a full time equivalent (FTE) dedicated to Waratah- Wynyard Natural Resource Management (NRM) activities. At times when there is a heavier, seasonally influenced or peak work load in one of the two municipal jurisdictions more time can be dedicated to those activities and the time differentiation noted and resources shared between the two Councils as required.

Statutory (Weed Management)

Activity	Liaison (External)	Action
Keeps abreast with any amendments to Tasmanian Weed Management Act 1999 and / or related statutes.	DPIPWE	Written and verbal communication with private and public sector stakeholders relating to weed management within Waratah Wynyard Council's municipal boundaries. (Ongoing) Discussions with Invasive species branch as well as officers of various Government departments regarding complaints from residents about weed infestations on Crown Land and road reserves etc. as required. Weed mitigation planning. (Ongoing) Weed outbreak and infestation mitigation activity facilitation
Permit review to transport declared weeds	DPIPWE	Currency confirmed (Annual review and extension process ongoing)
Undertake Waratah -Wynyard Council (and Circular Head) municipality Weed Inspectorial duties as prescribed under the Weed Management Act 1999 .	Dept. State Growth DPIPWE – Invasive Species Section regional officer Tas Rail representatives WWC and CHC staff as required. Cradle Coast Weeds Authority activity and planning participation Other Stakeholders	Consultations were undertaken with the relevant land owners (including state authorities) to encourage weed control on their land. Programmed response to seasonal weed emergence issues or resident's (and other) enquiries. (Seasonal – ongoing) Planning and implementation summer weed growth period communication and mitigation strategy (Ongoing)
Participate in any formal / informal forums – training seminars as requested by DPIPWE or relevant to professional development.	Appropriate DPIPWE officer – Regional or State wide Local / State Government and private sector stakeholders as required.	None scheduled in period from July - December 2018

Strategic Activities

Activity	Liaison (External)	Action
Review (and implement actions defined in) Waratah - Wynyard Weed Management Strategy Consider, develop and implement contemporary weed management strategies to comply with the Tasmanian Weed Management Act 1999 .	Appropriate State Government officers: Biosecurity Tasmania – Crown Land Services. Appropriate Local Government officers Representatives of relevant industry bodies Appropriate representatives of aligned weed management organisations Local / regional Landcare group representatives	Discussion with Biosecurity Tasmania Officers and Crown Land Services officers regarding effectiveness of current Weed Management Act. (The Act is currently being reviewed and is expected to be rescinded and weed management absorbed into a new more robust Biosecurity Act. (as required / ongoing) Ongoing through formal specified meetings or informal weed management stake holder contacts as required.
Keep abreast with Commonwealth and State Government policy relating to NRM policy / activities and weed management and funding as required.	Strategically aligned weed management service delivery providers.	Contact with CCNRM project officers and EO regarding funding and partnership opportunities for weed management or natural resource management projects. Assist brokering funding sourcing activities for local stakeholders. Assist in facilitating communication between Government agency staff and local stakeholders as required.
Participate in natural resource management delivery within both Council jurisdictions.	Internal WWC staff WWC ratepayers and customers	Address Natural Resource Management issues as directed or required.
Liaise with scientific researchers developing biological agents for targeted weed management. (Ragwort, English Broom, Montpellier Broom, Gorse & other emerging priority weeds) Ongoing	UTAS Science facility Bookend Trust: Where? Where? Wedgie project (NRM) Tas Landcare Weeds Management Facilitator	The product market is continually reviewed to identify environmentally friendly and biodegradable herbicide products for the land owners to minimise impact on the environment.

Customer Service (Proactive)

Activity	Liaison (External)	Action
Participate in local community group discussions as required	Ad Hoc as required - Designated Landcare Groups - CCNRM - Schools - TAFE	- Ongoing discussions were undertaken with the Landcare groups and educational institutions (TAFE) to support NRM activities. - Facilitate meeting with local Landcare groups and individuals, CLS staff, Tasrail, Fonterra regarding weed management on non-Council owned / managed land parcels behind Fonterra industrial precinct. - Respond to enquiry regarding rock obstruction to Cam River above

Activity	Liaison (External)	Action
		tidal zone. Inspect site, contact appropriate DPIPW officer and brief them of the issue within their jurisdiction.
Developing and implementing an “identify, inform and act” process with respect to natural resource management on Public non Council land	• State Authorities • Commonwealth Authorities • Relevant scientific research bodies. CSIRO, UTAS, TAFE •	• Ongoing
Developing and implementing and identify, inform and act process with respect to weed management on private land.	• Private landowners • DPIPW Biosecurity Section • Crown Land Services	• Contact property owners / Managers (private or government) by telephone, face to face visit or letter as appropriate to the specific issue. Eg Contact a rural property owner by phone or visit to let them know if there are ragwort plants noted on their property and provide them with technical information relating to the weed, how to deal with it as well as what it’s statutory management plan status is under the Weeds Management Act 1999. • Contact with government representatives and other property owners / managers indicating the presence of declared weeds within their boundaries and requesting treatment. • Issue letters to specific property owners regarding requirement to treat specific weeds within a specified timeframe. (Ongoing as required) • Follow up discussion and site visits with property owners who have been issued with requirement notices.
Seasonally notify targeted residents in known declared weed zones: Pampas Grass Ragwort Slender thistles	• Regional Weed Officer – Invasive Weeds Section of DPIPW. • Forestry Tasmania officers • Land owners, Quarry lease holders	• Quarries inspected and owners / leasee’s consulted. • WWC quarries inspected with Council staff and ongoing management strategies identified. • Pampas Grass plants (various sizes) mapped and treated immediately (when practical) or responsible leasee’s / owners notified with required action specified. (Ongoing)
Follow up inspection of all areas known to have infestations of targeted weeds (As above)	• Land owners (Including Crown Land)	• Seasonal inspection of targeted land (including quarries) in WWC municipal area to identify treatment options or operational consultation processes. (Ongoing)
Personal contact with non-compliant landowners	• Landowners	• Ongoing education and support has been offered to non-compliant landowners on a case by case basis.

Activity	Liaison (External)	Action
Engage appropriate weed management contractors to undertake programmed weed eradication activities.	Approved contractors	- Issue official requirement to treat weeds where necessary. - Appropriate weed management contractors were engaged as required to spray target weed growth cycle on Council land and some road reserves as required. - Montbretia - Spanish Heath - Thistles - Sea Spurge - Gorse - Pampas Grass
Undertake natural resource management activities as required.	Appropriate stakeholders. CCNRM project officers	Support was provided to engineering staff to preserve native fauna and undertake vegetation assessment during engineering and construction activities. Preliminary tree surveys Preliminary natural values assessments Discussion with CLS Officers in relation to Crown Land licences and responsibility of management planning and implementation issues.

Customer Service (Responsive)

Activity	Liaison (External)	Action
Respond to all customer enquiries relating to weed management	Customers / Ratepayers Councillors (via appropriate communication channels) General Manager (As directed) SMT	Respond to enquiries relating to weed management and NRM issues as required. Ongoing education and support has been offered to customers on a case by case basis. Specific weed management strategies are implemented as appropriate.
Provide technical assistance to customers / ratepayers.	Internal (Staff – Councillor enquiries) / Customers / Ratepayers	Ongoing as required
Inform land owners (public and private) if they have infestations of declared weeds of appropriate management action	Land owners Regional Weeds Officer – Invasive Species Section : DPIPWE	Ongoing education and support has been offered to customers on a case by case basis.
Remove declared weeds identified by customers on Council land or implement appropriate management strategy with the relevant land owner.	Property owners / managers Approved contractors	Where declared weeds are identified immediate treatment (Removal) is undertaken by inspecting officer where practical. Advise stakeholders of management options / directions relating to non-declared weeds as required.

Answer queries from Landcare groups relating to natural resource management issues, weed management planning. Investigate implementation funding sourcing.	Landcare group representatives	Ongoing, as required
Respond to any natural resource management matters raised by Councillors through appropriate communication channels.	Councillors	•Attend Council workshops and provide NRM and Weed management briefings on relevant matters. (Ongoing, as required)

Natural Resource Management Liaison – Internal / External

Activity	Liaison	Activity
NRM Project Facilitation – beach erosion at Irby Boulevard, Sisters Creek mouth – Storm damage mitigation (Ongoing)	Development Services Officers (Internal) Corporate and Community Services (Internal) Consultants State Government Officers and elected members (as directed)	Inspect and report on beach erosion at Irby Boulevard, Sisters Beach (Ongoing as required) Liaise with Internal and external stake holders with respect to specific stakeholder communication issues (Ongoing as required) Liaise with consultant representatives regarding contract engagement specifics.
Review Rehabilitation plan for Ballast Pit Quarry. Completed but ongoing monitoring	EPA Officers (External) WWC Officers / Managers as required (Ongoing)	Provide technical information regarding problem specifics as required. Site meetings and discussion with Crown Land Services officers regarding resident vegetation removal activities on crown coastal reserves (Ongoing) Provide advice to Waratah Wynyard Council directors / officers regarding environmental matters as required. (Ongoing)
Participate in Cat Management Plan formal discussion through formal (Cradle Coast Cat Management Working Group) or informal on an ad hoc basis	General Managers of Circular Head and Waratah Wynyard Councils, Director of Development Services (CHC and WWC), Regional Co-ordinator Cat Management, working group members, other stakeholders as required.	Attend Cradle Coast Cat Management Working Group meetings as required. Elected as chair of this working group. Report to management of CHC and WWC regarding progress as well as seeking guidance with respect to matters both Councils require addressing in the anticipated Cat Management Plan.
NRM Project Facilitation – Flood mitigation response Stanwyn Court Wynyard (Completed)	Development Services (Internal) Corporate and Community Services (Internal) Consultants Precinct residents	Visit site and note landscape issues relating to flooding Reporting to consultants as well as WWC GIS Coordinator (Completed)

The Natural Resource Management Officer has been invited to return as a member of the Cradle Coast Natural Resource Management Committee.	General Managers of CHC and WWC, CCNRM Committee, Others.	Attend prescribed formal and informal meetings as required. Provide technical and project planning advice relating to local government perspective to natural resource management.
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Weed Management – External Liaison and Implementation

Tasman Island Weed Management Plan Review	The Natural Resource Management was invited by the Friends of Tasman Island Wildcare Group to review the Island's Weed Management Plan.	The NRM officer took leave and spent ten days as a volunteer on the Island undertaking weed management activities as well as assessing the progress of the group against the benchmarks identified in the weed management plan.
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Agricultural Landscape Rehabilitation Scheme (ALRS) Funding Application Facilitation

Project completed and reconciled. Ongoing liaison with Barbara Alsop continues as required to address any matters that may arise from post project monitoring.	WWC General Manager, Executive Officer, GIS Coordinator, others (Internal) As required. CCNRM Project Officer (External) As required. NRM North Project manager (External) Participating stakeholders / property owners as required. (External) As required.	Attend stakeholder briefings (Ongoing) Logistics discussions and enquiry answering with potential participants. Liaise with Federally funded project facilitator (Ongoing during the life of the project) Liaise with Project Coordinator to facilitate delivery of materials and contractors for project completion within budget and time frame. Undertake site inspections to monitor progress. (Ongoing)
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10.6 QUARTERLY UPDATE ON ANNUAL PLAN PROGRESS

To:	Council
Reporting Officer:	General Manager
Responsible Manager:	General Manager
Report Date:	9 January 2019
File Reference:	
Enclosures:	REFER ATTACHMENT B Departmental Monthly Performance Report

RECOMMENDATION

That Council note progress against the actions within the 2018/19 Annual Plan as at the end of the second quarter (December 2018)

PURPOSE

The purpose of this report is to present the quarterly 2018/19 Annual Plan progress report as at December 2018.

BACKGROUND

The 2018/19 Annual Plan and Budget Estimates were adopted by the Council at its Ordinary Meeting on Monday 25 June 2018 in accordance with the requirements of the *Local Government Act 1993*.

DETAILS

The attached report provides an update on the progress of actions included in the Council's Annual Plan 2018/19.

Strategies and Actions are listed in the tables in their future directions. The tables include information on the status of each action, progress comments on the action, the person responsible for the action, the estimated percentage complete for each action and the progress against targets set for each action.

Council adopted 109 actions within the Annual Plan. The actions are a combination of new actions for 2018/19 and those carried forward from the previous year. Of the 109 actions:

- 47 are more than 90% complete
- 15 actions are between 70 – 90% complete;
- 47 actions are less than 70% complete.

It is expected that at the end of the March quarter that the majority of actions will be on target or completed.

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The plan is consistent with the Waratah-Wynyard Corporate Strategic Plan 2017-2027 and the Sustainable Murchison Community Plan 2040.

POLICY IMPLICATIONS

There are no policy implications as a result of this report

FINANCIAL IMPLICATIONS

The completion of the annual plan is occurring in accordance with the budget estimates as reported in the monthly Council finance reports.

RISK IMPLICATIONS

Each individual action has risk implications for non-completion depending on the nature of the task.

CONSULTATION PROCESS

Consultation was not undertaken for this report

10.7 FINANCIAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018

To:	Waratah-Wynyard Council
Reporting Officer:	Accountant
Responsible Manager:	Manager Financial Services
Report Date:	8 January 2019
File Reference:	100.10
Enclosures:	Financial Summary Underlying Position Cash Position Rate Summary Capital Works Summary

RECOMMENDATION

That Council notes Financial Reports for the period ended 31 December 2018.

PURPOSE

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

BACKGROUND

The financial reports presented incorporate:

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

DETAILS

Council has reported a comprehensive year-to-date surplus of \$5,477,5919 which is \$250,943 higher than budgeted.

Financial Summary

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

Underlying Position Statement

The underlying position statement shows the outcome of Council's usual day to day operations. As at the 31 December the actual YTD underlying surplus \$6,180,839.

Rate Summary

The rate summary provides an indication of outstanding rate debtors, the amount collected and the rates in credit. At the end of the period there were \$1,483,553 unpaid rates and charges.

Cash Position

As at 31 December 2018 Council held a cash balance of \$14,238,948, all cash investments comply with Council's Investment Policy (FIN 004).

Capital Works Summary

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

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

No significant financial implications have been identified.

RISK IMPLICATIONS

No significant risk implications have been identified.

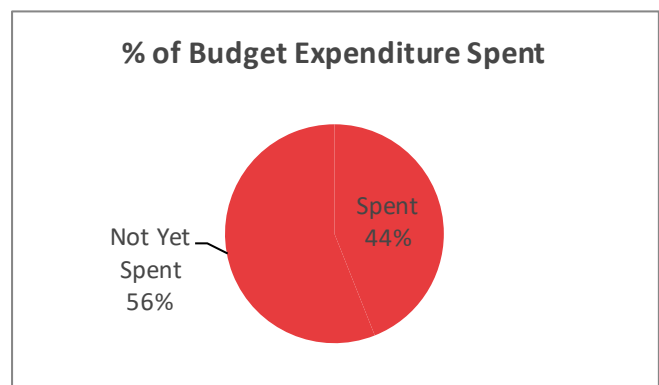
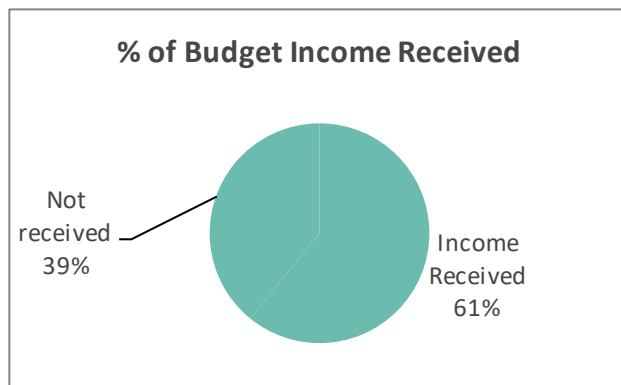
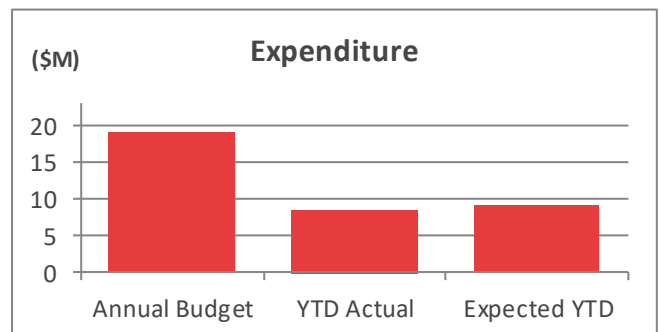
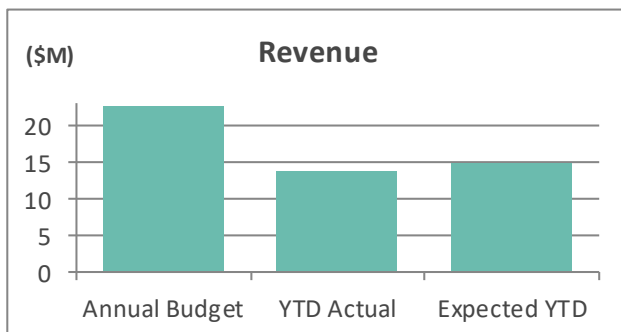
CONSULTATION PROCESS

Nil

COMMENT

It is recommended that the Council notes the Financial Reports for the period ended 31 December 2018.

FINANCIAL SUMMARY As at 31 December 2018	BUDGET ANNUAL	ACTUAL YTD	BUDGET YTD	ACTUAL YTD % of BUDGET	Note
REVENUE (incl capital grants)	\$	\$	\$	%	
Corporate Governance	50,739	13,599	12,685	26.80	
Strategic & Financial Services	11,154,307	9,323,591	9,426,966	83.59	
Corporate & Community Services	2,012,654	1,014,869	937,911	50.42	
Infrastructure & Development Services	9,565,643	3,517,111	4,426,783	36.77	
	22,783,343	13,869,170	14,804,345	60.87	
EXPENDITURE	\$	\$	\$	%	
Corporate Governance	1,205,115	534,479	613,744	44.35	
Strategic & Financial Services	1,695,644	832,848	763,125	49.12	
Corporate & Community Services	3,495,588	1,636,030	1,761,874	46.80	
Infrastructure & Development Services	12,682,079	5,388,221	5,735,706	42.49	
	19,078,426	8,391,579	8,874,449	43.98	
Less Advance Payment of FAGs	(1,406,496)	0	(703,248)		
NET RESULT	2,298,421	5,477,591	5,226,648		



UNDERLYING POSITION STATEMENT For the month ending 31 December 2018	BUDGET ANNUAL	ACTUAL YTD	BUDGET YTD	Note
INCOME	\$	\$	\$	
Rate Revenue	11,099,094	11,156,991	10,993,265	
User Charges	2,461,944	1,229,159	1,243,747	
Reimbursements/Contributions	739,931	281,486	233,016	
Grants and subsidies	3,821,689	1,561,620	1,487,238	
Interest	275,010	176,849	162,256	
Proceeds from Sale	189,500	0	0	
Other	576,000	166,314	100,000	
	19,163,168	14,572,418	14,219,522	
EXPENDITURE	\$	\$	\$	
Employee Costs	6,838,564	3,007,478	3,433,144	
State Levies	533,493	131,716	253,663	
Remissions & Discounts	397,384	394,891	391,538	
Materials & Contracts	6,954,530	2,843,661	2,766,840	
Depreciation	3,986,635	1,995,624	1,991,458	
Borrowing Costs	65,340	18,208	32,658	
Value of sold/write off of assets	302,480	0	5,148	
	19,078,426	8,391,579	8,874,449	
UNDERLYING SURPLUS(DEFICIT)	84,742	6,180,839	5,345,073	

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

RECONCILIATION TO COMPREHENSIVE RESULT			
Capital Grants/Contributions	3,620,175	0	584,823
Advance Payment of FAGs Grant	(1,406,496)	(703,248)	(703,248)
COMPREHENSIVE SURPLUS/(DEFICIT)	2,298,421	5,477,591	5,226,648

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

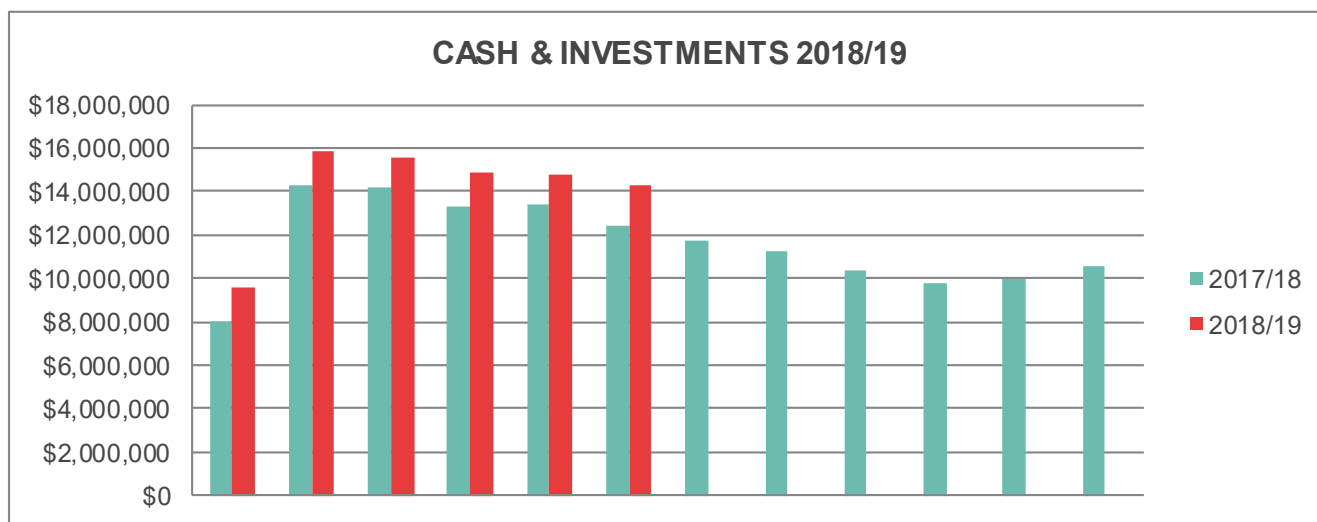
RATE SUMMARY	2018/19		2017/18	
For the period 1 July 2018 to 31 December 2018	%	\$	%	\$

Notice Issue Date - 26 July 2018

OUTSTANDING RATE DEBTORS (As at 1 July 2018)	3.90	452,217	4.04	459,917
ADD CURRENT RATES AND CHARGES LEVIED (including penalties)	96.10	11,156,991	95.96	10,922,421
GROSS RATES AND CHARGES DEMANDED	100.00	11,609,208	100.00	11,382,338
LESS RATES AND CHARGES COLLECTED	81.15	9,420,331	80.73	9,189,420
REMISSIONS AND DISCOUNTS**	8.33	966,774	8.44	960,851
	89.47	10,387,105	89.18	10,150,271
ADD PROPERTIES IN CREDIT	(2.34)	271,450	(2.14)	243,692
UNPAID RATES AND CHARGES (includes Deferred Rates)	12.87	1,493,553	12.97	1,475,759

**REMISSIONS AND DISCOUNTS	2018/19	2017/18
Discount	388,691	386,309
Pensioner Rebates	571,883	565,597
Council Remissions and Abandements	6,200	8,945
	<u>966,774</u>	<u>960,851</u>

CASH POSITION		INVESTMENTS		Weighted Average Return
As at 31 December 2018				
	\$		\$	
Deposits	13,700,000	Commonwealth Bank	536,948	1.25%
		Bankwest	13,700,000	2.63%
Petty Cash and Till Floats	2,000	Petty Cash and Till Floats	2,000	
Trading Account	536,948			
BALANCE (ALL ACCOUNTS)	14,238,948		14,238,948	2.58%



RBA Cash Rate* 1.500
90 Day BBSWs Rate** 2.090

*source: www.rba.gov.au as at 31 December 2018

**source: <https://www.asx.com.au/data/benchmarks/bbsw-10-day-rolling-history.pdf> as at 31 December 2018

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

CAPITAL WORKS SUMMARY As at 31 December 2018	Notes	Budget \$	% Spend of Budget	Actual \$
GOVERNANCE				
Wynyard Wharf Entrance Augmentation		445,649	3% 	12,911
New Board Walk and Seawall Renewal		739,678	6% 	44,350
General		251,586	84% 	210,395
		1,436,913	15% 	210,395
STRATEGIC & FINANCIAL SERVICES		225,000	0%	0
CORPORATE SERVICES		45,000	15% 	6,849
COMMUNITY SERVICES				
SES		10,600	84% 	8,875
Children's Services		70,000	1% 	664
Tourism		47,000	90% 	42,081
General		60,365	25% 	14,936
		187,965	35% 	66,556
ENGINEERING SERVICES				
Depot		136,244	41% 	56,202
Plant		644,210	46% 	297,076
		780,454	45% 	353,278
WASTE MANAGEMENT		25,000	0%	0
PUBLIC CONVENIENCES		15,000	0%	0
TRANSPORT				
Re-Sheeting		1,072,173	27% 	289,943
Reseals - Rural		529,930	11% 	56,863
Reseals - Urban		235,550	4% 	9,404
Footpaths		84,500	7% 	6,232
Coastal Pathway		3,714,440	2% 	86,880
Wynyard CADP & Car Park Development		426,449	76% 	325,301
Bridges		441,764	70% 	308,829
General		515,199	7% 	37,671
		7,020,005	16% 	1,121,122
SPORTING FACILITIES				
Wynyard		535,500	0%	0
Somerset		49,800	84% 	41,675
		585,300	7% 	41,675
PARKS & GARDENS				
Wynyard		1,296,500	6% 	73,212
Somerset		150,000	0%	0
General		50,000	13% 	6,422
		1,496,500	5% 	79,634
STORMWATER DRAINAGE				
Stormwater Pipe Replacements/Upgrades		117,600	22% 	25,928
General		52,826	18% 	9,364
		170,426	21% 	35,292
TOTAL CAPITAL WORKS PROGRAM 2018/19		11,987,563	16% 	1,972,063

100%

10.8 SENIOR MANAGEMENT REPORT

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

RECOMMENDATION

That Council: -

- 1. Note the monthly Senior Management Report; and**
- 2. Rescind the following policies:**
 - (a) GOV.002 – Councillors Expense and Facilities Policy; and**
 - (b) GOV-015 – Conference and Seminars Policy.**

GENERAL MANAGERS OFFICE

Activities Since Last Council Meeting

Listed below is a summary of activities undertaken by the General Manager during the period **10 December 2018 to 10 January 2019**. It also provides information on issues of significance or interest, statistical information and summaries of specific areas of operations

Corporate

- Attended the staff Christmas break up and recognition function
- Presented at a meeting of the regions Executive Assistants, to provide a General Manager's perspective of the Executive Assistants role in an organisation

Community

- Met with representatives of Reconciliation Tasmania – Mark Redmond, CEO; Bill Lawson, Co-Chair; Fiona Hughes, Co-Chair; and Felicity Howe, employee – who were particularly interested in the Warawyn Reconciliation Action Plan, the first of its kind in the State
- Participated in a research program being undertaken by Cricket Tasmania in relation to the Wynyard Cricket Club
- Had meetings with community members regarding a variety of matters including disability access, freedom camping and weed management.
- Sisters Beach Information Bulletin prepared and distributed (attached).

Industry

- Attended a meeting of the Cradle Coast Authority to discuss and identify election priorities for the region
- Met with Mike Brindley, Regional Development Australia, to discuss Council's current and planned infrastructure projects
- Attended the Cradle Coast Authority Christmas celebration which included a summary of regional tourism activities over the past year, 2019 plans and a speech from the Premier and Minister for Tourism, Will Hodgman.

Other

- Met with Murchison MLC Ruth Forrest as a regular scheduled update meeting
- Attended the AGM and general meeting of the North West branch of LG Professionals Tasmania
- Met with Senator Steve Martin to provide an update on Council activities and proposed projects
- Took annual leave through the Christmas/New Year period

POLICIES TO BE RESCINDED

The following Policies are to be rescinded:

1. **GOV.002 – Councillors Expenses and Facilities Policy** – this policy has been incorporated into the GOV.027 Councillor Allowances and Expenses Policy and GOV.027.1 Councillor Allowances and Expenses Guidelines (approved December 2018) and is no longer required.
2. **GOV-015 – Conference and Attendance Seminars Policy** - this policy has been incorporated into GOV.027 Councillor Allowances and Expenses Policy and GOV.027.1 Councillors Allowances and Expenses Policy Guidelines (approved December 2018) and is no longer required.

ADMINISTRATION - USE OF CORPORATE SEAL

No seals have been attached since last Council meeting.

Sisters Beach Information Bulletin- December 2018



On Tuesday 23 October, representatives of the Sisters Beach Community Association, Parks and Wildlife, Water Technology, Councillors Council staff and selected community members met to find a clear direction for the erosion issues at Sisters Beach.

One of the agreed outcomes of that meeting was the development of this bulletin.

Other agreed actions included -

- Council to develop a plan for beach access.
- Council to liaise with the community regarding rehabilitation
- Parks and Wildlife staff to contact land owners with properties directly adjacent to Crown reserves to complete individual site assessments including discussions surrounding yard creep and vegetation removal on the coastal dune areas. This is expected to be completed by June 2019, however Council will request it is attended to as soon as possible.

Erosion

Erosion is essentially a geological process in which earthen materials are worn away and transported by natural forces such as wind or water. Sisters Beach, much like many other coastal areas throughout Tasmania, is being faced with erosion and the dilemma whether to let natural processes take place or to intervene with infrastructure

A number of years ago Council, in consultation with Parks and Wildlife Services, commissioned Water Technology, a consulting firm specialising in coastal areas, to investigate the site and prepare a formal report on the ongoing coastal erosion occurring at Sisters Beach.

In summary, some observations from the report conclude that:

- The creek channel alignment across the beach can vary extensively with the main channel hugging both the east and the west side of the entrance at different times. When the creek hugs the western side, larger waves can reach the shoreline and exacerbate the erosion. The same occurs along the eastern foreshore when the creek is close to it.
- The dune systems on both sides of the beach are not extensive with a significantly lower dune along the eastern side of the creek foreshore. The extent of erosion during



a storm will be dependent on the dune height and the volume of sand stored in the dune. Therefore, foreshore movements on the eastern side of the creek are greater than on the western side.

- Over the past 60 years, there have been significant storm events, while the clearing of vegetation has changed the landscape from natural vegetation to grassed areas. This has restricted dune re-nourishment and has enhanced erosion.
- The presence of the peat layer, observed during the site inspection, implies that the dune (and foreshore) at Sisters Creek was substantially seaward of its present position.
- The current erosion and accretion patterns can be expected to continue but the erosion cycle is likely to get worse as sea level rises. It is clear that there is a significant amount of mobile sand in the foreshore system based on the observations of relatively rapid accretion (and erosion) cycles along the eastern beach.



Storm Events

During recent extreme weather events, stream bank and foredune erosion has taken place. Many beach accesses have been damaged or even washed away altogether.

Following the most recent damage, Council has inspected each of the ten (10) entry points on the Western side of the creek, assessed the condition of remaining stairs and extent of erosion and sought indicative costs for replacement of each.

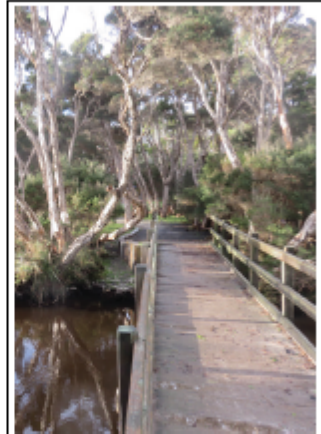
At the December Council meeting it was resolved to seek approval from Parks & Wildlife Services to restore the damaged beach access at nodes 2 and 10, which will cost Council an estimated \$83,050. Nodes 3, 7 and 9 will remain barricaded until further investigations and consultation is completed. All other nodes will be open and accessible.

In recent weeks Council resolved

to "provide safe beach access through the area of the removed pine trees adjacent to the car park / public toilets at Sisters Beach and remove barricades at the same time that are preventing pedestrian access to the beach area and make the area presentable in readiness for summer use by the community."

This task has been completed with the barricades removed, trees pruned, tree roots/stumps removed, gardens tidied up and sand moved to make the area presentable as per the resolution. A duckboard has been installed, made of connected treated pine sleepers, to mitigate compaction fretting of the beach access.

The heavy duckboard is not attached to any permanent pylon structures. It lays on the sand and will consequently be able to be removed at any time in the future if required.



Future Actions

Bridge Replacement

- Council has allocated funds in this financial years budget to replace the existing wooden bridge that crosses the creek (insert small photo) which has reached the end of its useful life. Appropriate consultation will be undertaken and all attempts are being made to ensure the new structure keeps within the existing look and feel of the area
- Council have initiated formal discussions with the Parks and Wildlife Service in relation to forming a Wild Care group allowing Sisters Beach stakeholders to enter a formal working arrangement with PWS to undertake prescribed maintenance and restoration works in the precinct.

QUARTERLY STATISTICS

ORGANISATIONAL PERFORMANCE

Council Land Information Certificates (Certificate of Councils' Power)

Month	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
July	32	32	34	24	39	33	31	16
August	37	20	31	24	23	36	33	24
September	17	16	35	27	31	31	26	20
October	24	23	33	29	36	25	20	29
November	25	26	44	33	36	32	34	27
December	21	24	21	24	26	35	22	16
January	27	21	25	35	26	21	22	
February	25	25	38	35	31	35	28	
March	26	31	30	30	39	35	21	
April	26	25	34	28	33	38	24	
May	22	28	37	23	35	34	32	
June	21	25	32	23	33	24	20	
Total	303	296	394	335	388	379	313	132

GOVERNANCE

Right to Information / Assessed Disclosure Requests – June 2018 – January 2019

Description	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019 Current YTD
Request received	0	1	2	2	1
Request decided	0	1	2	2	1
Outcome – Information provided, request granted	0	1	2	2	1
Outcome – Information part provided/part exempt	0	0	0	0	0
Outcome – Information fully exempt, request refused	0	0	0	0	0
Outcome – Requested Information not held	0	0	0	0	0
Outcome – Additional clarification sought – not provided	0	0	0	0	0
Reviews – No. Internal reviews determined in this period	0	0	0	0	0
Reviews – No. where the original decision upheld in full	0	0	0	0	0

Ombudsman Investigations

Description	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019 Current YTD
Requests received	1	0	2	1	0
Requests decided	1	0	1	1	0
Requests Withdrawn	0	0	0	0	0

COMMUNITY AND ENGAGEMENT

Tourism

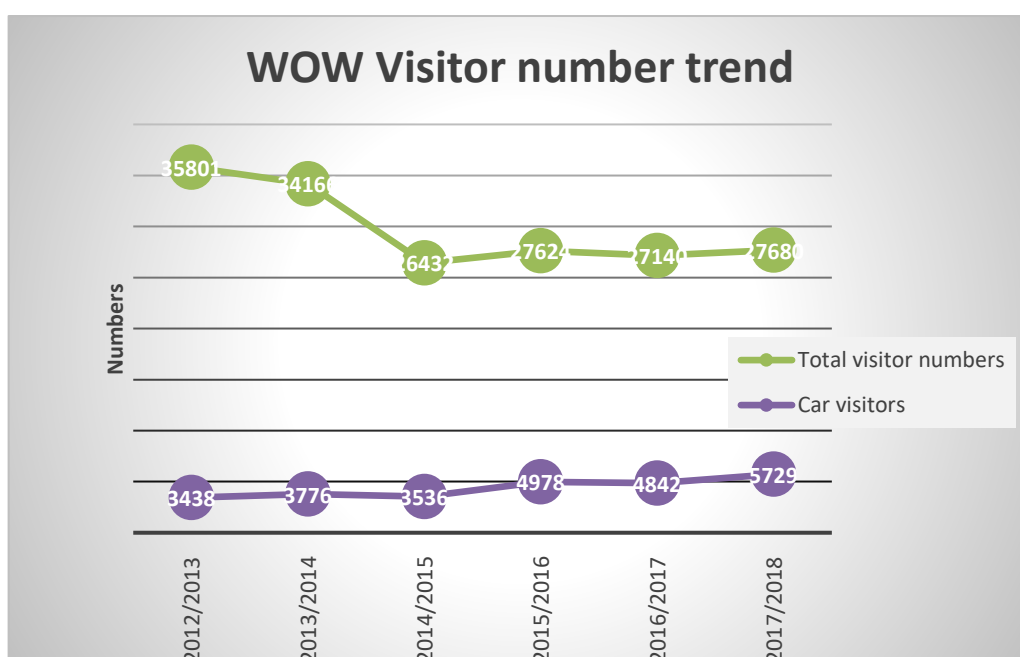
Summary - WOW

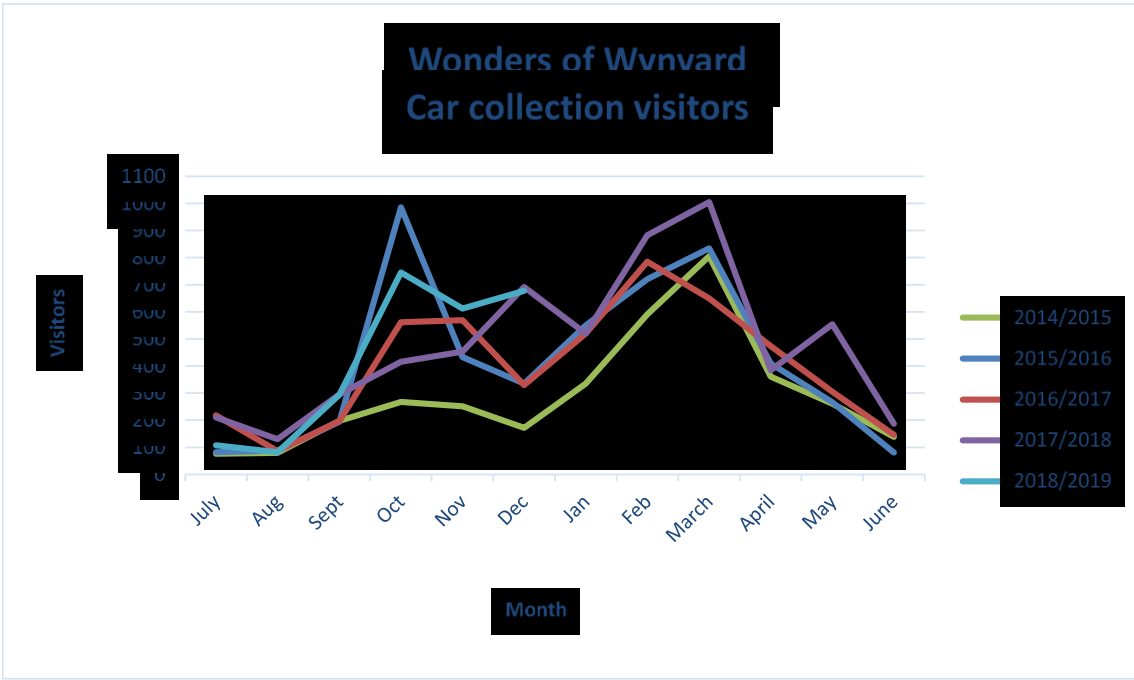
- Visitor numbers for December were slightly up (2%) and numbers for the car collection were high as we ran a FREE ENTRY promotion for 2 weeks in December. The graph below shows very little overall change to visitor trends over the last 5 years – with the only noticeable deviation the easing of the traditional December - early January 'slump'. The FREE ENTRY promotion, and the marketing targeted at locals has assisted with this – with local gift hunters and exhibition viewers bolstering the numbers.
- Income was again the outstanding stat – with an increase of 43% over last years' record December!
- Renovations are complete with the glass jewellery cabinet installed just before Christmas.
- Volunteer Christmas party held on 14 December – over 50 attended – thanks to Mayor Walsh and Councillor Edwards for joining us in thanking the volunteers for their contribution throughout the year.
- We had 4 cruise boats bring 261 passengers to visit in December. The season has just begun – with 11 other cruises booked to visit over the coming 3 months.

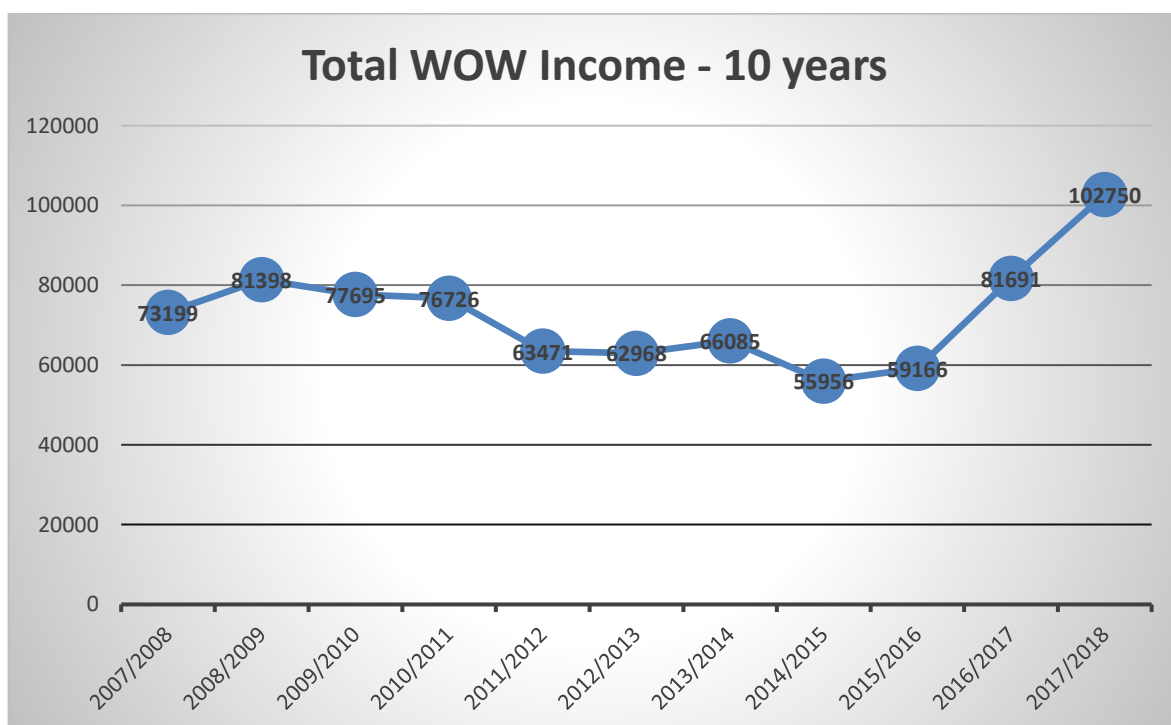
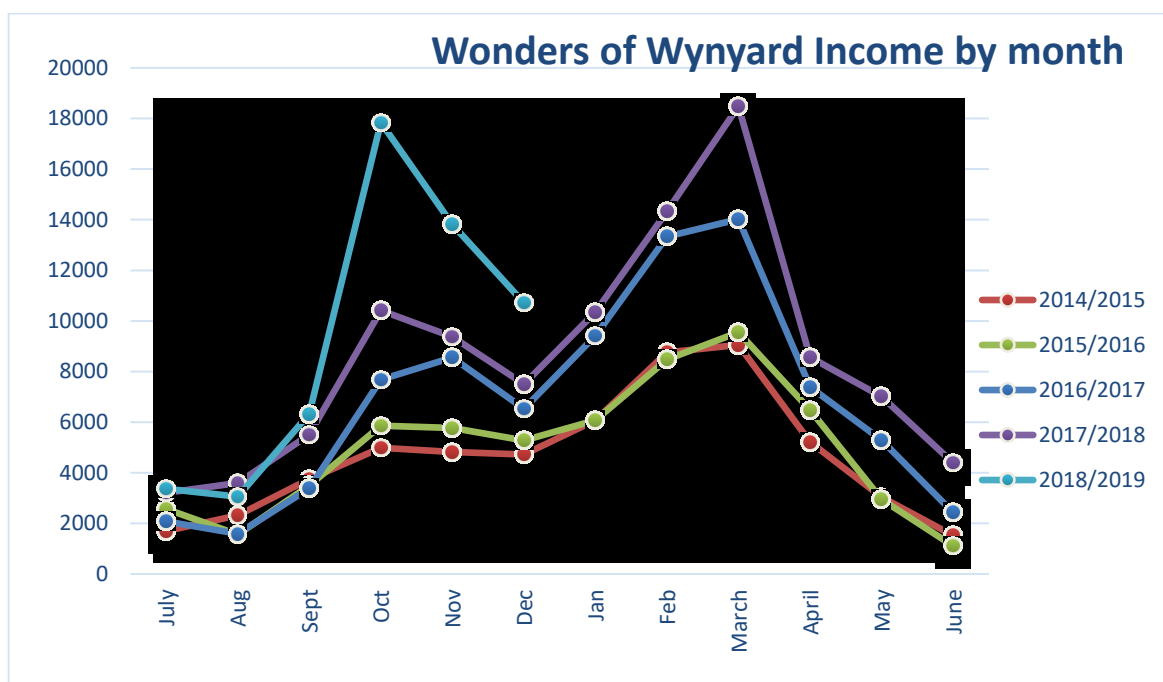
Summary - Waratah

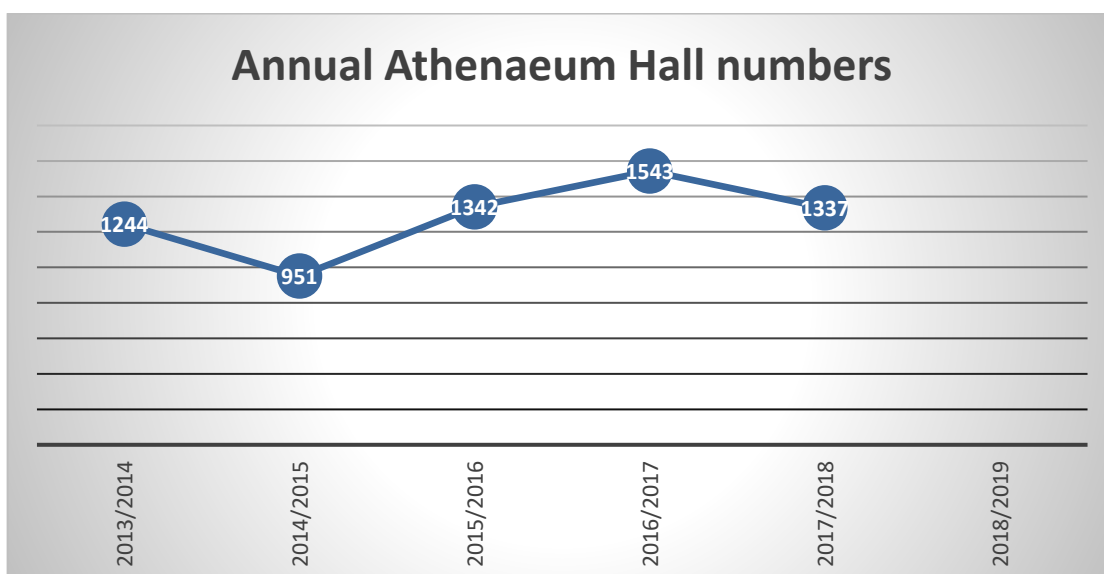
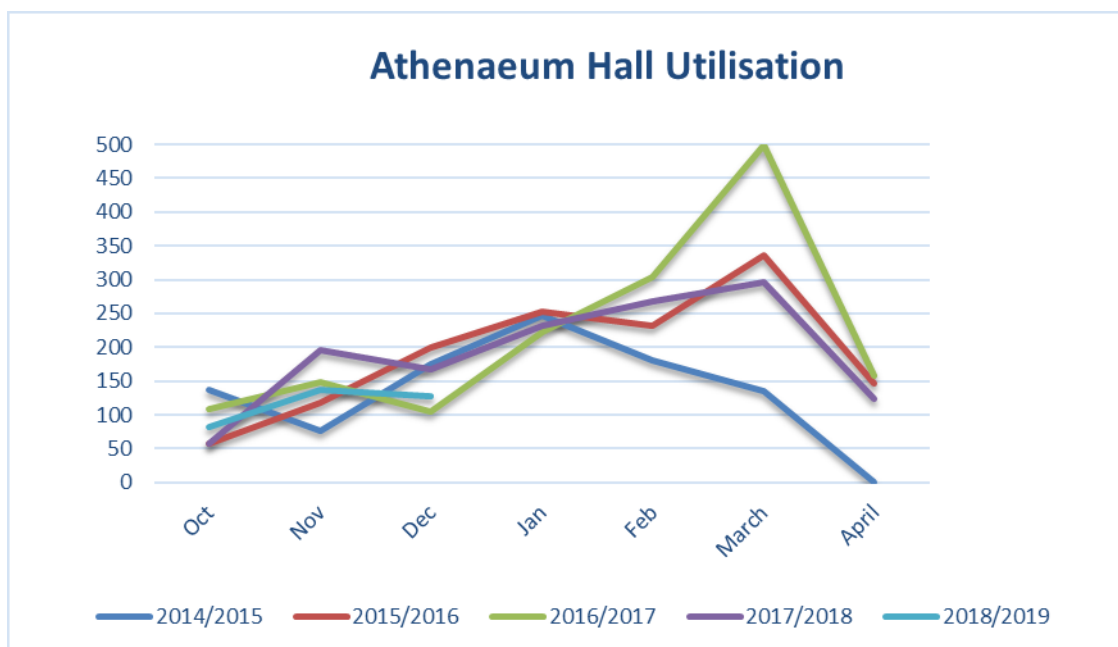
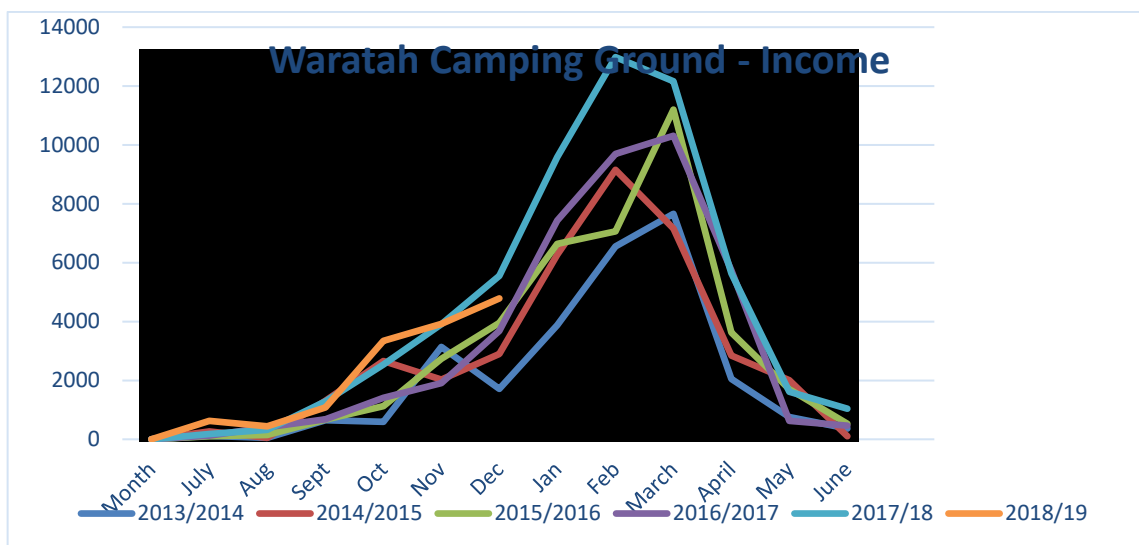
Waratah camping ground income was down 14% on last year.

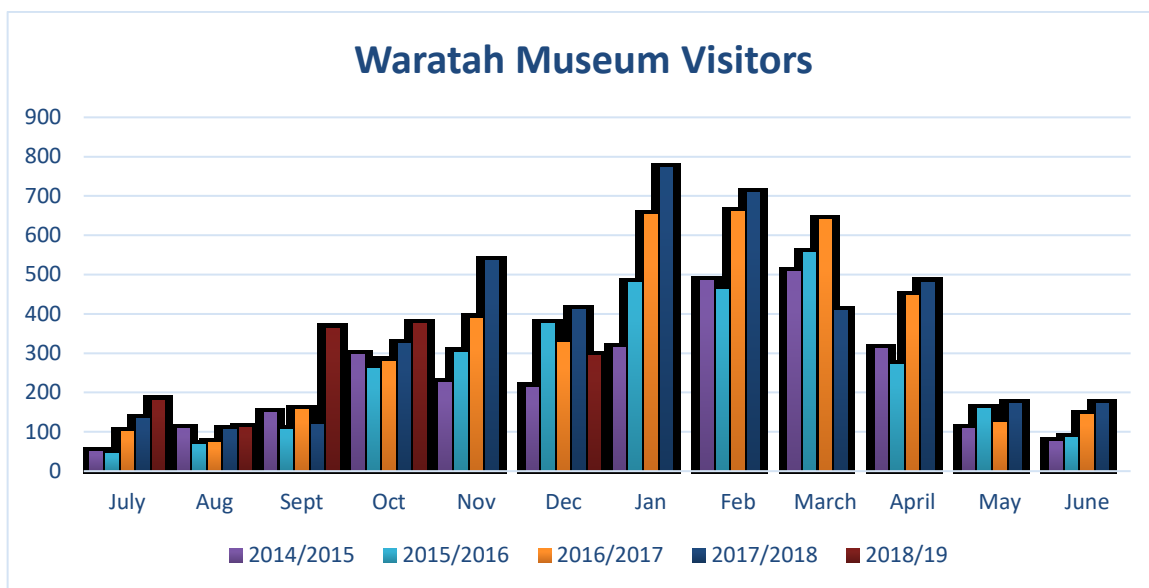
The Athenaeum Hall numbers were down 23%, with museum numbers also down 28% (numbers for November were not supplied). Given the decrease (and consistently low) visitor numbers to the Athenaeum Hall it is suggested that an investigation is warranted to determine the cost-effectiveness of the service we are providing.





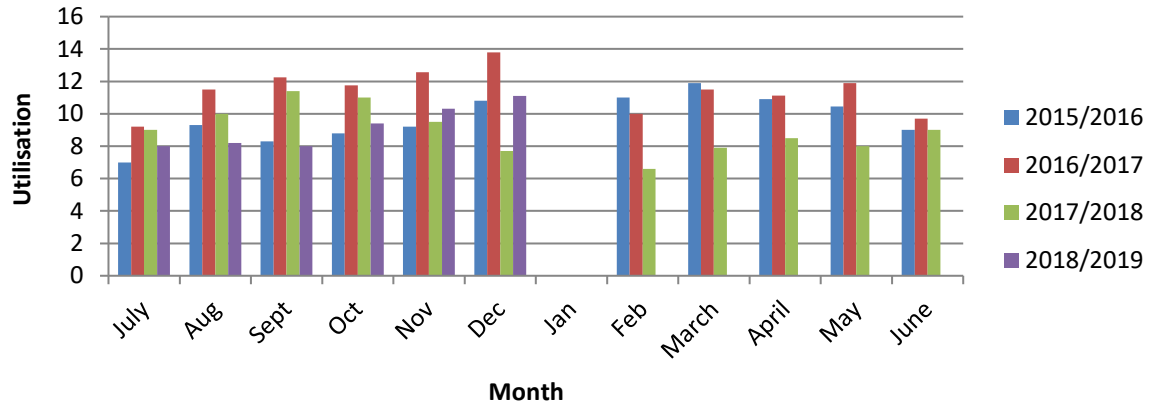




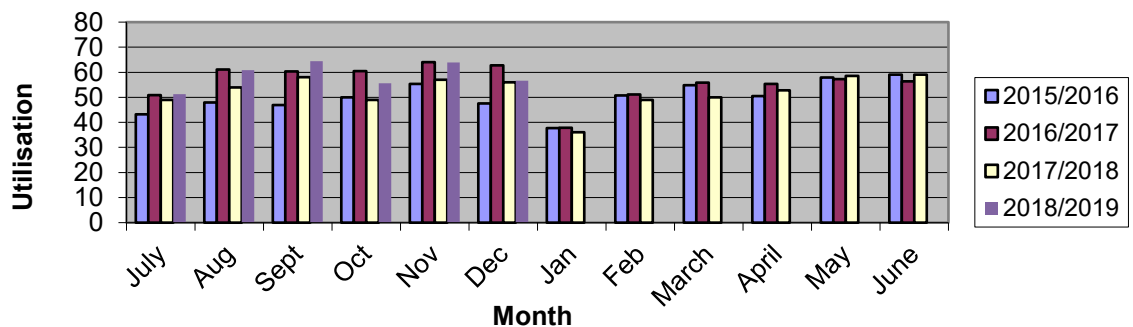


Children's Services

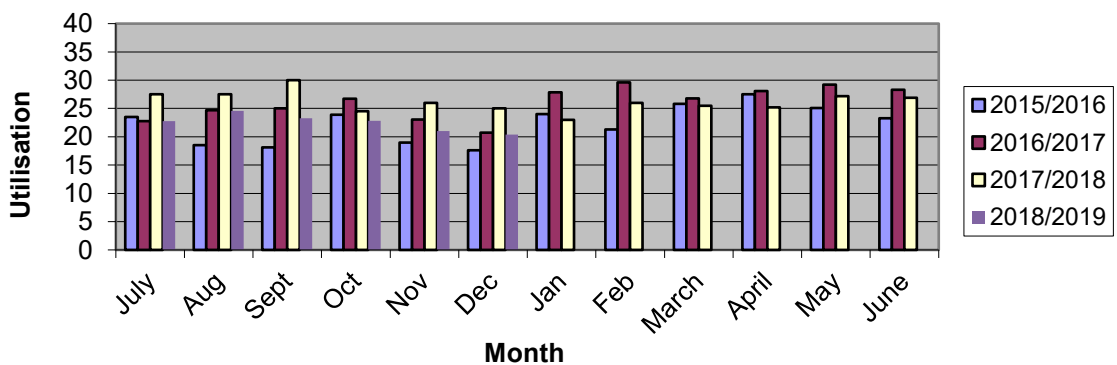
Warawyn - Boat Harbour After School Care



Warawyn Early Learning Centre



Warawyn - Wynyard OSHC



INFRASTRUCTURE AND DEVELOPMENT SERVICES

Animal Control

Item	Oct/Nov/Dev 2018		2018/2019 YTD	
	No	\$	No.	\$
Dogs Registered	92	\$2,919	1995	\$46,727
Dogs Impounded	12	-	26	-
Dogs Euthanised	1	-	3	-
Dogs Adopted	5	-	7	-
New Kennel Licences	0	-	3	\$ 570
Licence Renewals	0	-	29	\$ 1,450
Dogs Re-Claimed	9	-	26	-
Livestock Impounded	0	-	0	-
Infringement Notices	2	\$ 326	4	\$ 652
Legal Action	0	-	0	

Cemeteries – Number of Interments

Cemetery	2014/2015	2015/2016	2016/2017	2017/2018	2018/19
Wynyard Lawn	50	52	35	46	17
Wynyard Ashes in Grave	-	4	7	7	7
Wynyard Wall Ashes	13	13	13	6	5
Wynyard Old	-	-	-	-	-
Flowerdale	-	-	-	1	-
Somerset	-	1	-	-	-
Yolla	1	-	1	1	1
Waratah	3	-	1	-	-
Total	67	70	57	61	30

Works Managers Report - Parks and Reserves

Description	Location	Work Undertaken
Oval Maintenance	Wynyard Recreation Ground	Mowing, fertilizing & aerating as required, ground renovated post NWFL season - contractor
	Langley Park	Mowing, fertilizing & aerating as required
	Yolla Recreation Ground	Mowing, fertilizing & aerating as required
	Frederick Street Reserve	Mowing, fertilizing & aerating as required
	Cardigan Street Reserve	Mowing, fertilizing & aerating as required, ground renovated post soccer season - council
Cemeteries	Wynyard Cemetery	Mowing & watering as required
Wynyard Walkways	Inglis River Walking Track	Flood repairs completed
Tree removal		Tree removal as required
Spraying		Spraying as required

Transport Works

Description	Location	Work Undertaken
Culvert maintenance	Various Roads	As per issues identified
Grading	Unsealed roads	Currently undertaking re-sheeting works
Sealed Patching	Sealed Roads	As required
Pot Holing	Various Roads	As per Conquests and resource availability

Urban Services

Description	Location	Work Undertaken
<u>Drainage</u>		
Outfall Upgrade	Dart Street, Wynyard	To be completed
Replace storm water pipe	George Street, Wynyard	To be completed
Replace Manhole & Kerb pit	Inglis Street, Wynyard	To be completed
Misc. Gully pits	Wynyard, Somerset & Waratah	Ongoing through year
Manhole Covers	Wynyard, Somerset & Waratah	Ongoing through year
<u>Footpaths</u>		
Upgrade Urban Footpaths DDA compliant ramps	Wynyard, Somerset & Waratah	Ongoing through year
<u>General</u>		
Goldie St. Car Park Development	Wynyard	Majority of works complete. Final signage to be installed
Wharf Entrance Augmentation	Wynyard	Tenders close 31 st January 2019
Land Reclamation	Camp Creek	Stage 1 complete. Stage 2 to be completed if Crown approval is granted

Tenders

CONTRACT	AWARDED TO	TENDER CLOSED	TENDER ACCEPTED
Contract 727 – Provision of Sports Facility Cleaning, Caretaking and Kiosk Operation	Option 1 (Wynyard Sports Centre) - Wynyard Basketball Association Option 2 (Somerset Indoor Recreation Centre) - Somerset Amateur Basketball Association	1 October 2018	3 October 2018

Number of Complaints Received per Operational Area across Council

Year 2018/2019

Operational Area	Jul	Aug	Sep	Oct	Nov	Dec						
Community Services	-	-	-	-	-	-						
Corporate Services	-	-	-	-	-	-						
Development Services	-	-	1	-	-	-						
Engineering (Indoor staff)	-	2	-	-	-	-						
Finance	-	-	-	-	-	-						
General Managers Unit	-	-	-	-	-	-						
Parks and Reserves	2	2	1	-	2	1						
Civil Works	6	5	2	3	1	1						
Total	8	9	4	3	3	2						

10.8.1 PLANNING PERMITS APPROVED UNDER DELEGATION – DECEMBER 2018

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
122/2018	6ty Pty Ltd	7 Emily Crescent Somerset	Group Home	10.12.2018	26	P
116/2018	Paul Allen (PLA Designs)	23 & 23A Goldie Street Wynyard	Dentist (Change of Use from General Retail & Hire to Business & Professional Services)	19.12.2018	38	D
27/2018	EnviroPlan Australia	12 Strawberry Lane Boat Harbour	Dwelling (Replacement)	20.12.2018	36	D
129/2018	Paul Allen (PLA Designs)	263 Reservoir Drive Wynyard	Dwelling & Shed	20.12.2018	9	P
130/2018	Paul Allen (PLA Designs)	90 Mount hicks Road Wynyard	Storage sheds	21.12.2018	7	P

10.8.2 BUILDING PERMITS APPROVED – DECEMBER 2018

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

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
2018-123-01	N Brandsema	491B Back Cam Road Somerset	Dwelling & Shed	17.12.2018	2	DA 78/2018
2018-124-01	2B Build Pty Ltd	65 Table Cape Road Wynyard	Dwelling Addition	18.12.2018	4	DA 95/2018
2018-144-01	6ty Pty Ltd	3 Emily Crescent Somerset	Dwelling Group Home	19.12.2018	0	DA 106/2018

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

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
19-Feb-18	10.1	ROC – Proposed East Wynyard Foreshore Masterplan - Motion Carried Adopt the Draft East Wynyard Foreshore masterplan; - Consider implementation of the proposed playground and landscaping elements for the 2018/19 budget; - Consider rationalising the existing 4 local playground sites, 2 at the East Wynyard Foreshore, 1 at 9 Martin Street and 1 at 25 Lockett Street in order to fund the proposed district level playground; and - Remain flexible in the implementation of the East Wynyard Foreshore masterplan as it assesses cost and benefits in consultation with the community and users into the future		DIDS	Not yet commenced	
19/3/18	5.3.1	QON – K Ewington – Transfer Station Opening Hours. Asked if Council could explain how it determined that 10.00am to 4.00pm were best hours of operation for Transfer Station to meet ratepayer needs. He asked if council could consider longer hours for those who work e.g. extend hours during day light savings, opening hours on the weekend, open on public holidays.	15/8/18 - A waste management services review will commence in September, concluding in April 2019. This query will be addressed during this project	DIDS	Ongoing	
17/9/18	9.2	NOM – Cr Fairbrother –Notification of Events CARRIED	That Councillors be made aware in advance of council/local government related events that may be in the public interest and or in the interest of Councillors. Council officers are exploring options regarding events listings. In the meantime, the intranet site and email is used to inform councillors of events	GM	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
17/9/18	9.4	NOM – Cr Fairbrother –Waratah Dam	PROCEDURAL MOTION CARRIED - That matter lay on the table until further information is obtained to deal with the matter <i>Facilitation, advocacy and negotiations with TasWater and interested stakeholders continues. More detail on the release of reports and next expression of interest process is expected soon</i>	GM	Ongoing	
17/9/18	10.1	Freedom Camping	The following motions were carried: 1. That Council note the information relating to Freedom Camping; and agree to develop a Freedom Camping Strategy document. 30/11/18 - Development of Freedom Camping Strategy has commenced with David Hammond 2. That Council proceed with necessary planning for establishment of a site for Freedom Camping at Sisters Beach. 29/11/18 - Presentation provided at the November 12 Council workshop on the initial development of this project. The Freedom Camping strategy will inform the operational delivery of the site. A report will come to Council on the cost of establishing the site 3. That Council determine that a designated Freedom Camping site will not be provided for in Somerset or Yolla. 4. That Council Explore low cost camping opportunities at Waratah through the existing caravan park or creation of an overflow area. 5. That Council a) Continue to offer Freedom Camping at the Wynyard Showgrounds until such time that feasibility studies can be completed on Lions Park or any other possible location within the Wynyard area; and	EMT	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			b) That council liaise with the Show Society to lodge a planning application to amend the use of showgrounds to allow self-contained caravans. 6. That Council DEFER THE MOTION of trailing freedom camping at BHB until a postal survey is conducted by council and that council instructs staff to undertake this survey requesting a yes or no response from the rate payers of the BHB community regarding their opinion on Freedom Camping in their beach side resort. 29/11/18 - Postal survey has been completed and presentation provided to Council at the workshop on Nov 12 on the results and considerations for further actions. The Boat Harbour Area Plan will determine the site for regulated sites and the Freedom Camping Strategy will inform the operational management of the site. 7. That statutory planning approval be sought for all areas where freedom camping might be located. <i>14/1/19 - Work on the Freedom Camping Strategy has begun with a draft expected by February.</i>			
17/9/18	10.6	Renewal of Crown Lease – Waratah Falls	Motion Carried 29/11/18 - Application has been made to the Crown to renew the lease area over the Waratah Falls	DCE	Ongoing	
15/10/18	10.1	Establishment of Wynyard Youth Centre – 7UP Wynyard	Motion Carried 29/11/18 - The MOU has been signed and work has commenced to establish the 7UP youth centre at the Wynyard Community Centre. Initial building modifications have been completed	DCE	Ongoing	
19/11/18	9.1	Motion – Cr Fairbrother – Coast to Coast Section – Advocate Newspaper	Motion Passed The Mayor raised the matter at the CCA Representatives Meeting	GM	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			and it received support. As a result, a motion was moved to invite the Editor of the newspaper to a meeting with the representatives.			
19/11/18	10.4	Freedom Camping Boat Harbour	Motion Passed <i>Cr House asked that the implementation plan address traffic management and waste management matters.</i> <i>Cr Duniam asked that full review and considerations of the use of amenities be included.</i> <i>Cr House asked that the Open Space, Sport and Recreation Plan be updated to include changes once the Strategy is completed.</i>	DCE	Not yet commenced	
19/11/18	10.7	Waratah Board Meeting	Motion Passed Cr Fairbrother asked if councillors could attend next board meeting on 15 December and meet the board. 30/11/18 - The matter was discussed at the workshop held on 26 November and considered best to integrate this meeting with a capital works tour sometime in the new year	DCE/ GM	Ongoing	
10/12/18	5.3.1	QON – K Ewington – Fire Control	Why does Council allow a high-risk fire situation to be created within the rural community by not slashing road verges before summer. He asked why council didn't take a professional approach and take direction from the fire authority and maintain road verges correctly. <i>Refer to response this agenda – item 5.1</i>	DIDS	Closed	14/1/19
10/12/18	5.3.3	QON – B Polson – Somerset Foreshore	Mr Polson noted many instances of contacting council regarding drainage and erosion issues at Somerset and asked when Council would take action to respond to his enquiries and address the problems. <i>Refer response this agenda. 5.1.2</i>	GM	Closed	14/1/19
10/12/18	8.3.3	CQWN Cr Duniam – Mowing Falmouth Street	<i>Cr Duniam asked if Council's Works service schedule includes mowing of the nature strip beside Plywood mill fence and footpath</i>	DIDS	Closed	14/1/19

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			<i>in Falmouth Street, Somerset. Is this the responsibility of Council?</i> <i>The Director Infrastructure and Development Services advised that previously council has not undertaken work and that there is a policy around this.</i>			
10/12/18	8.3.5	CQWON – Cr House - East Wynyard Foreshore	Cr House asked what councils position was on the use of vehicles on beaches in general. The Director of Infrastructure and Development Services advised he would take question on notice and bring to a workshop as beaches are owned by Crown Land Services. <i>Refer this agenda – item 8.1.2</i>	DIDS	Ongoing	
10/12/18	8.3.6	CQWON – Cr House -Speed Limits	Cr House asked if speed limits in the area of the East Wynyard boat ramp were considered adequate. <i>Refer this agenda – item 8.1.3</i>	DIDS	Ongoing	
10/12/18	9.1	NOM Cr Edwards – E Waste Recycling Carried	That Council consider the installation of recycling units for e-waste and other similar waste items in designated central municipal areas as part of the current waste management strategy review <i>Will be included as part of the review</i>	DIDS	Closed	14/1/19
10/12/18	9.2	NOM Cr Edwards – PWS Audit of Sisters Beach properties Carried	That Council request Parks and Wildlife complete their proposed assessment audits of beach front properties at Sister Beach by March/April rather than the proposed 30 June deadline. <i>14/1/19 - Waiting on reply from Parks and Wildlife.</i>	DIDS	Ongoing	
10/12/18	9.4	NOM Cr House – Communication Strategy Carried	That Council commence the drafting of a Communications Strategy as a matter of priority, and the following are produced as a necessary suite of associated documents; 2. Draft Communications Policy	GM	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			3. A paper which reviews the cost-benefit of the Community Survey and alternative options 4. A report which explores the option of a Waratah Wynyard Council smartphone “app” for the public <i>14/1/19 – Preparation of scope of works has commenced and a workshop will be held with Council mid- February to progress</i>			
10/12/18	10.1	Wilkinson Street Highway Junction works Amended Motion carried	That Council on receipt of assurances from DSG that council legal expenses associated with any representation and associated legal process will be reimbursed; and 1. Support the recommendation of the Department of State Growth to close the Wilkinson Street access to the Bass Highway; and 2. Initiate the process of notification of intent to close under section 14 of the Local Government Highways Act 1982; and 3. Undertake investigations into relocation of the existing York Street bus stop to another area within the vicinity <i>14/1/19 – State Growth have advised they will cover legal expenses if the closure goes ahead only. Further request made to State Growth as to what potential expenses may be so a determination can be made by Council.</i>	DIDS	Ongoing	
10/12/18	10.2	ANZAC park Foreshore Repairs Carried	That Council, by absolute majority: 1. Seek approval from Crown Lands and Parks & Wildlife services to restore the damaged footpath in Anzac Park, Somerset outside of the area affected by coastal erosion, revegetate the area of erosion and not restore the concrete beach accesses; 2. Note the estimated project costs of \$35,600 and amend the 2018/19 Annual Plan and Budget Estimates to include a new	DIDS	Ongoing	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
			capital renewal project – Anzac Park Foreshore repairs for \$25,600 and additional operational expenditure of \$10,000; and 3. Consider in future budgets, subject to qualified advice, whether or not to intervene with built coastal erosion protection such as rock walls or sand bag walls <i>14/1/19 - Works have commenced. Old path has been removed and design completed for new pathway</i>			
10/12/18	10.3	Irby Boulevard Beach Access Repairs	That Council, by absolute majority: 1. Seek approval from Crown Lands and Parks & Wildlife services to restore the damaged beach accesses affected by coastal erosion at nodes 2 and 10. 2. Amend the 2018/19 Annual Plan and Budget Estimates to include a new capital renewal project - Sisters Beach – Beach Accesses for \$83,050 3. Ensure nodes 3, 7 and 9 are adequately barricaded and signed to prevent public access and meet Council’s duty of care requirements as an interim measure until such time as council undertake an appropriate review including costings and consultation with the affected community regarding the reinstatement and/or rationalisation of access in that area	DIDS		

10.9 MINUTES OF OTHER BODIES / COMMITTEES –CRADLE COAST REPRESENTATIVES MEETING AND ANNUAL GENERAL MEETING – UNCONFIRMED MINUTES 22 NOVEMBER 2018

To:	Council
Reporting Officer:	General Manager
Responsible Manager:	General Manager
Report Date:	7 January 2019
File Reference:	
Enclosures:	ATTACHMENT C CCA Reps Meeting Unconfirmed Minutes 22/11/18 CCA Annual General Meeting Unconfirmed Minutes 22/11/18 Cradle Coast Regional Futures Plan (2019-2022) Summary

RECOMMENDATION

That Council note the unconfirmed minutes of the Cradle Coast Authority (CCA) Representatives Meeting and the Annual General Meeting held 22 November 2018.

PURPOSE

To note the unconfirmed open minutes of the Cradle Coast Authority (CCA) Representatives Meeting and the Annual General Meeting held 22 November 2018.

BACKGROUND

The Cradle Coast Authority is the regional voice of North West Tasmania, established by nine Local Government Councils to represent and advocate the needs of the region.

The Authority collaborates and facilitates a diverse range of projects and initiatives involving all tiers of government, industry and the community. The three key areas of focus are Regional Economic Development, Natural Resource Management and Tourism.

The activities and strategic direction of the Authority are managed by a Board.

DETAILS

The unconfirmed minutes of the meeting of the Cradle Coast Authority (CCA) Representatives Meeting and the Annual General Meeting held 22 November 2018 are presented for noting.

The following is a summary of meeting highlights: -

Chief and Deputy Chief Representative Election

The CCA Representatives at the AGM held prior to the official meeting, nominated and endorsed Mayor Jan Bonde as the Chief Representative and Mayor Peter Freshney as the Deputy Representative for the next two years.

Coastal Pathway Technical Group

Mayor Walsh was endorsed as the Chair for the Coastal Pathway Technical Group.

Purpose of Representatives Meetings

Representatives discussed and agreed to make the Representatives meetings more interactive going forward, rather than just a reporting session, which will allow the General Managers and Mayors & CCA to communicate around more broader issues/priorities for the region. Representatives agreed to hold a meeting in early December to identify regional election priorities prior to the Federal election in 2019.

Removal of the 'Coast to Coast' section in the Advocate Newspaper

It was raised that the 'Coast to Coast' section in the Advocate Newspaper has been removed. Representatives expressed their disappointment with this and agreed to invite the Advocate's Editor to the meeting in February to address concerns and also use it as an opportunity to share the region's accomplishments.

Futures Plan

The Cradle Coast Regional Futures Plan has now been completed. An Executive Summary of the report is attached to this agenda, a full version of the report can be found on the Cradle Coast Authority website <https://www.cradlecoast.com/economic-development-work-futures-plan/>

STATUTORY IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance	
Desired Outcomes	
We highly value the use of an evidence-based approach to the development and implementation of strategies and policies that support and strengthen our decision making.	
Our Priorities	
1.4	Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.

Sustainable Murchison Community Plan 2040

Community Future Direction	Key Challenges & Opportunities:
Business & Industry	<i>Specialised diversity of the economy</i> – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
Tourism	<i>Memorable visitor experiences all year round</i> – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Access and infrastructure	<i>Local, regional and global transport and infrastructure access</i> – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.
Natural resource management	<i>Managing abundant, natural and productive resources</i> – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Governance and working together	<i>Working together for Murchison</i> – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

No financial implications have been identified.

RISK IMPLICATIONS

No significant risk implications have been identified.

CONSULTATION PROCESS

Not applicable.

COMMENT

It is therefore recommended that Council note the Unconfirmed Minutes of the Cradle Coast Authority (CCA) Representatives Meeting and the Annual General Meeting held 22 November 2018.

10.10 MINUTES OF OTHER BODIES / COMMITTEES –TASWATER ANNUAL GENERAL MEETING (AGM)– DRAFT MINUTES 29 NOVEMBER 2018

To:	Council
Reporting Officer:	Community Development Officer
Responsible Manager:	Director Community and Engagement
Report Date:	9 January 2019
File Reference:	
Enclosures:	ATTACHMENT D

TasWater Owner Representatives Group AGM Draft Minutes

RECOMMENDATION

That Council note the draft minutes of the TasWater Owner Representatives Group Meeting (AGM) held 29 November 2018.

PURPOSE

To note the draft minutes of the TasWater Owner Representatives Group Meeting (AGM) held 29 November 2018.

BACKGROUND

TasWater is an incorporated company providing water and sewerage services to homes and businesses across Tasmania. It was established under the Water and Sewerage Corporation Act 2012 and is owned by 29 Tasmanian councils (including Waratah-Wynyard Council) who receive returns through dividends, tax equivalent payments and loan guarantee fees.

TasWater's core business areas are water quality and service delivery, sewage compliance and sewerage service delivery while achieving industry-leading innovations in the areas of water quality testing and field operations.

Recently a Memorandum of Understanding (MOU) was signed between the State Government, TasWater's Owners' Representative Group and TasWater. The State Government has committed to injecting \$200 million in equity into TasWater over the next 10 years and will become a 10 per cent shareholder in the business by the end of the period.

DETAILS

The draft minutes of the TasWater Owner Representatives Group Meeting (AGM) held 29 November 2018 are presented for noting.

The following is a summary of meeting highlights: -

Chief and Deputy Chief Representative Election

The TasWater Representatives elected Mayor Doug Chipman as the Chief Owner's Representative and Mayor Bridget Archer as the Deputy Chief Owner's Representative for the next two years.

Reports presented

The following reports were presented at the meeting and are detailed in the minutes

- Ownership and Governance Matters
- 2017/18 Annual Report
- Presentation regarding Operations and Control Centre
- Quarterly Report to Owners – September 2018 Update

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance	
Desired Outcomes	
We highly value the use of an evidence-based approach to the development and implementation of strategies and policies that support and strengthen our decision making.	
Our Priorities	
1.4	Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.

Sustainable Murchison Community Plan 2040

Community Future Direction	Key Challenges & Opportunities:
Business & Industry	<i>Specialised diversity of the economy</i> – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
Tourism	<i>Memorable visitor experiences all year round</i> – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Access and infrastructure	<i>Local, regional and global transport and infrastructure access</i> – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

Natural resource management	<i>Managing abundant, natural and productive resources</i> – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Governance and working together	<i>Working together for Murchison</i> – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

No financial implications have been identified.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

Not applicable.

COMMENT

It is recommended that Council note the draft minutes of the TasWater Owner Representatives Group Meeting (AGM) held 29 November 2018.

10.11 MINUTES OF OTHER BODIES / COMMITTEES –MINUTES OF THE WARATAH COMMUNITY BOARD MEETINGS HELD 14TH JULY 2018

To:	Council
Reporting Officer:	Community Development Officer
Responsible Manager:	Manager Community Activation
Report Date:	16 th January 2019
File Reference:	007.17
Enclosures:	Waratah Community Board – Minutes 15 th December 2018

RECOMMENDATION

That Council note the Minutes of the Waratah-Community Board meeting held on 15 December 2018.

PURPOSE

The minutes of the Waratah Community Board meetings held on 15 December 2018 are provided for information and noting.

BACKGROUND

The Waratah Community Board was established by Council following a lengthy period of community consultation and the adoption of the Waratah Community Plan 2018 – 2021.

DETAILS

Items of note from this meeting included:

- It was agreed that the three project priorities from the Waratah Community Plan would be: -
 - **Priority Project 1: Waratah Falls – Crown Land Lease**
A submission has been sent to the Crown Land Services outlining the area required for walking tracks below the Waratah Falls. Council is awaiting their response.
 - **Priority Project 2: Community Facilitator and Community Social Services**
Meeting held with Adventist Development Relief Agency (ADRA). Current conditions of use as per the planning permit for the Day Care Centre are restrictive. A review is required to enable other groups to access the building to develop it into a multi-use facility.
 - **Priority Project 3: Railway Bridge Restoration -**
Councils to approach bridge contractors with to obtain a costing on the railway bridge restoration/replacement.

-
- The Waterfall Lookout walkway is to be removed and Council is working with the Waratah Mens Shed to construct a new replacement gravel pathway. A quote to be prepared for Council.

STATUTORY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 3: Connected Communities	
Desired Outcomes	
Our community uses its voice to shape its future alongside a strong Council willing to listen and implement where reasonable and practical.	
Our Priorities	
3.2	<i>Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.</i>

Sustainable Murchison Community Plan 2040

The Waratah Community Boards Charter and chosen projects to date fit well within the parameters of the Sustainable Murchison Community Plan in terms of place making, strengthening existing communities and the sustainable use of resources.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Maintaining open communication with Waratah residents.

CONSULTATION PROCESS

Not applicable.

COMMENT

It is recommended that the Council note the Minutes of the Waratah-Community Board meetings held on 15th December 2018.

**Unconfirmed minutes of the Waratah Community Board's meeting held at the
Athenaeum Hall at 12.05pm on Saturday 15th December 2018.**

The meeting was opened, the meeting orders were then suspended to permit Friends of the Waratah Reservoir to address the Board. Chris Hawkins then spoke to the meeting on the following points:

- Correspondence concerning the reservoir had been forwarded to most Tasmanian politicians.
 - The new CEO of Taswater had agreed to meet with FOWR representatives.
 - Outlined the repercussions for Waratah in terms of activities around the lake should the reservoir wall not be repaired.
 - Suggested that Parks and Wildlife Service are better placed to manage the reservoir.
 - Asked that a motion of support be given to the FOWR by the Waratah Community Board.
- Tracey mentioned signage erected by the Waratah Wynyard Council warning of likely damage should the reservoir wall fail.

Cr. Kevin Hyland suggested a community rally in support of retaining the reservoir be held in Waratah for people from all over Tasmania.

1. Present

Anne Dunham, Tony Schmidt, Neil Thorne & Cr. Kevin Hyland.

Council Staff: Tracey Bradley, Deb Mainwaring & Richard Muir Wilson.

2. Apologies

Yvette Ekman & Rosemary Dick.

3. Declaration of Conflicts of Interest

Nil

4. Confirmation of the Minutes of the Waratah Community Board

Moved Neil Thorne and Seconded by Anne Dunham "That the minutes of the Waratah Community Board meeting held on the 20 December 2018 are a true and accurate record of the meeting."

5. Correspondence

5.1 Inward

Email: Arnold Sierink, Health Department.

5.2 Outward

Email: John Backhouse, Health Department

6. Business Arising

6.1. Waterfall Lookout walkway. Tracey confirmed that this would be removed as agreed at the previous meeting. Council also agreed to work with the Waratah Mens Shed to construct a new replacement gravel pathway. Quote to be prepared for Council. Tony suggested a small plaque be placed at the site which acknowledges the cooperation between the Waratah Mens Shed, Waratah Wynyard Council and the Waratah Community Board. Suggested that plants be placed over the original path to discourage any future use.

7. Council Update

7.1. Budget Submissions 2019/2020

Budget submission forms to be circulated to all Board members.

Action: Tracey to provide budget submission form

7.2. Council Meeting Update:

The October Board minutes were confirmed at the November Council meeting.

8. Waratah Community Plan

It was noted that there is a consensus that the three priority projects run side by side.

8.1. Priority Project 1: Waratah Falls –

Waratah Falls: Crown Land Lease

A submission has been sent to the Crown outlining the area required for walking tracks below the Waratah Falls. Council is awaiting their response.

8.2. Priority Project 2: Community Facilitator and community social services

Tracey advised that she had met with Maxine Ablitt and Debra from the Adventist Development Relief Agency (ADRA). Current conditions of use as per the planning permit for the Day Care Centre are restrictive. These will need to be changed to enable other groups to access the building which in the future would be multi use.

Action: That Maxine and Debra from ADRA be invited to attend the next Board meeting

8.3. Priority Project 3: Railway Bridge Restoration -

Tracey advised that Councils Projects Works Manager is to approach our bridge contractors with a view to obtaining a costing on the railway bridge restoration/replacement.

9. Update from Waratah Tourism Association

9.1. Tony asked for the Board to provide a letter of support to the Waratah Tourism Association in support of the Pebble Walk.

9.2. Western Wilds project. Waratah business can now access the new branding and use it for promoting their business.

10. General Business

10.1. Health and Wellbeing Plans. Tracey advised that Council was likely to adopt these at their January meeting and they were broad enough to be inclusive of all communities.

10.2. Waratah Camp Ground Proposal:

Following an assessment process, it was deemed that the proposal didn't bring sufficient value and was therefore not adopted.

10.3. Athenaeum Hall

Tony informed the Board that Peter Smith (Philosopher Smiths grandson) has a collection of Waratah material including a motor vehicle and suggested that the Hall was the ideal venue.

Tracey responded that Council can still receive proposals that utilise the Athenaeum Hall and Caravan Park.

Resolved: That Anne Dunham meet with Peter Smith and encourage him to put a proposal to Council which includes displaying the Smith Family Collection in Waratah.

10.4. Meeting Times

Tony mentioned that today's Board meeting had been advertised with conflicting commencement times. Richard noted that this had arisen due to late changes designed to incorporate a community BBQ immediately after the meeting.

10.5. Fossey River Toilets

Neil noted that these were still in a poor state of repair.

Resolved: That the WTA write to State Growth advising of their status and the extra usage anticipated as cruise boat visits increase from the current 30 to 42 for the next tourism season.

11. Next Meeting - Saturday 16th February 2019, 2pm Athenaeum Hall

12. Meeting Closed

1.10 pm

11.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

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

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

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

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

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

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

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

MOVED BY	
SECONDED BY	

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

Matter	Local Government (Meeting Procedures) Regulations 2015Reference
<i>Confidential Report R15 (2) – Confirmation of Closed Minutes of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Issues Raised By Councillors</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Taken On Notice From Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Without Notice</i>	15 (2)
<i>Confidential Report R15 (2) - Notices Of Motion</i>	15 (2)
<i>Confidential Report R15 (2)(h) - Leave Of Absence Request - Councillors</i>	15 (2)(h)
<i>Confidential Report R15 (2)– Closed Senior Management Report</i>	15 (2)

12.0 CLOSURE OF MEETING TO THE PUBLIC

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

MOVED BY	
SECONDED BY	

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

Matter	Local Government (Meeting Procedures) Regulations 2015Reference
<i>Confidential Report R15 (2) – Confirmation of Closed Minutes of Previous Meeting</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Issues Raised By Councillors</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Councillor Questions Received In Writing</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Received In Writing</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Taken On Notice From Previous Meeting</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Councillor Questions Without Notice</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Notices Of Motion</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2)(h) - Leave Of Absence Request - Councillors</i>	<i>15 (2)(h)</i>
<i>Confidential Report R15 (2)– Closed Senior Management Report</i>	<i>15 (2)</i>

13.0 RESUMPTION OF OPEN MEETING

At pm the Open Meeting was resumed.

14.0 PUBLIC RELEASE ANNOUNCEMENT

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

Min. No.	Subject	Decisions/Documents

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

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED ATpm.

Confirmed,

MAYOR
18 FEBRUARY 2019