



**ORDINARY MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

20 July 2020

15 July 2020

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 20 July 2020 with the Business of the meeting to be in accordance with the following agenda paper.

General Manager's Certification

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

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



Shane Crawford
GENERAL MANAGER

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

15 July 2020

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

Dear Shane,

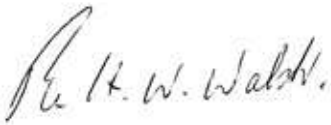
COUNCIL MEETING

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

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

I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on Monday 20 July 2020 commencing at 6pm at the Council Chambers, 21 Saunders Street, Wynyard.

Yours sincerely



Cr Robby Walsh
MAYOR

TABLE OF CONTENTS

1.0	RECORD OF ATTENDANCE	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 BY DELEGATES.....	10
4.4	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
5.2	PUBLIC QUESTIONS RECEIVED IN WRITING	13
5.2.1	C HUTCHISON - WYNYARD WASTE TRANSFER STATION.....	13
5.2.2	C HUTCHISON - COUNCILLOR WORKSHOPS.....	13
5.3	PUBLIC QUESTIONS WITHOUT NOTICE	14
5.4	PUBLIC STATEMENTS RECEIVED IN WRITING.....	15
5.5	PUBLIC STATEMENTS WITHOUT NOTICE	15
6.0	PLANNING AUTHORITY ITEMS	16
6.1	PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS.....	16
6.2	PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS	16
6.3	MULTIPLE DWELLINGS (5 UNITS) AT 5 SANDY CRESCENT, WYNYARD - DA 41/2020	17
7.0	MATTER RAISED BY COUNCILLORS	29
7.1	RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING.....	29
7.1.1	CR EDWARDS - ACTION ON HOONING AND ILLEGAL DUMPING	29
7.1.2	CR BRAMICH - CONDITION OF BASS HIGHWAY	29
7.1.3	CR EDWARDS - SOAP DISPENSERS IN PUBLIC FACILITIES.....	29
7.1.4	CR BRAMICH - TRAINING FOR COUNCILLORS	30
7.2	COUNCILLOR QUESTIONS RECEIVED IN WRITING	34

7.2.1	CR D FAIRBROTHER - APPROVAL PROCESS - PIPE INSTALLATIONS BOAT HARBOUR	34
7.2.2	CR D FAIRBROTHER - COUNCILLOR VACANCY COSTS	35
7.2.3	CR D FAIRBROTHER - WASTE DEFINITION	35
7.2.4	CR FAIRBROTHER - BASS HIGHWAY UPGRADES BOAT HARBOUR	36
7.3	COUNCILLOR QUESTIONS WITHOUT NOTICE	38
8.0	NOTICE OF MOTION	39
8.1	CR D FAIRBROTHER - REVIEW OF NEW WASTE DISPOSAL FACILITY COSTS	39
8.2	CR D FAIRBROTHER - SISTERS BEACH ACCESS.....	40
8.3	CR D FAIRBROTHER - REPLACEMENT OF PUBLIC TOILET	41
8.4	CR D FAIRBROTHER - COUNCILLOR TRAINING	42
8.5	CR D FAIRBROTHER - PARENTING LOUNGE	43
9.0	REPORTS OF OFFICERS AND COMMITTEES.....	44
9.1	DECLARATION OF OFFICE	44
9.2	COUNCIL COMMITTEE AND WORKING GROUP REPRESENTATIVES	46
9.3	COVID-19 COUNCIL UPDATE.....	49
9.4	ADOPTION OF THE RURAL ROAD SAFETY AUDIT	55
9.5	SPEED LIMIT REDUCTION - CALDER ROAD.....	59
9.6	MYALLA COMMUNITY CENTRE INC REQUEST FOR ASSISTANCE.....	62
9.7	QUARTERLY STATISTICS REPORT TO 30 JUNE 2020.....	65
9.8	2020/21 ANNUAL PLAN - FINAL REPORT.....	79
9.9	WARATAH-WYNYARD AUDIT PANEL COMMITTEE - ANNUAL REPORT TO 30 JUNE 2020 AND AUDIT PANEL CHARTER	84
9.10	ASSET MANAGEMENT POLICY	87
9.11	FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2020	90
9.12	SENIOR MANAGEMENT REPORT.....	116
9.13	MINUTES OF OTHER BODIES/COMMITTEES	125
10.0	MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING	126
11.0	CLOSURE OF MEETING TO THE PUBLIC.....	127
12.0	RESUMPTION OF OPEN MEETING	128
13.0	PUBLIC RELEASE ANNOUNCEMENT.....	128

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 20 JULY 2020, COMMENCING AT

	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”.

ANNOUNCEMENT LIVE STREAMING OF COUNCIL MEETING

The Mayor to advise that Council will be Livestreaming the meeting to the public

ACKNOWLEDGEMENT OF COUNTRY

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

1.0 RECORD OF ATTENDANCE

Legislative Reference:

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

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

(a) attendance and apologies.

1.1 ATTENDANCE

1.2 APOLOGIES

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
--

Legislative Reference:

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

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

(b) Confirmation of the minutes.

2.1 CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Waratah-Wynyard Council held at Council Chambers, 21 Saunders Street, Wynyard on Monday 22 June 2020, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.

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

3.0 DECLARATIONS OF INTEREST

Legislative Reference:

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

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

Councillor and Agenda Item Number

Staff and Agenda Item Number

4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

4.1 ANNOUNCEMENTS BY MAYOR

Nil received.

4.2 MAYOR'S COMMUNICATIONS

RECOMMENDATION

That the Council note the Mayors Communications

15/6/20	Councillor Workshop
16/6/20	Meeting with General Manager
16/6/20	Meeting with Minister Jaensch
17/6/20	Mayors Message Filming – Betty's Lane
22/6/20	Council Meeting
23/6/20	Meeting with General Manager
29/6/20	Meeting with Senator Anne Urquhart
29/6/20	Councillor Workshop
30/6/20	Meeting with General Manager
3/7/20	CCA Mayor and General Managers meeting with Rebecca White MP, Anita Dow MP and Shane Broad MP
3/7/20	Advocate Media re Transfer station
6/7/20	Meeting with Constituent
6/7/20	LGAT Meeting with Minister Shelton
7/7/20	West x North West Tourism Meeting
7/7/20	Meeting with Regional Tourism Organisation and Friends of Oldina Forest
7/7/20	Meeting with General Manager
11/7/20	Lions Changeover Dinner
13/7/20	Councillor Workshop
14/7/20	Bush Watch Meeting
14/7/20	Meeting with General Manager

4.3 REPORTS BY DELEGATES

Nil received.

4.4 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:

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

RECOMMENDATION

That the Council note the following Councillor Workshops

22/6	<ul style="list-style-type: none">• Waratah Dam• Wynyard CBD Civic Square Shade Structure
29/6	<ul style="list-style-type: none">• Audit Panel Presentation• Discussion re Waste Fees and Tip Tickets• Discussion re Committee and Workgroup representation
13/6	<ul style="list-style-type: none">• Rural Road Safety Audit• Community Grants• Meeting Procedures

Upcoming Workshops - Indicative Only

27/6/20	Wynyard Police Oldina Reserve Settlement Strategy Tulip Festival
---------	---

Councillor Attendance Records

Meetings attended during 2019/20 (to 30 June 2020)

	Ordinary Meetings 2019/20 (12)	Special Meetings 2019/20 (1)	Workshops 2019/20 (37)	Weeks Leave Approved
Mayor Robert Walsh	12	1	37	
Deputy Mayor Mary Duniam	12	1	35	2
Cr Gary Bramich	12	1	36	
Cr Andrea Courtney	9	1	21	2
Cr Celisa Edwards	12	1	31	2
Cr Darren Fairbrother	12	1	36	
Cr Allie House**	9	1	26	2
Cr Kevin Hyland	9	1	18	4
Cr Maureen Bradley#	0	0	1	

**Note that Cr House resigned as of 5 June 2020

Note that Cr Bradley commenced on 29 June 2020

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 to be asked 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 15minute 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

Nil received.

5.2 PUBLIC QUESTIONS RECEIVED IN WRITING

5.2.1 C HUTCHISON - WYNYARD WASTE TRANSFER STATION

QUESTION

The Wynyard Waste Transfer Station is currently managed by a private entity, as tendered by Council. With the announcement of the free disposal of non-commercial waste for local residents, as well as the removal of tip tokens for ratepayers, what steps has Council taken to compensate for the loss of revenue that this business may suffer as a result of the decisions made by Council? Can more detail be provided about the arrangement made in lieu of the decision made regarding access to the waste transfer station?

OFFICERS RESPONSE

The transfer station operation via contract is not affected by the recent removal of tip tickets therefore no compensation to the contractor is required in this instance. Fees previously paid and those that are continued to be paid by non-residents or commercial users for the deposit of waste are collected by the contractor for and on behalf of Council.

The current operator is contractually permitted to on sell materials recovered from waste streams to offset the cost to Council for the operation of the site and to reduce the volume of waste being sent to landfill.

5.2.2 C HUTCHISON - COUNCILLOR WORKSHOPS

QUESTION

I wish to express my gratitude to Councillors for speaking up against what many would say to be unfair accusations from former Councillor, Allie House, which I highlighted in the June council meeting in the hope that Councillors would respond. It is clear that a lot of work had been invested into particular documents, including the 2020/21 budget.

Cr. Duniam

"We have worked through all the parts of this document, very thoroughly. I need to emphasise that we won't just be rubber stamping it. We have been through absolutely everything, every detail. This plan is a good way forward. We should be very proud of this particular document because it does show that we are working for our community."

Cr. Bramich

"I can assure whoever is interested, we've spent hours and hours and hours over many months on this, and it is certainly not rubberstamped. I think this is a good outcome, considering the situation we are in. There's going to be a lot of money spent in our community to get things back as good as we can get them again. We've workshopped it that many times and I think if the community have a good look at it, they should be happy too."

Cr. Bramich - In reference to the Somerset Soccer Club upgrades, following modifications to OSSR: *"This is another item that has been workshopped, we've had onsite inspections and it has been discussed now over a number of years. Yes, we didn't get our way with the full plan, but this is another item that's not going to be rubber-stamped. We've put a lot of time and effort into this."*

From this, I believe it would be of little concern to those Councillors to engage further in transparency measures to reassure the community.

Therefore, will Council and Councillors consider the video recording of Councillor Workshops to provide the public with greater opportunities to see the great work that Councillors are doing for the community, considering that this Council now has the adequate equipment for such an arrangement?

OFFICERS RESPONSE

Council workshops are informal meetings, held for the purpose of providing elected members with information on specific matters. Workshop procedure is not governed by the *Local Government Act* or the *Local Government (Meeting Procedures) Regulations*. Council workshops provide the time needed to explore important matters in detail and are closed to the public, although guests may be invited if required.

Council has no intent to record workshops. Regulation 8 of the *Local Government (Meeting Procedures) Regulations* requires General Managers to report in each ordinary meeting agenda the date and purpose of any council workshop held since the last meeting.

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 an ordinary 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 received.

5.5 PUBLIC STATEMENTS WITHOUT NOTICE

6.0 PLANNING AUTHORITY ITEMS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2005 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*.

6.1 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.

Nil received.

6.2 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.

Nil received.

6.3 MULTIPLE DWELLINGS (5 UNITS) AT 5 SANDY CRESCENT, WYNYARD - DA 41/2020

To: Council
Reporting Officer: Town Planner
Responsible Officer: Manager Development and Regulatory Services
Report Date: 3 July 2020
File Reference: 2603235

Supporting Documents:

1. Consolidated Document Set 
2. Representation 
3. Extension of time agreement 
4. TasWater Conditions 
5. TasRail Conditions and Notes 

RECOMMENDATION

That Council, in accordance with Section 51 and Section 57 of the *Land Use Planning and Approvals Act 1993* and the *Waratah-Wynyard Interim Planning Scheme 2013*, approve multiple dwellings (5 units) at 5 Sandy Crescent, Wynyard subject to the following conditions: -

PART A CONDITIONS:

- (1) The development is to be generally in accordance with the application as submitted and endorsed documents as listed:
 - a) Proposal site plan, plans and elevations with drawing Design Type York 135 as prepared by Domestic Drafting Services and dated 26 July 2017.
 - b) Planning report as prepared by EnviroPlan and dated March 2020.
- (2) All costs associated with the proposed development including those related to infrastructure extensions or upgrades to Council assets are to be met by the Developer.
- (3) In the course of undertaking the development/use there is to be no damage caused to any Council owned infrastructure or property.
- (4) Loading and un-loading of vehicles is to be confined to within the boundaries of the property.
- (5) Two (2) visitor car parking spaces are to be provided within the site and are to be clearly marked.
- (6) Control measures are to be installed for the duration of the construction phase so as to limit the loss of soils and other debris from the site.
- (7) Off street car parking and hardstand areas are to be surfaced in an all-weather material such as concrete, asphalt or bitumen spray seal. All stormwater runoff from the car parking and hardstand areas is to be collected on site and directed to a stormwater system designed to cater for a 1 in 20 years ARI storm and discharged to a legal point of discharge to the reasonable requirements of the Director Infrastructure and Development Services.
- (8) Vehicular access to and egress from the site is to occur only in a forward motion.

-
-
- (9) Screening with a transparency of not greater than 30% and a minimum height of 1.7m is to be provided between the internal driveway and windows to the kitchen/living/dining areas of Units 4 and 5.
- (10) Each car parking space is to be numbered and line marked or otherwise delineated to identify the parking provided for each unit. Visitor parking spaces must be identified as such.
- (11) A Colorbond or similarly solid fence (not timber) is to be constructed at the rear of the lot on the shared boundary with the rail corridor, measuring a minimum of 1.8m in height, with a maximum of 2.1m in height.

PART B CONDITIONS:

- (1) The person responsible for the activity must comply with the conditions contained in Schedule 2 of Permit Part B which the Regulated Entity (trading as TasWater) has required the planning authority to include in the permit, pursuant to section 56Q of the *Water and Sewerage Industry Act 2008*, reference TWDA 2020/00529-WWC (attached).

Notes: -

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

- This project must be substantially commenced within two years of the issue of this permit.
- An "Activity within the Road Reservation" permit must be obtained from Council for all activity within the Road Reservation.
- Road access and stormwater drainage is to be in accordance with the Road Access and Stormwater Drainage Assessment dated 9 June 2017.
- Attention is drawn to the existing railway corridor, (even if not in current operation) please familiarize yourself with impacts associated with living in close proximity to a rail line.
- The applicant is advised to consult with a Building Surveyor to ensure the development is constructed in accordance with the *Building Act 2016*.
- The development/use is not to result in the generation of environmental harm or nuisance as defined in the *Environmental Management and Pollution Control Act 1994*.
- This permit is based on information and particulars set out in Development Application DA 41/2020. Any variation requires an application for further planning approval of Council.
- Attention is drawn to existing or proposed electricity infrastructure, please be sure to contact Aurora Energy on 1300 132 003 to ensure these works do not impede on existing electricity easements and are at a safe distance from powerlines. Failure to do so could result in the relocation of electricity assets at your cost.
- For letterbox placement please contact 'Australia Post 64345580' for correct guidelines.
- A further fee is required for the signing and sealing of Final and Strata Plans. Please refer to Council's website for current Planning fees.
- Under Section 61 (4) of the *Land Use Planning and Approvals Act 1993*, the applicant has the right to lodge an appeal against Council's decision. Notice of appeal should be lodged on the prescribed form together with the required fee within fourteen days after the date on which notice of the decision was served on that person, to the Resource Management and Planning Appeal Tribunal, GPO Box 2036, Hobart, 7001.

TasRail Notes: -

- Stormwater or effluent is not permitted to be discharged onto rail land or into the rail drainage system. Should there be a requirement for a service or asset to be installed on rail land in order to connect into an authorised stormwater or other outlet, a separate TasRail Permit is required and will only be approved subject to terms and conditions (costs apply). A Permit Application Form is available by contacting property@tasrail.com.au

-
- Although the railway line through this area is currently non-operational, it is reserved for future transport use. For this reason TasRail recommends any person building, developing or purchasing property near rail corridor land take into account potential exposure to train and/or transport noise and vibration particularly in relation to building design, material specifications and lifestyle. It should also be noted that TasRail is required to ensure that planning and development proposals do not impede or preclude future transport use of the rail corridor.
 - No obstruction, installation or works of any kind are permitted inside railway land for any purpose including for structures, unauthorised vehicles, drainage, water pipes, stormwater discharge, electrical or service infrastructure, storage of materials, vegetation clearing, inspections etc. All access enquiries should be directed to property@tasrail.com.au
 - As per the *Rail Infrastructure Act 2007*, the Rail Infrastructure Manager (TasRail) may remove and dispose of unauthorised or unlawful service infrastructure and take such other action as it sees fit. Where this occurs, TasRail may recover its costs of doing so as a debt due to TasRail from that person and retain if applicable any proceeds of disposal. No action lies against TasRail for removing or disposing of the unauthorised or unlawful service infrastructure.
 - Using or creating an unauthorised railway crossing is unsafe and strictly prohibited. All access enquiries should be directed to property@tasrail.com.au
 - As railway land is Crown Land, the Rail Infrastructure Manager is not required to contribute to the cost of boundary fencing.
 - Access to the railway corridor or rail land for any purpose is strictly prohibited without a Permit issued by TasRail.

PURPOSE

The purpose of this report is for Council to consider the merits of the application DA 41/2020 against the requirements of the *Waratah-Wynyard Interim Planning Scheme 2013* (Planning Scheme).

BACKGROUND

The subject property is located at 5 Sandy Crescent, Wynyard. The site is 2996m² in area. The lot is accessed by Sandy Crescent to the north, with a frontage of 6.6m as the site is an internal lot. The property is currently vacant.

The site is zoned General Residential, with adjoining land to the north, east and west also zoned General Residential. Land to the south is a rail corridor, and is zoned Utilities.

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



Figure 1- Source: MapInfo

DETAILS

The applicant is seeking approval for five (5) multiple dwelling units under the *Waratah -Wynyard Interim Planning Scheme 2013*. The proposal is for 5 x 3-bedroom units, each with an internal garage. Each unit is one storey, with a maximum height of 4.3m and a floor area of 160m².

This report assesses the proposal against the *Waratah-Wynyard Interim Planning Scheme 2013* (the Planning Scheme) and takes into account the representations received during the public exhibition period. The proposal is defined as a Residential Use Class, a Permitted Use under the Planning Scheme. The applicant is applying for discretion under the following clauses:-

- Setbacks and building envelope for all dwellings (10.4.2 P3);
- Site coverage and private open space for all dwellings (10.4.3 P2);
- Privacy for all dwellings (10.4.6 P3);
- Setback of development for sensitive use (10.4.12 P1, P2) and
- Provision for parking (E9.5.1 P1).

This application is identical to an application that was lodged and subsequently approved in August 2017, after being determined at a Council meeting. This application was also for 5 x 3-bedroom units with an identical site arrangement. It appears the applicant let the planning permit DA68/2017 lapse, without applying for an extension and therefore the new application has been lodged.

CONSULTATION PROCESS

The consultation process was the public exhibition period set out in the Land Use Planning and Approvals Act 1993 (LUPAA) and involved notification of adjoining land owners, public notices on-site and advertising in a daily newspaper. The application was placed on public exhibition for a period of 14 days as required under LUPAA. The period for representations closed on 29 June 2020. One (1) representation was received. The representations and planning responses to the issues raised are

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

Representor: Mr and Mrs Redpath

Issues Raised:	Planning response:
<p>Stormwater inadequacy. A similar application some time ago stated that stormwater was at capacity. Please advise what has changed, to ensure that no additional run-off occurs to my lot.</p> <p>This land is already water dense, and additional units will make already wet adjoining properties worse.</p>	<p>The previously approved multiple dwelling application had not been assessed as being at capacity for stormwater purposes. Additionally, Council must assess the application on it's own merits with what is currently before them.</p> <p>The subject site is located within Council reticulated stormwater network. The dwelling and hardstand area has had pre-lodgement advice from Council's Engineering Department recommending for any permit issued to note that this be in accordance with this advice.</p>
<p>Traffic congestion is likely to occur from the proposed 5 x 3-bedroom dwellings on an internal lot, with no visitor carparking spaces. The internal lot is also located on a bend in Sandy Crescent which is likely to cause traffic congestion cause by too much housing on an internal lot and obstructed view for residence in the area.</p>	<p>The proposal is seeking a relaxation to the carparking requirements on the site and this is assessed in full under clause E9.5.1 under the planning assessment portion of this report. It has been a recommendation should a permit be approved that parking be conditioned on the site.</p>
<p>Loss of property value and out of character. The realistic potential for an additional 30 people to be living in the space next to my property will significantly reduce the value of my property.</p> <p>Overshadowing and reduced privacy of our backyard due to a proposed dwelling have a 2m setback from the side boundary.</p> <p>Out of character, all lots were enforced to build 50m from the railway, which resulted in properties being unable to place multiple dwellings on the lots. This is a quiet street with open spaces due to original restrictions. The proposal must reflect the neighbourhood character and the density on this property does not reflect that.</p>	<p>Loss of property value is not a consideration under the <i>Waratah-Wynyard Interim Planning Scheme 2013</i>.</p> <p>Overshadowing is a consideration under the planning scheme when a setback relaxation is sought. The application is seeking a rear boundary setback relaxation and is assessed under clause 10.4.2. However, the application meets the side boundary setbacks, locating the nearest dwelling 2m from the side boundary instead of the acceptable 1.5m from the side boundaries.</p> <p>It is noted the current title does have a covenant listed on the easements page of the title in relation to which portion of the site is to be left free of buildings. However, this is not a consideration of the planning scheme. Instead this is a civil matter between the landowners and the original subdivider.</p> <p>The General Residential Zone does provide for density requirements for multiple dwellings with a site area of 325m² per dwelling. This application meets this acceptable solution and is not seeking a relaxation to this portion of the planning scheme.</p>
<p>Loss of vegetation is listed as a concern. However, drainage of the area is a concern given the density and current rainwater drainage of the area is likely to place a bigger environmental impact than the building of a single dwelling.</p>	<p>Currently the site is cleared, no threatened species are mapped as being located on the site.</p> <p>Drainage in the form of stormwater from roofed areas and hardstand areas will be conditioned to connect into Council reticulated stormwater network. Further improving the current arrangements of the site and area.</p>

Noise levels will create a significant detriment from the traffic of 5 x 3-bedroom units, up and down the internal driveway running past my house and other adjoining properties.	An environmental health note will be placed on any permit to ensure that no noise nuisance as defined by the <i>Environmental Management and Pollution Control Act 1994</i> is to occur.
---	--

INTERNAL REFERRALS

Engineering Services Department

1. In the course of undertaking the development/use there is to be no damage caused to any Council owned infrastructure or property.
2. Loading and unloading of vehicles is to be confined to within the boundaries of the property.
3. Off street car parking and hardstand areas are to be surfaced in an all-weather material such as concrete, asphalt or bitumen spray seal. All stormwater runoff from the car parking and hardstand areas is to be collected on site and directed to a stormwater system designed to cater for a 1 in 20 years ARI storm and discharged to a legal point of discharge to the reasonable requirements of the Director Infrastructure and Development Services.
4. Vehicular access to and egress from the site is to occur only in a forward motion.

Note:

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

Road access and stormwater drainage is to be in accordance with the Road Access and Stormwater Drainage Assessment dated 9 June 2017.

Environmental Health

1. Control measures are to be installed for the duration of the construction phase so as to limit the loss of soils and other debris from the site.

Note: This development/use is not to result in the generation of environmental harm or nuisance as defined in the *Environmental Management and Pollution Control Act 1994*.

EXTERNAL REFERRALS

The application was referred to TasWater on 24 April 2020. The response was received on 28 April 2020 and forms Part B of this permit.

The application was referred to TasRail on 24 April 2020. No response was received as of the 6 July 2020 and therefore some follow up enquiries were made and discovered a new email was now used for referrals. Subsequently the application was re-referred, and a response was received on 9 July 2020. TasRail has no objection to the proposal, subject to the addition of notes to the planning permit and a condition in relation to a new Colorbond or similarly solid fence being installed on the boundary.

PLANNING ASSESSMENT

The subject site is zoned General Residential under the *Waratah-Wynyard Interim Planning Scheme 2013*. The use is Residential, which is a Permitted use within the zone, should the application meet all of the relevant acceptable solutions.

The application does not meet all of the acceptable solutions. The application is therefore submitted as a discretionary application under Section 57 of the *Land Use Planning & Approvals Act 1993* and assessed under the *Waratah-Wynyard Interim Planning Scheme 2013* and relevant State Policies and

Acts. Section 57(1) (b) of LUPAA allows Council to relax or waive the provisions of its Planning Scheme under a discretionary status.

An assessment of the proposal against the relevant discretionary provisions for the General Residential Zone Code and relevant Codes is provided below.

10.4.2 Setbacks and building envelope for all dwellings

<p>A3</p> <p>A dwelling, excluding outbuildings with a building height of not more than 2.4 m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m horizontally beyond the building envelope, must:</p> <p>(a) be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by:</p> <p>(i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5 m from the rear boundary of a lot with an adjoining frontage; and</p> <p>(ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3 m above natural ground level at the side boundaries and a distance of 4 m from the rear boundary to a building height of not more than 8.5 m above natural ground level; and</p> <p>(b) only have a setback within 1.5 m of a side boundary if the dwelling:</p> <p>(i) does not extend beyond an existing building built on or within 0.2 m of the boundary of the adjoining lot; or</p> <p>(ii) does not exceed a total length of 9 m or one-third the length of the side boundary (whichever is the lesser).</p>	<p>P3</p> <p>The siting and scale of a dwelling must:</p> <p>(a) not cause unreasonable loss of amenity by:</p> <p>(i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or</p> <p>(ii) overshadowing the private open space of a dwelling on an adjoining lot; or</p> <p>(iii) overshadowing of an adjoining vacant lot; or</p> <p>(iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and</p> <p>(b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.</p>
<p>Planning Comment: Complies</p> <p>The proposal is seeking a rear setback relaxation down to 3.5m for unit 3. The proposal does not meet the prescribed rear setback of 4m, and is therefore to be assessed against the performance criteria.</p> <p>The proposed multiple dwelling will not cause any overshadowing of a dwelling, private open space or vacant lot, as the subject property to the south is a railway reserve.</p> <p>The limited single storey height dwelling reduces the bulk of the building, and is considered reasonable for the General Residential Zone, especially when being viewed from the Utilities Zone.</p> <p>There is no dwelling within the road reserve. Therefore, separation for privacy is not an issue.</p> <p>The proposal is considered to comply with the performance criteria.</p>	

10.4.3 Site coverage and private open space for all dwellings

<p>A2</p> <p>A dwelling must have an area of private open space that:</p> <p>(a) is in one location and is at least:</p> <p>(i) 24 m²; or</p> <p>(ii) 12 m², if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and</p> <p>(b) has a minimum horizontal dimension of:</p> <p>(i) 4 m; or</p> <p>(ii) 2 m, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and</p> <p>(c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and</p> <p>(d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21st June; and</p> <p>(e) is located between the dwelling and the frontage, only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north, excluding any dwelling located behind another on the same site; and</p> <p>(f) has a gradient not steeper than 1 in 10; and</p> <p>(g) is not used for vehicle access or parking.</p>	<p>P2</p> <p>A dwelling must have private open space that:</p> <p>(a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children’s play and that is:</p> <p>(i) conveniently located in relation to a living area of the dwelling; and</p> <p>(ii) orientated to take advantage of sunlight.</p>
<p>Planning Comment: Complies</p> <p>All proposed units have private open space that exceeds the 24m² requirement that is greater than 4m wide and is directly accessible form a habitable room. However, proposed Unit 5 has it’s private open space located to the south of the proposed unit and therefore must address the performance criteria.</p> <p>Proposed unit 5 has a total of 176.81m² of proposed private open space. This is conveniently accessed by the dining area of the dwelling at the south and through the laundry door to the east. This area is considered ample in size and location to serve as an extension of the dwelling for outdoor relaxation, dining, entertaining and child’s play.</p> <p>This private open space extends to the north of the visitor car parking space and makes use of the western (afternoon) sunlight. It also extends to the east, making use of the early morning sunlight.</p> <p>The proposal is considered to comply with the performance criteria.</p>	

10.4.6 Privacy for all dwellings

<p>A3</p> <p>A shared driveway or parking space(excluding a parking space allocated to that dwelling) must be separated from a window, or glazed door, to a habitable room of a multiple dwelling by a horizontal distance of at least:</p> <p>(a) 2.5 m; or</p> <p>(b) 1 m if:</p> <p>(i) it is separated by a screen of at least 1.7 m in height; or</p> <p>(ii) the window, or glazed door, to a habitable room has a sill height of at least 1.7 m above the shared driveway or parking space, or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level.</p>	<p>P3</p> <p>A shared driveway or parking space (excluding a parking space allocated to that dwelling), must be screened, or otherwise located or designed, to minimise detrimental impacts of vehicle noise or vehicle light intrusion to a habitable room of a multiple dwelling.</p>
<p>Planning Comment: Complies</p> <p>Units 4 and 5 front the internal driveway. There is no setback to the shared driveway. Therefore, the application is to be assessed against the performance criteria.</p> <p>The proposal provides screening on the western facades of the two units which provide privacy to the living areas of the dwelling. This screening will be 1.7m in height from natural ground level, and will enable sunlight penetration over the top of the screen to the living spaces. The screening will protect the units from vehicle noise and lights.</p> <p>The proposal is considered to comply with the performance criteria.</p>	

10.4.12 Setback of development for sensitive use

<p>A1</p> <p>A building containing a sensitive use must be contained within a building envelope determined by –</p> <p>(a) the setback distance from the zone boundary as shown in the Table to this clause; and</p> <p>(b) projecting upward and away from the zone boundary at an angle of 45°above the horizontal from a wall height of 3.0m at the required setback distance from the zone boundary</p>	<p>P1</p> <p>The location of a building containing a sensitive use must –</p> <p>(a) minimise likelihood for conflict, constraint or interference by the sensitive use on existing and potential use of land in the adjoining zone; and</p> <p>(b) minimise likely impact from existing and potential use of land in the adjoining zone on the amenity of the sensitive use</p>
<p>Planning Comment: Complies</p> <p>The proposal is for a sensitive use and does not have a setback of 10m from the Utilities Zone. Therefore, the application is to be assessed against the performance criteria.</p> <p>The Utilities Zone to the south of the property is a railway reserve that is not currently in use. Whilst the rail line is not currently operational, this status could change at some time in the future.</p>	

The proposal was referred to TasRail, and TasRail has responded that they have no objections, subject to the applicant being made aware of potential impacts of developing in close proximity to a railway. These matters have been included within notes on the planning permit. A condition has been recommended in relation to the installation of a Colorbond or similarly solid fence on the shared boundary to assist with any potential impact. A number of these standard notes will not apply to the development of this site.

The proposal is considered to comply with the performance criteria.

10.4.12 Setback of development for sensitive use

<p>A2</p> <p>Development for a sensitive use must be not less than 50m from –</p> <ul style="list-style-type: none"> (a) a major road identified in the Table to this clause; (b) a railway; (c) land designated in the planning scheme for future road or rail purposes; or (d) a proclaimed wharf area 	<p>P2</p> <p>Development for a sensitive use must –</p> <ul style="list-style-type: none"> (a) have minimal impact for safety and efficient operation of the transport infrastructure; and (b) incorporate appropriate measures to mitigate likely impact of light, noise, odour, particulate, radiation or vibration emissions; or (c) be temporary use or development for which arrangements have been made with the relevant transport infrastructure entity for removal without compensation within 3 years
<p>Planning Comment: Complies</p> <p>The proposal is for a sensitive use and does not have a setback of 50m from the railway reserve. Therefore, the application is to be assessed against the performance criteria.</p> <p>The railway reserve to the south of the property is not currently in use. Whilst the rail line is not currently operational, this status could change at some time in the future.</p> <p>The proposal was referred to TasRail, and TasRail has responded that they have no objections, subject to the applicant being made aware of potential impacts of developing in close proximity to a railway and condition in relation to a new Colorbond or similarly solid fence be installed on the boundary. These matters have been included within notes on the planning permit. Design of the development in consideration of these notes will ensure mitigation of any potential amenity issues caused by use of the rail line.</p> <p>It is noted that a number of these standard notes will not apply to the development of this site.</p> <p>The proposal is considered to comply with the performance criteria.</p>	

Traffic Generating Use and Parking Code

E9.5.1 Provision for parking

<p>A1 Provision for parking must be –</p> <p>(a) the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code;</p>	<p>P1</p> <p>(a) It must be unnecessary or unreasonable to require arrangements for the provision of vehicle parking; or</p> <p>(b) Adequate and appropriate provision must be made for vehicle parking to meet -</p> <p>(i) anticipated requirement for the type, scale, and intensity of the use;</p> <p>(ii) likely needs and requirements of site users; and</p> <p>(iii) likely type, number, frequency, and duration of vehicle parking demand</p>
<p>Planning Comment: Complies</p> <p>The proposal is providing 10 on-site car parking spaces. A relaxation of 2 car parking spaces (visitor car parking spaces) is being requested. Therefore, the proposal is to be assessed against the performance criteria.</p> <p>Given that the site is an internal lot, there is no street frontage in front of the units for overflow car parking. The representation has raised concerns about increased car parking within the street.</p> <p>The site has sufficient hardstand area to be dedicated for visitor car parking spaces. Therefore, the proposal will be conditioned to provide allocated visitor car parking spaces within the site.</p> <p>The proposal is conditioned to comply with the acceptable solution.</p>	

STATUTORY IMPLICATIONS

Land Use Planning and Approvals Act 1993

The Council is established as a Planning Authority by definition under Section 3(1) of the *Land Use Planning and Approvals Act 1993 (the Act)*, and must enforce the *Waratah- Wynyard Interim Planning Scheme 2013* (the Planning Scheme) under S.48 of the Act.

In accordance with section 57 of this Act and Council's Planning Scheme, this proposal is an application for a discretionary permit. Council may approve or refuse discretionary permit applications after considering both Council's Planning Scheme and the public representations received.

Local Government (Building & Miscellaneous Provisions) Act 1993

The application has been considered against the requirements of section 85 of the *Local Government (Building & Miscellaneous Provisions) Act 1993*. The application is generally consistent with these provisions.

STRATEGIC IMPLICATIONS

There are no significant strategic implications identified.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

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

The *Land Use Planning and Approvals Act 1993* provides for penalties against a Planning Authority that fails to enforce its planning scheme (ss. 63a & 64). Going against advice provided in the planning report, without seeking alternate qualified advice, may create unnecessary risk for the Council in exercising its statutory functions as a Planning Authority.

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

COMMENT

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

The proposed multiple dwelling application meets the relevant development standards. The proposal details development within proximity to the railway reserve to the south. The application was referred to TasRail, who have no objections to the proposal, provided the applicant is made aware of the potential amenity issues caused by use of the rail line.

The proposal meets all the required setbacks to adjoining residential properties. The minimal single storey height of the dwelling limits the visual impacts on adjoining properties. Sufficient parking will be conditioned to be provided on-site.

The application is considered to comply with the General Residential Zone Code and all other applicable codes of the *Waratah-Wynyard Interim Planning Scheme 2013*. It is therefore recommended that Council approve a planning permit for the proposed development.

7.0 MATTER 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.*

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

7.1.1 CR EDWARDS - ACTION ON HOONING AND ILLEGAL DUMPING

QUESTION

Cr Celisa Edwards asked if Council Officers could arrange a meeting with the Police or relevant Minister to discuss how the increasing issues of hooning around Wynyard and illegal dumping of rubbish can be addressed. Councillor Edwards also suggested a meeting with Ruth Forrest to discuss the illegal dumping matter.

OFFICERS RESPONSE

The Police are scheduled to attend a workshop on Monday 27 July. Ruth Forrest MLC will also attend a workshop on the same evening.

7.1.2 CR BRAMICH - CONDITION OF BASS HIGHWAY

QUESTION

Cr Gary Bramich asked that State Growth be contacted regarding the condition of the Bass Highway between Mt Hicks roundabout and Doctors Rocks.

OFFICERS RESPONSE

The Director of Infrastructure and Development has contacted the Department of State Growth expressing concern with the condition of the highway as requested. At the time of agenda preparation, a response is yet to be received.

7.1.3 CR EDWARDS - SOAP DISPENSERS IN PUBLIC FACILITIES

QUESTION

Cr Celisa Edwards asked if soap dispensers have been installed in public facilities.

OFFICERS RESPONSE

Officers advised that soap dispensers have been installed in some public toilet facilities, including behind Woolworths, Gutteridge Gardens and East Wynyard Foreshore.

Additional dispensers are on order and will be installed at remaining facilities once received.

Vandalism has occurred to some of the soap dispensers, but they were able to be reinstalled soon after.

7.1.4 CR BRAMICH - TRAINING FOR COUNCILLORS

QUESTION

Cr Gary Bramich asked if the General Manager could provide Councillors with a list of training available for Councillors.

OFFICERS RESPONSE

The Local Government Association of Tasmania (LGAT) offer a range of training and professional development opportunities for Local Government Elected Members and Officers. Courses are listed on their website and Elected Members are advised when courses are occurring.

Following Local Government Elections there are an increased number of courses available aimed at new elected members. Waratah-Wynyard Council offered a two-day induction following the last election. Details of LGAT workshops conducted since the last election are at the end of this report.

LGAT offered a Regional Peer Advisor Program following the last election (extended through until the end of 2019) - a dedicated Mayor or former Mayor to provide confidential advice to new Mayors and councillors on the political and relationship aspects of the role. For the North West, the advisor was Christina Holmdahl.

Council's Councillor Allowances and Expenses Guidelines states –

11.0 Professional Development and Conference/Seminar Attendance

A General

A.1 Council acknowledges an ongoing commitment to training and development will assist in the fulfilment of duties and responsibilities for Councillors.

A.2 Council will provide an annual budget allocation for Councillors for professional development purposes. Determination of attendance at any conferences and seminars should acknowledge equity for each Councillor to attend relevant conferences and seminars over their four-year term.

B Eligible Events

B.1 Priority is to be given to professional development opportunities organised by local government affiliated entities, for example: (a) The Local Government Association of Tasmania (LGAT); (b) Australian Local Government Association (ALGA); and (c) Municipal Association of Victoria (MAV).

B.2 Council supports the practice of the Mayor and Deputy Mayor plus two other Councillors attending the LGAT Annual Conference.

Periodically training is provided at Council workshop including sessions from the Integrity Commission and Equal Opportunity Tasmania.

LGAT Professional Development, Events and Training

LGAT's Professional Development, Events and Training Calendar is extensive, supporting both Elected Members, Executive and Officer Development. Ongoing training and development opportunities include workshops, online sessions, conferences, resources, seminars and webinars. Information and events are sent via direct email where audience is defined as well as to general council emails. Where appropriate LGAT also advertises these in the monthly Pulse enews, Twitter, LinkedIn and our website. These are also reported in the General Meeting Papers.

In preparation for the October 2018 Elections, LGAT prepared a range of resources and events in order to support development and training for both new and experienced Members. All information has been available on our website via our members section, sent directly via email to relevant audiences – including Elected Members and General Managers.

Online Resources - 2018

LGAT developed a range of online resources in preparation for new and experienced Elected Members available immediately post the 2018 Local Government Election. These included instructional videos, written guides to support councillors in their role and information from a range of relevant statutory bodies. [These resources are available here](#) but also listed below:

Resources

- Video Introduction from President of LGAT
- Video Introduction from CEO LGAT
- Video Introduction from the Local Government Division, Director, in State Government
- LG 101 Roles and responsibilities – Online resource and Instructional video
- Code of Conduct with the Local Government Division –Introductory video and resource
- Compliance with Local Government Legislation – Introductory video and Resource including 'the Good Governance Guide' developed by the Division in support with LGAT
- Effective Relationships – Instructional video and information
- Meeting procedures – Introductory video and information provided
- Chairing a meeting – Instructional video and information
- Strategic Planning – Introductory video and information
- Asset Management LG 101 – Introductory video and information
- Introduction to Land Use Planning – Introductory Video and Information

Other resources also provided included

- Mayors Handbook - Comprehensive document on information for Elected Members
- Councillor Resource Kit – comprehensive document on information for Elected Members
- 101 For Newly Elected Councillors – Resource
- LG 101 Audit Office & Role of Auditor - Resource
- Council Meetings for Local Government - Resource
- LG 1010 COC and Compliance - Resource guide

- State Grants Commission - Resource guide
- Asset Management -Resource
- The Local Government Association of NSW (LGNSW) developed a **Local Government Capability Framework** which was available on the LGAT website

The following is a chronological list of all LGAT events from 30 October 2018 onward

The events highlighted in green are those directly for Elected Members

2018 Events Post elections 30 October 2018			
Date	Event	Audience	Location
October	Peer Advisor Program – offered to all members to support their role	Elected Members	Statewide
17 November	101 For Newly Elected Councillors training – comprehensive training day covering a range of activities	Elected Members	Launceston
6 th December	Mayors Workshop	Mayors	Launceston

2019 Events			
Date	Event	Audience	Location
February	Audit Panel Training	Elected Members	
23-24 March	Elected Members Professional Development Weekend	Elected Members	Launceston
30 May	Mayors Workshop	Mayors	Launceston Tramsheds
29 & 30 May	Statewide Waste Study Consultation	Local Gov and Industry	Hobart
6 & 7 June	Statewide Waste Study Consultation	Local Gov and Industry	Burnie and Launceston
6 June	Training for councillors – Roles and Responsibilities	EM, GM and Councillors	Online
7 th June	Land Use Planning for Councillors	EM's	
25 -28 June	Health and wellbeing forums	Council Community health/ engagement officers	Glenorchy Launceston/ Devonport
1 and 2 July	AURIN & LGAT Workshops	General Council officers and Planners	Hobart x2 Launceston x 2
3-5 July	LGAT Conference	EM's and Senior Council Officers	Hobart
15 August	Storytelling for leaders	EM's and Snr Council Officers	Hobart x 2
September 4 th	2IC Forum	Senior Council Staff	Launceston
13 and 14 September	Act Review Consultation	EM Council Officers	Hobart - Launceston

COUNCILLOR QUESTIONS RECEIVED IN WRITING

17 – 20 September	LGTBI workplace inclusion LG Staff	Council Staff	Burnie Devonport Hobart
25 September	General Managers Worktops	GM's	Hobart
19/20 November	Navigating social media	All	Hobart Devonport
5 December	Mayors Workshop	Mayors	Hobart

2020 Events			
Date	Event	Audience	Location
19 Feb 20	Stakeholder Celebration	Sponsor/ Stakeholder	Hobart
29 Feb – 1 March	Elected Member Weekend	EM	Launceston
6 March	IWD Luncheon	Local, Community, State employees and EM and GM's	Hobart
3&4 March	Spatial Data Workshop	Council health and wellbeing officers, community youth officers	Hobart and Devonport
16, 17, 18 March	Procurement Workshop	Procurement Officers	
The following events were cancelled due to COVID-19			
- Emergency Management Forum			
- The Mayors Workshop			
- The General Managers Workshop			
- The LGAT Annual Conference			
25 June	Webinar – Leading in a time of a pandemic	EM, GM's and Council Officers	Online
15 July	Webinar – Contemporary regulatory Environment	EM, GM's and Council Officers	Online

7.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING

7.2.1 CR D FAIRBROTHER - APPROVAL PROCESS - PIPE INSTALLATIONS BOAT HARBOUR

QUESTION

That council clearly state and detail the application and approval process, or the exceptions granted for the recent pipe installation on the 3 Boat Harbour Beach properties that adjoin Port Rd by Council.

Recently a complaint was received that Council was undertaking work on private and Crown land that was in a high-risk landslide area which was believed to trigger a discretionary application in the rural resource zone. The complaint was passed onto the General Manager who in turn provided direction to the contractor.

Despite the direction, which was ignored, the contractor on behalf of council proceeded with the work.

The work involved forming and cutting a wider road into the area for access of trucks and the excavation and laying of pipe and material.

Post completion of the work, ongoing concern has been aired about the standard of work that Council has undertaken with rope tying the pipe to trees and star pickets supporting the pipe. Questions have also been aired as to whether the system has been designed to accommodate a 1/100 storm event and unanswered questions remain as to why is it that Council is exempt from the normal standards and the planning approvals it sets for the wider community.

OFFICERS RESPONSE

A complaint was received in relation to the drainage works being undertaken on behalf of Council above Port Road, Boat Harbour and associated investigation was undertaken and advice sought by Council officers. To summarise –

Council sought legal advice before starting the works and adopted the position that the drainage works are exempt from requiring planning approval because of section 34 of the *Highways Act*. Subsequently, in further advice received following the complaint, an indication was given that section 34 of the *Highways Act* does not provide an exemption from requiring a planning permit and the relevant exemptions that could apply to the drainage works are contained within the Scheme itself.

The earthworks, or cut, to provide access to the site of the drainage works can be considered temporary works and exempt pursuant to clause 5.6 of the Scheme as they facilitate the drainage works. However, the exemption under clause 5.6 of the Scheme can only apply if the drainage works themselves are no permit required.

Unfortunately, the exemptions provided under clauses 5.4, 6.2.1 and 6.2.3 of the Scheme do not apply and the drainage works are not exempt from requiring a permit under the Scheme.

Given the exemptions under the Scheme are not satisfied for the drainage works and those works are not exempt from requiring a planning permit, Council must now seek

retrospective approval for the drainage works and prepare a development application and have this assessed in the normal way.

Without providing the finite detail, it appears the excavation works satisfy the requirements of the *Building Act*.

In relation to the quality of the work, it is stipulated in the design that the pipes are to be secured by use of 12mm 316 Grade Stainless Steel cable anchored to rock. This condition will be met prior to practical completion being issued, however it is understood that marine grade rope and star pickets were used as an interim measure to secure the pipe prior to this occurring.

Furthermore, the design intent of this project was to intercept ground water penetration from a depression above Port Road to alleviate saturation of the hillside and reduce the risk of landslip, not to accommodate overland or sheet water flows for a 1/100 storm event.

7.2.2 CR D FAIRBROTHER - COUNCILLOR VACANCY COSTS

QUESTION

What is the estimated associated cost to Council and community to fill former councillor house's vacancy?

OFFICERS RESPONSE

The actual cost from the Tasmanian Electoral Commission for conducting the recent re-count to fill the vacancy created by Cr House's resignation was \$952.42.

7.2.3 CR D FAIRBROTHER - WASTE DEFINITION

QUESTION

What is the definition of commercial waste versus residential waste?

OFFICERS RESPONSE

Domestic waste can be defined as what is reasonably expected to be generated from a day to day household use and in the quantities specified in the pricing table.

The commercial waste definition is intended to capture anything that is not deemed domestic waste.

In this regard, it is not domestic waste if it is: -

- Taken from a non-domestic premises, such as a business, church or educational facility
- Taken from a domestic premises under a commercial arrangement (e.g.: waste collected by a builder, landscaper or gardener under a commercial agreement)
- Generated at a domestic premises as a result of carrying out any of but, not limited to, the following activities: -

- Manufacturing, mining and industrial processes
- wholesale or retail trading
- accommodation services
- hospitality services, including catering
- primary industries, including agricultural, forestry and fishing
- activities related to concerts and other entertainment events
- other business activities, including administrative services

7.2.4 CR FAIRBROTHER - BASS HIGHWAY UPGRADES BOAT HARBOUR

QUESTION

Community input has been sought in the design phase of this upgrade. Concern has been raised about possible last-minute design changes that, if accurate, have not been widely circulated.

Can council enquire with State Growth about the status of the upgrade of the highway at Boat Harbour and seek information about any recent design changes and the rationale behind the plan and make clear the impacts on Council roads including the junctions of Fists Lane and Dobson's road as well as the impact on nearby businesses and properties

Can the plan be provided in the agenda so that it can be publicly available.

OFFICERS RESPONSE

On 27 May, Council were advised the following from the Department of State Growth:

I am writing to provide an update on the Department of State Growth's Bass Highway – Boat Harbour Primary School Turning Facilities project.

Construction on this project was due to commence in late 2019. However, following discussions with key stakeholders, it was identified that the design needed to be revised to minimise the impact of land acquisition.

The revised design still includes all elements of the previous design - it includes the realignment and widening of the highway to allow for the installation of a median turn lane to provide safer access to and from Boat Harbour Primary School, Dobson's Lane, Fists Lane and the Boat Harbour Store for the local community and will improve the safety and efficiency of the Bass Highway for all road users. Junction improvements will also be made at Boat Harbour Primary School, Fists Lane and Dobson's Lane. The primary difference between the previous design and the revised design is that the revised design has minimised the amount of land acquisition required.

The revised design went to tender Saturday, 30 May 2020. It is expected that construction will commence in Spring 2020.

Information relating to the project is included on the Department of State Growth's website, accessed through the following link, however the revised design is included below for information.

https://www.transport.tas.gov.au/projectsplanning/road_projects/north_west_road_projects/BoatHarbour

Bass Highway - Boat Harbour Primary School Turning Facilities Project



www.transport.tas.gov.au/road/projects/BassHighway
Department of State Growth



7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE

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

8.0 NOTICE OF MOTION

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 subregulation (6) is to move the motion at the meeting, otherwise it lapses.*

8.1 CR D FAIRBROTHER - REVIEW OF NEW WASTE DISPOSAL FACILITY COSTS

MOTION

That Council undertake a review of the new waste disposal facility costs with the intent to make entry into the site more equitable for ratepayers:

BACKGROUND INFORMATION

The transition to the new cost structure has been welcomed by most but has had unintended consequences to a sector of the population. The intent of the motion is to further improve and provide clarity for ratepayers on aspects of the new process as well as correcting the identified anomalies to better refine and improve Council's waste services.

OFFICERS COMMENT

The full extent of the revised fee structure was effective from 1 July 2020. As with any change, there is a transitional period, requiring education, awareness and identification of any unintended consequences.

A workshop can be scheduled to commence this review if the motion is successful.

8.2 CR D FAIRBROTHER - SISTERS BEACH ACCESS

MOTION

That Council undertake an investigation into identifying a preferred secondary access to Sisters Beach.

BACKGROUND INFORMATION

Recent community feedback has indicated a heightened level of concern with one road in and one road out of Sisters Beach. whilst there is a fire safety plan for the area, identification of another road may well provide an additional layer of safety for the local community.

A number of fire trails exist in the area that may be able to be utilised without impacting on the natural environment. Ideally council may need to work collaboratively with other state government agencies and or neighbouring council to be able to identify a preferred route.

It is anticipated that the identification of a route may be able to be undertaken within the confines of the existing operational budget or alternatively the matter be deferred until 2021/2022 budget considerations.

OFFICERS COMMENT

Some preliminary investigation of possible routes can be explored during 20/21 and utilisation of existing fire trails is a sensible option to explore first. Initial findings can be reported to Council in time for 21/22 budget deliberations. It is almost certain that to progress beyond this point some funding will be required to develop concepts for a preferred route if Council chooses to pursue this (estimated to be in the range of \$15,000-\$30,000).

To this end a future budget consideration to advance a concept will likely need to explore the following: -

- Order of cost, asset ownership and maintenance
- construction and design standard considerations relative to the intended end use
- legislative, environmental & aboriginal heritage implications and requirements
- land tenure
- potential partnering authorities (PWS, Crown, CHC, private land owners etc)

8.3 CR D FAIRBROTHER - REPLACEMENT OF PUBLIC TOILET

MOTION

That Council:

1. as a part of it 2021/2022 budget consider replacement of the public toilets in the Woolworths car park; and
2. that the preparation of detail design be undertaken in this financial year for the replacement.

BACKGROUND INFORMATION

The Public toilets in the Woolworths car park are perhaps the most utilised public conveniences in the municipality. I believe the popularity is due to the location and convenience and definitely not the attractive presentation.

As a Councillor commentary or feedback on the presentation is never positive regardless of the cleanliness as it only takes one user to impact on this at times.

Whilst Council has committed a line item in the budget this year to provide seats for public toilets the addition of toilet seats in this facility would be a welcome addition, but the users of the facility are more deserving of a higher standard of facility than the one on offer.

Preferably the new facility should be north facing, have access to natural light and either hydronic heating or under tile heating to alleviate constantly wet floors

OFFICERS COMMENT

There is currently no budget allocation for detailed design to be undertaken in the current financial year. An estimated minimum cost of \$5,000 would be required for this which could be achieved by amending the 20/21 budget to include.

The current toilet block is listed in the asset register as being constructed in 2005 with an asset useful life of 50 years (35 years remaining). Council is undertaking a revaluation of building assets in the 20/21 financial year. The best estimate of the resultant asset replacement value (as it will apply to the 2021/22 financial year) is \$225,000 for the current building.

Based on current pricing for public toilet construction, replacing with the same number of cubicles to a higher standard, gives an estimated cost (subject to detailed design and verification) in the order of \$275,000 – \$300,000 (including demolition of the existing facility).

Given that the existing facility still has 35 years remaining life on Council's asset register a demolition and rebuild of this facility in 2021/22 would likely result in an additional loss on disposal cost to Council of approximately \$150,000.

An estimated total project cost of demolition, rebuild (subject to detailed design) and the loss on disposal of the existing facility is estimated to be in the range of \$425,000 - \$450,000 if constructed in the 2021/22 financial year

8.4 CR D FAIRBROTHER - COUNCILLOR TRAINING

MOTION

That Council staff identify and advocate to councillors' avenues for an opportunity for training/mentoring that may arise from time to time. This is to promote councillors being more effective.

BACKGROUND INFORMATION

Recent public comment was made that getting things done as a councillor was akin to hitting your head against a brick wall.

Providing training opportunities to Councillors may make banging one's head more effective.

OFFICERS COMMENT

Note that commentary on Councillor training has been provided on item 7.1.4 on this agenda. All of the training outlined in that response is communicated to Councillors and available on websites at all times.

8.5 CR D FAIRBROTHER - PARENTING LOUNGE

MOTION

That Council:

- 1. identify and/or provide a parenting lounge or feeding nook within close proximity to the CBD; and**
- 2. once identified, promote and advocate the availability of the area to mothers with young children**

BACKGROUND INFORMATION

Feedback has been received that Wynyard is lacking a dedicated area for the purposes of feeding young children by mothers.

Opportunity may exist for co-sharing an existing facility for the purpose stated at minimal cost


OFFICERS COMMENT

Council Officers are not aware of this item being raised as an area of concern.

Should the motion be successful, officers will investigate if and where there are parenting facilities in the municipal area and if there is a gap in service delivery, identify potential locations for such a facility. A report on findings will be provided at the August Council meeting.

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 DECLARATION OF OFFICE

To:	Council
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	15 July 2020
File Reference:	0715
Enclosures:	1. TEC - Letter Declaring filling of Councillor Vacancy 

RECOMMENDATION

That Council acknowledge the Declaration of Office made by Councillor Maureen Bradley

PURPOSE

The purpose of this report is to formally acknowledge the Declaration of Office following the recount to fill the Councillor Vacancy following Councillor Allie House's resignation.

BACKGROUND

A Councillor position became available when Cr Allie House resigned on 7 June 2020. A re-count was then conducted in accordance with section 307 of the *Local Government Act 1993*

Four eligible candidates consented to participate in the re-count with the result being declared on the 22 June 2020.

DETAILS

On the 22 June 2020 the Tasmanian Electoral Commission declared that Maureen Bradley was the successful candidate following a re-count to fill the position of Councillor.

Four eligible candidates consented to participate in the re-count with details included in the letter from the Tasmanian Electoral Commission attached to this report.

Councillor Bradley will make the declaration required by Regulation 40 of the *Local Government (General) Regulations 2015* prior to the Council Meeting 20 July 2020.

STATUTORY IMPLICATIONS

Statutory Requirements

Section 321 of the *Local Government Act 1993*, states that:

1. Any person elected as a councillor must make a prescribed declaration in a prescribed manner.
2. A person elected as a councillor who has not made a declaration must not –
 - (a) act in the office of councillor, mayor or deputy mayor; or
 - (b) take part in the proceedings of any meeting of the council or a committee.

-
3. A council is to acknowledge the making of a declaration at its meeting and the general manager is to record that fact in the minutes of that meeting.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
We cherish fairness, trust and honesty in our conduct and dealings with all.
Our Priorities
1.6 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Governance and working together	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.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

It is recommended that Council acknowledge the Declaration of Office made by Councillor Bradley.

9.2 COUNCIL COMMITTEE AND WORKING GROUP REPRESENTATIVES

To: Council
Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 24 June 2020
File Reference: 0702
Enclosures: Nil

RECOMMENDATION

That Council: -

- 1. appoint Councillor Maureen Bradley to the Australia Day Committee as outlined in the table below; and**
- 2. appoint Councillor Maureen Bradley to the Boat Harbour Beach Master Plan Working Group.**
- 3. Note the appointment of Deputy Mayor Mary Duniam as Cradle Coast Authority representative.**

PURPOSE

The purpose of this report is to update the membership of its committees and working groups following the resignation of ex Cr Allie House.

BACKGROUND

The following table comprises Council's current committee membership and external representatives, with ex Councillor House being a representative on the Australia Day Committee

ORGANISATION /COMMITTEE	REQUIREMENT	APPOINTEES
Australia Day Committee	Mayor 2 Councillors	Mayor Deputy Mayor Allie House Andrea Courtney
Bush Watch Western District Committee	1 Councillor	Mayor
Cradle Coast Authority	Mayor Deputy Mayor	Mayor Deputy Mayor
LGAT Representative	Mayor Deputy Mayor (Proxy) General Manager	Mayor Deputy Mayor (Proxy) General Manager
TasWater (3 years)	Mayor Deputy Mayor (Proxy)	Mayor Deputy Mayor (Proxy)
Waratah-Wynyard Emergency Management Committee & SES Local Unit Liaison	Mayor or Representative	Celisa Edwards
Waratah Community Board	1 Councillor	Kevin Hyland

The following table comprises Council's current Working Groups with ex Councillor House being a representative on three of the Groups.

	Elected Member Representatives
Sisters Beach	Cr Edwards Cr Fairbrother Mayor (ex-officio)
Wynyard Show Grounds	Cr Bramich Cr Edwards Mayor (ex-officio)
WWC Environmental Plan	Cr Fairbrother Cr Courtney Cr House Mayor (ex-officio)
Cam River Reserve	Cr Duniam Cr House Mayor (ex-officio)
Somerset Sporting Precinct	Cr Duniam Cr Hyland Mayor (ex-officio)
Boat Harbour Masterplan	Cr Courtney Cr Fairbrother Cr House Mayor (ex-officio)

DETAILS

It is appropriate for Council to nominate Elected Members to replace ex-Cr House on committees and working groups following her resignation.

Following discussions at a Councillor Workshop on 29 June, it was recommended that ex Cr House would not be replaced on the Environmental Plan working group as the work of that group is almost complete.

Similarly, it was also recommended that there was sufficient Councillor representation on the Cam River Reserve working group as the plan is nearing completion and therefore no replacement was required.

Councillor Bradley has expressed an interest in replacing ex Clr House on the Australia Day Committee and the Boat Harbour Beach Master Plan Working Group.

Separate to the resignation of ex Clr House, as per the *Cradle Coast Authority Rules (2018) Part 4 (8.1 & 8.2)* and due to the General Manager's appointment to the Cradle Coast Authority (CCA) Board, Deputy Mayor Duniam has become the second council representative for the CCA. In accordance with these rules, as both the Mayor and Deputy Mayor are now representatives, a substitute or proxy will only be appointed by the General Manager, in consultation with the Mayor, should one be required.

STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993* provides as follows:

23. Council committees

- (1) *A council may establish, on such terms as it thinks fit, council committees to assist it in carrying out its functions under this or any other Act.*

(2) A council committee consists of Councillors appointed by the council and any Councillor who fills a vacancy for a meeting at the request of the council committee.

(3) A meeting of a council committee is to be conducted in accordance with prescribed procedures.

24. Special committees

(1) A council may establish, on such terms and for such purposes as it thinks fit, special committees.

(2) A special committee consists of such persons appointed by the council as the council thinks appropriate.

(3) The council is to determine the procedures relating to meetings of a special committee

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
We are recognised for proactive and engaged leadership.
Our Priorities
1.7 Develop leadership that inspires and motivates, and which maintains a strong community and workplace culture.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Governance and working together	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.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

Councillors discussed the positions at a Councillor Workshop on 29 June and nominated newly appointed Cr Maureen Bradley to replace ex Cr House on the Australia Day Committee and the Boat Harbour Beach Masterplan Working Group.

CONCLUSION

It is recommended that Council accept the changes to the Committee Representatives and Working Group Members for the remainder of the elected term.

9.3 COVID-19 COUNCIL UPDATE

To: Council
Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 9 July 2020
File Reference: 0420
Enclosures: Nil

RECOMMENDATION

That Council note action being taken in relation to the COVID-19 Pandemic.

PURPOSE

To provide Council with an overview and update on action taken in relation to the COVID-19 Pandemic since the last Council Meeting. This report summarises the action taken to protect the health and safety of employees, emergency management practices, maintaining essential services, Council' s role in the state-wide or sectoral response, financial stimulus; and community and economic recovery.

BACKGROUND

Council was presented with a report on COVID-19 at the April meeting where a full update of activities was provided, and the first stimulus measures adopted. The Premier extended the State of Emergency until the August because of the current evolving issues in Victoria. The issue continues to evolve with regular changes to restrictions and legislation and an update report is provided to Council each month.

Councils role during this crisis are numerous and include:

- to ensure the health and safety of employees
- to fulfil its emergency response role
- to continue to provide, as far as possible, essential services to its community
- to work with other levels of government and those within the industry to form a sectoral response
- to implement measures as enacted by State and Federal Government
- to alleviate the financial burden on the community through stimulus measures
- position the Council and community for economic recovery
- Roadmap to Recovery.

DETAILS

Ensuring the Health and Safety of Employees

The health and wellbeing of employees is paramount through any emergency situation. Council has taken a range of actions to protect staff and provide regular information which were detailed in the May report.

The Business Continuity Plan (BCP) remains enacted with the BCP team meeting regularly to review and assess next steps.

As per last pay period in June, 35 separate employees have accessed Council's Pandemic Leave.

Most staff have now transitioned to working back at their place of work following easing of restrictions on 29 June 2020. A COVID-19 Safety Plan has been developed for the organisation and staff are working to ensure compliance with the requirements of the plan is always maintained.

Emergency Management

The Tasmanian Government has extended the Declaration of a State of Emergency until the end of August 2020, with further advice to be provided on 24 July 2020.

Tasmanian borders are now closed to all except returning Tasmanian's and others that meet strict criteria and follow quarantine guidelines.

Council's Deputy Municipal Emergency Management Coordinator, Tracey Bradley continues to participate in North West Regional Emergency Management Committee meetings.

Maintaining Essential Services

As restrictions have eased most Council sites have now re-opened. Whilst facilities may be reopened, there are restrictions and controls regarding cleaning and numbers of people allowed on site. Some aspects of a facilities may remain closed, such as changerooms.

Council markets will re-open Sunday 19 July with officers working closely with stall holders and the market co-ordinator to ensure safe practices are in place.

Soap dispensers have been installed in key public toilets throughout the municipal area, with further installations to occur once supplies are received.

As mentioned in the last report, Children's Services have been significantly affected by the impacts of COVID-19. As detailed in the Finance report on this agenda, the quarter 4 performance of this area is expected to be negatively impacted by \$139,000. A new financial model will be introduced by the Federal Government on 12 July with a transition back to the former fee subsidy model.

Sectoral Response

The Local Government of Tasmania continues to take a strong leadership position for the sector with regular meetings convened for Mayors, General Managers, Minister Mark Shelton and Director of Local Government.

The following legislative changes, Directions and Notices are currently in place:

EMERGENCY MANAGEMENT ACT 2006

The following Directions have been made under the *Emergency Management Act 2006*:

- [Directions under Section 40 - Persons arriving in Tasmania \(general\) - 8 July](#)
- [Directions under Section 40 - Persons arriving in Tasmania \(Victoria\) - 8 July](#)

-
- [Direction under Section 40 - Regulation of aircraft movement - 27 March](#)
 - [Direction under Section 42 - Extension of Declaration of State of Emergency - 8 July](#)

PUBLIC HEALTH ACT 1997

The following Directions have been made under the *Public Health Act 1997*:

- [Direction under Section 15 - Extension of Emergency Declaration](#)
- [Direction under Section 16 - Quarantine - No. 1](#)
- [Direction under Section 16 - Isolation - No. 2](#)
- [Direction under Section 16 - Residential Aged Care Facilities - No. 8](#)
- [Direction under Section 16 - Workplace COVID Plan - No. 1](#)
- [Direction under Section 16 - Management of Premises - No. 1](#)

COVID-19 DISEASE EMERGENCY (MISCELLANEOUS PROVISIONS) ACT 2020

- [Notice under Section 13 \(Extension of statutory timelines\) - Constitution Act 1934](#)
- [Notice under Section 13 \(Extension of statutory timelines\) - Land Use Planning Approvals Act 1993](#)
- [Notice under Section 15 \(Protection from offence against planning law\) - Land Use Planning and Approvals Act 1993](#)
- [Notice under Section 16 \(Extension of period of appointment, employment and certain authorities for benefit of Crown\) - Poisons Act 1971](#)
- [Notice under Section 17 \(Authorisation to take actions electronically\) - Local Government Act 1993, Local Government \(Meeting Procedures\) Regulations 2015](#)
- [Notice under Sections 18 \(Authorisation for meetings not to be held in person\) and 19 \(Public exhibition of certain documents\) - Local Government Act 1993, Local Government \(Meeting Procedures\) Regulations 2015](#)
- [Notice under Section 19 \(Public exhibition of certain documents\) - Land Use Planning and Approvals Act 1993, Land Use Planning and Approvals Regulations 2014](#)
- [Notice under Section 19 \(Public exhibition of certain documents\) - Water Management Act 1999](#)
- [Notice under Section 19 \(Public exhibition of certain documents\) - Land Use Planning Approvals Act 1993](#)
- [Notice under Section 20 \(Proceedings of courts, Tribunals, &c., may be authorised to not be required to be held in public\) - Justices Act 1959, Sentencing Act 1997](#)

-
- [Notice under Section 20 \(Proceedings of courts, Tribunals, &c., may be authorised to not be required to be held in public\) - Justices Act 1959, Criminal Code Act 1924, Sentencing Act 1997, Supreme Court Civil Procedure Act 1932](#)
 - [Notice under Section 20 \(Proceedings of courts, Tribunals, &c., may be authorised to not be required to be held in public\) - Resource Management and Planning Appeal Tribunal Act 1993](#)
 - [Notice under Section 22 \(Provisions restricting rent increases or termination of commercial tenancies\) - Residential Tenancy Act 1997](#)
 - [Notice under Section 22 \(Provisions restricting rent increases or termination of commercial tenancies\)](#)
 - [Notice under Section 22 \(Provisions restricting rent increases or termination of commercial tenancies\) - Residential Tenancy Act 1997](#)
 - [Notice under Section 23 \(Waiver or refund of certain fees, &c.\) - Liquor Licensing Act 1990, Gaming Control Act 1993](#)
 - [Notice under Section 23 \(Waiver or refund of certain fees, &c.\) - Fire Service Act 1979](#)
 - [Notice under Section 23 \(Waiver or refund of certain fees, &c.\) - Taxi and Hire Vehicle Industries Act 2008](#)
 - [Notice under Section 23 \(Waiver or refund of certain fees, &c.\) - Vehicle and Traffic Act 1999](#)

Financial Stimulus

Council adopted its Financial Hardship Policy which remains in effect until 31 October 2020. Under the policy ratepayers suffering financial hardship are able to enter into a payment arrangement for a period of between 3 and 12 months; or in extenuating circumstances, postpone payment of rates and charges for between 3 and 12 months.

Since the policy was adopted in April 2020, Council has been in contact with 194 ratepayers offering assistance. 75 of those ratepayers have since paid in full, 62 payment arrangements have been entered and 13 are currently under negotiation. Unfortunately, there were 44 ratepayers that were either ineligible for assistance or unable/unwilling to work with Council to enter an arrangement therefore were lodged with Tas Collections after 1 July.

Rates are expected to be distributed in late July. Council has extended the due date for by 60 days to 31 October 2020 providing all ratepayers with additional time to pay. Council officers will continue to work with those ratepayers suffering financial hardship under Councils policy and anyone having difficulty paying are encouraged to contact Council as soon as possible

Community and Economic Recovery

Council officers continue to work with the community where needed.

STATUTORY IMPLICATIONS

Statutory Requirements

Council is required to follow all statutory requirements instigated by Federal and State Government.

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.
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
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 Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.

POLICY IMPLICATIONS

Council staff are following policy and procedure as dictated by the Business Continuity Plan and Emergency Management Plan as well as policy advised by the State and Federal Governments.

FINANCIAL IMPLICATIONS

Councils operating expenses for the 2020/21 financial year will be higher than usual as it supports agreed industry stimulus measures whilst also endeavouring to retain as many employees as possible during a very challenging period.

Council adopted a deficit budget for the 20/21 financial year at the June 2020 Council Meeting.

Council will remain financial sustainable despite these significant and unpredicted impacts.

RISK IMPLICATIONS

As reported previously, there are a range of health and safety risks presented by the pandemic. This includes mental health and the effects of this on both staff and the community.

Financially, Council's long-term financial planning will need to be remodelled once the impact of the virus is known as outlined above.

Community recovery may be long, and some businesses may not be able to reopen. Tourism may also have a long recovery time if border controls remain in place for an extended period.

The risks associated with the pandemic are unprecedented and change very regularly.


CONSULTATION PROCESS

There was no additional consultation required as a result of this report.

CONCLUSION

It is recommended that Council note the actions taken to date in relation to COVID-19.

9.4 ADOPTION OF THE RURAL ROAD SAFETY AUDIT

To: Council
Reporting Officer: Manager Engineering Services
Responsible Manager: Director Infrastructure and Development Services
Report Date: 10 July 2020
File Reference: .
Enclosures: 1. Rural Road Safety Audit - Final 

RECOMMENDATION

That Council:

1. **Note the Rural Road Safety Audit prepared by HDS Australia**
2. **Adopt the recommendations of the Rural Road Safety Audit for future project planning and deliberation via the Transport Asset Management Plan and Strategic Asset Management Plan**

PURPOSE

To present to Council the Rural Road Safety Audit prepared by HDS Australia.

BACKGROUND

In July 2019 Council tendered for a specialist road safety firm to undertake a rural road safety of Council's entire rural road network owing to reports received from the Department of State Growth indicating a high occurrence of traffic accident in the rural road network.

Through this tender process HDS Australia was awarded the contract to undertake this project.

During the months following the award of the contract, HDS Australia undertook a road safety audit of Council's rural road network and delivered to Council the report detailing the outcomes of their assessment and recommendation in December 2019.

DETAILS

The Rural Road Safety Audit identified 361 potential hazards within Council's rural road network.

These potential hazards have been classified in terms of risk and road hierarchy and recommended remedial actions have been proposed for each of the hazards identified.

The remedial actions proposed range from relatively simple treatment such as additional guide post installation and linemarking through to significant road or intersection realignment works.

It is proposed that the recommendations are included with the Transport Asset Management Plan and Strategic Asset Management Plan for consideration in future budgets.

Summary of the findings of the Rural Road Safety Audit are included in the tables below;

Summary of findings	
Hazards Identified	
Risk Level	Total
High	24
Medium	104
Low	154
No works	79
Total	361

Hazards identified by Road Hierarchy					
Road Hierarchy	Risk Level				
	High	Medium	Low	No works	Total
1. State Highway	1	0	1	0	2
5. State Highway	3	2	15	26	46
7. Collector	7	4	2	3	16
8. Feeder	5	21	20	5	51
9. Local Access	6	38	27	3	74
10. Minor	2	39	89	42	172

Scope of works required					
Scope	Risk Level				
	High	Medium	Low	No works	Total
Signage	5	21	28	0	54
Design	13	52	4	0	69
Guardrail	2	1	6	0	9
Grading/ pothole repair	0	1	11	0	12
Intersection treatment	4	9	36	0	49
Guide posts	0	20	56	0	76
Linemarking	0	0	8	0	8
Vegetation	0	0	5	0	5
N/A	0	0	0	79	79

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
Our transport and access network is sustainable, affordable and fit for purpose.
Our Priorities
6.2 Plan for all movements and modes of transport with a fit-for-purpose network.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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


CONSULTATION PROCESS

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

CONCLUSION

It is recommended that Council note the Rural Road Safety Audit prepared by HDS Australia and adopt the recommendations contain within this report for future project planning and deliberation via the Transport Asset Management Plan and Strategic Asset Management plan

9.5 SPEED LIMIT REDUCTION - CALDER ROAD

To: Council
Reporting Officer: Manager Engineering Services
Responsible Manager: Director Infrastructure and Development Services
Report Date: 10 July 2020
File Reference: .
Enclosures: 1. Calder Road Speed Limit Reduction - Plan of works 

RECOMMENDATION

That Council seek approval from the Commissioner of Transport to reduce the speed limit on Calder Road from:

- (a) 100km/h to 60km/h, from the Bass Hwy intersection with Calder Road to the existing rail corridor**
- (b) 100km/h to 80km/h from the existing rail corridor to the intersection of Calder Road and Ballast Pit Road**

PURPOSE

To determine Council's position in relation to recommendation to reduce the current speed limit on Calder Road

BACKGROUND

Council have received several requests from the public to review the posted speed limit on Calder Road, owing to the intensity of development in the area, the general alignment of Calder Road and history of traffic accidents occurring. The most recent of these requests was received on the 18 June 2020 from the General Manager of North West Support Services seeking a review in the posted speed limit due to difficulties encountered when accessing and egressing a property on Calder Road.

DETAILS

In order to evaluate the speed limit applicable to Calder Road, assessment of this area was included within the scope of the Rural Road Safety Audit undertaken by HDS Australia. HDS Australia determined that there had been 18 crashes in the past 5 years throughout this section of Calder Road and recommended a speed limit reduction from 100km/h to 80km/h and 60km/h closer to the Bass Highway. These works ranked fourth highest in terms of risk hierarchy compared to the total 360+ identified safety audit items discovered across the municipality.

An excerpt of their findings is included in the table below.

Current Issue and General Comments	Recommended Treatment
No guideposts on some corners. Bridge with guard rail with bull nose terminals, no signage on bridge. Double painted centreline but no RRPMS.	Reduce speed from 100km/h to 80km/h, and 80km/h to 60km/h close to Bass Highway.

Current Issue and General Comments	Recommended Treatment
<p>Corner just north of Pages Road that may require advisory corner / speed / CAMS signage.</p> <p>Identified site by Council – Speed limit assessment over this length.</p> <p>18 crashes recorded in the past 5 years over this 4km length of road (5 of these were at the intersection of Calder Road / Bass Highway which has recently been upgraded to a large roundabout).</p>	

STATUTORY IMPLICATIONS

The Commissioner of Transport is the legal authority for setting and reviewing speed limits on all Tasmanian roads. The approval of the Commissioner of Transport must be obtained to reduce the current posted speed limit.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
Our transport and access network is sustainable, affordable and fit for purpose.
Our Priorities
6.2 Plan for all movements and modes of transport with a fit-for-purpose network.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The estimated cost to install speed limit signage to support the reduction of the speed limit on Calder Road is \$5,000. If approval from the Transport Commissioner is achieved, it is proposed to fund the speed limit signage works from the existing operational budget.

RISK IMPLICATIONS

There should be a reduction in risk of traffic accidents on Calder Road if the speed limit is reduced as recommended by this report.

CONSULTATION PROCESS

Approval from the Commissioner of Transport must be obtained to reduce the current posted speed limit. While requests for lowering the speed limit on this section of Calder Road have been received no broader public feedback has been sought in relation to seeking a speed limit reduction.


CONCLUSION

It has been identified that the current speed limit on Calder Road is not suitable for its current demand and recommended that a speed limit reduction be applied to reduce the potential risk to road users. It is recommended that Council seek the approval from the Commissioner of Transport to reduce the speed limit on Calder Road as detailed.

9.6 MYALLA COMMUNITY CENTRE INC REQUEST FOR ASSISTANCE

To: Council
Reporting Officer: Director Community and Engagement
Responsible Manager: General Manager
Report Date: 7 July 2020
File Reference: 01

Enclosures:

1. Correspondence 5 February 2020 Myalla Community Centre Inc 
2. Correspondence 2 June 2020 Myalla Community Centre Inc - Confidential
3. Correspondence 2 July 2020 Myalla Community Centre Inc - Confidential

RECOMMENDATION

That Council provide a financial contribution of \$5,229 to the Myalla Community Centre Inc toward the cost of a mower.

PURPOSE

The purpose of the report is for Council to consider a request from the Myalla Community Centre Inc. for a financial contribution towards the purchase of a mower.

BACKGROUND

In November 2019 the General Manager and Director Community and Engagement met with members of the Myalla Community Centre Inc where Committee members raised the maintenance of the seven-acre grounds and the difficulty in continuing this work as their current mower was no longer serviceable.

DETAILS

In February 2020 correspondence was received from the Myalla Community Centre committee requesting assistance with purchasing a replacement mower. A mower had been sourced from Public Direct Machinery Liquidators (NSW). There was a negotiated price of \$8,745 GST inclusive plus \$1,000 for cartage which was a short term offer for the purchase.

Further correspondence was received in early June advising of a variation in the cost of the mower. The purchase price for the mower and cartage was \$10,459. The Committee considered this to be a generous offer and agreed to the purchase of the mower through the president of the Myalla Community Centre Inc. The committee have requested financial assistance from Council for the mower.

Correspondence was received on 3 July 2020 from the Myalla Community Centre Inc providing clarification of the contribution the committee is seeking from Council towards the cost of the mower. The committee is seeking a 50% of the total cost contribution, \$5,229. Enclosed with the request, and included as a confidential attachment, is a copy of the financial statements for the Myalla Community Centre Inc for the 2018-2019 financial year.

The Myalla Community Centre Inc has been considering the establishment of an area for public camping at the recreation ground to provide additional income for community activities. The establishment of this facility would be dependent on planning advice, appropriate permits and an ability to maintain the grounds. A report relating to this matter will be provided to Council at a later date. Should this proposal proceed, mowing and maintenance will be a key consideration.

The grounds and buildings have been maintained by the committee since 2002, with all expenses met by the Myalla Community Centre Inc including insurance, power and public liability. To continue to maintain the property the purchase of the mower is a critical piece of machinery.

STATUTORY IMPLICATIONS

Statutory Requirements

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

Strategic Plan Reference

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
Our community values, encourages and supports physical, social and cultural activities.
Our Priorities
3.4 Build community capacity through services and programs that strengthen, support and care for our community.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Tourism	Memorable visitor experiences all year round – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The financial implications of the report relate to the contribution determined by Council. The Myalla Community Centre Inc has requested a contribution of \$5,229 from Council. There are no allocations included in the 20/21 operational budget to cover this item and it would be an additional expense.

The Myalla Community Centre Inc financial statement for 2018-2019 reports a modest balance of cash in the bank.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

Council considered this request as part of the June workshop.

CONCLUSION

The Myalla Community Centre Inc has successfully and independently managed the Myalla community centre and recreation ground since 2002. The purchase of a mower is the single largest purchase made to support the maintenance of the grounds. The original second-hand mower was provided by Council at the time of entering a lease with the Myalla Community Centre Inc. The committee is seeking a one-off contribution of \$5,229 towards the purchase price of the mower.

9.7 QUARTERLY STATISTICS REPORT TO 30 JUNE 2020

To: Council
Reporting Officer: Executive Officer - Governance and Performance
Responsible Manager: Director Organisational Performance
Report Date: 6 July 2020
File Reference: 123
Enclosures: Nil

RECOMMENDATION

That Council note the Quarterly Statistics Report to 30 June 2020

PURPOSE

To provide statistical information on the activities of Council for each Department.

BACKGROUND

This report is provided on a quarterly basis to provide statistical information for some of Councils ongoing activities and services

DETAILS

The following Departmental Statistical Reports are provided for the information of Council:

General Manager's Office	Staff Movements Recruitment Activity Council Trainees Current Staff Vacancies
Infrastructure & Development Services	Animal Control Environmental Health-Immunisations Public Health / Food Premises Inspections / Abatement Notices Health Approvals – Registrations Building Approvals Building Approvals Graph Planning Approvals Graph
Organisational Performance	Council Land Certificates (337)
Community & Engagement	Children's Services: <ul style="list-style-type: none">• Warawyn Early Learning Centre• Warawyn Wynyard OSHC• Warawyn Boat Harbour After School Care• St Brigid's After School Care Tourism: <ul style="list-style-type: none">• WOW – total visitors by month• WOW – Car collection visitors• WOW – Income by Month• Waratah:<ul style="list-style-type: none">• Athenaeum Hall Utilisation• Waratah Museum Visitors• Caravan Park Income

GENERAL MANAGERS OFFICE

Staff Movements 1 April 2020 to 30 June 2020

Nil

Recruitment Activity

Nil.

Council Trainees

Council currently has six (6) trainees in the following departments:

- Civil Construction (3)
- Parks & Reserves (2)
- Digital Innovation (1)

Current Vacancies

Nil

INFRASTRUCTURE AND DEVELOPMENT SERVICES

Animal Control

Item	Apr/May/Jun 2020	2019/20
	No.	No.
Dogs Registered	26	2094
Dogs Impounded	7	35
Dogs Euthanised	2	2
Dogs Adopted	3	11
New Kennel Licences	0	8
Licence Renewals	34	34
Dogs Re-Claimed	3	28
Livestock Impounded	0	0
Infringement Notices	4	23
Legal Action	0	0

Environmental Health - Immunisations

Month	2018/2019		2019/2020	
	Persons	Vaccination	Persons	Vaccination
July			0	0
August	0	0	0	0
September	0	0	0	0
October	0	0	0	0
November	62	62	42	48
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	48	93
April	78	145	0	0
May	0	0	0	0
June	0	0	0	0
	140	207	90	141

Council Staff Influenza Vaccinations May 2020, 64 staff vaccinated.

Public Health / Food Premises Inspections / Abatement Notices

2019/2020	Notifiable Diseases	Inspections Of Registered Food Premises	Abatement Notices Issued
July	1	10	0
August	0	14	0
September	0	4	0
October	0	4	0
November	0	1	0
December	0	10	0
January	0	9	0
February	0	4	0
March	0	6	0
April	0	2	0
May	0	0	0
June	0	0	0
TOTAL	1	64	0

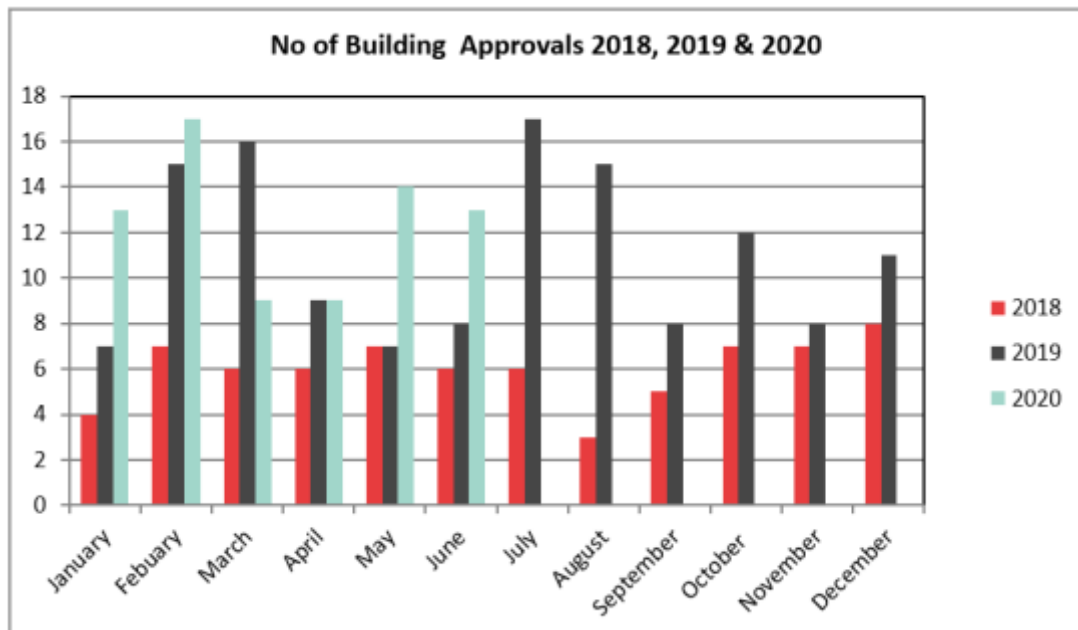
Health Approvals – Registrations

Month	Food Premises (FP)	Temporary Food Premises (TFP)	Places of Assembly (PA)	Public Health Risk Activities (PHRA)	Private Water Suppliers (PWS)	Regulated Systems Air Cooling Systems
July	28	1	0	0	0	0
August	40	1	0	3	0	1
September	1	9	2	2	0	3
October	23	7	0	0	0	0
November	0	6	1	0	0	0
December	2	4	0	0	0	0
January	0	14	0	0	0	0
February	0	9	0	0	0	0
March	0	4	0	0	0	0
April	1	0	0	0	0	0
May	0	1	0	0	0	0
June	0	0	0	0	0	0
TOTAL	95	56	3	5	0	4

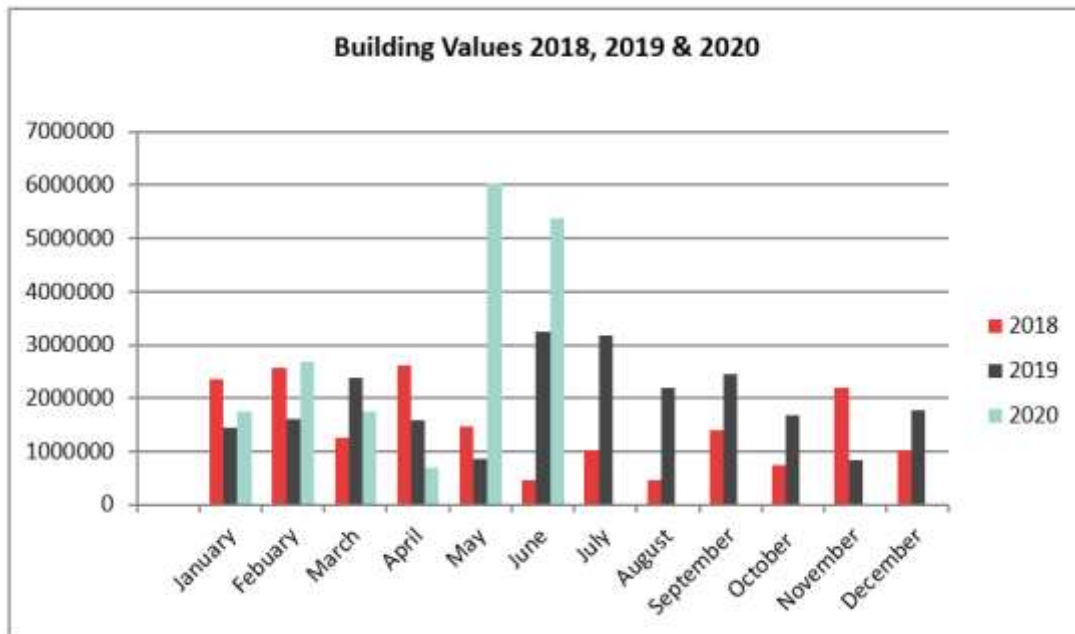
Building Approvals

Month	Class 1a	Class 1b	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7b	Class 8	Class 9a	Class 9b	Class 9c	Class 10a	Class 10b
July	6	-	-	1	-	-	1	2	-	-	1	-	8	2
August	7	-	-	-	-	-	-	-	-	-	1	-	8	1
September	7	-	-	-	-	-	-	-	-	-	-	-	3	1
October	5	2	-	-	-	-	-	-	-	-	1	-	4	1
November	6	-	-	-	-	-	-	-	-	-	-	-	2	-
December	6	-	-	-	-	-	-	-	-	-	-	-	2	3
January	8	-	-	-	-	-	-	-	-	-	-	-	6	-
February	7	-	-	-	-	-	1	1	-	-	1	-	10	1
March	6	-	-	-	-	-	-	-	-	-	-	-	6	-
April	5	-	-	-	-	-	-	-	-	-	-	-	5	1
May	5	-	-	-	-	1	-	1	1	-	1	-	7	-
June	7	-	-	-	-	-	-	1	1	-	-	-	6	1
Total	75	2	-	1	-	1	2	5	2	-	5	-	67	11

Building Approval Graph



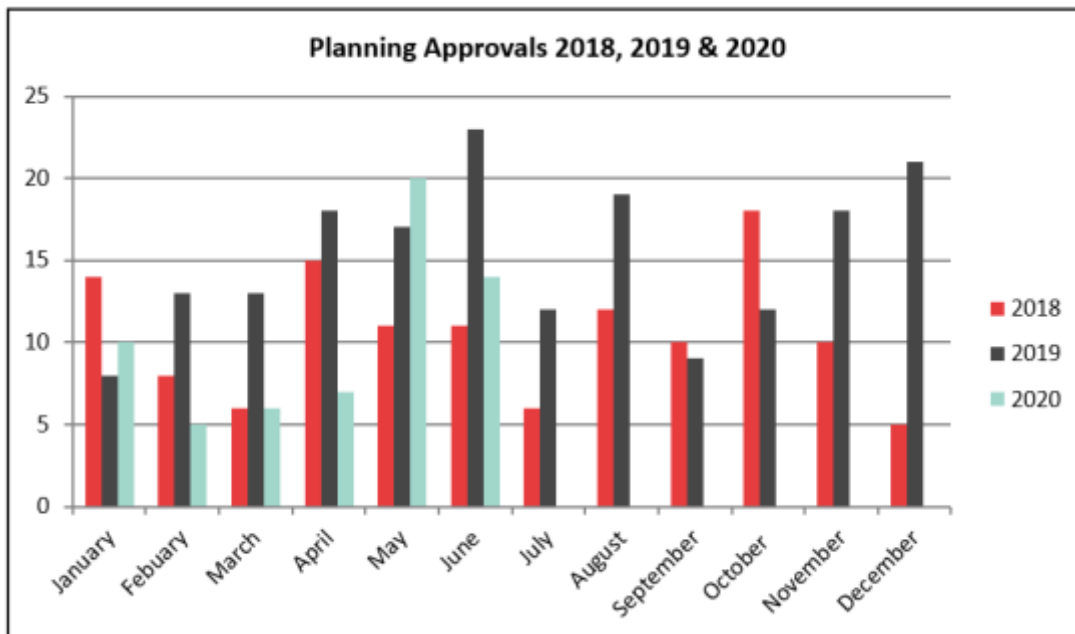
2018 Building Values includes Building Permits and Notifiable Building Work (Category 3)



Building Values Graph

>2018 Building Values includes Building Permits and Notifiable Building Work (Category 3).

Planning Approvals Graph

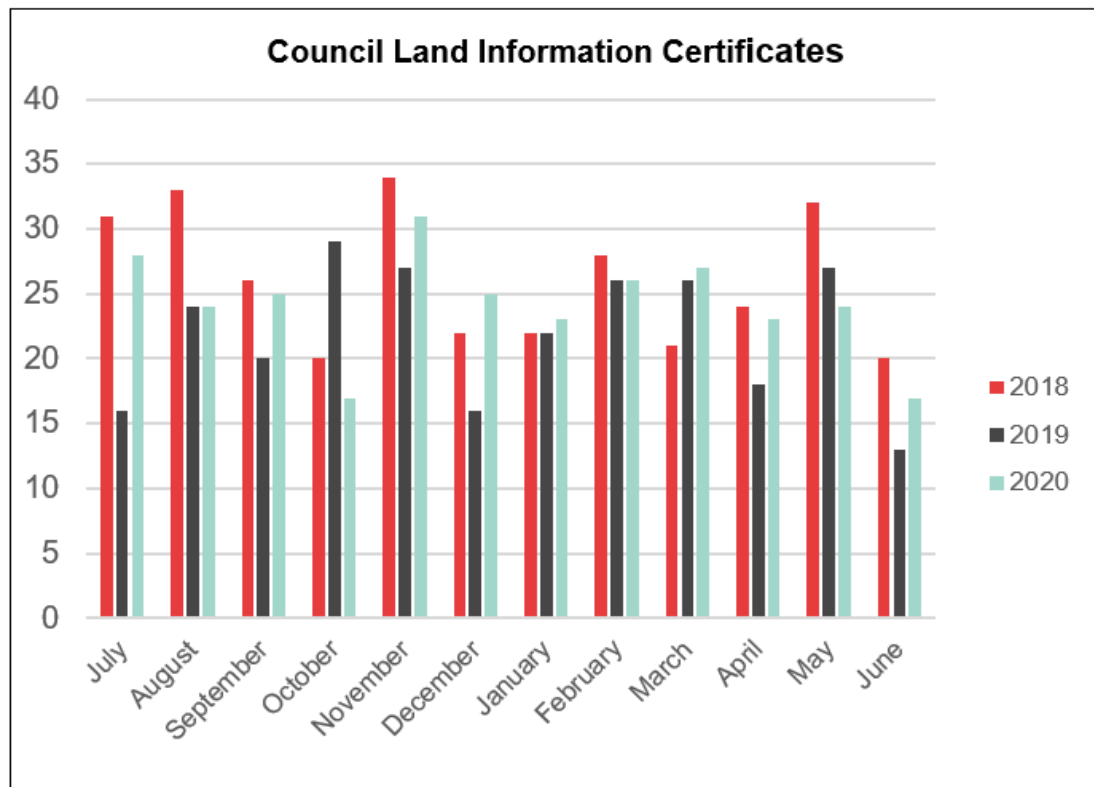


ORGANISATIONAL PERFORMANCE

Council Land Information Certificates (Certificate of Councils' Power)

Council land information certificate (337)

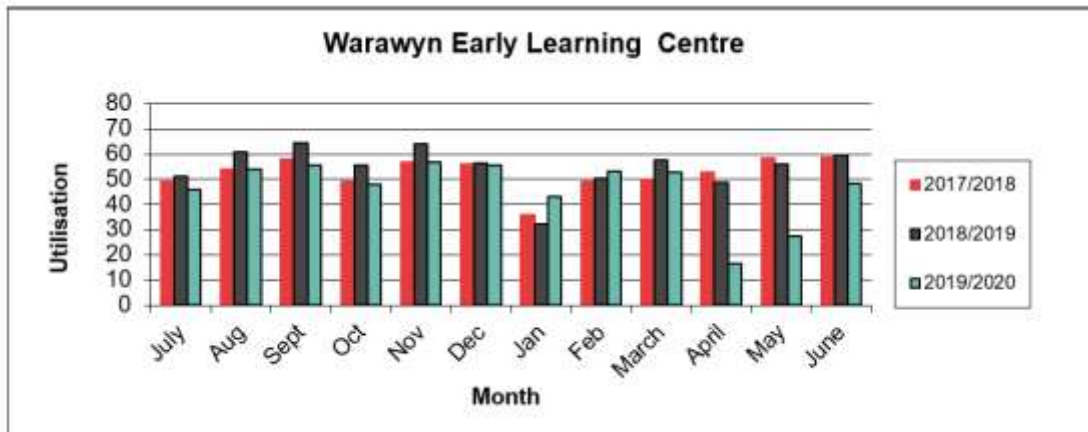
A Council Certificate 337 provides information about whether there are any outstanding notices, permits or orders in relation to a property. This may include: whether a Completion Certificate has been issued for building or plumbing permits, whether an Occupancy permit has been issued for a building, whether there are any outstanding Orders on a site, etc. at the time of settlement.



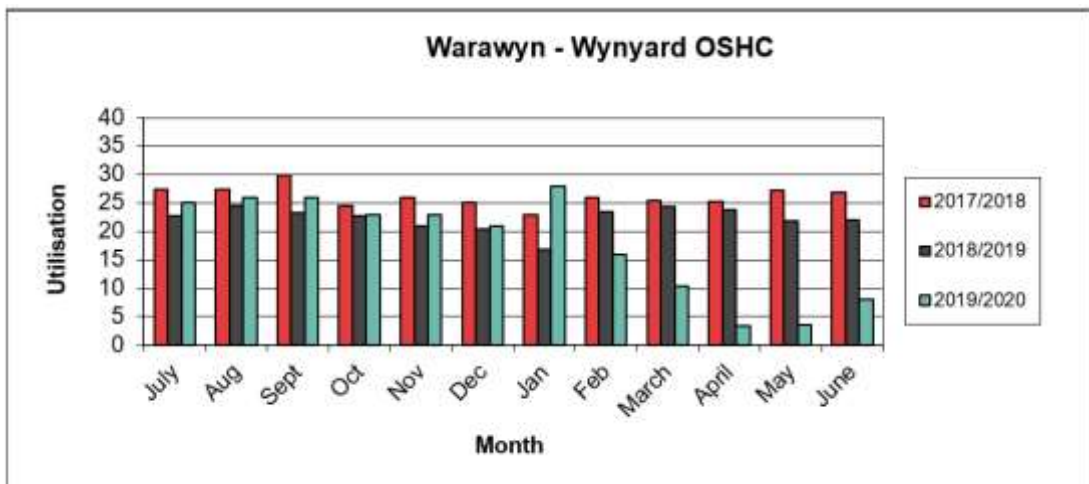
COMMUNITY AND ENGAGEMENT

Children's Services

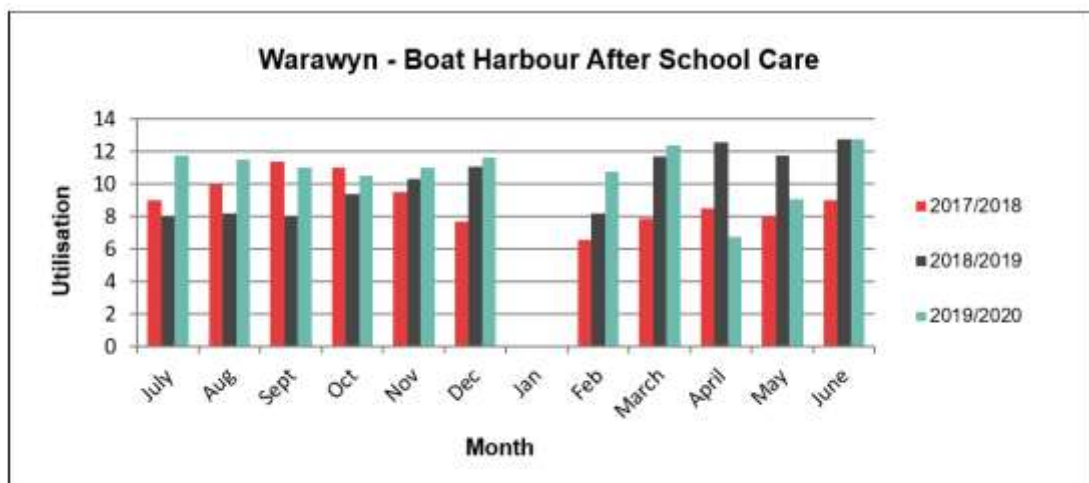
The centre is currently approximately 20% below performance for the previous year for this period. There are increasing enquiries and a strong indication that the centre will return to pre-COVID utilisation numbers.

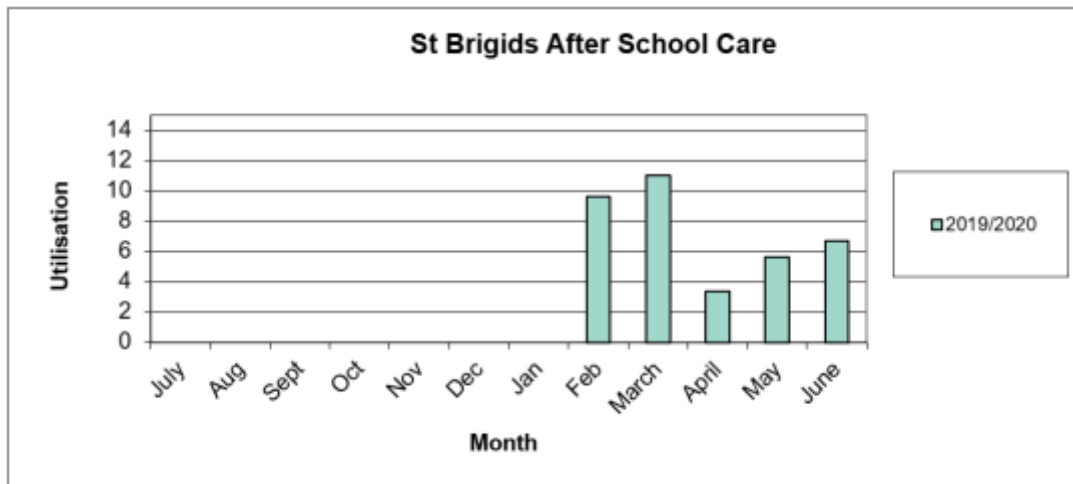


Utilisation has remained low for Warawyn Outside School Hours Care. Impacts of COVID on school attendance and holiday program continues.



Warawyn Boat Harbour after school care continues to perform well and has returned to pre-COVID utilisation levels.

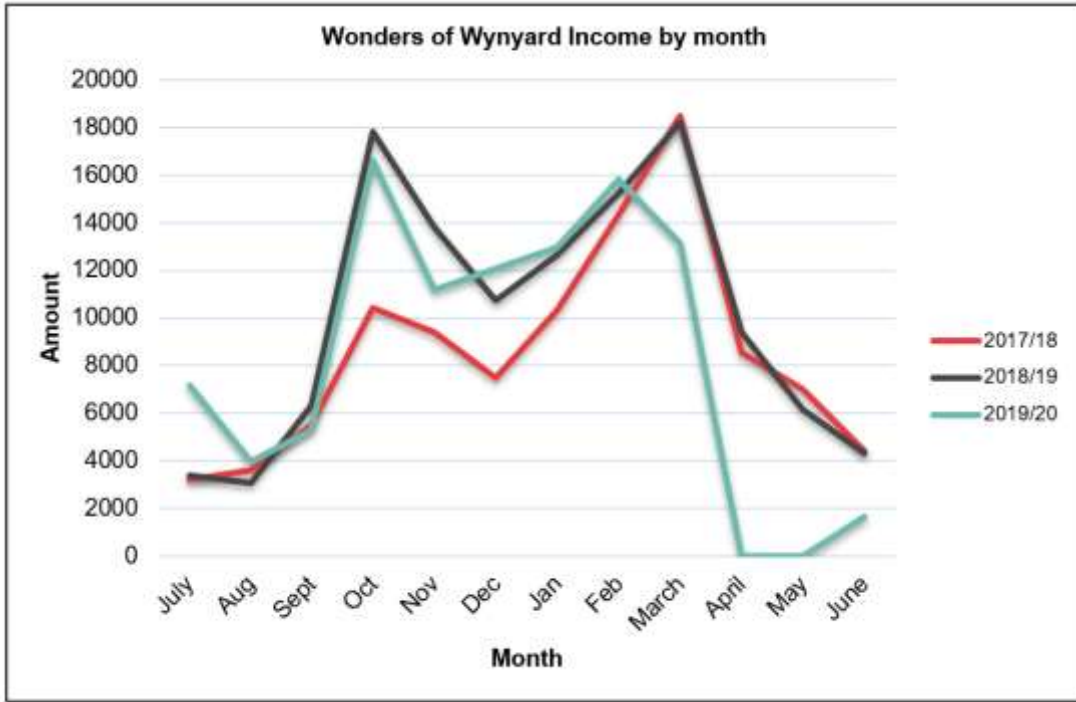




Tourism

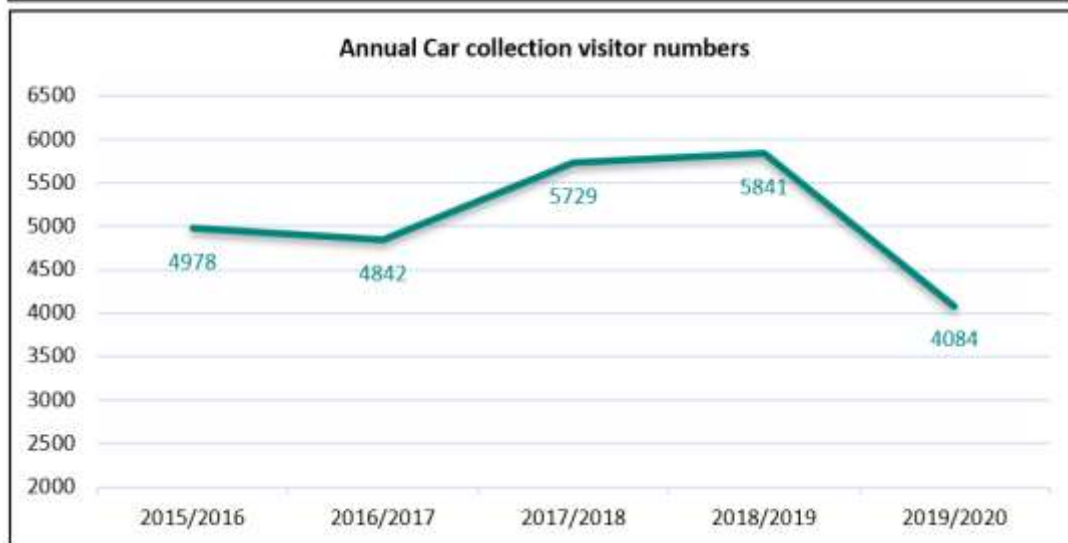
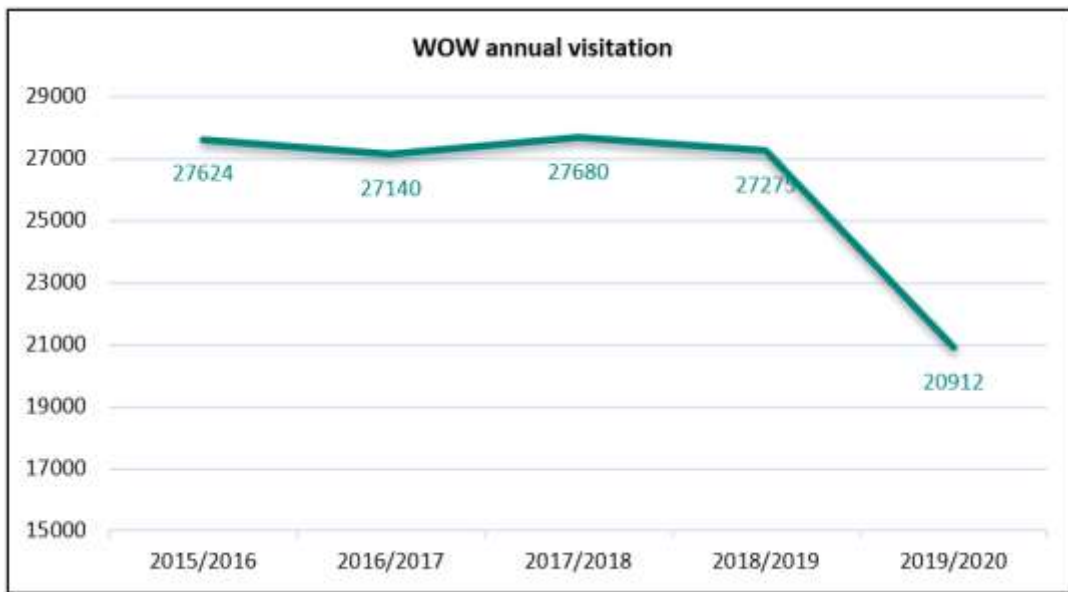
April-June Summary – Wonders of Wynyard (WOW)

- WOW was closed due to COVID-19 at the end of March – with staff continuing to manage enquiries via phone and email until the 9 April, when the decision was made to close completely. As a result there was zero visitor numbers and income for April and May.
- WOW re-opened on the 15 June – with limited hours 10am-4pm Monday-Friday.
- Visitor numbers from the 15 June - 30 June were approximately half of what would normally be expected at that time of year – which was better than expected.
- Visitors to the car collection were harder hit – with numbers at around a quarter of what would be expected for the last two weeks of June. As there are no interstate or overseas visitors, and movement around the State has just begun, this was no surprise.
- Income for June was around one third of what was expected – held up mainly through late payments and processing for March tour bookings.
- Overall, however, due to a strong start to the year, the total visitor numbers for 2019/20 were down 6,363 (23%), car museum visitation down 30% and income down 17.5%.



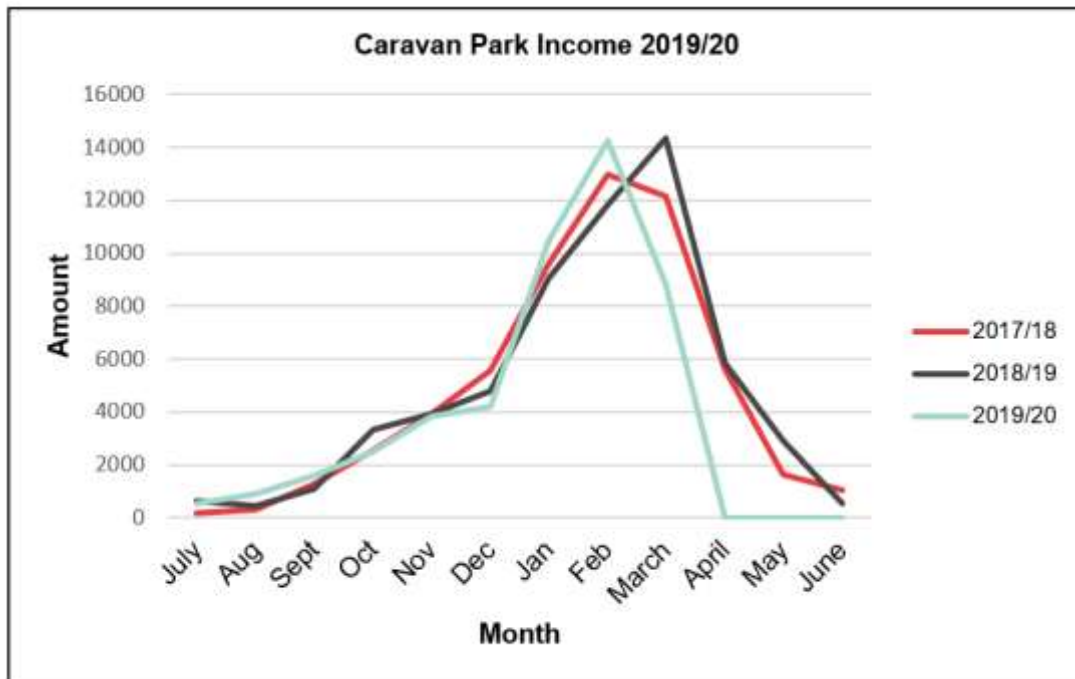


Financial year summaries for Wonders of Wynyard (WOW)



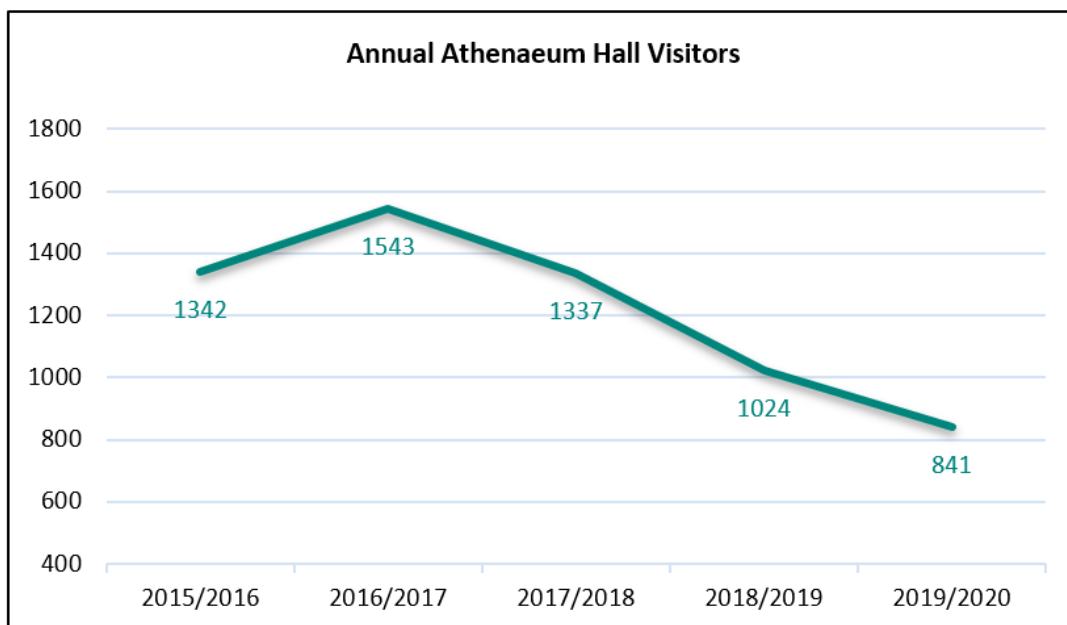
Waratah April – June Summary -

- The campground was closed on the 25 March in line with government directives – and remained closed until 1 July, therefore there are no figures for the quarter.
- Overall for the financial year 2019/20, income was down 19.8%
- Athenaeum Hall and Museum were closed for the quarter. Athenaeum Hall visitation continues to fall – notwithstanding the early closure due to COVID-19. Museum numbers were steady for the year prior to the early shutdown.



Financial year summaries for Wonders of Wynyard (WOW)





STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance	
Desired Outcomes	
We make publicly transparent decisions on spending and future directions while encouraging community feedback.	
1.6	Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Tourism	Memorable visitor experiences all year round – The must-see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.
Governance and working together	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.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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


CONSULTATION PROCESS

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

CONCLUSION

The Departmental Quarterly Statistics Report for the months 30 April to 30 June 2020 are presented and it is recommended that the report be noted.

9.8 2020/21 ANNUAL PLAN - FINAL REPORT

To: Council
Reporting Officer: Executive Officer - Governance and Performance
Responsible Manager: Director Organisational Performance
Report Date: 6 July 2020
File Reference: 004.10
Enclosures: 1. Departmental Monthly Performance Report to 30 June 2020 

RECOMMENDATION

That Council note the 2019/20 Annual Plan Report to the 30 June 2020.

PURPOSE

This report is provided as an overview of the organisation's performance against the Annual Plan for the year ending 30 June 2020.

BACKGROUND

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

The Council adopted the 2019/20 Annual Plan and Budget Estimates on 24 June 2019.

Actions and initiatives that are ongoing will be carried forward as an action in the 2020/21 Annual Plan and will continue to be reported to Council throughout the year.

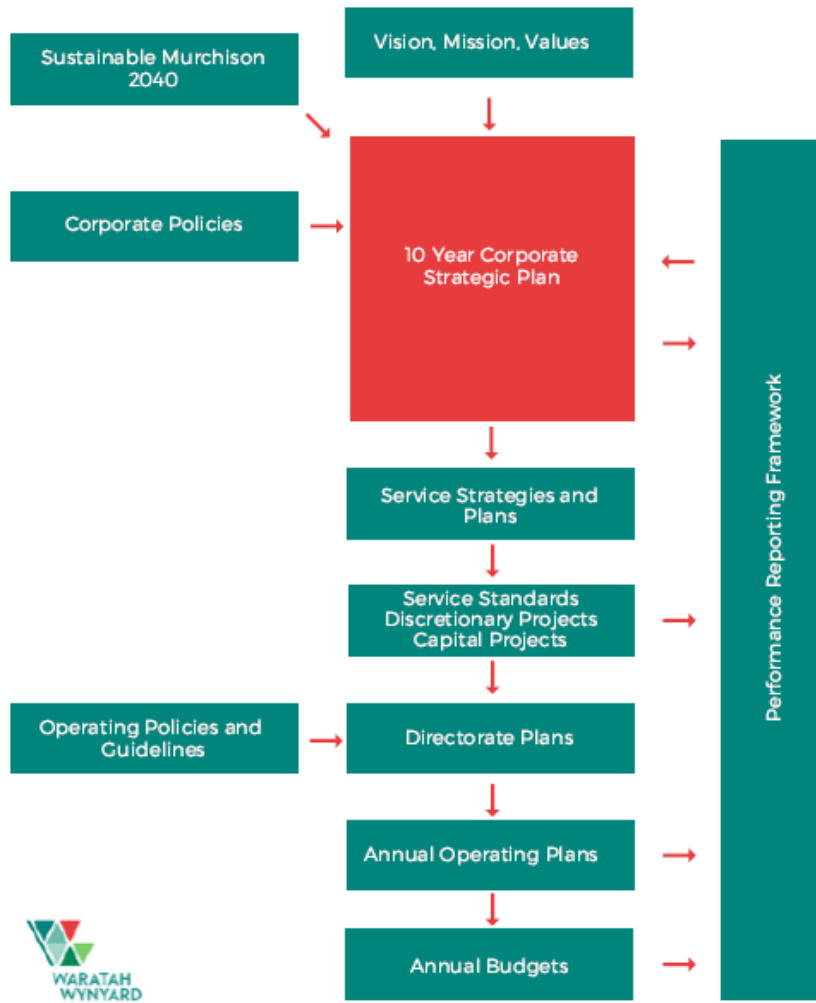
DETAILS

The **attached** report provides an update on the progress of actions that were included in the Council's Annual Plan 2019/20.

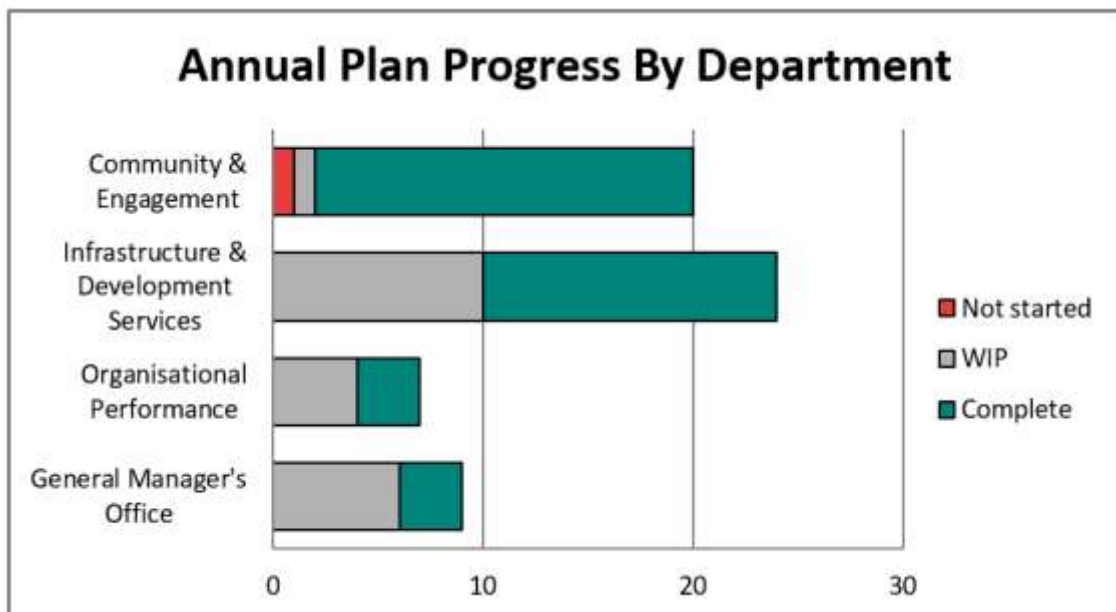
Council's 10 Year Corporate Strategic Plan 2017/27 was adopted in December 2016. The Annual Plan and Budget Estimates link to the achievement of the Strategic Plan within an overall planning framework.

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

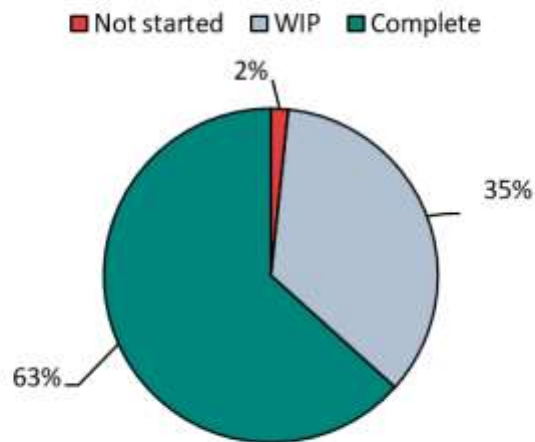
The activities and initiatives included in the Annual Estimates contribute to achieving the strategic objectives specified in the Strategic Plan. The diagram below depicts the strategic planning framework of Council.



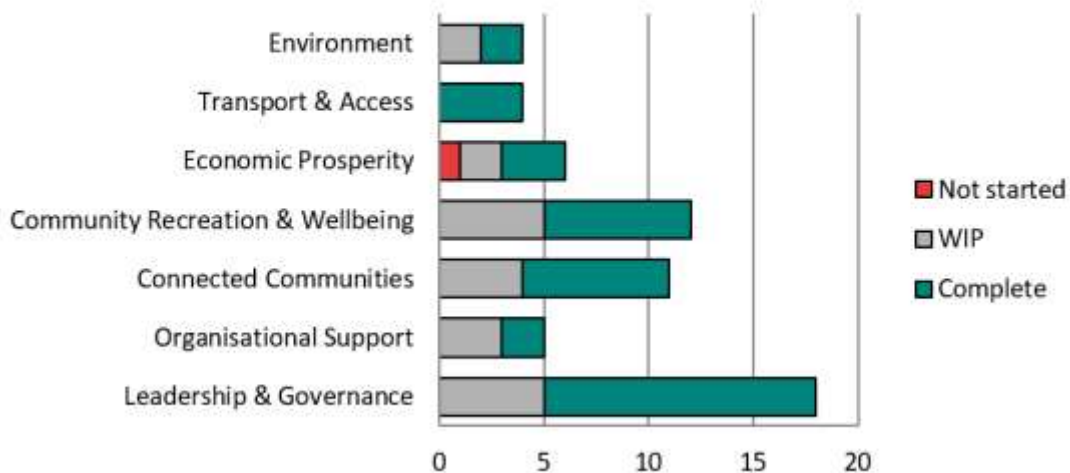
The following graphs show the overall progress as at 30 June 2020.



Annual Plan Progress - All Goals



Annual Plan Progress by Goal



Overall 63% of the annual plan actions are complete and 37% are ongoing.

A total of 60 actions were adopted within the Annual Plan. Of the 60 actions:

- 38 actions are complete.
- 18 actions are ongoing and will be carried over for completion in 2020/21.
- 4 actions are deferred.

18 Actions highlighted as ongoing to be completed throughout 2020/21:

Action	Progress	Department
1.1.1.1	Conduct the four-year review of the 10-year Strategic Plan.	Organisational Performance
1.2.1.1	Undertake a review of town planning services	Development & Regulatory Services
1.4.1.1	Review complaint handling procedures relating to services provided by Council to address legislative requirements.	Organisational Performance
1.5.1.1	Complete feasibility study for HR system to record training and qualifications to identify skill gaps.	Human Resources
2.2.2.1	Refine arrangements for resource shared employees, including development of individual MOU's.	General Manager
2.2.2.1	Complete a review of after-hours and call out arrangements.	Project Works and Services
2.6.1.1	Undertake a review of the internal employee classification system.	Human Resources
3.1.1.1	Design, develop and implement the next stage of Coastal Pathway – Cooee to Wynyard.	Infrastructure & Development Services
3.1.1.1	Develop a Municipal Signage Strategy.	Organisational Performance
3.1.1.2	Complete and implement CCTV project in Somerset and Wynyard CBD's.	Organisational Performance
3.4.1.1	Complete detailed design for infrastructure proposal for Warawyn Early Learning and seek funding for the project.	Children's Services
4.1.1.1	Work with Taswater and the Waratah community to facilitate a mutually agreed future for the Waratah Dam.	General Manager
4.2.1.1	Review and improve educational information relating to animal control.	Infrastructure & Development Services
4.4.1.1	Develop a masterplan for the Cam River area.	Infrastructure & Development Services
5.1.3.1	Review and update the Tourism Plan (2011-2020)	Tourism & Marketing
5.3.2.1	Develop detailed design and pricing for Inglis / Park / Church Street intersection and surrounding business area.	Engineering Services
5.4.2.1	Develop & deliver a Settlement Strategy to guide future growth and development within the municipality.	Development & Regulatory Services
7.2.1.1	Tasmanian Planning Scheme Implementation.	Development & Regulatory Services

4 Actions deferred include:

Action	Progress	Department
1.2.1.1	Undertake a review of town planning services.	Development & Regulatory Services
1.5.1.1	Complete feasibility study for a HR system to record training and qualifications to identify skill gaps.	Human Resources
4.3.1.1	Develop detailed design for the Somerset Recreation Precinct.	General Manager
4.4.2.1	Secure an operator for the café within the new multi-purpose (Yacht Club) facility.	General Manager

STATUTORY IMPLICATIONS

Statutory Requirements

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

71. Annual plan

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

(2) An annual plan is to –

- (a) be consistent with the strategic plan; and*
- (b) include a statement of the manner in which the council is to meet the goals and objectives of the strategic plan; and*
- (c) include a summary of the estimates adopted under section 82; and*

(d) include a summary of the major strategies to be used in relation to the council's public health goals and objectives. The Annual Plan is part of a larger strategic planning framework.

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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



CONCLUSION

That the Council note the 2019/20 Annual Plan Progress Report.

9.9 WARATAH-WYNYARD AUDIT PANEL COMMITTEE - ANNUAL REPORT TO 30 JUNE 2020 AND AUDIT PANEL CHARTER

To: Council
Reporting Officer: Executive Officer - Governance and Performance
Responsible Manager: Director Organisational Performance
Report Date: 6 July 2020
File Reference: 007.17

Enclosures:

1. Waratah-Wynyard Audit Panel Annual Report to 30 June 2020 
2. Waratah-Wynyard Audit Panel Charter 

RECOMMENDATION

That Council:

1. **Note the Waratah-Wynyard Audit Panel Annual Report to 30 June 2020.**
2. **Adopt the revised Waratah-Wynyard Audit Panel Charter.**

PURPOSE

This report is presented for the Council to consider the Waratah-Wynyard Audit Panel's Annual Report for the 2019/20 financial year and to adopt the revised Audit Panel Charter.

BACKGROUND

In February 2014 the Tasmanian State Government passed legislation that requires all Tasmanian Councils to establish an Audit Panel. Ministerial Orders were subsequently issued that specify the minimum requirements and matters to be considered by the Audit Panel.

The council provide an Audit Panel Charter to establish the administrative arrangements by which the panel is to perform its functions and its procedures in respect of meetings.

The functions of an Audit Panel as defined in Section 85A of the Act and in the Ministerial Order are to consider:

- Whether the annual financial statements accurately reflect the state of affairs of the council;
- how the strategic plan, annual plan, long term financial management plan and long term strategic asset management plan are integrated and the processes and assumptions under which those plans were prepared;
- whether the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls safeguard the long term financial sustainability;
- whether the council complies with the provisions of the Act and other legislation;
- Whether the council has taken effective action in relation to previous recommendations; and
- Report to Council on an annual basis summarising its findings for the financial year.

DETAILS

Along with the King Island and Circular Head Councils, the Council appointed a shared Audit Panel on 3 August 2015.

The common Audit Panel members are:

- Mr John Howard – Audit Panel Chair (Asset Management expertise)
- Mrs Lisa Dixon – Audit Panel Member (Financial expertise)
- Mr Stephen Allen - Audit Panel Member (Financial expertise)

The Audit Panel presented their Annual Report to a workshop of Councillors on the 29 June 2020 and is attached for formal noting by Council.

The Charter is reviewed on an annual basis to approve the revised panel fees which are adjusted annually as at 1 July based upon the change in CPI (Hobart) for the 12 months to June.

The Charter has again been reviewed this year to allow for the annual increment in fee however it also including a change to the review period from annually to every 3 years. The revised Charter allows for an annual increment in line with CPI (Hobart) each year which provides greater administrative efficiency. The Charter will be reviewed earlier if there is a change in legislation.

STATUTORY IMPLICATIONS

Statutory Requirements

An Audit Panel is a mandatory requirement under sections 85 of the *Local Government Act 1993*.

Section 85A of the Act details the functions of the Audit Panels to include review Council's performance in relation to financial systems, financial management, governance arrangements, policies, systems and controls as well as all plans required under Part 7 of the Act.

Section 85B of the Act provides for Ministerial Orders to specify requirements for Audit Panels beyond those required under Section 85A.

The Local Government (Audit Panels) Order was issued on 10 February 2014 and subsequently amended to the *Local Government (Audit Panels) Amendment Order 2015*.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
We cherish fairness, trust and honesty in our conduct and dealings with all.

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

1.5	Build our knowledge base to apply in decision-making processes.
1.6	Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

POLICY IMPLICATIONS

The establishment of an Audit Panel provides an independent review mechanism for Council's policies and procedures.

FINANCIAL IMPLICATIONS

There are no financial implications of the proposed recommendation outside allowing for an annual increment.

RISK IMPLICATIONS

The establishment of an independent Audit Panel provides another layer of risk mitigation by providing independent oversight over Council's risk management framework and policy and procedural compliance.


CONSULTATION PROCESS

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

CONCLUSION

That the Waratah-Wynyard Audit Panel Annual Report for 2019/20 be noted and that the revised Waratah-Wynyard Audit Panel Charter for 2020 be adopted.

9.10 ASSET MANAGEMENT POLICY

To: Council
Reporting Officer: Executive Officer - Governance and Performance
Responsible Manager: Manager Asset Services
Report Date: 9 July 2020
File Reference: PR.004
Enclosures: 1. Asset Management Policy 

RECOMMENDATION

That Council adopts the Asset Management Policy.

PURPOSE

This report is presented to Council to consider endorsement of the draft Asset Management Policy which was developed to ensure the sustainable provision of assets which are designed to meet the service delivery needs of the Waratah-Wynyard community.

BACKGROUND

Waratah-Wynyard Council is responsible for the acquisition, operation, maintenance, renewal and disposal of an extensive range of physical assets with a replacement value in excess of \$258 million. These assets include roads, bridges, stormwater drainage, buildings, open space & recreation, footpaths, and associated operating assets.

The Asset Management Policy sets out the principles by which the organisation intends applying asset management to achieve its organisational objectives. The Policy overarches the Council's asset management system which includes:

- asset management objectives;
- a strategic asset management plan; and
- asset management plans, which are implemented in
 - Operational planning and control
 - Supporting activities
 - Control activities
 - Other relevant processes.

The draft Asset Management Policy has been reviewed and updated from the previous policy which was approved by the Council on 17 August 2015.

DETAILS

The Asset Management Policy has been reviewed and no changes made to the policy presented to Council for adoption.

To ensure the Council's long-term financial sustainability, it is essential to balance the community's expectations for services with their ability to pay for the infrastructure assets used to provide the services. Maintenance of service levels for infrastructure services requires appropriate investment over the whole of the asset life cycle.

The draft Asset Management Policy establishes the following specific requirements:

- ensure that our infrastructure services are provided in an economically optimal way, with the appropriate levels of service to residents, visitors and the environment determined by reference to our financial sustainability;
- safeguard our assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets;
- ensure continuous improvement and seek innovative ways of meeting service delivery requirements;
- adopt the Financial Management Strategy as the basis for all service and budget funding decisions;
- ensure that Council budgeting and reporting are categorised in terms of operational, maintenance, renewal, upgrade and new expenditure classifications;
- meet the training needs in financial and asset management practices for councillors and staff;
- ensure resources and operational capabilities are identified and responsibility for asset management is allocated;
- provide high level oversight of financial and asset management responsibilities through Audit Panel/General Manager reporting to Council on development and implementation of the Strategic Asset Management Plan, Asset Management Plans and Financial Management Strategy;
- ensure appropriate risk management processes are considered and implemented; and
- meet legislative requirements for asset management.

It is intended that the Council consider the Asset Management Policy at its July meeting. The Financial Management Strategy was adopted by Council on the 16 March 2020.

STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993* (s.70(c)) requires Councils to prepare an asset management policy for the municipal Area.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
We maintain and manage our assets sustainably.
Our Priorities
1.6 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.
GOAL
Desired Outcomes
Long-term sustainable economic growth is achieved through adaptability and innovation.
Our Priorities
5.8 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

If approved, the draft Asset Management Policy will replace the previous policy which was approved by the Council on 17 August 2015.

FINANCIAL IMPLICATIONS

The Strategic Asset Management Plan along with the Financial Management Strategy will outline the financial implications of managing the Council's assets in the necessary manner.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

Council staff from various departments have been consulted in the review and updating of the previous Asset Management Policy.

CONCLUSION

The draft Asset Management Policy is presented to Council for adoption.

9.11 FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2020

To: Council
Reporting Officer: Accountant
Responsible Manager: Director Organisational Performance
Report Date: 3 July 2020
File Reference: 1
Enclosures: Nil

RECOMMENDATION

That Council:

1. Notes Financial Reports for the period ended 30 June 2020.
2. Endorse the proposed fees and charges amendment for the Waste Transfer Station and Food Registrations for the 2020/21 financial year in line with adopted COVID-19 stimulus measures

PURPOSE

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

BACKGROUND

The financial reports presented incorporate:

- Operating Performance Statement
- Operating Position by Department
- Cash Position
- Rate Summary
- Capital Works Summary
- Fees and Charges
- Capital Program Monthly Progress

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Council must balance its service levels with the needs and expectations of the community and set appropriate levels of tax to adequately fulfil its roles and responsibilities.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

COMMENT

This Financial Report is an interim report and transactional processing for the year is not yet complete. Balance day adjustments are also still occurring. Results for the year will vary. At this stage, the overall results are expected to be in line with the forecast undertaken earlier in the year.

Financial reports for the year ending 30 June 2020 will be finalised by 14 August 2020 and then subject to audit by the Tasmanian Audit Office. The final capital expenditure report will be provided to Council at its August meeting.

Also included in this report is an amendment to the fees and charges schedule for 2020/21 to formally reflect Councils intended and advertised COVID-19 measures to waive food licence fees for the 2020/21 financial year and to provide free entry for non-commercial waste to Waratah-Wynyard residents. These initiatives were included in the Annual Plan and Budget Estimates adopted by Council in June 2020

Interim Operating Performance Statement

The Operating Performance Statement shows the performance of Council's day to day operations. Actual results will vary to this interim report due to transactional processing and balance day adjustments still occurring. At this stage, there are no known variations to the annual forecast undertaken earlier in the year and overall the results are expected to be in line with the forecast. Commentary is provided for forecast results.



OPERATING POSITION STATEMENT as at 30 June 2020		Note	YTD Actual	YTD Budget	% Variance	YTD Variance	Budget	Forecast	Forecast Variance
Recurrent Income									
Rate Revenue	1	11,386,591	11,331,753	0%	(54,838)	✓	11,331,753	11,387,366	55,613
User Charges	2	2,185,636	2,613,127	16%	427,491	✗	2,612,127	2,152,599	(459,528)
Reimbursements/Contributions	3	594,053	708,309	16%	114,256	✗	709,309	665,442	(43,867)
Grants and Subsidies	4	3,310,710	4,500,053	26%	1,189,343	✗	3,935,369	2,645,974	(1,289,395)
Interest		220,124	225,000	2%	4,876	✗	225,000	225,000	-
Distributions from Water Corporation	5	281,000	562,000	50%	281,000	✗	562,000	281,000	(281,000)
		17,978,113	19,940,242	10%	1,962,129	✗	19,375,558	17,357,381	(2,018,177)
Recurrent Expenditure									
Employee Costs	6	6,590,034	7,003,124	-6%	(413,090)	✓	6,997,884	6,648,127	(349,757)
State Levies		532,755	530,608	0%	2,147	⚠	530,608	528,650	(1,958)
Remissions & Discounts		396,194	401,695	-1%	(5,501)	✓	401,695	417,749	16,054
Materials & Contracts	7	6,373,629	6,717,965	-5%	(344,336)	✓	6,715,265	6,496,068	(219,197)
Depreciation		4,285,803	4,272,038	0%	13,765	⚠	4,272,038	4,285,803	13,765
Gain/(Loss) on Disposal	8	22,882	75,480	-70%	(52,598)	✓	75,480	75,480	-
Borrowing Costs		32,020	32,293	-1%	(273)	✓	32,293	32,293	-
Other Expenses		234,635	262,922	-11%	(28,287)	✓	264,422	262,922	(1,500)
		18,467,952	19,296,125	-4%	(828,173)	✓	19,289,685	18,747,092	(542,593)
Surplus/(Deficit)		(489,839)	644,117	176%	1,133,956	✗	85,873	(1,389,711)	(1,475,584)
Capital Items									
Capital Grants/Contributions	9	1,138,284	2,401,447	53%	1,263,163	✗	2,966,131	1,839,131	(1,127,000)
Derecognition of Assets		-	-						
Asset Recognition		-	-						
Comprehensive Surplus/(Deficit)		648,445	3,045,564	229%	-2,397,119		3,052,004	449,420	-2,602,584

Note

Commentary

- Rates levied are consistent with the annual budget estimates. Supplementary rates are not allowed for in the budget estimates. As a result, a favourable variance to budget is anticipated for the year for this line item with a favourable variance of \$55,613 expected.
- User Charges are expected to be lower than budget for the year by around \$459,000. This is predominantly related to child care operations which are discussed in further detail under the departmental summary. The variance in user fees is partly offset by a reduction in employee expenditure for child care operations.
- Reimbursements will be lower than budget predominantly due to a reduction in resource sharing (due to staff departures).
- Grants and subsidies will be under budget by approx. \$1.3m due to the timing of FAG grant receipts. \$1.5m of the current year grant was paid in advance last financial year. The budget allows for 100% of the current year funding to be received in the current year.
- Tas Water have advised that they are not able to distribute the remaining dividend due to Councils in the current financial year. The impact on the current year operating result is \$281k. Some uncertainty remains about Tas Water's dividend intentions next financial year.

Note	Commentary
6	<p>Wages are tracking favourably to budget predominantly due to vacancy savings. Child care wages have also had to reduce due to a reduction in utilisation of child care services in quarter 4 which partially offsets the above reduction in user fees. More information in relation to child care operations is included in the department summary reporting below.</p> <p>Overall wages across the organisation will be lower than budget by approximately \$349k.</p>
7	<p>Materials & Contracts favourable against budget with seasonal change allowing for increased outdoors maintenance and work and expected to increase in coming months.</p> <p>Materials and contracts expenditure is expected to be \$219k below budget with the main movements being:</p> <ul style="list-style-type: none"> • the Road Safety Audit coming in at \$73k less than budget; • the Settlement Strategy will now also be undertaken internally and funded from wages rather than contract expenditure \$60k (offset by an increase in wages expenditure); • Other savings across the organisation including consulting for special projects (\$30k) and HR training and uniforms expenditure (\$27k).

Interim Operating Position by Department

This statement provides an overview of the performance and forecast by department. Actual results will vary to this interim report due to transactional processing and balance day adjustments still occurring. At this stage, there are no known variations to the annual forecast undertaken earlier in the year and overall the results are expected to be in line with the forecast. Commentary is provided for forecast results.



NET POSITION BY DEPARTMENT		Note	YTD ACTUAL	YTD BUDGET	ANNUAL BUDGET	ANNUAL FORECAST	FORECAST VARIANCE
As at 30 June 2020							
Community & Engagement							
Children Services	1	37,514	352,803	352,803	(7,841)	(360,644)	
Community Activation		(618,972)	(690,746)	(690,746)	(643,120)	47,626	
Community Support		(472,057)	(563,347)	(563,347)	(516,511)	46,836	
Tourism & Marketing		(429,313)	(479,812)	(479,812)	(471,643)	8,169	
Total Community & Engagement		(1,482,828)	(1,381,102)	(1,381,102)	(1,639,115)	(258,013)	
Council & General Managers Office							
Council	2	7,804,467	8,690,714	8,690,714	7,757,777	(932,937)	
Total Council & General Managers Office		7,804,467	8,690,714	8,690,714	7,757,777	(932,937)	
Infrastructure & Development Services							
Asset Services	3	30,559	44,036	44,036	112,840	68,804	
Cemetery		(109,581)	(103,836)	(103,836)	(105,942)	(2,106)	
Development Services		(589,794)	(707,713)	(707,713)	(663,901)	43,812	
Engineering Support Services		62,273	60,217	60,217	108,121	47,904	
Footpaths		(320,517)	(319,351)	(319,351)	(338,963)	(19,612)	
Garbage		124,596	23,136	23,136	17,486	(5,650)	
Public Halls		(156,522)	(192,041)	(192,041)	(169,014)	23,027	
Public Toilets		(220,806)	(212,408)	(212,408)	(223,241)	(10,833)	
Reserves	4	(178,397)	1,040,721	1,040,721	(119,191)	(1,159,912)	
Sports		(853,287)	(880,279)	(880,279)	(849,478)	30,801	
Stormwater Drainage		139,090	86,398	86,398	141,397	54,999	
Transport	5	(3,326,803)	(2,821,984)	(2,821,984)	(3,399,574)	(577,590)	
Waste		(38,609)	(88,047)	(88,047)	(76,816)	11,231	
Works & Services	6	(164,747)	(66,111)	(66,111)	(9,414)	56,697	
Total Infrastructure & Development Services		(5,602,545)	(4,137,262)	(4,137,262)	(5,575,690)	(1,438,428)	
Organisational Performance							
Administration		(70,649)	(126,792)	(120,346)	(93,552)	26,794	
Total Organisational Performance		(70,649)	(126,792)	(120,346)	(93,552)	26,794	
Comprehensive Surplus/(Deficit)		648,445	3,045,558	3,052,004	449,420	(2,602,584)	

Commentary is provided for forecast results.

Note	Commentary
1	<p>Children's Services</p> <p>Children' services operations have been materially impacted by the COVID-19 pandemic containment measures.</p> <p>Child care operations from April to June (quarter 4) will have an operating deficit of \$84,935. Quarter 4 would have otherwise returned a surplus of \$54,225. The pandemic is expected to impact quarter 4 financial performance negatively by \$139k.</p> <p>Council has taken several cost containment measures reducing the financial impact to Council. Without any cost reducing measures, the cost would have been greater and in the order of \$185k (rather than \$85k).</p> <p>The service usually returns a surplus to Council. The challenges currently faced by the centre are temporary in nature and the operations are expected to return to a self-funded sustainable level after restrictions are lifted and pre-existing funding arrangements resume in mid-July.</p>
2	<p>Council</p> <p>This department is where the General-Purpose Financial Assistance Grants (FAG) and Tas Water dividends are captured.</p> <p>Overall the department will have an unfavourable variance to budget of \$932k. \$735k of this relates to timing of grant payments only (paid late last financial year).</p> <p>The unfavourable impact relating to the non-payment of the remaining year dividend by Tas Water is \$281k.</p>
3	<p>Asset Services</p> <p>Asset services costs will be lower than budget due to a redirection of labour. The wages are allocated elsewhere in the budget.</p>
4	<p>Reserves</p> <p>The unfavourable variance to budget relates to timing of capital grant receipts for Anzac Park of \$1.3m. The grant funding will be paid over the course of 2020/21 and 2021/22 in line with planned project completion and grant deed.</p>
5	<p>Transport</p> <p>This department is where the Transport and Bridge Financial Assistance Grants (FAG) are captured.</p> <p>Overall the department will have an unfavourable variance to budget of \$577k. \$670k of this relates to the timing of grant payments only (paid late last financial year).</p>
6	<p>Works & Services</p> <p>The Works and Services department will have a favourable variance to budget of approx. \$57k. There are several contributing factors however the variance can largely be attributed to a lower than expected conference and training expenditure spend (over allowed for in the budget estimates).</p>

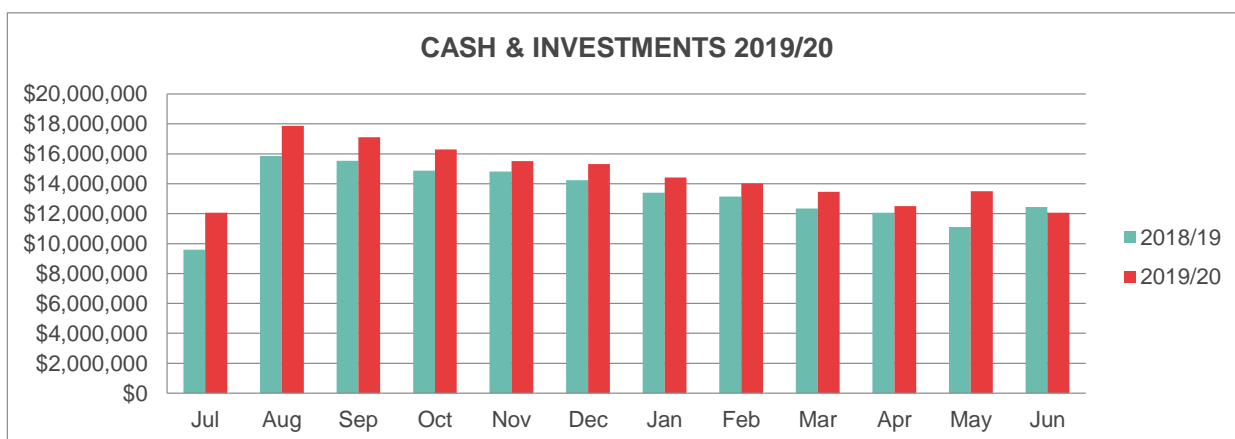
Cash Position

The following table provides an outline of Council's cash and investment portfolio as at 30 June 2020. Total cash and investments on hand as at 30 June 2020 is \$12.075m.

As investments mature, Council's investment portfolio will be diversified in line with the requirements of the newly adopted Investment Policy.



CASH POSITION		INVESTMENTS		Weighted
As at 30 June 2020		\$	\$	Average
				Return
Deposits	11,808,026	Commonwealth Bank	266,218	0.00%
		Investments		
		ING	6,800,000	1.17%
		ME Bank	5,008,026	1.16%
Petty Cash and Till Floats	1,600	Petty Cash and Till Floats	1,600	
Trading Account	266,218			
BALANCE (ALL ACCOUNTS)	<u>12,075,844</u>		<u>12,075,844</u>	1.14%



RBA Cash Rate* 0.250
90 Day BBSWs Rate** 0.100

*source: www.rba.gov.au as at 1 July 2020

**source: <https://www.asx.com.au/data/benchmarks/bbsw-10-day-rolling-history.pdf> as at 1 July 2020

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

Rates Summary

The following table provides the detail of Council's Rates and Charges levied compared with the same time last year. At year end unpaid rates are above prior years as expected with the current economic climate, however engagement by the Rates Officers with the outstanding ratepayers have reduced the unpaid balance in June by \$63k.

Council adopted its Financial Hardship Policy which remains in effect until 31 October 2020. Under the policy ratepayers suffering financial hardship can enter into a payment arrangement for a period of between 3 and 12 months; or in extenuating circumstances, postpone payment of rates and charges for between 3 and 12 months.

Since the policy was adopted in April 2020, Council has been in contact with 194 ratepayers offering assistance. 75 of those ratepayers have since paid in full, 62 payment arrangements have been entered into, and 13 are currently under negotiation. Unfortunately, there were 44 ratepayers that were either ineligible for assistance or unable/unwilling to work with Council to enter an arrangement therefore were lodged with Tas Collections after 1 July.

Rates are expected to be distributed in late July. Council has extended the due date for by 60 days to 31 October 2020 providing all ratepayers with additional time to pay. Council officers will continue to work with those ratepayers suffering financial hardship under Council's policy and anyone having difficulty paying are encouraged to contact Council as soon as possible.



RATE SUMMARY		2019/20		2018/19	
For the period 1 July 2019 to 30 June 2020	%	\$	%	\$	
<i>Notice Issue Date - 2 August 2019</i>					
OUTSTANDING RATE DEBTORS (As at 1 July 2019)	4.27	507,597	3.90	452,217	
ADD CURRENT RATES AND CHARGES LEVIED (including penalties)	95.73	11,386,591	96.10	11,155,881	
GROSS RATES AND CHARGES DEMANDED	100.00	11,894,188	100.00	11,608,098	
LESS RATES AND CHARGES COLLECTED	91.78	10,917,043	91.30	10,597,961	
REMISSIONS AND DISCOUNTS**	8.27	983,222	8.32	966,065	
	100.05	11,900,265	99.62	11,564,026	
ADD PROPERTIES IN CREDIT	(5.11)	608,317	(4.33)	502,175	
UNPAID RATES AND CHARGES * (includes Deferred Rates)	5.06	602,240	4.71	546,247	
**REMISSIONS AND DISCOUNTS		2019/20		2018/19	
		Discount	388,737	388,862	
		Pensioner Rebates	587,028	571,003	
		Council Remissions and Abandonments	7,457	6,200	
			983,222	966,065	
* Number of Assessments	463				

Capital Works Summary

The Capital Works Summary provides a snapshot of the percentage of expenditure against the 2019/2020 Capital Works program. Timing of expenditure is based on the works plan and actual spend, and not reflective of the actual progress of the Capital Work, which is detailed under Capital Program Monthly Progress.



CAPITAL WORKS SUMMARY		Actual	Budget	% Spend of Budget	Forecast	Forecast	Projected
As at 30 June 2020		\$	\$		\$	Variance	C/Forward
Governance							
Multi Use Community Facility	1	238,434	3,813,698	6.25%	238,434	19,437	3,594,701
New Board Walk and Seawall Renewal	2	1,037,394	495,077	209.54%	1,037,394	542,317	-
Other	1	267,502	381,974	70.03%	281,618	70,356	30,000
		1,543,330	4,690,749	32.90%	1,557,446	491,398	3,624,701
Strategic & Financial Services							
	1	90,312	320,000	28.22%	203,009	11,410	128,401
Organisational Performance							
	1	56,261	99,131	56.75%	69,131	-	30,000
Community Services							
Children Services	1	6,611	69,868	9.46%	9,868	-	60,000
Tourism		2,984	4,500	66.31%	4,500	-	-
General	1	24,120	62,174	38.79%	52,174	-	10,000
		33,714.92	136,542	24.69%	66,542	-	70,000
Engineering Services							
Depot		40,600	98,255	41.32%	98,255	-	-
Plant	3	793,708	791,777	100.24%	839,252	47,475	-
		834,308	890,032	93.74%	937,507	47,475	-
Waste Management							
		34343.83	25,000	137.38%	34,344	9,344	-
Public Conveniences							
		104009.44	115,658	89.93%	115,720	62	-
Transport							
Re-Sheeting	4	612,613	721,288	84.93%	737,855	16,567	-
Reseals - Rural		142,820	234,207	60.98%	254,212	20,005	-
Reseals - Urban		78,286	158,660	49.34%	174,725	16,065	-
Footpaths		120,044	192,605	62.33%	192,605	-	-
Bridges		10,125	10,000	101.25%	10,125	125	-
Somerset CBD	1	302,102	261,332	115.60%	277,888	28,668	12,112
Wynyard CBD	1	189,812	500,000	37.96%	300,000	-	200,000
General	5	348,858	538,227	64.82%	502,095	26,754	62,886
		1,804,658	2,616,319	68.98%	2,449,504	108,184	274,998
Sporting Facilities							
Wynyard	1	829,775	1,022,927	81.12%	919,328	46,468	57,131
Somerset		159,131	199,970	79.58%	200,705	735	-
		988,906	1,222,897	80.87%	1,120,033	45,733	57,131
Parks & Gardens							
Wynyard	1	588,755	1,297,467	45.38%	900,103	50,144	447,508
Somerset	1	15,224	150,000	10.15%	50,000	-	100,000
General	1	114,833	178,708	64.26%	125,435	727	54,000
		718,812	1,626,175	44.20%	1,075,539	50,872	601,508
Stormwater Drainage							
Stormwater Pipe Replacement/Upgrades	6	172,725	74,564	231.65%	353,165	302,921	24,320
General		29,859	46,000	64.91%	46,000	-	-
		202,584	120,564	168.03%	399,165	302,921	24,320
Total Capital Works Program 2019/20	7	6,411,239	11,863,067	54.04%	8,027,940	975,932	4,811,059

Capital Works Summary Cont.

Note	Commentary
1	These projects are planned to carry over into 2020/2021
2	Project over budget due to site conditions and additional foundation works required on the Sea Wall and Board Walk.
3	Forecast updated to include additional capital expenditure associated with the new street sweeper as report to Council on 21/10/2019.
4	Works over budget due to additional works performed at time of work. Expecting some transport capital works to come in under budget with year-end overall transport expenditure to be consistent with year-end budget.
5	Zig Zag track over budget due to the variation of additional drainage works required during construction.
6	Forecast Capital Works Program updated to include Port Road Boat Harbour drainage amendment approved by Council on 21/10/2019, and the planning and design work for Port Creek, Big Creek and Cotton Street works approved by Council on 18/05/2020. These works have been progressing.
7	Forecast updated to reflect actual expected spend by 30 June 2020, with added Projected Carried Forward spend to 2021. Projected Carried Forward has been updated.

Fee and Charges Schedule Amendment

The Annual Plan and Budget Estimates adopted by Council in June 2020 included Councils Fees and Charges Schedule for 2020/21. The budget estimates included COVID-19 stimulus measures that were not reflected in the Schedule itself. The following fees were intended for the Waste Transfer Station and Food Licences for the 2020/21 financial year. These fees are in line with that advertised to the public.

Waste Transfer Station

	WWC residents, non commercial, upon proof of residency	All other users
PER LOAD	\$	\$
Cars/Station Wagons:	Free	\$6.00
Utilities/Vans/Single Axle Trailers (Less than 2.4m x 1.5m & 3.6cm in volume)	Free	\$12.00
Tandem Trailers & Other Trailers (Greater than 2.4m x 1.5m & 3.6cm in volume)	Free	\$24.00
Wheelie Bin:	Free	\$6.00
Trucks (Less than 5t GVM)	\$212.00	\$212.00
Trucks (6-12t GVM)	\$844.00	\$844.00
Trucks (13-16t GVM)	\$1,265.00	\$1,265.00
Trucks (17-23t GVM)	\$1,685.00	\$1,685.00
BUILDERS RUBBLE Includes concrete, brick etc. Rubble contaminated with other foreign matter is NOT classed as builder's rubble	Free	50% of standard charge for similar general waste quantities
GREEN WASTE Must be clean chip-able branches etc. Waste contaminated by grass clippings, blackberries and other foreign matter is NOT classed as green waste.	Free	50% of standard charge for similar general waste quantities
PER TYRE	\$	\$
Car Tyres	\$10.00	\$10.00
Truck and Larger Tyres	\$30.00	\$30.00
Tractor Tyres	\$49.00	\$49.00
OTHER	\$	\$
Refrigerators/Freezers – certified gas free	Free	Free
Refrigerators/Freezers - uncertified	\$39.00	\$39.00
Recyclables (sorted)	Free	Free

Food Registrations

Fee Description	Fee Basis	2020/21
Food Business Registration	annum	Nil
Registration of Temporary Food Premises inc markets (Not Charged for charities and Not for Profit)	Restricted timeframes	Nil
State-wide Registration of a Mobile Business		Nil
All one-off Temporary Food Stall permits (Not for Profit no fee applicable)		Nil
Registration of Public Health Risk Premises	annum	Nil
Registration of Regulated System	annum	Nil
Registration of User/Supplier of Private Water Supply (N/A if Registered Food Business)	annum	Nil
Place of Assembly Licence - Specific Event	day	Nil
Transfer of Registration Fee		Nil
Additional Inspections		\$210/hr

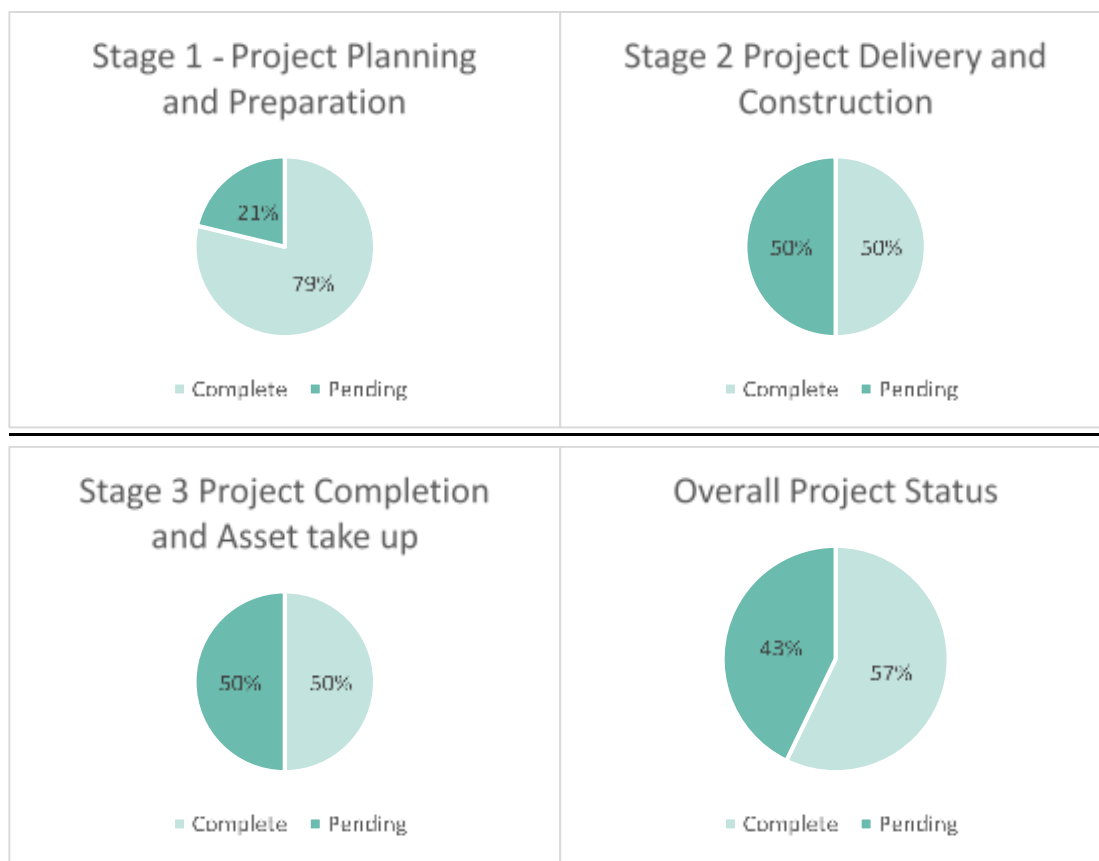
2019/20 Capital Program Monthly Progress Report

The overall project status completion is provided for each category of the program in the table below.

Section	Total Project Completion (%)
Governance	57.19
Strategic & Financial Services	54.69
Community Services	64.17
Engineering Services	81.93
Waste Management	100.00
Public Convenience	100.00
Transport	90.60
Sporting Facilities	75.42
Parks and Gardens	75.00
Stormwater Drainage	60.00
Special Projects	66.11

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

GOVERNANCE

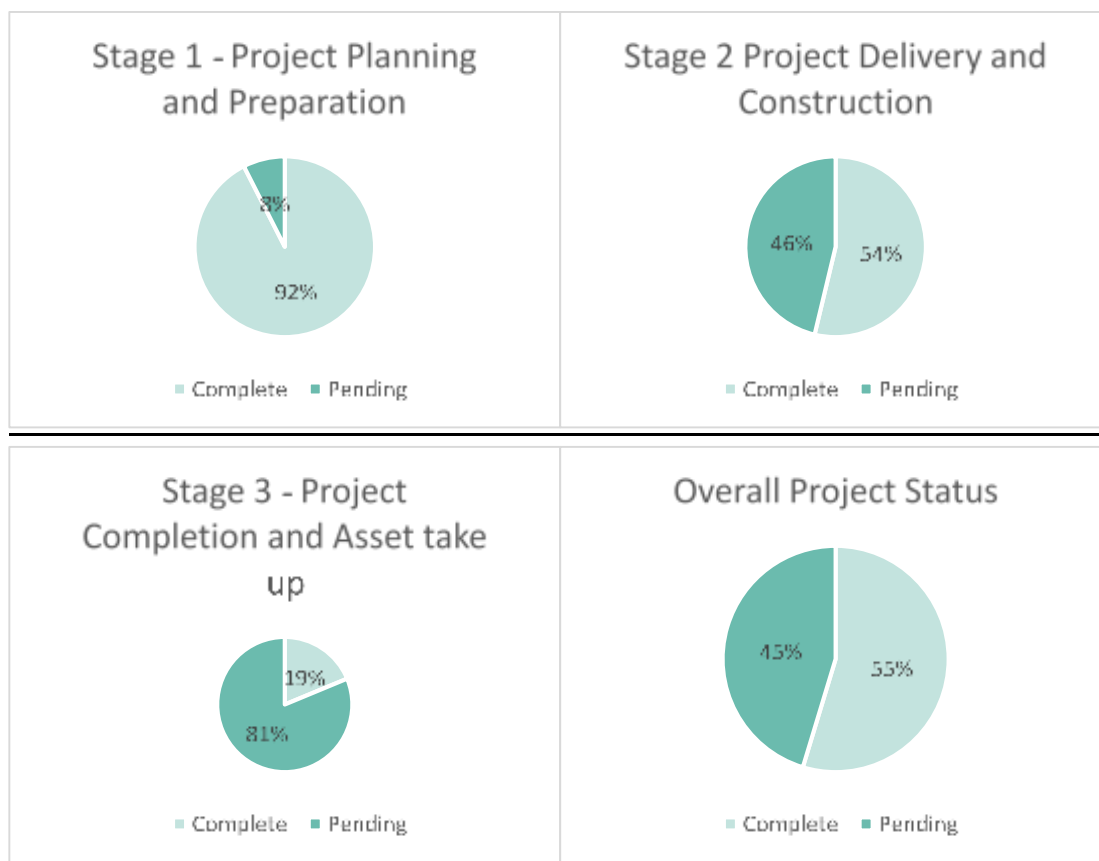


Projects	Status (%)
Renew Chambers Facia & Eaves	17.50
Replace Chambers Atrium Roof	100.00
Council Chambers Security Improvements	100.00
RSL Honour Board	22.50
Multi Use Community Facility	17.50
Wynyard Wharf Entrance Augmentation	100.00
New Boardwalk and Seawall Renewal	100.00
HR Management System	0.00

Key project milestones/updates:

- Council Chambers security improvements complete.

STRATEGIC AND FINANCIAL SERVICES

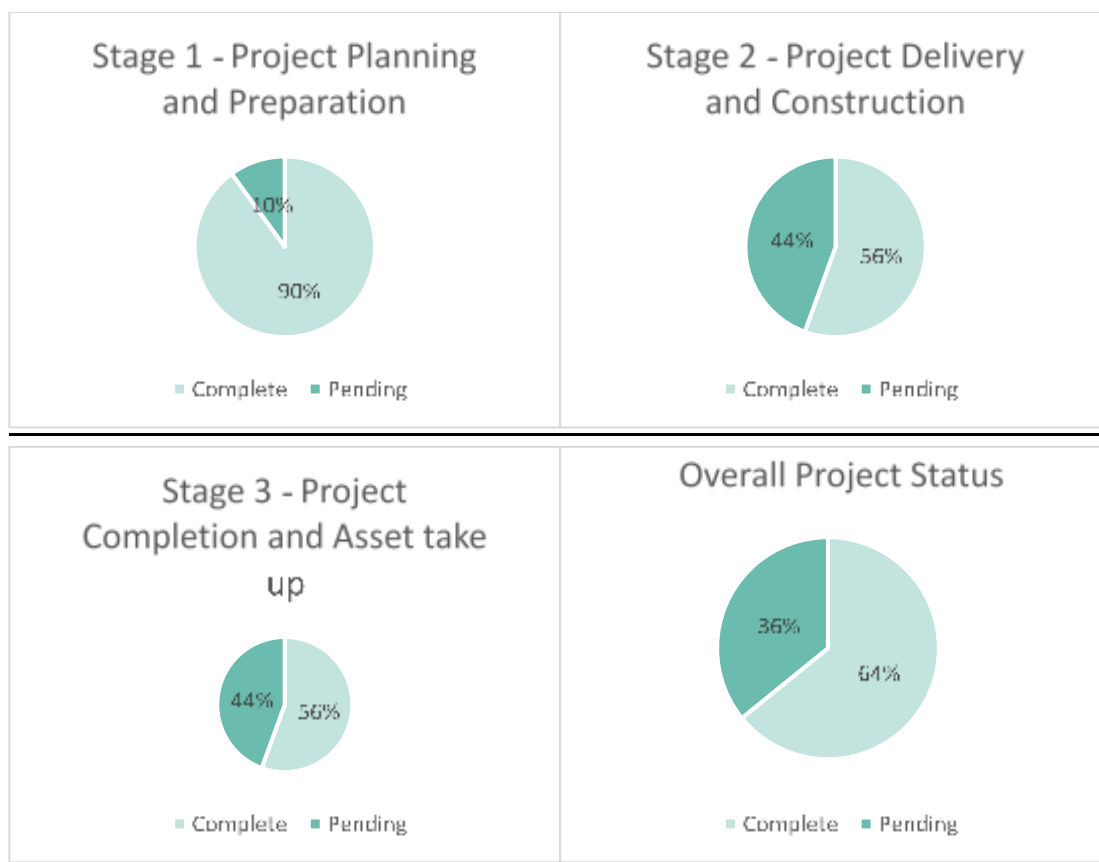


Projects	Status (%)
Finance/Assets Software	40.00
CCTV Cameras	83.75
IT Replacement	70.00
Aerial Imagery Upgrade	25.00

Key project milestones/updates:

- CCTV Cameras nearing completion.

COMMUNITY SERVICES

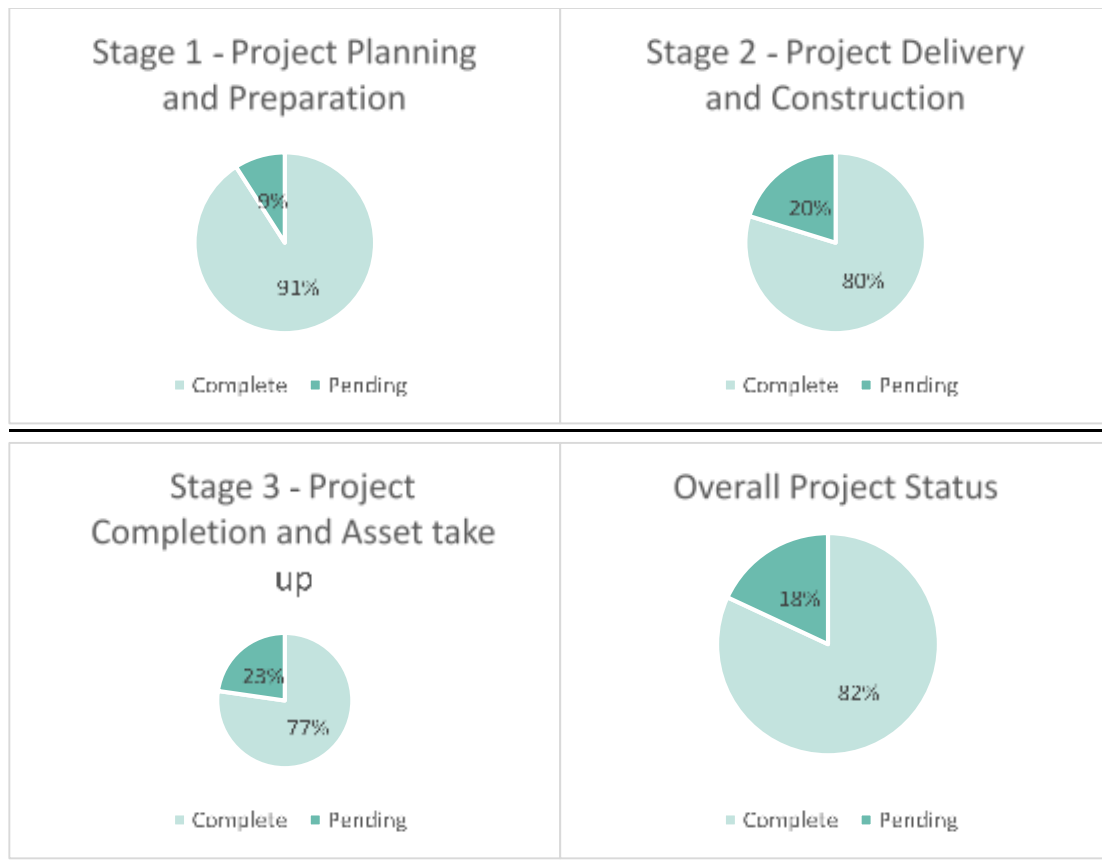


Projects	Status (%)
Links Child Care Security Door	100.00
Links Child Care Playground Replacement	20.00
Links Child Care Drainage Upgrade	100.00
Duress Alarm – WOW	100.00
Waratah Museum Veranda Enclosure	100.00
Online Booking System	20.00
Public Art	12.50
Somerset Xmas Decorations	100.00
Skate Park Art Boards	25.00

Key project milestones/updates:

- Links Child Care Drainage project complete.

ENGINEERING SERVICES

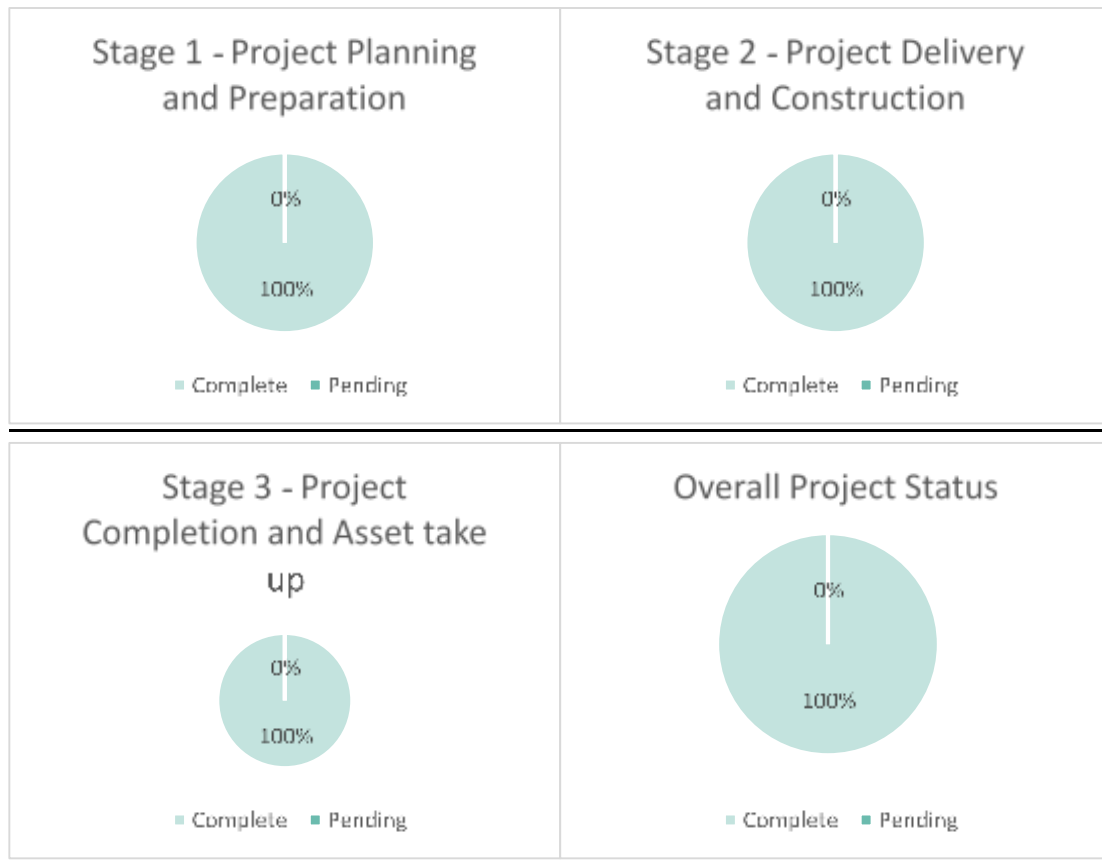


Projects	Status (%)
Asset System Upgrade	45.00
360° Site Camera	100.00
Depot Trade Waste System	32.50
Depot Car Park & Security	100.00
New Radio System	25.00
10' Grader Blade	0.00
8' Grade Blade	0.00
Plant & Fleet Vehicles	100.00

Key project milestones/updates:

- Depot carpark and security complete.
- New Radio System under construction

WASTE MANAGEMENT

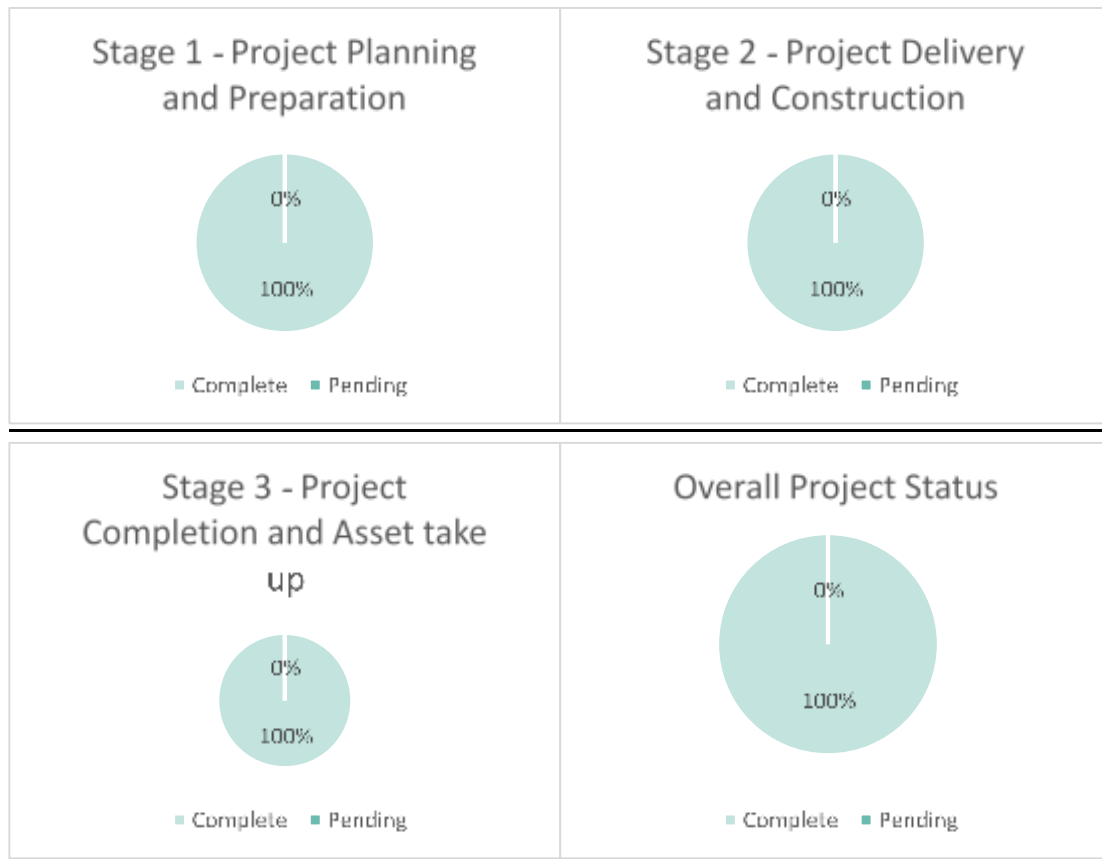


Projects	Status (%)
Relocate RV Dump Point	100.00

Key project milestones/updates:

- RV Dump Point completed and being used

PUBLIC CONVENIENCE

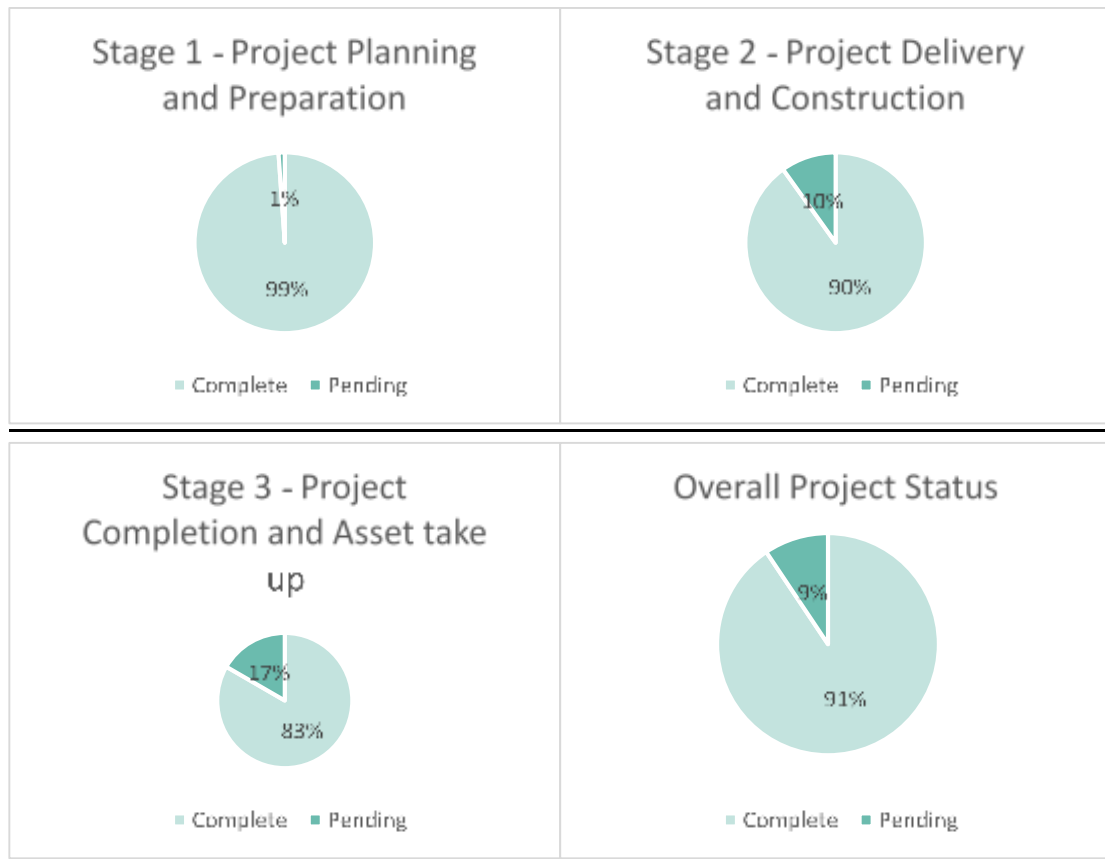


Projects	Status (%)
Boat Harbour Beach Toilets Stainless Steel Lining	100.00
East Wynyard Foreshore Toilets	100.00

Key project milestones/updates:

- East Wynyard Foreshore Toilet construction complete.

TRANSPORT



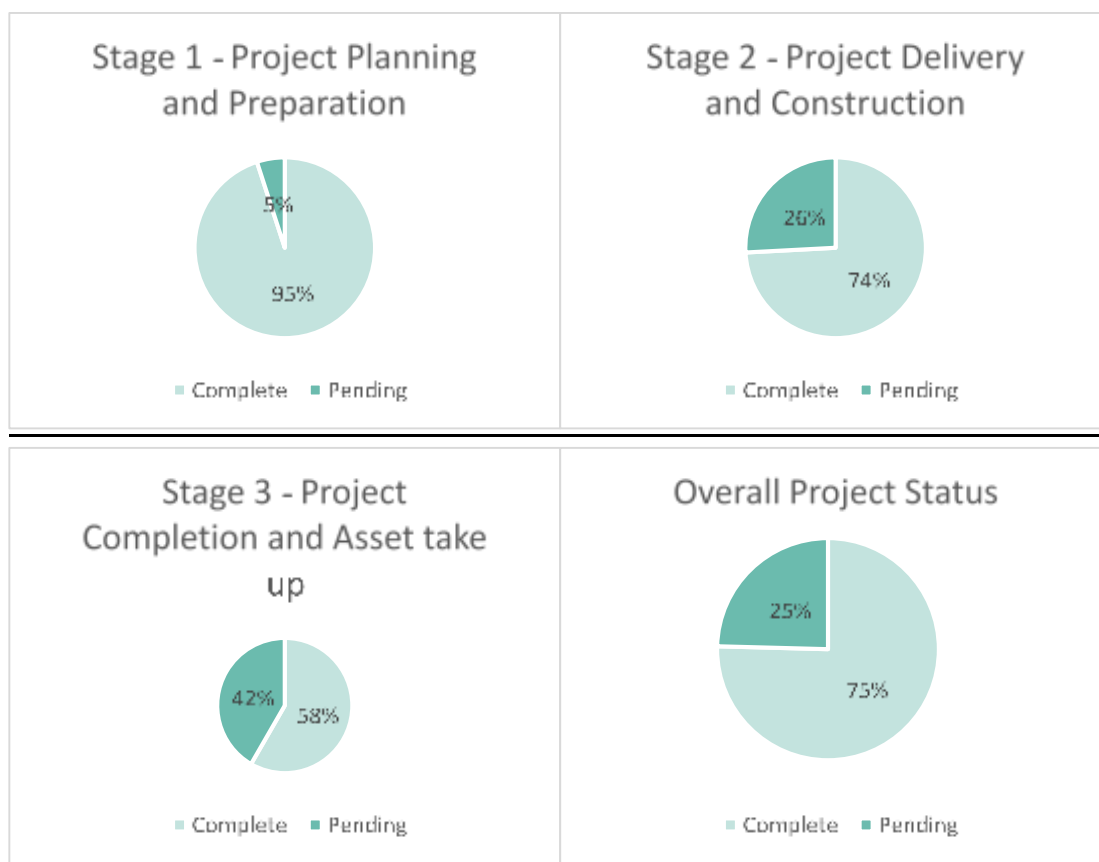
TRANSPORT Cont.

Projects	Status (%)
Re-Sheeting	100.00
Rural Reseals	100.00
Urban Reseals	100.00
Footpath Repairs Dodgin to Wharf Entry	100.00
Urban Footpaths (DDA)	62.50
Belton St/Frederick St Footpath	100.00
Bridge St Footpath	100.00
Woolworths Car Park	100.00
Somerset CBD Art	25.00
Somerset Master Plan	70.00
Railway Int. Window Replacement	100.00
Rural Road Junctions	72.50
Wynyard CBD Bins	100.00
57 Jackson St Retaining Wall	100.00
96 Jackson St Retaining Wall	100.00
Wynyard CBD Heavy Vehicle Signs	100.00
Jackson St – VRU Link	20.00
Goldie St – Ped Crossing	20.00
Exhibition Link VRU Link	20.00
Tennis Court Road – Speed Humps	100.00
Big Creek Guard Rail (Inglis St)	100.00
Park St – DDA Compliant Parking Bays	62.50
Wynyard CBD Plaza	40.00
Rural Road Bridges – Upgrade Approaches	100.00

Key project milestones/updates:

- Big Creek Guard Rail complete.
- Awaiting confirmation for Vulnerable Road Users Program projects.
- Wynyard CBD Plaza works continuing.

SPORTING FACILITIES

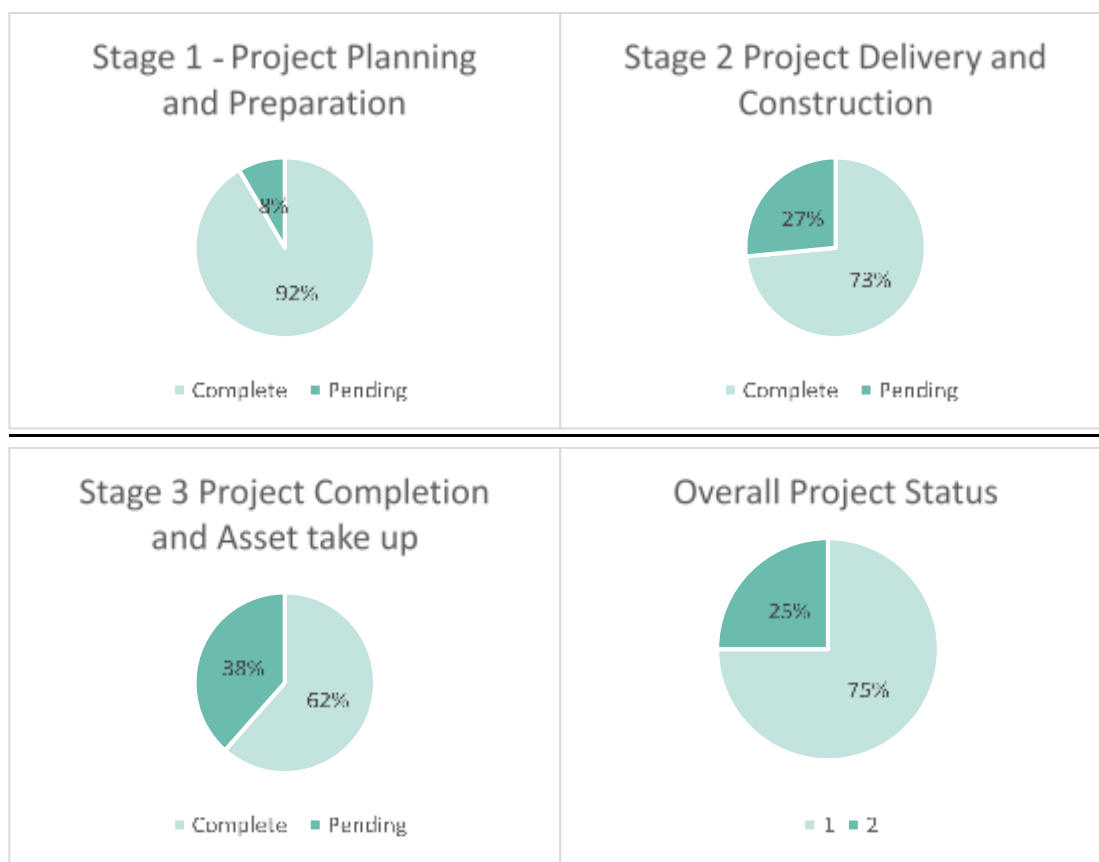


Projects	Status (%)
Wynyard Rec Change Rooms	75.00
Wynyard Rec Fence Replacement	70.00
Wynyard Sports Centre Line marking	100.00
Wynyard Tennis Upgrade Lights	100.00
Wynyard Wharf Damaged Pylons	100.00
Frederick St Underground Irrigation	100.00
Somerset Soccer Fence and Security	22.50
Somerset Rec Replace Box Gutters	100.00
Somerset Rec Install LED Lights West Wing	100.00
Langley Park Grease Trap	17.50
Somerset t Surf Club Grease Trap	17.50
Cardigan St Underground Irrigation	100.00

Key project milestones/updates:

- Wynyard Rec Ground Change Rooms construction nearing completion.
- Wynyard Rec Ground fence replacement underway.

PARKS AND GARDENS

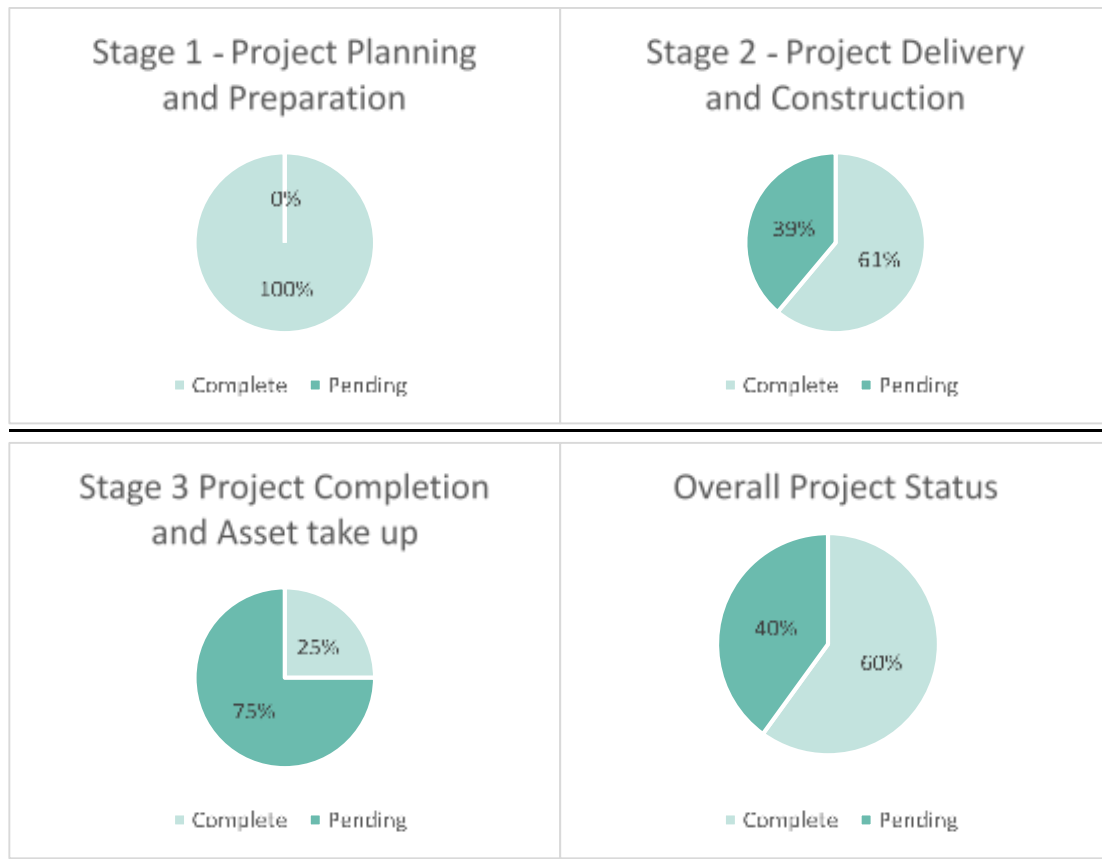


Projects	Status (%)
Camp Creek Remediation	100.00
Camp Creek Ped Bridge	100.00
East Wynyard Foreshore Playground	47.50
Guttridge Gardens Replace Fence	100.00
Bollard Replacement	40.00
Zig Zag Track	100.00
Inglis River Telford Creek Bridge	100.00
ANZAC Park Playground	10.00
BBQ Renewals	100.00
Parks Furniture Renewals	65.00
Waratah Falls – Lookout Track	100.00
Sisters Beach – Access Repairs	100.00
Sisters Beach Hardstand	12.50

Key project milestones/updates:

- Sisters beach hardstand progressing towards tender
- Anzac Park Playground progressing towards tender

STORMWATER DRAINAGE

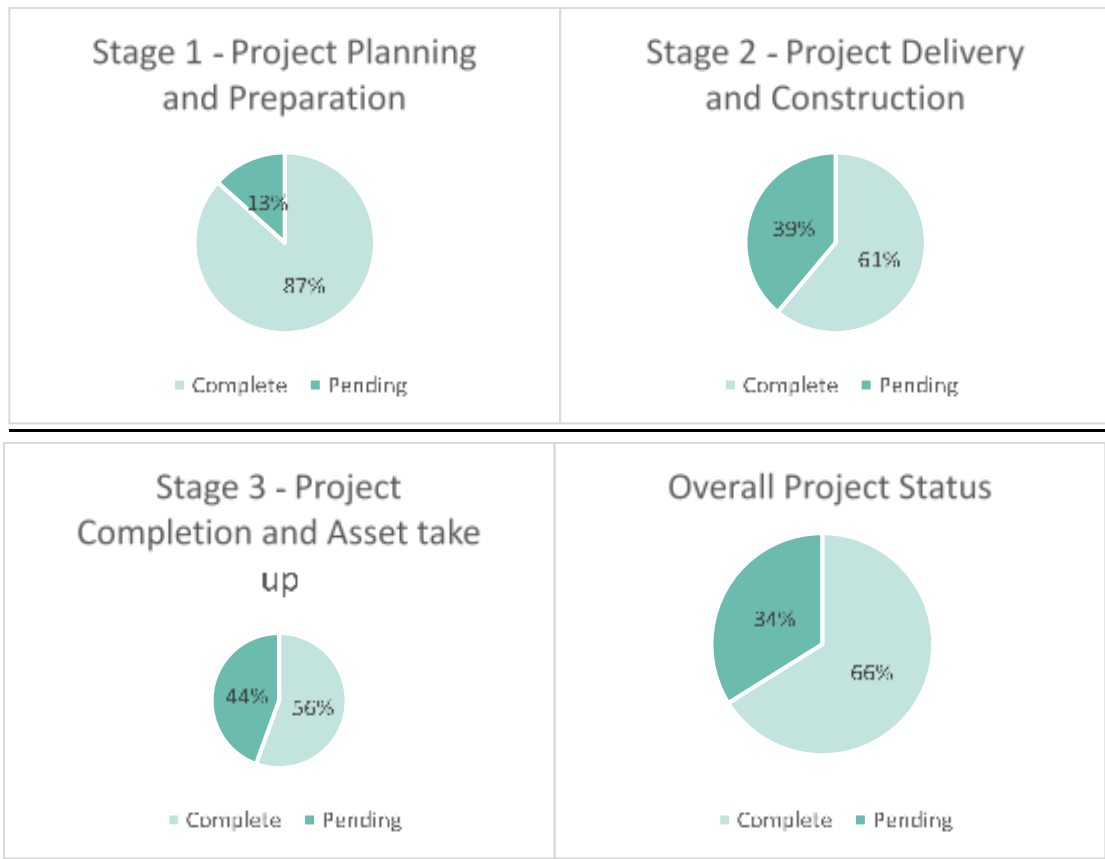


Projects	Status (%)
Rural Road Culverts	40.00
Dart St Outfall	100.00
Gully Pits	50.00
Manhole Covers	50.00

Key project milestones/updates:

- Dart St outfall complete

SPECIAL PROJECTS






SPECIAL PROJECTS Cont.

Projects	Status (%)
Tulip Festival Reusable Glasses	100.00
Tulip Festival Hats & T-Shirts	100.00
Mural for Market Shed	12.50
Reroof Philosophers Hut	100.00
SES Equipment Replacement	22.50
Waratah Falls Walking Track	50.00
I Am Youth Project	20.00
Council Chamber Lawn	100.00
WOW Gardens & Lawn	100.00
Athenaeum Hall – Bird Proofing	0.00
Lifetime Dog Tags	100.00
Settlement Strategy	30.00
Cam River Master Plan	100.00
Enviro Strategy	100.00
Rural Road Safety Audit	100.00
Depot Special Projects	32.50
1069 Calder Rd Tree Trimming	100.00
Old Pool Demolition	100.00
Wynyard Rec Landscaping	0.00
Somerset Surf Club Paint Exterior	100.00
Somerset Tennis Club Rewiring	100.00
Waratah Historic Rail Study	100.00
Mt Hicks Round About	5.00
FOGO Feasibility	60.00
Inglis/IGA Area – Study	27.50
Digital Innovation	100.00
BHB Master Plan	25.00

Key project milestones/updates:

- Old Pool demolition complete.
- Mural for market shed being progressed.
- Cam River Master Plan and Environ Strategy completed.

9.12 SENIOR MANAGEMENT REPORT

To:	Council
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	3 July 2020
File Reference:	1202
Enclosures:	<ol style="list-style-type: none">1. Waratah Community Defibrillator 2. Letter of Thanks - Bill French Memorial Bursary 3. Community Survey Action Outcomes 2019-20 

RECOMMENDATION

That Council note the monthly Senior Management Report

SUMMARY/PURPOSE

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

GENERAL MANAGERS OFFICE

ACTIVITIES SINCE LAST COUNCIL MEETING

Listed below is a summary of activities undertaken by the General Manager during the period 13 June 2020 to 10 July 2020.

Corporate

- Attended the Waratah-Wynyard Council Audit Panel meeting
- Met with Clr Bradley to provide a brief induction

Community

- Held a number of meetings
- Met with Parks and Wildlife/Property Services regarding the Boat Harbour Beach Masterplan and specifically the rock armour wall in the Western bay
- Participated in the Cooe to Wynyard Coastal Pathway Working group meeting
- Met with a resident regarding stormwater issues
- Met with Yacht Club representatives regarding the proposed lease for the new multi-purpose building
- Participated in Wynyard Showgrounds Working Group meeting

Industry

- Attended state-wide meeting with Minister Shelton to discuss industry COVID response and recovery
- Met with West by North West to provide an update on tourism related matters

- Met with Friends of the Oldina Forest and West by North West to hear their thoughts regarding the Oldina coupe

Other

- Met with Minister Jaensch and his Chief of Staff to discuss a range of general matters
- Met with Senator Anne Urquhart to discuss a range of general matters
- Attended a Cradle Coast Authority (CCA) Board meeting and meeting of the CCA Audit and Risk Committee
- Attended CCA facilitated meeting with Rebecca White MP, Anita Dow MP and Shane Broad MP

Local Government Association of Tasmania (LGAT) General Meeting 4 December 2020

The following notice was received from Dr Katrena Stephenson, CEO of LGAT:

In accordance with the Rules of the Association, I give formal notice of the General Meeting of the Association to be held at the Wrest Point Casino Hobart on Friday 4 December 2020.

You are of course aware that in light of COVID-19 we have had to cancel our Annual Conference and restrict the AGM and July General Meeting to a format suitable for a remote meeting.

However, we anticipate that by December COVID-19 restrictions should have sufficiently eased so that we can meet in person, include additional elected members and have fulsome debate on a range of motions for which we have sought State Government feedback.

On that basis, councils are invited to submit motions on matters connected with the objectives of the Association or of common concern to members for inclusion in the agenda of the General Meeting.

We also hope to be able to share some exciting news about the format of our December meeting in the not too distant future and go some way to addressing the gap left by having to cancel our conference this year.

It is planned to distribute the agenda on Friday 6 November 2020 and motions will need to be received at the Association's offices by no later than close of business, Wednesday 2 September 2020. This lead time will ensure relevant matters can be forwarded to the State Government for comment in accordance with the Communication and Consultation Protocol Agreement. The responses from State Government will then be included with the agenda to provide councils with a full briefing of the issues to be considered. We will also provide councils the agenda four weeks in advance, instead of the usual two in December, to enable them to contribute fully to the debate on motions.

If councils consider a matter is of significant concern but that it may struggle to be supported, it is suggested that conversations ensue with potential likeminded

councils to ensure procedural issues, such as having a motion seconded, can occur. This assists both the council/community where the issue exists and provides the opportunity for more rigorous debate and points of contention to be canvassed.

A standard submission of motion template is available on our website [here](#) or will be forwarded by email upon request. Please note that detailed background comments are important in terms of ensuring there is an understanding by the reader of what is being sought. If possible, the motion should make clear either the action being asked of the Association or the policy position that the mover would like the sector to take. Where possible there should be consideration of how the motion aligns with the Association's strategic plan.

Please note, the Rules of the Association do not provide for the preparation of a Supplementary Agenda.

Should you require any assistance or advice on the background to issues of concern to your Council, the procedures to bring them forward or the wording of motions, Association staff would be only too pleased to assist. There are likely many matters that have previously been addressed or others that might be able to be dealt with administratively. Please keep this in mind and take advantage of the opportunity to discuss with the Association.

Community Obtains Defibrillator for Waratah

Community members Chris and Trevor Smith, the Bischoff Hotel and Patrons and an anonymous donor have raised enough funds to have an accessible defibrillator installed at the Waratah Post Office. A letter of thanks (attached) was received for Council support for the project. The defibrillator will be maintained by Council.

Bill French Memorial Bursary

A letter of thanks (attached) was received from Rylee Targett, the recipient of 2020 Bill French Memorial Bursary thanking Council for their support.

2019 Community Survey

A report was provided to Council at the April 2020 council Meeting which provided an update on actions taken following the feedback received from the Community Satisfaction Survey conducted in 2019.

As part of the end of year results for 2019/20 key actions achieved have been communicated to residents through a series of information slides. A copy of these slides is attached to this report for information.

ADMINISTRATION – USE OF CORPORATE SEAL

18/6/20	Final Plan & Schedule of Easements. Part 5 Agreement	118 Back Cam Somerset Subdivision 1 into 2 Hazard Management Area with neighbouring property
22/6/20	Petition to amend Sealed Plan	Removal of Easement Newlands Road Somerset
22/6/20	Final Plans	29 & 31 Irby Boulevard Sisters Beach Boundary adjustment
24/6/20	Grant Deed	\$828k – Department of State Growth Boardwalk and Seawall

POLICIES TO BE RESCINDED

Nil

WORKING GROUPS

Following a resolution at the July 2019 Council Meeting the following working groups have been/are being established:

	Elected Member Representatives	Responsible Officer(s)	Status
Sisters Beach	Cr Edwards Cr Fairbrother Mayor (ex-officio)	Director Community & Engagement Community Development Officer	<ul style="list-style-type: none"> Sisters Beach Rec Park – project currently out for tender. Public Camping – Council adopted a motion to complete an EOI process to determine interest in managing a public camping area at Sisters Beach. Work has commenced on the EOI process. Community Centre stakeholder group to be established to progress this priority
Wynyard Show Grounds	Cr Bramich Cr Edwards Mayor (ex-officio)	General Manager Recreation Liaison Officer Executive Officer (GM office)	Meeting held 25 June. Draft Strategic Options paper discussed. Group determined list of actions which will now be progressed prior to next meeting.
WWC Environmental Plan	Cr Fairbrother Cr Courtney Cr House Mayor (ex-officio)	Project Manager – Infrastructure & Development Services	The draft plan was released for public comment on World Environment Day 5 June 2020 and closed on the 26 June. During this period, 25 comments were received on the draft. All comments are currently being reviewed. The feedback received along with any suggested amendments will be presented at the August meeting
Cam River Reserve	Cr Duniam Cr House Mayor (ex-officio)	Project Manager – Infrastructure & Development Services	The draft plan was release for public comment on the 12 June 2020 and closed on the 3 July. During this period, 37 comments were received on the draft. All comments are currently being reviewed. A final report incorporating this feedback and any suggested amendments to come to Council at the August meeting.
Somerset Sporting Precinct	Cr Duniam Cr Hyland Mayor (ex-officio)	General Manager Manager Community Activation Recreation Liaison Officer	A small internal working group has been focusing on current issues at Langley Park and Cardigan Street Recreation Ground prior to convening the larger working group.
ANZAC Park		Director Community & Engagement	Detailed Design work has commenced.
Boat Harbour Masterplan	Cr Courtney Cr Fairbrother Cr Bradley (TBC) Mayor (ex-officio)	General Manager Executive Officer (GM office)	Crown Land Services reviewing concept plans and list of requests regarding site priorities such as repairs to seawall. Leasing considerations for land are also being reviewed. Next meeting will be in July.

PLANNING PERMITS APPROVED UNDER DELEGATION –JUNE 2020

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
DA 171/2019	Red Panda Property Group Pty Ltd	18A & 18B Millpond Court Wynyard	Multiple Dwellings (4 Unit Strata)	9.06.2020	28	P
DA 59/2020	L Cooper & J Coventry	436 Mount Hicks Road Mount Hicks	Dwelling & Outbuilding (Shed)	10.06.2020	42	D
DA 13/2020	Hotondo Homes NW Tas – Alex Jones	25 Lennah Drive Wynyard	Dwelling & Carport	15.06.2020	44	D
DA 57/2020 & SD 2092	Abel Drafting Services – Ian Ray	5-7 & 9-11 Reservoir Drive Wynyard	Irrigation Supplies Store, Signage & Consolidation of Titles	15.06.2020	41	D
DA 65/2020	Abel Drafting Services	1278 Mount Hicks Road Wynyard	Dwelling extension	23.06.2020	28	P
DA 60/2020	R Cox	120 Deep Creek Road Wynyard	Dwelling & Outbuilding	23.06.2020	26	P
SD 2087	Michell Hodgetts & Associates P/L	4 Austin Street, 1/4 Austin Street, 2/4 Austin Street, 3/4 Austin Street Wynyard	Subdivision (1 into 2 Lots)	24.06.2020	41	D
DA 69/2020	Abel Drafting Services	53 Dodgin Street Wynyard	Carport	25.06.2020	28	P
DA 55/2020	C Baylis & J Lucas	37 Serrata Crescent Sisters Beach	Dwelling	29.06.2020	42	D
DA 68/2020	PLA Designs Pty Ltd	465 Calder Road Calder	Replacement Dwelling	29.06.2020	28	P
SD2095	PD Surveyors Pty Ltd	327 Back Cam Road Somerset	Subdivision (1 into 2 lots)	30.06.2020	42	D
SD2090	PLA Designs Pty Ltd	151-155 Irby Boulevard Sisters Beach	Subdivision (1 into 3 lots)	10.06.2020	42	D

BUILDING PERMITS APPROVED – JUNE 2020

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
2020-75-01	N Charles & S Rowe	93 Old Bass Highway WYNYARD	Dwelling Addition	4.06.2020	2	NPR
2020-50-01	S Whitcombe	19 Simpson Street Somerset	New Dwellings (x4)	22.06.2020	6	DA 73/2019-A
2020-51-01	Wilson Homes	3 Murchison Highway, 4, 10-12 Athol Street Somerset	Dwellings x16	23.06.2020	0	DA 10/2019-A, SD2068
2020-88-01	David gates Design Unlimited	26a Bridge Street Sisters Beach	External Staircase frame completion	25.06.2020	1	DA 94/2015
2020-34-01	Rosene Cox Building Design & Drafting	McKays Road Somerset	New Agricultural Shed	30.06.2020	0	DA 124/2019

	ITEM	TOPIC	ACTION/STATUS	OFFICER	STATUS
17/9/18	10.1	Freedom Camping	<p>Outstanding motions:</p> <p>1.2. That Council determine that a designated Freedom Camping site will not be provided for in Somerset or Yolla. <i>No camping signs are due to be installed week beginning 13 July.</i></p> <p>3. That Council liaise with the Show Society to lodge a planning application to amend the use of showgrounds to allow self-contained caravans.</p>	EMT	<p>In Progress</p> <p>To be actioned</p>
10/12/18	9.2	NOM Cr Edwards – PWS Audit of Sisters Beach properties Carried	<p>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.</p> <p>Audit and report still not done by PWS however commitment received now from State Govt to co-fund erosion/landscaping report. Details being finalised.</p>	DIDS	Ongoing
10/12/18	10.1	Wilkinson Street Highway Junction works Amended Motion carried	<p>That Council on receipt of assurances from DSG that council legal expenses associated with any representation and associated legal process will be reimbursed <i>Directions Hearing has been set for 3 September 2020.</i></p>	MPE	Ongoing
18/2/19	10.2	York Street Bus Stop	<p>Motion Passed</p> <p>Progress design for alternative bus stop, with temporary relocation to be agreed with Dept. of Education</p> <p>Follow-up observations to date have not revealed any specific safety concerns and no further action to date.</p> <p>Pending decision for Wilkinson Street. <i>Directions Hearing has been set for 3 September 2020</i></p>	MPE	Ongoing
17/2/20	9.9	ROC – Management of Public Reserves Policy and Guidelines	<p>Matter deferred pending discussions with relevant surf clubs <i>Meeting with surf clubs yet to occur. Information to be provided by BHBSLSC</i></p>	DIDS	In Progress
18/5/20	9.7	ROC – Customer Service Charter	<p>To be discussed at Councillor Workshop 27/7/20</p>	GM	In progress
22/6/20	7.3.1	CQWN – Cr Edwards – Hooning & Illegal Dumping	<p>Cr Celisa Edwards asked if Council Officers could arrange a meeting with the Police or relevant Minister to discuss how the increasing issues of</p>	GM	Complete

			<p>hooning around Wynyard and illegal dumping of rubbish can be addressed. Councillor Edwards also suggested a meeting with Ruth Forrest to discuss the illegal dumping matter</p> <p>Refer response this agenda</p>		
22/6/20	7.3.2	CQWN – Cr Bramich – Condition of Bass Highway	<p>Cr Gary Bramich asked that State Growth be contacted regarding the condition of the Bass Highway between Mt Hicks roundabout and Doctors Rocks</p> <p>Refer response this agenda</p>	DIDS	Complete
22/6/20	7.3.3	CQWN – Cr Edwards – Soap Dispensers in Public Facilities	<p>Cr Celisa Edwards asked if soap dispensers have been installed in public facilities.</p> <p>Refer response this agenda.</p>	DIDS	Complete
22/6/20	7.3.4	CQWN – Cr Bramich – Training for Councillors	<p>Cr Gary Bramich asked if the General Manager could provide Councillors with a list of training available for Councillors</p> <p>Refer response this agenda</p>	GM	Complete
22/6/20	8.1	NOM – Cr Edwards- Virtual Fencing Sisters Beach Road	<p>Motion carried:</p> <ol style="list-style-type: none"> 1. Give priority to working with the Sisters Beach Community Association to source funding for the installation of virtual fence devices on the Sisters Beach Road between Banksia Park and Lake Llwellyn to ensure this is in place prior to summer 2020; and 2. Consider funding the project, should external funding not be achieved, with a report detailing costs to be provided, no later than September 2020 <p>Investigation underway to gather data on devices.</p>	GM	In progress
22/6/20	8.2	NOM – Cr Fairbrother – Crown Land	<p>Motion Carried - That Council consider that where areas of Crown land separate a road and a property boundary, for the purposes of planning, that the area be incorporated and or considered as a Part of the road reserve.</p> <p><i>The Minister has advised that there is a process to resolve this issue, but more detail is required. Council has written to the Department of Primary Industries, Parks, Water and Environment to seek advice on the process to have the land designated as road reserve</i></p>	MDRS	In Progress

9.13 MINUTES OF OTHER BODIES/COMMITTEES

Nil received.

10.0 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;*
 - (ii) confer a commercial advantage on a competitor of the council;*
 - (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.

RECOMMENDATION

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

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	<i>15(2)</i>

11.0 CLOSURE OF MEETING TO THE PUBLIC

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

RECOMMENDATION

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

<i>Matter</i>	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	<i>15(2)</i>

12.0 RESUMPTION OF OPEN MEETING
--

At pm the Open Meeting was resumed.

13.0 PUBLIC RELEASE ANNOUNCEMENT

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

Min. No.	Subject	Decisions/Documents

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