



## AGENDA

### COUNCIL MEETING

**21 June 2016**

**Commencing at 5.00pm.**

I certify that with respect to all advice, information and recommendations provided to Council with this Agenda:

1. The advice, information and recommendations are given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
2. Where any advice is given directly to Council by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.
3. Councillors are reminded of their obligations under Part 5 of the Local Government Act 1993 in respect to Interests.

A handwritten signature in black ink, appearing to read "Dirk Dowling".

Dirk Dowling  
GENERAL MANAGER

### NOTES:

S.65(1) of the Local Government Act 1993 requires the General Manager to ensure that any advice, information or recommendations given to the Council (or a Council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. S.65(2) forbids Council from deciding any matter that requires the advice of a qualified person without considering that advice.

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# AGENDA

**NOTICE** is hereby given that the next Ordinary Meeting of the West Coast Council will be held at the Council Chambers, 11 Sticht Street Queenstown on 21 June, 2016 at 5:00pm at which the following items are listed for discussion.

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In accordance with *Local Government (Meeting Procedures) Regulations 2005* the public is advised that the proceedings of meetings of Council will be recorded 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

## **159/16 RECORD OF ATTENDANCE/APOLOGIES / LEAVE OF ABSENCE**

**Record of Attendance, Apologies, Leave of Absence previously approved:**

### **Legislative Reference**

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

#### **ATTENDANCE:**

#### **APOLOGIES: CR STYLES**

#### **PREVIOUSLY APPROVED LEAVE OF ABSENCE: CR STYLES**

## **160/16 PECUNIARY INTEREST**

*Local Government (Meeting Procedures) Regulations 2005 - 8 (2) (E) and 8 (7):*

The Chairperson is to request whether Councillors have a pecuniary interest in any item on the Agenda.

## **161/16 CONFIRMATION OF MINUTES - ORDINARY MEETING**

*Local Government (Meeting Procedures) Regulations 2005: Regulation 8(2):*

### **Recommendation**

**That the minutes of the Ordinary Meeting of the West Coast Council, held at the West Coast Council Chambers, 11 Sticht Street Queenstown, on 17 May, 2016, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true and accurate record.**

### **Moved/Seconded**

## **162/16 PUBLIC PARTICIPATION AND QUESTION TIME**

### **Legislative Reference**

*Local Government (Meeting Procedures) Regulations 2005 Regulation 31:*

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.

The Chairperson must ensure that, if required, at least 15 minutes of the meeting is available for questions to be asked by members of the public.

Questions and answers to questions may not be debated.

The Regulations also provide that the Council is to determine any other procedures to be followed in respect of question time beyond the Regulation.

## **163/16 PETITIONS/DEPUTATIONS/PRESENTATIONS**

*Local Government (Meeting Procedures) Regulations 2005 - Regulation 38)*

The chairperson of a meeting, including a closed meeting, may invite a person – (a) to address the meeting; and (b) to make statements or deliver reports.

## **164/16 COUNCILLOR RAISED ISSUES AND INFORMATION**

*Local Government (Meeting Procedures) Regulations 2005 - 29 & 30*

### **Questions without Notice**

### **Question on Notice**

### **Motion without Notice**

### **Motion on Notice**

**Cr Gerry**

**Motion:**

**That all Departmental revenue and expenditure figures be included in the 2016/17 Annual Plan.**

### General Manager's Comments:

Including line by line departmental breakdowns in Council's strategic Annual Plan (including budget estimates) document is not necessary:

1. Publishing these type of breakdowns is not required under the relevant legislation (*Local Government Act 1993*);
2. The Annual Plan (including budget estimates) in its current form is an improvement on previous publications and provides a comprehensive overview of Council's intentions (for the public and other interested stakeholders) concerning fiscal directions, financial targets and expenditure estimates across a range of categories;
3. Scrutiny of whether the line by line operational estimates are being met now occurs on a quarterly basis and is completely transparent, given the full line by line breakdown is published as part of quarterly updates given at the open Council meetings in question (once there are real figures to compare) and the General Manager presents an overview of all departmental expenditure at these meetings;
4. Many Councils in Tasmania (including the two largest) do not burden their Annual Plan (and budget estimates) documents with this unnecessary level of excess information / detail. Rather, they are designed to be easily readable and easily understood by everyone in the community (see table below).

<b>Council</b>	<b>Strategic Detail</b>	<b>Departmental Breakdown</b>
Break O'Day	✓	
Brighton	✓	
Burnie		✓
Central Coast	✓	
Central Highlands (Only 2013 Plan available)		✓
Circular Head		✓
Clarence City	✓	
Derwent Valley (Only 2014/15 Plan Available)		✓
Devonport City		✓
Dorset	✓	
Flinders	✓	
George Town		✓
Glamorgan Spring Bay	✓	
Glenorchy City		✓
Hobart City	✓	
Huon Valley		✓
Kentish	✓	
Kingborough	✓	
King Island	✓	
Latrobe	✓	
Launceston	✓	
Meander Valley		✓
Northern Midlands		✓
Sorell		✓
Southern Midlands (No Annual Plans Available)		
Tasman		✓
Waratah Wynyard		✓
West Tamar		✓

## **165/16 MAYOR AND COUNCILLOR DIARIES AND COMMUNICATIONS**

### **Mayor Vickers**

02 May Cradle Coast Authority - Destination Action Plan workshop – Burnie  
09 May Crime Stoppers Week launch – Hobart  
10 May West Coast Tourism Certificate Presentation – Strahan  
11 May West Coast Wilderness Railway Award – Queenstown  
12 May Workshop Budget Bus – West Coast Towns  
12 May DHHS Meeting – Queenstown  
13 May Bendigo Bank Birthday Celebration – Queenstown  
13 May World Heritage Cruises Vessel Showing – Strahan  
16 May Crime Stoppers Week Wind Up Function – Launceston  
17 May Council Meeting – Queenstown  
19 May Mayor On Air – Queenstown  
19 May Meeting with Adam Brooks – Zeehan  
25 May Emergency Management Meeting – Queenstown  
25 May Meeting Tas Renewable Energy – Queenstown  
26 May Budget workshop – Queenstown  
31 May Meeting Catholic Education – Queenstown  
31 May Green Army Meeting – Queenstown

### **Deputy Mayor Pitt**

17 May Council Meeting – Queenstown  
26 May In-house Photo Shoot (Annual Plan) – Queenstown

### **Cr Gerry**

17 May Council Meeting – Queenstown  
26 May Budget Workshop – Queenstown

### **Cr Newman**

06 May Granville Harbour Coast Care Meeting – Granville Harbour  
12 May Workshop Budget Bus – West Coast Towns  
12 May DHHS Meeting – Queenstown  
13 May Bendigo Bank Birthday Celebration – Queenstown  
17 May Council Meeting – Queenstown  
26 May Budget Workshop – Queenstown

**Cr Shea**

12 May Workshop Budget Bus – West Coast Towns

17 May Council Meeting – Queenstown

26 May Budget Workshop – Queenstown

**Cr Styles**

17 May Council Meeting – Queenstown

24 May Petuna ASC Community Consultation – Strahan

**Cr Stringer**

11 May Queenstown Business Group Meeting – Queenstown

12 May Workshop Budget Bus – West Coast Towns

17 May Council Meeting – Queenstown

26 May Budget Workshop – Queenstown

**Cr O'Grady**

17 May Council Meeting – Queenstown

**Cr Medwin**

On Approved Leave

**Recommendation**

**That it be RESOLVED that the Mayor & Councillor Diaries and Communications be noted.**

## **166/16 COUNCIL WORKSHOPS**

*Local Government (Meeting Procedures) Regulations 2005, Clause 8 (2) (c)*

### **General Manager's Comments**

#### **Recommendation**

**That it be RESOLVED that the Council notes the following Workshops were conducted by Council since the last Ordinary Council Meeting:**

<b>Briefing / Workshop Dates</b>	<b>Subjects</b>
26 May 2016	Budget Workshop
16 June 2016	Budget Workshop & WCRA Presentation

## 167/16 COUNCIL DECISION STATUS REPORTS/ACTION ITEM LIST

### Recommendation

**That it be RESOLVED that the May 2016 Status Report of Open Council Meeting decisions be received.**

#### Matters Requiring Action from Previous Meetings of Council

##### May Meeting

LEGEND: GM=General Manager, AMCWTM= Acting Manager Civil Works & Town Maintenance, C&SSC=Corporate & Strategic Services Coordinator, CPRS=Planning & Regulatory Services Coordinator, TSC= Tech Services Co-ordinator, EA= Executive Assistant, EDT&EC=Economic Develop, Tourism & Events Coordinator

MEETING DATE	TOPIC	RESOLUTION/ACTION	RESPONDING OFFICER	STATUS	COMMENT	NEXT REVIEW BY COUNCIL
17/05/16	Follow up with Hydro Tas re Community Engagement (cloud seeding)	Further Liaise with Hydro Tas on this matter	EDT&EC	COMPLETED	Meeting Set	
17/05/16	Queenstown Amateur Swimming Club	Queenstown Pool BBQ Proposal – in principal support	GM	COMPLETED	Letter Sent	
17/05/16	Tassie Link Bus Service – Joan Rylah MP Letter	Response letter to be sent	GM	COMPLETED	Letter Sent	
17/05/16	West Coast Recreation Association – Hut Proposal	In Principle Support and Workshop	GM	COMPLETED	Letter and Invitation to Workshop Sent	
17/05/16	Stitt Park Renaming Proposal	Follow UP	EDT & EC	ONGOING		
17/5/16	Adhesion Order		CPRS	COMPLETED		
17/5/16	Tyndall Water Raceline Permit		CPRS	COMPLETED		
17/5/16	Bluestone Dam Permit		CPRS	COMPLETED		
19/04/16	Motion on Notice – Parking - Rosebery	Investigations to commence-ongoing Letter to Business Owners-complete	AMCW	ONGOING		
19/04/16	Poker Machines	To be workshopped	GM	COMPLETED		

## **168/16 GENERAL MANAGER'S REPORTS**

**Reporting Period: May 2016**

### **Recommendation**

**That the General Manager's Reports, Planning & Regulatory Services Report, Corporate & Strategic Services Report & Civil Works & Town Maintenance Report (Pages 11 to 42 inclusive) for May 2016 as presented, be noted.**

**Moved/Seconded**

### **FINANCE**

**Reporting Officer: General Manager**

<b>RATES BALANCE:</b>		
	<b>Y/E 2015</b>	<b>Ytd 15/16</b>
B/F 1 <sup>st</sup> July	<b>64,980</b>	<b>147,099</b>
Add Current Rates	<b>6,609,525</b>	<b>6,663,001</b>
Add Supplementary Rates	<b>307,554</b>	<b>134,127</b>
Add Penalty Interest	<b>63,106</b>	<b>49,638</b>
Gross Rates	<b>6,966,483</b>	<b>6,832,679</b>
(Rates Collected)	<b>5,955,571</b>	<b>6,169,266</b>
(Pensioner Remissions)	<b>270,426</b>	<b>284,947</b>
(Granted Remissions & Supplementary Credits)	<b>492,602</b>	<b>47,137</b>
(Discount Allowed)	<b>179,466</b>	<b>186,377</b>
(Rates Reduction)	<b>6,898,066</b>	<b>6,687,727</b>
Rates Balance	<b>147,099</b>	<b>306,139</b>

Please note: Unpaid Rates Auction funds totalling approximately \$54,000 will be receipted in June.

CASH AT BANK

MONTH	ACCOUNT	BALANCE	LAST YEAR	VARIANCE
JULY	OPERATING	320,856	161,791	159,065
JULY	INVESTMENT	3,645,710	2,611,235	1,034,475
AUGUST	OPERATING	513,017	260,210	252,807
AUGUST	INVESTMENT	6,349,923	4,858,070	1,491,853
SEPTEMBER	OPERATING	488,385	352,850	135,535
SEPTEMBER	INVESTMENT	6,364,134	4,388,738	1,975,396
OCTOBER	OPERATING	482,889	165,419	317,470
OCTOBER	INVESTMENT	5,918,362	4,457,873	1,460,489
NOVEMBER	OPERATING	725,973	85,024	640,949
NOVEMBER	INVESTMENT	5,722,459	4,318,918	1,403,541
DECEMBER	OPERATING	476,765	116,771	359,994
DECEMBER	INVESTMENT	5,493,052	3,793,144	1,699,908
JANUARY	OPERATING	260,815	553,495	-292,680
JANUARY	INVESTMENT	5,347,300	3,056,964	2,290,336
FEBRUARY	OPERATING	699,359	457,307	242,052
FEBRUARY	INVESTMENT	5,051,280	3,466,843	1,584,437
MARCH	OPERATING	562,518	774,172	-211,654
MARCH	INVESTMENT	5,068,718	2,721,332	2,347,386
APRIL	OPERATING	621,374	564,093	57,281
APRIL	INVESTMENT	4,822,849	2,732,548	2,090,301
MAY	OPERATING	843,428	930,842	-87,414
MAY	INVESTMENT	4,851,636	2,536,825	2,314,811

## INCOME STATEMENT

As at 31 May 2016

	Actual 2014/15	Budget 2015/16	YTD Budget 2015/16	YTD Actual 2015/16	YTD % Change
INCOME					
<b>RECURRENT INCOME</b>					
Rates and Charges	6,639,069	6,663,000	6,107,750	6,118,938	0%
Statutory fees and fines	50,233	45,000	40,792	54,946	26%
User Charges including Reimbursements	882,731	1,271,815	1,008,292	754,310	-34%
Operating Grants	3,168,393	2,104,497	1,168,469	1,169,980	0%
Interest	140,867	134,417	123,216	139,467	12%
Visitor Information Centre	229,493	220,917	202,508	244,219	17%
Other Income	332,496	291,063	274,124	180,112	-52%
Investment Income from TasWater	577,796	600,000	260,000	246,605	-5%
	<b>12,021,078</b>	<b>11,330,709</b>	<b>9,185,149</b>	<b>8,908,577</b>	<b>-3%</b>
<b>EXPENSES</b>					
Employee Costs	4,270,676	4,173,254	3,852,235	3,802,511	-1%
Materials and Contracts	2,437,426	2,837,647	2,625,920	1,703,744	-54%
Depreciation and Amortisation	2,862,913	2,900,581	2,658,866	2,705,962	2%
Other Expenses	1,806,479	1,770,467	1,468,164	1,419,693	-3%
<b>TOTAL EXPENSES</b>	<b>11,377,494</b>	<b>11,681,949</b>	<b>10,605,185</b>	<b>9,631,910</b>	<b>-10%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>643,584</b>	<b>(351,240)</b>	<b>(1,420,035)</b>	<b>(723,333)</b>	
<b>CAPITAL INCOME</b>					
Capital Grants	450,000	628,736	628,736	767,352	
Net gain/(loss) on disposal of property	(2,006,979)	101,000	101,000	63,974	
	<b>(1,556,979)</b>	<b>729,736</b>	<b>729,736</b>	<b>831,326</b>	
<b>SURPLUS/(DEFICIT) Including Capital Income</b>	<b>(913,395)</b>	<b>378,496</b>	<b>(690,299)</b>	<b>107,993</b>	

## FINANCIAL & IN-KIND/COMMUNITY ASSISTANCE 2015/16

**Reporting Officer:** Executive Assistant

**Community Assistance Register 2015/16** In-Kind Support – Blue / Cash Support – Green

Details	Category	Corresponding Officer	Amount	Council	Approved	Paid	Running Tally
Rosebery District High	School	Executive Assistant	\$150.00	✓ 21/07/15	✓	07/08/15	<b>\$ 150.00</b>
Zeehan Primary School	School	Executive Assistant	\$ 75.00	✓ 21/07/15	✓	07/08/15	<b>\$ 225.00</b>
St Josephs Primary Queenstown	School	Executive Assistant	\$ 75.00	✓ 21/07/15	✓	07/08/15	<b>\$ 300.00</b>
Strahan Primary P & F	School	Executive Assistant	\$300.00	✓ 21/07/15	✓	07/08/15	<b>\$ 600.00</b>
Mt Lyell Strahan Picnic Com	Community	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$1100.00</b>
Lake Burbury Picnic Com	Community	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$1600.00</b>
Senior Citizens Queenstown	Community	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$2100.00</b>
Rosebery Festival Committee	Community	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$2600.00</b>
Mt Lyell Craft Committee	Community	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$3100.00</b>
Zeehan Neighbourhood Centre	Community	Executive Assistant	\$250.00	✓ 21/07/15	✓	07/08/15	<b>\$3350.00</b>
Rosebery Community House	Not for Profit	Executive Assistant	\$360.00	✓ 21/07/15	✓	07/08/15	<b>\$3710.00</b>
Queenstown Fire Brigade	Not for Profit	Executive Assistant	\$200.00	✓ 21/07/15	✓	07/08/15	<b>\$3910.00</b>
Rebekah Lodge	Not for Profit	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$4410.00</b>
Wee Georgie Wood	Not for Profit	Executive Assistant	\$300.00	✓ 21/07/15	✓	07/08/15	<b>\$4710.00</b>
Queenstown Anglers Club	Sporting Club	Executive Assistant	\$200.00	✓ 21/07/15	✓	07/08/15	<b>\$4910.00</b>
Queenstown Amateur Swimming Club Inc	Sporting Club	Executive Assistant	\$150.00	✓ 21/07/15	✓	07/08/15	<b>\$5060.00</b>
Tullah Progress Assoc	Not for Profit	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$5560.00</b>
1 <sup>st</sup> Queenstown Scout Group	Community	Executive Assistant	\$250.00	✓ 21/07/15	✓	07/08/15	<b>\$5810.00</b>
Strahan Junior Sports	Sporting Club	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$6310.00</b>
Lions Club of Roseberry	Community	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$6810.00</b>
Rosebery Development Ass	Community	Executive Assistant	\$200.00	✓ 21/07/15	✓	07/08/15	<b>\$7010.00</b>
Zeehan Cricket Club	Sporting Club	Executive Assistant	\$300.00	✓ 21/07/15	✓	07/08/15	<b>\$7310.00</b>
Zeehan Gem & Mineral Fair	Not for Profit	Executive Assistant	\$500.00	✓ 21/07/15	✓	07/08/15	<b>\$7810.00</b>
Rosebery District High (primary)	School	Executive Assistant	\$ 75.00	✓ 15/09/15	✓	24/09/15	<b>\$7885.00</b>

Details	Category	Corresponding Officer	Amount	Council	Approved	Paid	Running Tally
Zeehan Primary P & F	School	Executive Assistant	\$500.00	✓ 15/09/15	✓	24/09/15	<b>\$8385.00</b>
Strahan Primary	School	Executive Assistant	\$ 75.00	✓ 15/09/15	✓	24/09/15	<b>\$8460.00</b>
St Josephs P&F Queenstown	School	Executive Assistant	\$100.00	✓ 15/09/15	✓	24/09/15	<b>\$8560.00</b>
Queenstown Christmas Parade Committee	Community	Executive Assistant	\$250.00	✓ 15/09/15	✓	24/09/15	<b>\$8810.00</b>
WCDH Auxiliary	Not for Profit	Executive Assistant	\$400.00	✓ 15/09/15	✓	24/09/15	<b>\$9210.00</b>
Queenstown Netball Assoc	Sporting Club	Executive Assistant	\$250.00	✓ 15/09/15	✓	24/09/15	<b>\$9460.00</b>
Queenstown U13 Football	Sporting Club	Executive Assistant	\$500.00	✓ 15/09/15	✓	24/09/15	<b>\$9960.00</b>
Mountain Heights School	School	Executive Assistant	\$225.00	✓ 20/10/15	✓	29/10/15	<b>\$10,185.00</b>
Trial Harbour Progress Assoc	Community	Executive Assistant	\$500.00	✓ 17/11/15	✓	23/11/15	<b>\$10,685.00</b>
St Joseph's Rosebery	School	Executive Assistant	\$ 75.00	✓ 17/11/15	✓	23/11/15	<b>\$10,760.00</b>
Kelsi Jarvis	Individual Youth Support	Executive Assistant	\$150.00	✓ 15/03/16	✓	28/03/16	<b>\$10,910.00</b>

**Sponsorship & Event Development Fund—In-Kind Support – Blue / Cash Support - Green**

Details	Corresponding Officer	Amount	Date Received	Acquittal Date	Council	Approved	Paid ✓	Running Tally(total approved budget \$30,000)
Active Strahan	MCO	\$3764.00	14/07/15	Event date 21/10/15	✓ 21/07/15	✓	✓	\$3764.00
Queenstown pioneer Cemetery Restoration	Admin Officer	\$ 660.40	15/07/15	Event Date – 2years	✓ 18/08/15	✓		\$4424.40
Rotary Club of Tasmania	Tech services	Waiver of fees \$275.00	28/07/15	Event date - Retrospective	✓ 18/08/15	✓	✓	\$4699.40
Beacon Foundation	Tech Services	Waiver of Fees \$102.00	31/07/15	Event Date 10/9/15	✓ 18/08/15	✓	✓	\$4801.40
Sello Foundation	Tech Services	Waiver of Fees \$612.00	07/8/15	Event Date 03/09/15	✓ 18/08/15	✓	✓	\$5413.40
National Science Week	Tech Services	Waiver of Fees \$94.60	05/08/15	Event Date 21/08/15	✓ 18/08/15	✓	✓	\$5508.00
QHAF	Tech Services	Waiver of Fees \$1,305.60	07/08/15	Event date 12/09/15	✓ 18/08/15	✗	✗	\$5508.00
Queenstown Rotary Club	Tech Services	Waiver of Fees \$585.00 Sponsorship \$1000.00	14/08/15	Event Date 07/10/15	✓ 15/09/15	✓	✓	\$7093.00
Zeehan Gem & Mineral Fair	Tech Services	Waiver of Fees \$810.60 Sponsorship \$4400.00	06/08/15	Event Date 7 <sup>th</sup> & 8 <sup>th</sup> /10/15	✓ 15/09/15	✓	✓	\$12,303.60
Strahan Artisans	Tech Services	Waiver of Fees Amount unknown	18/08/15	Event Date 06/09/15	✓ 15/09/15	✗	✗	\$12,303.60
Strahan Senior Citizens Club	Tech Services	Sponsorship \$1000.00	17/09/15		✓ 20/10/15	✓	✓	\$13,303.40
Rosebery Senior Citizens Club	Tech Services	Sponsorship \$1000.00	21/09/15		✓ 20/10/15	✓	✓	\$14,303.40

Details	Corresponding Officer	Amount	Date Received	Acquittal Date	Council	Approved	Paid	Running Tally(total approved budget \$30,000)
Wildside MTB 2016	Tech	Waiver of Fees \$1304.80	29/09/15	17-19/01/16	✓ 20/10/15	✓	✓	\$15,608.20
Swap Meet Ladies Day	Payables	Sponsorship \$500.00	20/10/15	28/11/15	✓ 17/11/15	✓	✓	\$16,108.20
Strahan CWA	Tech	Waiver of Fees \$213.00	13/10/15	4&5/11/15	✓ 17/11/15	✓	✓	\$16,321.20
Lake Burbury King River Picnic	Tech	Sponsorship \$1480.00	03/11/15	26/01/16	✓ 17/11/15	✓	✓	NOTE: APPROVED AMOUNT NOT USED \$17,801.20
ABC Giving Tree	Payable	Sponsorship \$250.00	03/11/15	20/11/15	✓ 17/11/15	✓	✓	\$18,051.20
Rosebery Festival	Tech	In-Kind \$1,623.40 Sponsorship \$3,500.00	15/12/15	20,21,22/02/16	✓ 15/12/15	✓	✓	\$23,174.60
Strahan Christmas Dec Committee	Tech	In-Kind \$174.00	03/12/15	19/12/15	✓ 15/12/15	✓	✓	\$23348.60
Queenstown Xmas Parade Committee	Tech	In-Kind \$314.10	02/12/15	20/12/15	✓ 15/12/15	✓	✓	\$23662.70
Rosebery Athletics Carnival	Tech	In-Kind \$6,781.55	11/12/15	19/12/15	✓ 15/12/15	✓	✓	\$30,444.25
Mt Lyell Strahan Picnic	Tech Payables	In-Kind \$1847.00 Sponsorship \$1000.00	18/12/15	26/01/16	✓ 19/01/15	✓	✓	\$33,291.25
Lake Burbury King River Picnic		Approved Support not required – NO IN-KIND SUPPORT GIVEN						\$-1480.00 NEW TOTAL \$31811.25

Details	Corresponding Officer	Amount	Date Received	Acquittal Date	Council	Approved	Paid	Running Tally(total approved budget) \$30,000
Fundraiser for James Baldock	Tech	In-Kind \$334.00	03/02/16	26/02/16	16/02/16	✓	✓	\$32,145.25
Rotary Youth Driver Program	Tech	In-Kind \$164.20	28/02/16	16/03/16	16/02/16	✓	✓	\$32,329.45
The Unconformity	Payable Tech	In-Kind \$5301.30 [2016/17 financial year] Sponsorship \$11,000.00	26/11/15	14-16 October 2016	16/02/16	✓	<input checked="" type="checkbox"/> In-Kind to be allocated to 2016/17 Budget ✓	\$43,329.45
Queenstown RSL	Tech	In-Kind \$1,514.40	04/03/16	25/04/16	19/04/16	✓	✓	\$44,843.85

## GOVERNANCE

**Reporting Officer: Executive Assistant**

**Use of Corporate Seal**

DATE	DOCUMENT	NAME
18/05/16	Adhesion Order	Cuttent St, Queenstown
31/05/15	Deed Variation Footpath Program	WCC & State Growth

## MEDIA & COMMUNICATIONS

### Reporting Officer: Media & Communications Officer

Regular discussions are held with Council staff to ensure appropriate communication to the public is achieved in relation to Council functions and activities. In May this involved implementing the 2016-2017 budget communications plan which included a section in the full page Council update printed in *The Advocate* on 17 May, working with the Corporate & Strategic Services Coordinator to promote the Unpaid Rates Auction, liaising with the Property & Facilities Officer regarding a household publication as part of the Natural Disaster Resilience Program funded project and Administration staff in relation to implementing a burial/cemetery search database on Council's website

The M&CO held extensive discussions with staff from the Tasmania Fire Service regarding appropriate communication plans regarding the commencement of bushfire mitigation planning for Zeehan. This culminated in a joint media release being issued and details being provided via Council's website. The positive relationships built during these discussions will continue to develop as this project is implemented and into the future.

### Internal Communications

Council's staff newsletter: *Our Voice* was distributed to all staff on 17 May. Further to Media Releases being provided to staff, the weekly Mayor's Message is also emailed to staff and Councillors to ensure all have the opportunity to stay up to date with Council activities.

### Media Releases

Media releases are issued to state-wide media – television, radio and print. Media releases are placed on Council's website and Facebook page and emailed directly to staff and Councillors.

May Media Releases	Topic	Comment
2 May 2016	Footpath Program	Program completed on schedule
10 May 2016	2016-2017 Budget	Public submissions open
19 May 2016	May Council Meeting	Review of decisions, news from May meeting of Council
27 May 2016	Unpaid Rates Auction	Unpaid rates auction successful
30 May 2016	Bushfire Mitigation	Joint release with Tas Fire Service regarding Zeehan Bushfire mitigation planning
31 May 2016	West Coast NBN service	NBN critical for provision of West Coast education services

Total media releases issued to date for 2015-2016: 41

## **Community Updates**

In lieu of a formal Council newsletter, the M&CO is utilising email contacts provided during the WCCP2025 process and ongoing meetings to provide brief community updates – items included are a combination of Council business, community events, training on the West Coast and other items of interest (e.g. grant funding). Updates have been well received with positive feedback.

With over 300 people on the distribution list the M&CO utilised this database in May to distribute information regarding community assistance program, unpaid rates auction, public budget submissions and King Street Bridge works in Queenstown. One community update was emailed in May.

### **Facebook**

1047 Facebook users liked Council's Facebook page ([www.facebook.com/westcoastcouncil](http://www.facebook.com/westcoastcouncil)) as at 31 May.

Sixty-two posts were made by Council on the page in May. The top five posts in terms of people reached (the number of people who see the post) for May were:

Post Date	Post Info	People Reached
11 May 2016	Truck blocking Macquarie Heads Road	2616
5 May 2016	Congratulations 5 years' service – Dwayne Gardner	2246
17 May 2016	Council meeting underway – first with iPads	1796
3 May 2016	Dogs found - are you the owner?	1765
19 May 2016	Dog found – are you the owner?	1497

### **Twitter**

Council has a Twitter account (@westcoast\_2025) which was established at the commencement of the *West Coast Community Plan 2025* process. The account is used primarily to promote WCCP2025 events and Council achievements amongst media and political environments. Two tweets were made in May, one was a re-tweet of Australian Local Government Jobs advertising the Manager of Works & Operations position and the other at the start of the Unpaid Rates Auction.

51 visits were made to our Twitter profile which is a decrease on previous months. We have 125 followers, an increase of seven in May. Council was mentioned in four posts (Australian Local Government Jobs advertising the Manager of Works & Operations position twice, Tasmania Talks regarding West Coast Visitor Centre Trip Advisor award and Tasmania Talks regarding Mayor interview on NBN and Unpaid Rates Auction).

## Council Website

Visits to [www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au) for May saw 57% of site users viewing the site for the first time, a slight increase on the previous month.



Top 5 User Locations	Top 5 Pages Visited	Top 5 Files Downloaded
Melbourne	Home page	Manager Works & Operations Position Description
Hobart	Unpaid Rates Auction	West Coast municipality map
Launceston	Public Notices	Plant Operator Position Description
Devonport	Media releases	Budget Public Submission Form
Sydney	Employment	Community Assistance Application Form



# 2016-2017 BUDGET CONSULTATION

## 2016-2017 Budget Key Dates



## Get Involved!

It's budget time at the West Coast Council and we want to hear from you!

Do you have ideas on projects that should be considered as priority budget items?

Large or small, tell us your idea for a project that helps to maintain or improve community assets or which could significantly benefit the West Coast community.

West Coast residents and ratepayers are invited to submit ideas for capital works projects and other potential projects at [www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au).

Submission forms are also available at the Council Office in Sticht Street, Queenstown and Council's agencies at the Strahan, Zeehan, Rosebery and Tullah Post Offices.

Council will consider submissions not completed via the provided form.

## Balance a Priority

Council is continuing to consolidate operations therefore a reduced number of capital projects will be undertaken in 2016-2017.

A priority focus will be to achieve a balanced budget with very limited available funds whilst ensuring we can all pursue the community vision identified in the **West Coast Community Plan 2025**.

Your ideas will be provided to Councillors for consideration as part of 2016-2017 budget deliberations.



Councillors and staff heading off on the Budget Bus to view potential budget items.



## ROADS TO RECOVERY

West Coast Council received funding via the Federal Government's Roads to Recovery Program, allowing works on several of the regions unsealed roads to be included in the 2015-2016 Capital Works Program. Resheeting maintenance on Macquarie Heads Road and Ocean Beach Road will be completed in May whilst works to upgrade selected sections of the Trial Harbour and Granville Harbour Roads will be ongoing over two months.



West Coast Mayor Phil Vickers and Council staff discuss progress of the Roads to Recovery project with West Coast contractors.

Council has engaged local contractors to work collaboratively with Council employees on the project, which has generated some additional employment opportunities during the project.

Trial Harbour and Granville Harbour Road works include road widening, corner alignment, table drains and culverts, grading and sealing of the selected sections.



Road widening on Granville Harbour Road to increase line of sight for motorists.



Rock breaking on Trial Harbour Road to widen road.

11 Sticht Street  
PO Box 63 Queenstown 7467  
Tel (03) 6471 4700

woc@westcoast.tas.gov.au  
[www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au)



## **ECONOMIC DEVELOPMENT, TOURISM & EVENTS**

**Reporting Officer:** Economic Development, Tourism & Events Coordinator

### **Regional involvement:**

Further Destination Action Plan meetings have been held at Zeehan facilitated by the Cradle Coast Authority and hosted by the West Coast Heritage Centre. These meetings are attended by a number of key stakeholders in the region and good progress is being made.

In early May the Economic Development, Tourism and Events Coordinator participated in a phone conference, together with the West Coast Council General Manager, on the subject of Sustainable Murchison 2040.

Following on from phone discussions, and previous meetings locally, the Economic Development, Tourism and Events Coordinator met in Hobart with senior Telstra staff re the Mobile Phone Blackspot Program and with Hydro staff. Whilst on that visit the opportunity was also taken to audit West Coast Tourism promotion in the Hobart Visitor Information Centre.

### **Local engagement:**

Meetings attended locally include, but are not limited to,

- the Board meeting of the Tasmanian Western Wilderness Tourism Association,
- a meeting with Parks staff to discuss the Horsetail Falls Track and associated logistic matters,
- meetings with a number of Employment Agencies re possible Work for the Dole projects on the West Coast.
- The Queenstown Business Group

Discussions have been held, and meetings held or scheduled, with

- the new owners of the Hunters Hotel
- the new owner of the old CBA building in Orr Street
- Cradle Mountain Helicopters (re operating from Strahan)
- Aquaculture industry leaders
- West Coast Recreation Association
- Tasfire re volunteer training program
- DPIPWE re access to Mount Owen and Mount Read summits
- Parks re 100 year celebrations in August

### **Projects:**

Work continues on forming the Economic Development Advisory Committee, with the concept being discussed favourably at the Destination Action Plan meetings in Zeehan and integrated with enthusiasm into the document that is being prepared by that group.

Consultation has continued on various funding opportunities and major projects including the Mobile Phone Blackspot Program, Bridges Renewal Program, and the NDRGP (National Disaster Recovery Grant Program).

**Visitor Centre Report:**

Visitor Number for May, 2016 have increased by 12% from May, 2015. Visitors to the Centre in May were 3,295. Revenue up by 45% from the previous year. Again thank you to our hard working team.

The West Coast Visitor Centre has again been awarded Trip Advisor Certificate of Excellence for the second year running. Another fabulous effort by the Staff and well deserved. Staff have received many calls of congratulations, thank you to Council's Media and Communications Officer for advertising the Award.

May has been a busy month for the team with the increase in Visitors, the usual drop in Visitors around the middle-end of May as the winter weather approached.

Many of the businesses have reduced their hours of operation. However, the West Coast is very much still OPEN FOR BUSINESS.

World Heritage Cruises are operating Sunday-Thursday 9-00am until 3-00pm. The West Coast Wilderness Railway operating Monday – Saturday 10-00am until 2pm. Monday, Wednesday, Friday departing Strahan. Tuesday, Thursday, Saturday departing Queenstown.

Bonnet Island Cruises are operating in the evening departing Strahan at 4-30pm, weather permitting. Queenstown Heritage Tours are also operating over the entire winter period. The Ship That Never Was – film version every night at Risby Cove in Strahan at 5-30pm.

All staff at the Centre attended the functions held by the West Coast Wilderness Railway.

The purpose of the functions was to update Staff on the winter/spring schedule and to thank everyone for their hard work promoting the West Coast Wilderness Railway.

I also attending the Emergency Management Meeting held in Queenstown on the 25<sup>th</sup> May.

Over the past few days' staff have been busy helping tourists with the flood situation/ road closures across the State. With many roads closed a number of tourists have chosen to stay an extra night on the West Coast.

The West Coast Visitor Centre is open from 12 Midday until 5-00pm, seven days a week.

## **COMMUNITY SERVICES**

**Reporting Officer: Family Support Officer**

### **Integrated Family Support Program**

#### **Families Supported Through Program**

14 Families: Includes 19 Adults and 33 Children on the West Coast.

#### **Family Support Training**

If the weather is good an IFSS worker will attend.

Working with people who Hoard	1 Day Course	Burnie
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#### **Client Transport**

Winter is upon us and we need to think about the transport for clients, counselling appointments and access visits. Safety comes first for all, if the weather is really bad and temperatures fall below 10 - 8 degrees we will not be able to travel to Burnie. New appointments will have to be made.

Client Transport	IFSS Program	Burnie
Client Transport	IFSS Program	Burnie

#### **Meetings**

Child Protection Meeting	Mission Australia	West Coast Council Office
Allocation Meetings via phone	Mission Australia	Devonport
Allocation Meetings via phone	Mission Australia	Devonport

#### **Standard and Performance Pathways**

This is an ongoing process to adhere to DHHS Quality Standards.

#### **Marketing**

On-going marketing program, where an IFSS worker will provide other service providers with our flyers/brochures and inform of any updates.

#### **Projects**

Girls Group has started at Mt Heights School and going well.

#### **Feedback**

"Both workers were an amazing help. This service is an amazing help for all people needing assistance and help. Thank you for all your help and I really appreciate it. We were able to reach many goals, and all decisions were made together."

### **Emergency Relief Program**

Our Emergency Relief program comes with generosity from Aurora, Telstra and Salvation Army.

Our assistance with food parcels, case management and other assistance:

24 individuals/families on the West Coast.

With tremendous assistance/collaboration with Salvation Army and the West Coast Council.

## 169/16 PLANNING & REGULATORY SERVICES DEPARTMENT REPORT

### Planning

#### Reporting Officer: Planning & Regulatory Services Coordinator

#### APPLICATIONS:

D/A Number	Applicants Names	Property Address(es)	Application Type	Description	Application Date	Property Number(s)	Current Status	Status Date	Date Accepted
2016 / 00001	Ghd	Bay Street, Strahan	Discretionary	Existing Hall Extention	11-Jan-16	5985152	Approved	26-Feb-16	15-Jan-16
2016 / 00002	L K Hawkins	17 Featherstone Street, Strahan	Permitted Use	Change of use	11-Jan-16	7341537	Approved	26-Feb-16	24-Feb-16
2016 / 00003	Rt & Nj Construction	Park Road, Rosebery	Permitted Use	Building	13-Jan-16	7909153	Approved	4-Feb-16	14-Jan-16
2016 / 00004	T S Page	863 Granville Harbour Road, Granville Harbour	Discretionary	New Shed, Carport & Shack Extension	3-Feb-16	7781591	Approved	23-May-16	11-Apr-16
2016 / 00005	R J Wolfe	7 Bluff Street, Tullah	No Permit Required	Re-Roof	11-Feb-16	7737101	Approved	22-Feb-16	16-Feb-16
2016 / 00006	Enviroplan	LOT228 Bluff Street, Tullah	Discretionary	New Dwelling	22-Feb-16	7788902	Approved	24-Mar-16	23-Feb-16
2016 / 00008	C O'Keefe	13 Read Street, Tullah	Discretionary	Garage	4-Mar-16	2842471	Approved	4-Apr-16	4-Mar-16
2016 / 00009	L M Cooper	27 Pillingar Street, Zeehan	Discretionary	Fence	7-Mar-16	7476079	Approved	12-Apr-16	15-Mar-16
2016 / 00010	Hydro	Mackintosh Dam Road, Tullah	Discretionary	Self Bunded Diesel Tank - Mackintosh Dam Road	11-Mar-16	1234567	Approved	24-Mar-16	11-Mar-16
2016 / 00011	Tas Renewable Energy Pty Ltd	Lynchford Road, Queenstown	Discretionary	Tyndall Water Raceline Stage 1B	18-Mar-16	2531833	Approved	17-May-16	21-Mar-16
2016 / 00012	Artas Architects	3-4 Driffield Street, Queenstown	No Permit Required	Residential Additions	21-Mar-16	5874364	Approved	4-Apr-16	24-Mar-16
2016 / 00013	Artas Architects	8 Driffield Street, Queenstown	No Permit Required	Resiedntial Additions	21-Mar-16	5874348	Approved	4-Apr-16	24-Mar-16
2016 / 00014	D T Ghd	4 Bay Street, Strahan	Discretionary	Storage Shed	24-Mar-16	5985144	Approved	10-May-16	5-Apr-16
2016 / 00015	Pla Designs	75 Conlan Street, Queenstown	No Permit Required	Verandah & Carport	24-Mar-16	5871841	Approved	6-Apr-16	31-Mar-16
2016 / 00016	Pla Designs	108 Main Street, Zeehan	Discretionary	Shed- Equipment Storage	31-Mar-16	6015924	Awaiting further info & fees		
2016 / 00017	S Davis, P J Knapman	21 Peters Street, Tullah	Permitted Use	Ancillary Dwelling	7-Apr-16	3048093	Approved	27-Apr-16	20-Apr-16
2016 / 00018	Artas Architects	26 Bowes Street, Queenstown	Discretionary	Carport and additions	7-Apr-16	5870582	Approved	26-May-16	5-May-16
2016 / 00019	Artas Architects	6 Driffield Street, Queenstown	Discretionary	Carpot and improvements	7-Apr-16	5874356	Approved	26-May-16	5-May-16
2016 / 00020	Artas Architects	28 Bowes Street, Queenstown	Discretionary	Carport and improvements	7-Apr-16	5870574	Approved	7-Jun-16	5-May-16
2016 / 00021	J M & H M Gilmour	25 Lettes Bay, Strahan	Permitted Use	New Carport	8-Apr-16	5990373	Approved	1-Jun-16	27-Apr-16
2016 / 00022	C J H Schwoch	45 Meredith Street, Strahan	Permitted Use	Garage	8-Apr-16	5989153	Awaiting payment of fees & additional info		
2016 / 00023	A C Archer	7 Acacia Court, Rosebery	Discretionary	Addition - new shed	20-Apr-16	6020993	Approved	16-May-16	13-May-16
2016 / 00024	B Duff, P Wood	19 Sophia Street, Tullah	No Permit Required	Repitch of existing dwelling roof	2-May-16	7736280	Approved	18-May-16	17-May-16
2016 / 00025	Barminco Limited	Main Street, Zeehan	Permitted Use	Training Room	3-May-16	2810808	Approved	28-May-16	26-May-16
2016 / 00026	Pla Designs	14 Pontifex Street, Strahan	No Permit Required	Verandah off existing dwelling	4-May-16	5989305	Awaiting payment of fees		
2016 / 00029	Enviroplan	70 Esplanade, Strahan	Discretionary	New building	6-Jun-16	2228332	Awaiting payment of fees & additional info		
2016 / 00030	Wilkin Design & Drafting	Bowes Street, Queenstown	Discretionary	Proposed Prefabricated Building	7-Jun-16	3279027	Awaiting payment of fees & additional info		

## Planning Correspondence

### ***Letter – Tasmania Planning Commission – Comments invited on Draft Findings on Representations – Cradle Coast Interim Planning Scheme***

The Commission Panel have completed an assessment of the 260 representations received for all 9 interim planning schemes in the Cradle Coast Region.

The Panel has invited representors to make any final comments on the draft findings.

Council has obtained advice through the Resource Sharing agreement and has been informed that the Tasmanian Planning Commission has taken a cautious approach and is only agreeing to make changes which correct ambiguities or errors in the text or which repair a zoning damage created by translation to the Interim Planning Scheme.

There is nothing to be done if West Coast Council are content with the zoning changes agreed by the Commission for West Coast. It is anticipated these changes will be made as urgent amendments to the WCIPS by mid-year.

## Building

### **Reporting Officer: Planning & Regulatory Services Coordinator**

B/A Number	Applicants Names	Property Number(s)	Property Address(es)	Type Of Work	Current Status	Status Date	Date Accepted	Date Approved
2011 / 00059 - B	R K McDermott	5990584	M/Heads-Cape Sorrell, Strahan	New Building - Shack	Approved	3-Jun-16	18-May-16	3-Jun-16
2013 / 00024	A E McKay, P V Purdon	1954172	13 Charles Street, Strahan	Carport & Balcony	Approved	18-Mar-16	18-Mar-16	18-Mar-16
2015 / 00028	Tas Water	6019685	260 Main Street, Zeehan	Additions	Approved	2-May-16	29-Apr-16	2-May-16
2015 / 00039	R K Harrison	5881011	7 Park Street, Queenstown	Shed	Approved	22-Feb-16	17-Feb-16	22-Feb-16
				Internal				
2015 / 00041	S Davis, P J Knapman	3048093	21 Peters Street, Tullah	renovation/alteration	Approved	1-Mar-16	29-Feb-16	1-Mar-16
2015 / 00044	N Medwin	2924696	9 Murchison Street, Rosebery	New Building/Garage	Approved	15-Mar-16	11-Mar-16	15-Mar-16
2015 / 00047	A Mulcahy	3083710	1 Pontifex Street, Queenstown	Demolition	Approved	12-Apr-16	11-Apr-16	12-Apr-16
2015 / 00049	H E Carpi	6013953	10 Esperanza Court, Zeehan	Additions	Approved	13-Apr-16	12-Apr-16	13-Apr-16
				Extention to existing				
2016 / 00001	W J Ludbey	5985152	Bay Street, Strahan	Hall	Approved	11-Mar-16	8-Mar-16	11-Mar-16
				New Building -				
2016 / 00003	Rt & Nj Constructions	7909153	Park Road, Rosebery	Storage Shed	Approved	8-Feb-16	4-Feb-16	8-Feb-16
				New Building -				
2016 / 00005	R J Wolfe	7737101	7 Bluff Street, Tullah	Dwelling	Approved	22-Feb-16	16-Feb-16	22-Feb-16
2016 / 00007	V Appleby	6023270	26 Clemons Street, Rosebery	New Building	Approved	24-Mar-16	22-Mar-16	24-Mar-16
2016 / 00008	C O'Keefe	2842471	13 Read Street, Tullah	Additions	Approved	20-Apr-16	19-Apr-16	20-Apr-16
2016 / 00012	Police & Public Safety Dept.	5874364	3-4 Driffield Street, Queenstown	Additions	Embryonic			
2016 / 00013	Police & Public Safety Dept.	5874348	8 Driffield Street, Queenstown	Alterations	Accepted	1-Jun-16	1-Jun-16	
				Demolition,				
2016 / 00018	Police & Public Safety Dept.	5870582	26 Bowes Street, Queenstown	Alterations &				
				Additions				
2016 / 00019	Police & Public Safety Dept.	5874356	6 Driffield Street, Queenstown	Demolition, Additions				
				& Alterations				
2016 / 00020	Police & Public Safety Dept	5870574	28 Bowes Street, Queenstown	Demolition, Additions				
				& Alterations				
2016 / 00023	A C Archer	6020993	7 Acacia Court, Rosebery	New Building - Garage	Approved	26-May-16	20-May-16	26-May-16
2016 / 00024	B Duff	7736280	19 Sophia Street, Tullah	New Roof - Pitched	Approved	31-May-16	31-May-16	31-May-16
2016 / 00027	Police & Public Safety Dept.	5883877	2 6 Sticht Street, Queenstown	Alterations	Embryonic			
2016 / 00028	Hydro Tasmania	1234567	Building & Planning, Zeehan	Additions	Approved	18-May-16	12-May-16	18-May-16

## **PROPERTY & FACILITIES**

**Reporting Officer: Property & Facilities Officer**

### **Document Control and Manual Development**

- Key register and procedure – ongoing
- Airport manual – ongoing
- Asset register and manual – ongoing
- Residential Tenancy manual and procedure – ongoing

### **NDRGP**

- Purchased generator & electrical upgrade to be completed by 22 June
- 4 tunnel tents for remote recovery centres have been purchased
- Training for Recovery Centre Coordinators has been scheduled for June & July for completion in October
- Media and communication processes are being costed and finalised

### **Residential Properties**

- Budget review on priority maintenance has been completed
- Heating for 10 units has been ordered with installation scheduled for 14/15 June.

### **Commercial Properties**

- Budget submission has been completed for the Tullah shops to replace guttering and veranda

### **Facilities**

- Strategy on maintenance and compliancy – ongoing
- List of buildings with form 56 issued to follow in next agenda.
- Strahan Airport – 3 lots of maintenance has been completed on the shoulder and sweeping of pavement area is currently been undertaken which will allow restricted weight limits for regular services to continue.

### **Asset Management (Buildings)**

- The register and manual updates- ongoing

### **Leases/Licences**

Lease or Licence	Location	Expiry Date/renewal	Comments
Nil			

**Environmental Health****Reporting Officer: Environmental Health Administrator**

Environmental Health			
	MTD	YTD	BUDGET
<b>Immunisation HPV and Varicella = x 2 injections</b>	2016 Term 2	Immunisation injections	
	41	96	

TYPE	DESCRIPTION	MTD	YTD	BUDGET
<b>Notifiable Diseases</b>	Salmonella	0	0	<b>0</b>

**The Public Health Act requires seasonal sampling of recreational waters.**

TYPE	DESCRIPTION	MTD	YTD	BUDGET
<b>Recreational Water</b>	Swimming Pools	0	15	<b>20</b>
<b>Recreational Water</b>	West Strahan Beach	0	18	<b>40</b>

## Registrations

<b>Food Businesses</b>	<b>MTD</b>	<b>YTD</b>	<b>Comments</b>
Rosebery	0	9	
Zeehan	0	8	
Queenstown	1	25	
Strahan	0	17	
Tullah	0	1	
<b>Total</b>	<b>0</b>	<b>60</b>	
<b>Street Dining Licences</b>	<b>MTD</b>	<b>YTD</b>	<b>Comments</b>
Rosebery	0	1	
Zeehan	0	0	
Queenstown	1	4	
Strahan	0	3	
Tullah	0	0	
<b>Total</b>	<b>0</b>	<b>8</b>	

**Reporting Officer: Municipal Inspector Animal Control**

<b>Animal Control</b>			
<b>MAY 2016</b>	<b>MTD</b>	<b>YTD</b>	
<b>Dogs Registered</b>	1	356	
<b>WOL Dogs Registered</b>	3	536	
<b>Dog Impounded</b>	6	28	
<b>Warnings Notices Issued</b>	1	24	
<b>Infringements</b>	5	46	
<b>Dogs Rehomed - Burnie</b>	0	7	
<b>Excess Dog Licence</b>	0	12	
<b>Licence Applications</b>	0	14	
<b>Licence Renewals</b>	0	12	
<b>Permits Issued</b>	0	12	
<b>Complaints</b>	12	68	
<b>Call outs</b>	0		
<b>Queenstown</b>	2	20	
<b>Zeehan</b>	1	5	
<b>Strahan</b>	1	5	
<b>Rosebery</b>	2	6	
<b>Tullah</b>	0	0	
<b>Granville Harbour</b>	0	0	
<b>Trial Harbour</b>	0	0	
<b>Gormanston</b>	0	1	

### Dog Registrations per town

Town	Annual	WOL
Queenstown	167	240
Strahan	73	65
Zeehan	38	111
Rosebery	60	100
Tullah	15	17
Granville/Trial Harbour	3	7
<b>Total</b>	<b>356</b>	<b>540</b>

Abatement Notices			
Town	MTD	YTD	Comments
Queenstown	0	40	
Zeehan	0	22	
Rosebery	0	39	
Strahan	0	6	
Tullah	0	5	
<b>Total</b>	<b>0</b>	<b>112</b>	

### Parking Machine Update

Machine/location	MTD Repairs/breakdowns Reasons	Amount collected for month	Comments
1 Miners Siding Q/Town	Nil	\$636.20	ok
2 Hamers Pub Strahan	NIL	\$126.70	ok
3 RACT Village Strahan	Nil	\$137.50	ok
4 Visitor Centre Strahan	Nil	\$505.30	ok
5 Slipway C/Park Strahan	Nil	\$1816.30	ok
<b>Total</b>		<b>\$3222.00</b>	

## **170/16 CORPORATE & STRATEGIC SERVICES DEPARTMENT REPORT**

**Reporting Officer: Corporate & Strategic Services Coordinator**

### **Personnel**

#### **Commenced**

Relief Cleaner

#### **Departures**

Municipal Employee – Queenstown

Carpenter

Manager Civil Works & Town Maintenance

### **Occupational Health, Safety & Training**

#### **Safety Committee Meeting**

Not held during April 2016

#### **Lost Time Injuries Month**

1 new injury – 1 ongoing

#### **Number of Lost Time Injuries year to date**

24

#### **Number of Lost Days Year to Date due to Injuries**

141

#### **Month Overview**

The month of May was heavily dedicated to budget preparation and reporting. For the first time West Coast residents and ratepayers had the opportunity to submit items for consideration by Council to form part of the 2016-2017 budget deliberations.

Fees & Charges for the 2016/17 financial year were extensively reviewed and recommendations inserted accordingly. This report forms a part of the June agenda.

Enterprise Bargaining has commenced, with a dedicated committee formed and working towards a new and improved working document.

The newly formed Safety Committee has been appointed with the first meeting to be held in June. Health & Safety Representative training will be undertaken in the coming months to ensure Council complies with all current statutory legislation.

## **171/16 CIVIL WORKS & TOWN MAINTENANCE DEPARTMENT REPORT**

**Reporting Officer: Acting Manager of Civil Works and Town Maintenance**

### **Ongoing Standard Tasks**

#### **Camping Grounds**

Lake Burbury toilets and barbecues cleaned and rubbish cleared daily.

Macquarie Heads toilets cleaned daily, grass mowed fortnightly and topping up of water in tanks as required.

#### **Airports**

Strahan airport toilets checked once a week and cleaned when necessary.

#### **Town Maintenance**

CBD areas of Queenstown, Rosebery, Strahan, Tullah and Zeehan cleaned daily.

Public toilets in Queenstown, Rosebery, Strahan, Tullah and Zeehan cleaned daily.

Cleaned and checked stormwater catchments on several occasions in all towns.

Drains unblocked/cleared drains when required.

Skate Parks and Playgrounds checked daily in Queenstown, Rosebery, Strahan, Tullah and Zeehan.

General mowing and brush cutting of parks, reserves and nature strips completed in Queenstown, Rosebery, Strahan, Tullah and Zeehan.

Strahan and Queenstown parking machines checked daily to ensure machines are in working condition and emptied as required.

Bins emptied weekly and grass mowed and brush cut as required at Queenstown, Rosebery, Strahan, Tullah and Zeehan.

Council Facilities with approved bookings cleaned and inspected as required.

#### **Waste Management**

Kerbside household wheelie bin collection conducted weekly.

Kerbside recycling collection conducted monthly.

Queenstown, Rosebery, Strahan, Tullah, Zeehan, Trail and Granville Harbour Transfer Stations cleaned daily.

Excess rubbish, scrap metal, tyres and oil from transfer stations carted to Zeehan Landfill when required.

Zeehan Landfill Site rubbish cleaned up and covered daily.

#### **Internal**

Daily checks and routine preventative maintenance conducted on plant equipment.

General cleaning and housekeeping as required.

#### **Additional Tasks Completed**

## **Queenstown**

### **Camping Grounds**

Lake Burbury pothole unsealed road.

Removed fallen trees.

### **Airports**

Dug out & filled test holes Strahan Airport.

One inspection for landing Queenstown.

### **Town Maintenance**

One burial Strahan.

Tree removal after winds Queenstown & Gormanston.

Extra stormwater checks & maintenance due to storms.

Repairs to stormwater, nature strip, unsealed roads, footpaths, gutters Queenstown area.

Remove concrete block from playing surface Rec Ground.

Rolled, marked cleaned Rec Ground several times.

Facility inspections.

Put out tables & chairs for facility hire, 3 occasions.

Supply personnel for animal on call – 4 times.

Locked out basketball rings Sports Stadium- safety issue.

Installed pipes driveway, Hurst Street.

Stormwater inspection Harold Street Strahan.

Repair kerb Orr Street.

### **Waste Management**

Scrap metal removed from transfer station(contractors).

### **Roads & Signage**

Scrape off mud & spread metal Macquarie Heads road.

Change bent parking sign pole Orr St.

Potholed Brown & Little MacNamara Streets.

### **Swimming Pools**

## **Special Projects & Capital Works**

Installed more seating Rec Ground.

Capex King Street bridge, install barriers, signage.

## **Zeehan**

### **Town Maintenance**

Fallen tree removal after severe winds.

Potholing unsealed roads within Zeehan.

Cold mixing within Zeehan & edging sealed section Trial Road.

Cleared some open drains within Zeehan.

Excavator required for Queenstown works requests & Strahan stormwater.

Marking & maintenance of oval for mini-league.

Cartage of gravel to Queenstown for oval.

### **Waste Management**

Planning continues for the development of stage two.

Gorse slashing at Transfer Station.

### **Roads & Signage**

Emergency repairs to Macquarie Heads road.

Remove fallen trees from Corinna road.

Cartage of gravel for R2R.

### **Swimming Pools**

Rotation of pumps & addition of chemicals- weekly.

## **Special Projects & Capital Works**

R2R- Granville road sealing preparations & sealing, guide post installation.

Trial road drainage works, gradient improvements & stormwater installation at entrance to Trial Harbour. Grading & rolling ongoing.

## **Airports**

Zeehan staff repaired sunken test holes at Strahan airport.

## **Rosebery**

### **Town Maintenance**

Removed fallen tree off house in Sale St Tullah.

Cleared all blocked stormwater, drains & sumps after heavy rain.

Placed headstone at cemetery.

Removed fallen trees from Murchison St, Williamsford Road & 12 Parkinson St Zeehan.

### **Waste Management**

Cleaned up under all bins @ Transfer Station & cleaned drains.

Cleared all oil drums from Transfer Station to Zeehan landfill.

### **Roads & Signage**

Potholed Williamsford Road & Montezuma Falls carpark.

Erected bailiff sign on property.

Restood damaged sign Karlson St.

### **Swimming Pools**

Run pumps & backwash.

### **Special Projects & Capital Works**

## **Strahan**

### **Camping Grounds**

### **Airports**

Work done on test holes up side of runway.

### **Town Maintenance**

Tree removal Hogarth Falls track.

Clean out drains & sumps Strahan.

Mow & mark Rec Ground.

Fix wire fence Harold Street.

Replace toilet roll holders all public toilets.

Clean pavers Esplanade, CBD area.

Remove oil drums & tyres from creek Harvey Street.

Trim trees Ocean Beach Road.

Unblock stormwater Harold Street.

Fix & spread gravel Goulay Street.

## **Waste Management**

Fill up green waste & white goods bins to be taken to Zeehan landfill.

Clean transfer station.

Clean out under bins.

## **Roads & Signage**

Pothole Lowana Road.

Put up No Standing signs on Ocean Beach Road near airport.

## **Special Projects & Capital works**

### **Kerbing Crew**

Worked on footpath Preston Street Queenstown.

Repairs to gabions in Main Street Zeehan.

Catchments cleared in Rosebery & Queenstown.

Installed ½ round cement pipes in Preston Street Queenstown.

Works on closure of King Street Queenstown.

Staff - Tafe in Devonport.

### **Carpenter 1**

Installed seats in Queenstown Rec Ground.

Repairs Queenstown Memorial Hall.

Installed rubbish bins Queenstown.

Repairs Visitor Centre Strahan.

Works King Street Bridge.

Repairs to Change rooms Rosebery oval.

Placed ashes & plaque, 2 headstones Queenstown Cemetery.

Fitted soap dispensers & general repairs Queenstown office.

Checked house in Tullah for damage.

Boarded up window house Fincham St Zeehan.

## STATISTICS

CEMETERIES – BURIALS 2014-2015				
Month	Queenstown	Strahan	Zeehan	Rosebery
July	0	0	0	0
August	1	0	0	0
September	0	0	0	0
October	0	1	0	0
November	1	0	0	0
December	1	0	0	0
January	0	1	0	1
February	1	0	0	0
March	0	0	0	0
April	0	0	0	1
May	0	1	0	0
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>2</b>

AERODROMES – LANDINGS 2015-2016		
Month	Queenstown	Strahan
July	0	5
August	0	4
September	0	0
October	1	5
November	0	0
December	1	8
January	0	0
February	0	0
March	1	16
April	0	0
May	0	0
<b>TOTAL</b>	<b>3</b>	<b>38</b>

- Queenstown is not a licensed airport. Aircraft land at their own risk.
- Please note that on advice from AVDATA reporting for Airports for agenda will be unconfirmed until following month

## **Waste Transfer, Landfill, Garbage & Recycling**

### **Statistics**

#### **Waste Management**

<b>Month</b>	<b>Q'Town</b>	<b>Rose/Tullah</b>	<b>Zeehan</b>	<b>Gran. Harb</b>	<b>Strahan</b>	<b>Total</b>
July	670	974	243	125	660	<b>2,672</b>
August	592	833	441	120	556	<b>2,542</b>
September	764	877	344	155	445	<b>2,545</b>
October	758	927	354	125	733	<b>2,897</b>
November	847	1,204	435	123	831	<b>3,440</b>
December	602	563	332	120	552	<b>2,049</b>
January	885	886	450	105	1032	<b>3358</b>
February	784	684	413	95	860	<b>2836</b>
March	927	1020	371	105	920	<b>3343</b>
April	747	735	330	75	876	<b>2763</b>
May	716	770	343	85	824	<b>2738</b>
June						

#### **Garbage Collected: Bins & (m³)**

<b>Month</b>	<b>Q'town</b>	<b>Rose/Tullah</b>	<b>Zeehan</b>	<b>Strahan</b>	<b>Total Bins</b>	<b>Total m³</b>
July	3,888	2,270	1,120	965	8,243	<b>274.8</b>
August	2,579	1,463	1,136	938	6,116	<b>203.9</b>
September	4,082	2,146	1,401	1,331	8,960	<b>203.9</b>
October	3,255	2,323	1,200	1,159	7,937	<b>264.5</b>
November	3,284	1,907	1,214	1,079	7,484	<b>249.5</b>
December	4,035	2,339	1,544	1,502	9,420	<b>265.0</b>
January	3348	1906	1193	1272	7719	<b>235.0</b>
February	3376	1980	1232	1291	7879	<b>235.0</b>
March	4224	2450	1527	1569	9770	<b>292.0</b>
April	3198	1884	1223	1210	7517	<b>232.0</b>
May	3094	1795	1419	1343	7651	<b>242.0</b>
June						

### Recyclables Collected

Month	Amount m <sup>3</sup>
July	53.76
August	55.5
September	58.5
October	56.4
November	68
December	54.48
January	45.12
February	68.4
March	64.8
April	56.64
May	61.68
June	

### Waste Management:

*Rubbish deposited at transfer stations and carted to Zeehan landfill site: (m<sup>3</sup>)*

## VANDALISM REPORT JANUARY 2016

IR No	Incident Date	Incident details (Sequence of Events)	Extent of the Damage	Apparent/Cause	Prevention	WCC Depots	Incident location	Cost	Police Contact
869	2/07/2015	Tried to burn rubbish bin and burnt paper towel in sinks.	Blistered laminate on sink.	Vandalism	CCTV camera	Strahan	New toilets next to fuel tanks at wharf		NO
870	2/07/2015	Paper towel burnt in sink and broke slats off seat near showers. Took photos and contacted police.	Missing slats off seats.	Vandalism Someone lighting paper towel and breaking slats off	Lock toilets.	Strahan	Main Carpark Slipway toilets		YES
871	3/07/2015	Burnt paper towel in send and rubbish bin, burnt paper towel dispenser, burnt toilet signs on walls.	Paper towel dispenser burnt and will have to be replaced, toilet signs will have to be replaced.	Someone lighting paper towel and burning paper towel dispenser and toilet signs.	Lock toilet of a night.	Strahan	New toilets next to fuel tanks at wharf		NO
873	7/07/2015	Noticed public toilets had eggs smashed against floor and doors, paper towel containers opened with paper towel rolls burnt in park. Reported to supervisor.	2 burnt paper towel rolls, extensive clean-up of eggs.	Vandalism.	CCTV camera	Queenstown	Hedley Faults Park, Queenstown		NO
875	25/07/2015	Somebody tried to burn tables next to BBQ at West Strahan Beach. Took photos, contacted Police.	Board on top of table will have to be replaced.	Vandalism	More Police presence.	Strahan	Picnic tables next to BBQ at West Strahan Beach		YES
878	10/08/2015	Somebody has driven on to grass area, making a mess of the grass.	Torn up grass	Vandalism	CCTV camera	Queenstown	Anzac Park, Queenstown		NO
880	8/08/2015	The parking metre ripped out of ground. Contacted Police.	Parking metre is damaged require new one to replace.	Persons put rope around it and ripped it out of base.	More Police presence.	Strahan	Slipway car park		YES
884	22/09/2015	Grass has been turned up on the nature strip of the swimming pool car park by a vehicle.	Two tyre tracks in grass	Somebody parking vehicle on grass/vandalism.	More Police presence.	Queenstown	Queenstown swimming pool		NO
886	22/09/2015	Broken baby change table, chips covering toilet floors, broken women's sanitary bin, hand towel rolls in toilet, toilet rolls in toilet, floor covered in water, rubbish covering floor.	Broken baby change table, ladies sanitary bin in disabled toilets broken.	Vandalism	Fix alarm for locks.	Queenstown	Hedley Faults Park Public Toilets		NO

## VANDALISM REPORT JANUARY 2016

	17/09/2015	Theft and fire damage to Council's safety bollard (plastic x2) and fire damage to garden shrub	Destroyed two plastic 1.3 metre safety bollards and repairable fire damage to garden shrub	Vandalism and theft	CCTV camera	Strahan	Esplanade Strahan Harold Street Roundabout		YES
889	30/09/2015	Someone stole picnic table and chairs. Took photos and contacted Police. Police located stolen asset and returned to Council. Staff reinstated and secured.	The picnic table and chairs were unbolted and taken	Vandalism and theft	Lock gates of a night	Strahan	People Park BBQ area		YES
890	11/10/2015	Some person hooked a boat onto a vehicle and towed it around the transfer station. Vandalism was committed after 8.00pm.	Major damage to small fence in front of bins, timber smashed, capping damaged, signs damaged and perimeter fence damaged.	Vandalism	CCTV camera	Queenstown	Queenstown Transfer Station		YES
1493	8/11/2016	No 3 cubic electric wires were damaged causing the toilets to be unable to be unlock	Security wiring (timer) to be inoperative	Vandalism	CCTV camera	Queenstown	Public Toilets Stitt Street Queenstown		NO
1451	18/11/2015	Evidence of vandalism was the vertical cut by a chainsaw in three locations around each tree truck approximately 30 centimetres above ground level. This was evident on two trees. The third tree next to Suttor's slip-yard could not be observed due to the thick undergrowth and inaccessible access. However, access through Suttor's slip-yard could easily access the tree. Several smaller trees (Tea Trees) was cut down.	Three large mature trees that had been vandalised and several smaller trees that had been cut down. Council Incident Report: 1451.	Vandalism	CCTV camera	Strahan	The area is adjacent to the walking track on the foreshore opposite B3 Esplanade Strahan and next to Suttor's slip-yard.	TBC	YES
1291	29/11/2015	Unauthorised tree removal. At no time did a Council Officer give permission to cut down this tree. This tree has been assessed by Council's Tree Contractor as a significant tree and of very good and sound health and shape.	One large mature tree that has been vandalised through cutting down and removal. Council Incident Report 1291	Vandalism	Educate the public	Strahan	The area is adjacent to the Strahan Works Depot and Harvey Street	TBC	YES
963	30/05/2016	Unidentified persons have removed signage and dumped it in the river, water bollards and safety cones removed from site, temporary safety fencing removed, new signs pushed over.	Legs on signs were broken.	Vandalism	Public education and Police Checks	Queenstown	King Street Bridge	N/A	NO

## 172/16 CORRESPONDENCE

### Recommendation

That it be RESOLVED that the correspondence (Inward & Outward) as presented be noted.

### Correspondence In

Office of the Premier  
Level 11, 15 Murray Street, HOBART TAS 7000 Australia  
GPO Box 123 HOBART TAS 7001 Australia  
Ph: +61 3 6165 7650  
Email: Premier@objt.tas.gov.au  
Web: www.premier.tas.gov.au

Cr Phil Vickers  
Mayor  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear Mayor

On behalf of the Premier, Will Hodgman MP, I would like to acknowledge and thank you for your letter of 4 May 2016 concerning the West Coast.

Yours sincerely



Narissa Delaney  
DEPARTMENTAL LIAISON OFFICER

10 May 2016



# TASMANIAN PLANNING COMMISSION

SCANNED  
for  
DATAWORKS 2016  
**ENTERED**  
**RECEIVED**  
27 MAY 2016  
BY: 14474

CPC  
COUNCIL

Our ref: DOC/16/7770  
Officer: Johanna Edwards  
Phone: 03 6165 6811  
Email: tpc@planning.tas.gov.au

26 May 2016

By email:

Dear Mr Johnston

**Representation to the Cradle Coast Interim Planning Schemes  
West Coast Interim Planning Scheme 2013  
Representation in relation to CT 45040/26 at Granville Harbour**

The Commission Panel assessing the 9 interim planning schemes in the Cradle Coast Region has completed its consideration of your representation on the West Coast Interim Planning Scheme 2013 (Interim Scheme) and documented its draft findings below for your information and final comment.

The Panel notes your representation regarding the zoning of zoning of CT 45040/26 at Granville Harbour.

The Panel has considered written documents submitted by you, other representors and the West Coast Council (Council) and information provided at meetings convened by the Panel.

The Panel has given particular attention to whether or not the issues raised in your representation can be addressed within the scope of the Panel's powers under section 30K of the *Land Use Planning and Approvals Act 1993* (the Act), as amended on 1 January 2015 and 17 December 2015. Section 30K of the Act enables the Panel, with the approval of the Minister for Planning, to make an urgent planning scheme amendment or direct a council to initiate a normal scheme amendment.

The Panel notes that in the West Coast Planning Scheme 2000, CT 45040/26 and other residential properties at Granville Harbour were zoned Natural Resources and that this was translated to Rural Resource in the Interim Scheme 2013. The Panel also notes that your preference is for this zoning to be changed to Low Density Residential.

The Panel's draft finding is that the appropriate zone is Low Density Residential for the following reasons:

- The residential lots were not shown as separate titles to the surrounding Crown land on the West Coast Planning Scheme 2000 zoning map even though separate titles existed at the time the planning scheme was proclaimed. The result was that the Natural Resources zone was applied to the entire area on the 2000 Planning Scheme zoning map and did not distinguish between private and Crown land.
- The private lots have been created and substantially developed for residential purposes.

Level 3, 144 Macquarie Street Hobart Tasmania GPO Box 1691 Hobart TAS 7001  
Ph: 03 6165 6828 Email: tpc@planning.tas.gov.au  
www.planning.tas.gov.au

- The Rural Resource zoning in the Interim Scheme 2013 is not the appropriate zone for such a residential area.

The Panel intends to recommend to the Minister for Planning that an urgent amendment be made, as follows:

*Rezone CT 45040/26 to Low Density Residential*

In the event that you wish to submit a written comment on the draft finding, the Panel would appreciate responses by no later than Friday, 10 June 2016. Comments can be emailed to [tpc@planning.tas.gov.au](mailto:tpc@planning.tas.gov.au) or posted to:

Tasmanian Planning Commission  
GPO Box 1691  
HOBART TAS 7001

Alternatively, if you wish to discuss this matter further with the Panel, please advise Julie Cullen on 6165 6812 or email [tpc@planning.tas.gov.au](mailto:tpc@planning.tas.gov.au) so suitable arrangements can be made as soon as practicable.

Yours sincerely



Greg Alomes  
Executive Commissioner

cc Mr Dirk Dowling, General Manager, West Coast Council  
Email: [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)

Treasurer  
Minister for Forestry  
Minister for Planning and Local Government  
Level 9, 15 Murray Street HOBART TAS 7000 Australia  
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Ph: +61 3 6165 7670  
Email: [treaseroftice@dpac.tas.gov.au](mailto:treaseroftice@dpac.tas.gov.au)



19 MAY 2016

Cr Phil Vickers  
Mayor  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear Mayor Phil,

I am writing to inform you that along with the Premier, the Hon Will Hodgman MP, and the President of the Local Government Association of Tasmania, Ald Doug Chipman, I launched the Good Governance Guide for Tasmanian Councils on 19 May 2016 following a meeting of the Premier's Local Government Council (PLGC).

The Good Governance Guide aims to build a better understanding of, promote and enhance good governance in local government. It provides information and scenarios related to key elements of good governance including:

- acting with the highest ethical standards;
- understanding roles;
- fostering trusting and respectful relationships;
- showing a commitment to risk management;
- engaging in effective strategic planning;
- following a transparent and accountable decision making process;
- making decisions that promote the interests of the community they serve;
- understanding and abiding by the law; and
- committing to continuous improvement.

The development of the Good Governance Guide was identified by State Government and local government stakeholders through the Role of Local Government project as a strategic priority to help build governance capacity within Tasmanian councils.

I encourage you to refer to the Good Governance Guide and to consult it regularly as you carry out your often complex duties as an elected member as well as to promote and discuss it with your elected colleagues. The Director of Local Government, Mr Phillip Hoysted, is available to meet with your Council to provide a presentation on the Guide if you believe that your Council would benefit from a discussion focussed on good governance.

The Local Government Division in the Department of Premier and Cabinet will keep the Good Governance Guide up-to-date. The Division will re-issue the Guide and promote any changes when it is updated. The Guide will be evaluated following the next local government elections in 2018 to assess how widely it is being used and whether it could be improved.

You can access the Good Governance Guide on the Department of Premier and Cabinet's website at [www.dpac.tas.gov.au/divisions/local\\_government](http://www.dpac.tas.gov.au/divisions/local_government). It is available as an online resource or to download and print. For further information, please contact Mr Phillip Hoysted by email at [lgd@dpac.tas.gov.au](mailto:lgd@dpac.tas.gov.au) or by telephone on 6232 7022.

Yours sincerely



Peter Gutwein MP  
Minister for Planning and Local Government

Copy to: General Manager

**Minister for State Growth  
Minister for Energy  
Minister for Environment, Parks and Heritage**

Level 10/15 Murray Street HOBART TAS 7000 Australia  
GPO Box 123 HOBART TAS 7001 Australia  
Ph: +61 3 6165 7739

Email [Minister.Groom@dpac.tas.gov.au](mailto:Minister.Groom@dpac.tas.gov.au)

Web [www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au) [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) [www.skills.tas.gov.au](http://www.skills.tas.gov.au) [www.ce.tas.gov.au](http://www.ce.tas.gov.au)

SCANNED  
for  
**DATAWORKS**



RECEIVED  
20 MAY 2016  
19 MAY 2016 44450

**ENTERED**

Mayor Phil Vickers  
PO Box 63  
Queenstown 7467

Dear Phil

Thank you for your further letter on 28 April regarding the West Coast Wind Farm.

I can assure you that the Government continues to consider the West Coast Wind Farm as an excellent wind farm project opportunity for both the West Coast and for Tasmania. However, as I have constantly stated, any supporting offtake arrangement must be undertaken on a commercial basis. It would be irresponsible for the Government to facilitate an outcome on "any terms". I have encouraged both Aurora Energy and Hydro Tasmania to engage in discussions with a view to reaching an agreement on commercial terms. I understand that these discussions are continuing. I would encourage you to encourage the proponents to ensure that any proposal being put to the energy businesses is on the best terms possible.

We will continue to monitor this issue to ensure that the best interests of all Tasmanians are being served. If you would like to discuss this in more detail then please contact my senior energy adviser, Dr Michael Connarty, on 6165 7739.

Thank you for raising this matter with me.

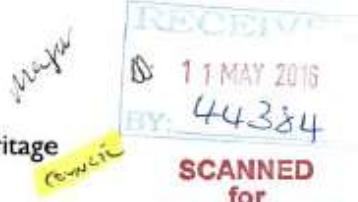
Yours sincerely

Matthew Groom MP  
Minister for Energy

Office of the  
Minister for State Growth  
Minister for Energy  
Minister for Environment, Parks and Heritage

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Web [www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au) [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) [www.skills.tas.gov.au](http://www.skills.tas.gov.au) [www.cs.tas.gov.au](http://www.cs.tas.gov.au)



ENTERED

10 MAY 2016

Mr Phil Vickers  
Mayor  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear Mayor Vickers

On behalf of Matthew Groom MP, Minister for State Growth, I would like to thank you for your letter of 4 May 2016 regarding West Coast Council and Requests for Support and Collaboration.

Your letter will be brought to the Minister's attention. The Premier has also received this correspondence and Minister Groom's office has been asked to provide input in relation to some of the matters related to his portfolios.

Yours sincerely



Sue Larsen  
Departmental Liaison Officer



27 May 2016

West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear Mayor Vickers

I am writing to provide you with a copy of the Joint Infrastructure Statement, initiated by the Australian Local Government Association (ALGA) and endorsed by seven other peak bodies. The Statement calls on all political parties to make a commitment to maintain long term infrastructure spending and thus address the growing infrastructure shortfall and improve national productivity.

This united action, by ALGA, Institute of Public Works Engineering Australasia, Planning Institute of Australia, Australian Logistics Council, Urban Development Institute of Australia, Property Council of Australia, National Farmer's Federation and Green Building Council of Australia, highlights our strategies to address the growing concerns about the risk to Australia's economic growth posed by years of under-investment in public infrastructure which has led to much of the nation's public infrastructure failing to meet the needs of Australian businesses and communities.

The Statement focuses on a 9-point Infrastructure Plan which calls for a political commitment to a range of actions including ensuring ongoing investment, both public and private, of no less than 5% of GDP in productive infrastructure projects, addressing the shortfall for maintenance of government-owned infrastructure and taking a more strategic, long term and transparent approach to infrastructure investment.

I believe that a Commonwealth commitment to the Infrastructure Plan we have outlined will make a major contribution to maintaining and growing our standard of living and to ensuring that Australia's cities and regions remain competitive, liveable and sustainable.

The Infrastructure Statement and Plan will feature in the program for this year's National General Assembly (NGA), held in Canberra from 19 – 22 June. The NGA will feature a panel session focusing on the 9-point Infrastructure Plan and a discussion with representatives of each of the peak bodies covering the impacts of the infrastructure shortfall on the diverse areas of Australia's economy that they represent.

I encourage you to support the enclosed statement, and to seek a meeting to discuss the issue of infrastructure investment with your local Member for Parliament.

I also encourage you to be part of the national discussion and to engage with the Statement partners at the NGA. You can register your attendance at [www.alga.asn.au](http://www.alga.asn.au).

Yours sincerely

Mayor Troy Pickard  
President

## A JOINT STATEMENT ON ECONOMIC INFRASTRUCTURE INVESTMENT

We, the undersigned, have joined together to call on all Federal political parties to commit to long-term infrastructure investment in the 2016 Federal election.

We join together in this statement to highlight our collective concern about the risk to Australia's economic growth posed by years of under-investment in public infrastructure, particularly transport infrastructure.

The consequence of under-investment is that much of the nation's public infrastructure is struggling to meet the needs of Australian businesses and communities and will be further constrained into the future.

Modern, reliable and affordable infrastructure is fundamental to enhancing Australia's productivity, international competitiveness and workforce participation and is essential to maintaining the living standards that all Australians have grown to appreciate.

Analysis of ABS data by Infrastructure Australia shows that investment in infrastructure, across the economy, has averaged 5% of GDP for the last five years.

We recognise the important role of the private sector in the provision of infrastructure, but we also acknowledge the central role of the Australian Government in the development of infrastructure through necessary regulation and planning, the establishment of adequate safeguards for consumers and, where appropriate, the provision of adequate funding.

We acknowledge the financial challenges facing the Australian Government in the provision of services and infrastructure and we call on all Federal political parties to commit to working together with all levels of government and industry on sustainable long-term funding solutions.

Infrastructure investment is needed in both our cities and our regional areas. Cities are fundamental to Australia's economic prosperity and are where the majority of people live and work. Infrastructure Australia estimates that the annual cost of congestion in our cities may reach \$53 billion by 2031 and investment in infrastructure is the key to reducing this cost to productivity. Our regional

industries, in particular agriculture, are a central pillar of the national economy and must be more efficiently connected to markets here and overseas. Investment in infrastructure is needed to ensure our cities and regions remain competitive, liveable and sustainable.

We call on all Federal political parties to recognise the critical role of infrastructure in achieving productivity, growth and economic prosperity, and to respond to our 9-Point Infrastructure Plan.

### *The 9-Point Infrastructure Plan*

1. Ensure ongoing investment of no less than 5% of GDP into productive infrastructure projects that support continued economic growth and boost national productivity.
2. Address the funding shortfall for maintenance of government-owned infrastructure.
3. Invest in public infrastructure that is linked to strategic plans, meets cost-benefit principles, and is linked to the priorities identified by Infrastructure Australia.
4. Provide payments to infrastructure providers for community service obligations where it is uneconomic to meet the cost of service provision.
5. Adopt an integrated multi-modal approach to transport planning and funding which recognises the requirements of supply chains and passengers.
6. Enhance connectivity with strategic investment in roads and rail, including their linkages with aviation and ports.
7. Take a long-term strategic, planned and transparent approach to infrastructure investment.
8. Fund an evidence-based exploration of road user charges in partnership with all governments and stakeholders.
9. Address congestion and transport challenges facing our major cities, better linking housing to employment, enhancing liveability and reducing barriers to economic growth.



Mayor Troy Pickard  
President  
AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION



Ian Murray AM  
Chairman  
AUSTRALIAN LOGISTICS COUNCIL



Bevan Malone

Chair Executive Officer  
THE GREEN BUILDING COUNCIL AUSTRALIA



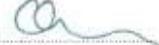
Robert Fisher  
Chair Executive Officer  
INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA



Brent Friday  
President  
NATIONAL FARMERS' FEDERATION



Brendon Nelson  
President  
PLANNING INSTITUTE OF AUSTRALIA



Ben Morrison  
Chair Executive Officer  
PROPERTY COUNCIL OF AUSTRALIA



Michael Edwards  
Chair Executive Officer  
URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA



ENTERED  
21/5/16

Mr Dirk Dowling  
General Manager  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear *Dirk*

#### 2016 KEEP AUSTRALIA BEAUTIFUL PROGRAMS

This year will celebrate the 37th annual Sustainable Communities Awards program that includes Tidy Towns, Sustainable Cities and Clean Beaches awards.

This year has seen **Triabunna** win the State Tidy Towns award and represent Tasmania at the National Awards in Toodyay, Western Australia.

**Triabunna** was successful in being awarded the **2016 National Tidy Town Winner**.

This follows on from Sheffield winning the national award in 2014

**Glenorchy** is our representative in the National Sustainable Cities Awards and **Dover Beach** our representative in the National Clean Beaches Awards that will be announced later this year.



Innkeepers



WRIGLEY



Keep Australia Beautiful Council (Tas) Inc ABN 66 004 185 454  
GPO Box 812, Hobart, TAS 7001

Phone Mob. 0488 101 585 Email: geoffmarsh@kabtas.com Website: www.kabtas.com

For a number of years we have understood the importance of education to help people understand environmental issues with a strong emphasis on reducing litter and increasing recycling. We recognize the good work of schools in this area through our Sustainable Schools awards and through the provision of education materials. We have introduced the Eco-Schools program over the past 12 months. This is an international education program that is active in over 52 countries. In 2016, we have recruited 18 schools across Tasmania to participate in this program

KAB also provides funds under the Coca Cola Foundation Community Beverage Container Recycling Grants, and Tasmania has an allocation of \$30,000 this year. Applications for these grants are now open and information can be obtained from <http://kab.org.au/beverage-container-recycling-grants>.

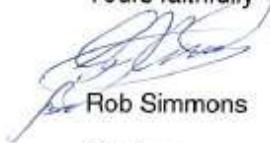
Details of our activities including newsletters of awards over the past several years (no doubt including some of your residents, towns, cities and beaches) are available at [www.kabtas.com](http://www.kabtas.com) that also has links to our National site.

As a not-for-profit organisation we are reliant upon sponsorship support from the Tasmanian Government and some other sponsors.

Local Government has always supported our efforts to recognise achievements in their communities and we seek that ongoing support through your associate membership of our organisation.

I enclose our invoice for 2016/2017, payment of which will greatly assist in our being able to continue our activities.

Yours faithfully,



Rob Simmons

Chairman



Innkeepers



WRIGLEY



Keep Australia Beautiful Council (Tas) Inc ABN 66 054 185 454  
GPO Box 812, Hobart, TAS 7001

Phone Mob. 0488 101 585 Email: [geoffmarsh@kabtas.com](mailto:geoffmarsh@kabtas.com) Website: [www.kabtas.com](http://www.kabtas.com)

15<sup>th</sup> May 2016

Dear Mr Dowling

SCANNED  
for  
DATAWORKS

ENTERED

RECEIVED  
17 MAY 2016  
BY 44411

COUNCIL

My apologies for the delay in writing this letter. I would like to bring to your attention the excellent, professionalism of the pool staff at the Zeehan and Queenstown pool.

Last season I had two incidences with my children, the first was at the Zeehan pool when my 6 year old decided to jump backwards into the pool. He cut his chin on the side of the pool, the pool attendants were Adam Jones and Mathew Pitt. They quickly jumped into action, Adam pulled him out of the pool and they both proceeded to attend to his cut, deciding it probably needed stitches Mathew asked if I would like to call an ambulance, I decided it wasn't an emergency and drove him to Rosebery myself. The doctor even paid them compliments on how well the wound was attended to. Both the boys followed up with me on how Braydon was doing, which was much appreciated.

The second incident was at the Queenstown pool, my two boys found themselves in difficulty while swimming in the big pool. A Quick response from Rebecca Pitt (who was not officially on duty) and once again Adam Jones, who jumped straight in and got them to safety. I was quite concerned about Rebecca as she had been quite unwell, but with no hesitation to her own health she helped my boys. I followed up with Rebecca a few days after to see if she was ok.

My husband and I would like to say thank you to Rebecca, Adam and Mathew for helping the boys, and would like to say well done to the West coast council on the excellent training of their swimming pool staff.

Kind Regards

*m fealy*  
Megan Fealy

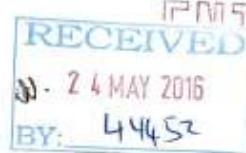
**Executive Assistant**

SCANNED  
for  
**DATAWORKS**

ENTERED

24-5-16 J

**From:** Larry Hazzard <lphazzard@optusnet.com.au>  
**Sent:** Thursday, 19 May 2016 3:46 PM  
**To:** WCC  
**Subject:** Information Centre Strahan



Hi,

My husband and I have recently returned from a trip around your beautiful State.

I am writing to you to congratulate the many wonderful staff who man the Visitor Information Centres up and down the east and regional centres. We used these centres extensively during our two week trip around Tassie. The assistance and information we received was invaluable and made our trip so much easier. The staff were all so well informed, very personable and friendly. We would have overlooked many interesting places and attractions without their guidance, what a great asset these folk are to your tourist trade.

We used the centres in Hobart, Triabana, Bicheno, Cradle Mountain and Strahan. I can't express how impressed we were with the service we received and also how grateful we were for their warmth and patience.

Yours sincerely

Vicki and Larry Hazzard

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This email has been checked for viruses by Avast antivirus software.  
<https://www.avast.com/antivirus>

C Neumann

ACT 2602

10 MAY 16

Tourism Industry Council Tasmania  
GPO Box 2158  
HOBART  
TASMANIA 7001

Dear sir / Madam,

I wish to express my appreciation for the assistance my wife and I received during our visit to Tasmania in February from:

Tracey (Visitor Information Network, East Coast, Triabunna);

Bronwyn and Rachael (Visitor Information Network, West Coast, Strahan); and Alison (Makers' Workshops, Burnie).

They couldn't have been more courteous and helpful. My belated thanks to all of them.

Yours faithfully,

C Neumann

coral

# St Joseph's Catholic School Queenstown

School Newsletter No. 14 Tuesday 31st May 2016



## SCHOOL CALENDAR

### Term 2

#### May

Tuesday 31st  
Dance Fever

#### June

Friday 3rd  
Playgroup - 9:00  
Class Mass (Huon) - 9:30am  
Lyell House Visit - Leatherwood

Tuesday 7th

Dance Fever  
Assembly  
Friday 10th  
Class Mass (King Billy) - 9:30am  
Lyell House Visit - Huon

Monday 13th

Queen's Birthday long weekend  
Tuesday 14th  
Dance Fever  
Wednesday 15th  
School Board Meeting - 7pm  
Thursday 16th  
School Photo Day  
Friday 17th  
Class Mass - Prep/Grade 1 - 9:30

Tuesday 21st

Dance Fever  
School Assembly - 2:15pm

### 2016 Term Dates

**Term 1:** Feb 4th - April 8th

**Easter:** March 25th - March 29th

**Term 2:** April 26th - July 1st

**Term 3:** July 18th - Sept 23rd

**Term 4:** Oct 10th - Dec 16th



## NEWS FROM THE PRINCIPAL

A meeting between parents, interested community members and Tasmanian Catholic Education Office (TCEO) executives was held at our school last night. The meeting was coordinated by the Director of Catholic Education Tasmania, Mr John Mula and supported by the Deputy Director, Mr Sean Gill, Head of School Services, Mr Peter Douglas and Head of Corporate Services, Mr John Hills. Mr John Mula gave a presentation on enrolment trends in both St Joseph's Queenstown and St Joseph's Rosebery, exit data, projected enrolments 2017 – 2020, how Catholic schools are funded, income per student, capital debt per student, annual contributions to capital projects, population trends and West Coast school age data 2017 – 2037. After the presentation Mr Mula posed two points of discussion to the audience:

1. Issues facing your children seeking secondary education
2. Hopes and aspirations for your children

Thank you to those parents, staff members and community members who attended the meeting and participated in the discussions. Today, the TCEO executives met with West Coast Council Mayor Mr Phil Vickers then travelled to Rosebery to meet with parents and staff.

*Christina Gretton  
Principal*

1 Pontifex Street Queenstown, Tasmania 7467

(PO Box 42)

Telephone: (03) 64711139

Faxsimile: (03) 64711251

E-mail: [stjosephsq@catholic.tas.edu.au](mailto:stjosephsq@catholic.tas.edu.au)

[www.stjosephsq.tas.catholic.edu.au](http://www.stjosephsq.tas.catholic.edu.au)

School Banking Details: BSB 067000

Accnt: 10320670

EFTPOS facilities now available

#### **REMINDER - Student Medical Information**

If your child/ren's medical information has changed since the beginning of the 2016 school year, please remember to provide details to the school office. This also includes any updates to any medical action plans your child/ren may have.

#### **Updated Head Lice Policy**

Included as an insert this week is our updated Head Lice Policy. This policy has been updated in conjunction with our school board. Please contact the school office if you have any feedback regarding this policy.

#### **Emergency Practice**

Within the next six weeks we will hold an unannounced emergency practice with staff & students this is to test our response to a potential scenario that staff identify as a threat, warranting the school go into lockdown (opposite to evacuation).

Like fire evacuation drills, we recognise the worth to test this process. We have plans in place to make this practice as least disruptive as possible. If you have queries you are welcome to call our Safety Officer, Simon Natoli on 0400 105 476.

#### **School Photo Day**

Our school photo day will be held on Thursday, 16th June. Order forms will be sent home once we have received them. Students are to be dressed in their full winter uniform. Please contact the school office if you require any uniform items prior to this day.

#### **Last Friday's Whole School Mass**



#### **Weekly Canteen Special**

- Pumpkin Soup \$2.00
- Wholemeal Bread Available
- Pasta Bake \$3.50



## PARENTS AND FRIENDS NEWS

### Telephone Books

Telephone books have all been delivered. Huge thanks to Andrew Lay, Michael Close, Ruth Powell, Narissa Gaspersic, Alex and Nathan Williams, Cameron Schultz and Narrell Fry, Liesl Torr, Liz Brown and Alice Richards for all of your help. If there is anyone that didn't receive a phone book or know of anyone that didn't and/or would like additional books, please let the school office know.

### Cookie Dough Fundraiser

The Billy G's cookie dough fundraiser is in full swing with lots of orders coming in. Keep them coming guys and don't miss out. Additional order forms are at the office if you require more and all forms will need to be returned no later than Friday, 10<sup>th</sup> June so the cookie dough can be delivered by the end of term. Orders can also be placed online for credit/debit card payment.

**Next Meeting: Wednesday 29<sup>th</sup> June, 7pm in the School Library.** During our meeting we will be updating our Constitution, please come along if you would like to have some input. If you would like to view a copy of our current Constitution please see Rebecca Lay.

### Community News

The Queenstown Junior Basketball Association will be holding a clinic on Thursday, 9th June from 3:30pm to 5:30pm at the Queenstown Stadium. The clinic is open to all age groups and is free of charge. It is run by Mr David Munns from Basketball Tasmania.

### SRC Disco

Oh, what a night! The music was loud, the children were louder, but fun was had by all. The night was a huge success; due to the fantastic efforts and support from the Parents and Friends (P&F), the Student Representative Council (SRC) and the staff and students who provided support. Students have commented that it was great, and very entertaining. The feedback from some parents was that we should have a disco on a regular basis.

The disco was a night that exemplified the St Joseph's school community spirit, working together to build resilience and improving our overall well-being. Above all, thank you to all the students who attended. The SRC is looking forward to its next school spirit event.



### **Expressions of interest sought**

Expressions of interest are being sought for a Teacher Assistant for 6 – 8 hours per week. A current Working with Vulnerable People Registration (WWVP) is an essential requirement. Previous experience working with students with additional needs in a primary school setting is desirable. Please forward expressions of interest to [christina.gretton@catholic.tas.edu.au](mailto:christina.gretton@catholic.tas.edu.au) by 5pm, Friday, 10<sup>th</sup> June, 2016.

### **Class News - King Billy Poems**

#### Camping

I like camping  
The swoosh of the trees  
The hoot of the owl  
The scamper of the possums  
The pop of the fire  
The pitter patter of the wombats  
The whistling of the wind  
I like camping  
By Liam

#### Outdoors

I like outdoors  
The chirping of the birds  
The howl of the wind  
The rustle of the trees  
The splash of waves  
The beauty of the flowers  
The laughing of children  
The tinkle of water  
I like outdoors.  
By Kirra

#### Noise

I like noise  
The mooing of cows  
The clucking of hens  
The snorting of pigs  
The barking of dogs  
The baaaaaa of sheep  
The neigh of horses  
I like noise  
By Joel

#### Water

I like water  
The sound of waterfalls  
Like beads of a necklace breaking  
Bright blue butterflies  
The tinkling of raindrops  
The crashing of waves  
Like elephant seals fighting  
The slosh of a puddle  
The splash of kids  
Jumping in the sea  
As smooth as a cloud  
I like water  
by Emilia

#### Video Games

I like video games  
The moan of zombies  
The colours of cars  
The screech of your brakes  
The speech of your character  
The credits of the game  
I like video games  
By Thomas

#### Reptiles

I like reptiles  
The crackling of their movement  
The sound of their hissing  
The slither of a snake  
The bite of my thumb  
By a blue tongue  
I like reptiles  
By Darrion

#### Noise

I like noise  
The twittering of birds  
The mooing of cows  
The tinkling of wind chimes  
The springing of trampolines  
The meow of cats  
The rustle of trees  
The laughter of kids  
The whoosh of wind  
I like noise  
By Ashley

#### Nature

I like nature  
The whistle of wind  
The tumbling of rocks  
The chirping of birds  
The rustle of leaves  
The crunch of apples  
The swoosh of trees  
The crunch of nuts  
The colour of flowers  
The buzz of bees  
The hop of bunnies  
I like nature  
By Stella

**Executive Assistant**

council

RECEIVED  
No 13 MAY 2016  
BY: 44396

ENTERED

**From:** Billing, James (DPaC) <James.Billing@dpac.tas.gov.au>  
**Sent:** Friday, 13 May 2016 10:48 AM  
**To:** WCC  
**Subject:** Neighbourhood House funding announcement  
**Attachments:** Media Release - NHT Neighbourhood House Govt Funding announcement 201605....pdf; JP - NH Funding - 12052016.pdf

Good morning.

Please see attached media releases from Neighbourhood Houses Tasmania welcoming the Liberal Government's announcement of extra funding for Neighbourhood Houses across the state.

The Hodgman Liberal Government's third Budget will include additional funding of \$30,000 over two years for each of the 33 Neighbourhood Houses that we fund, or \$990,000 in total. The Zeehan Neighbourhood Centre and Rosebery Community House will benefit from this funding.

I have also attached the Government's media release for your information.

Kind regards,

**James Billing**  
Media Adviser  
Office of the Premier, the Hon Will Hodgman MP

Minister for Tourism, Hospitality and Events  
Minister for Sport and Recreation  
Minister for Aboriginal Affairs  
Level 11, 15 Murray Street HOBART TAS 7000  
Phone: (03) 6165 7774 | Mobile: 0438 399 989  
e-mail: [james.billing@dpac.tas.gov.au](mailto:james.billing@dpac.tas.gov.au)

[www.premier.tas.gov.au](http://www.premier.tas.gov.au)



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12 May 2016

Jacquie Petrusma, Minister for Human Services

## Budget backing for Neighbourhood Houses

The Tasmanian Government is a strong supporter of Neighbourhood Houses and the community development work they do in supporting vulnerable communities right across Tasmania.

Neighbourhood Houses are at the forefront of addressing disadvantage in their local communities, and Neighbourhood House Week 2016 provides the opportunity to thank the staff and volunteers working selflessly to support others to achieve positive change. The theme for this year's Neighbourhood House Week is 'Grow Together, Eat Together'.

Vulnerable Tasmanians will now get more help in their local communities as the Liberal Government continues to back the great work of our Neighbourhood Houses.

With Tasmania's finances back on track, the upcoming State Budget will be about reinvesting in essential services and supporting those in need.

That's why I am pleased to announce during Neighbourhood House Week that the Hodgman Liberal Government's third Budget will include additional funding of \$30,000 over two years for each of the 33 Neighbourhood Houses that we support, or \$990,000 in total.

This additional funding will support a range of activities, including educational programs like cooking and computer classes, community gardens, breakfast clubs and social groups. These activities improve the lives of families and individuals, reduce social isolation and build communities.

This funding will also build on the election commitment we delivered over the past two years to allow Neighbourhood Houses to expand their services and to improve their facilities.

Like the previous funding, this new commitment is additional to recurrent support, which, in 2016-17, will total more than \$5 million.

This funding also comes on top of the Neighbourhood Houses' share of the extra \$9 million, delivered over four years, that we committed at the last election to provide extra support to community organisations in delivering valuable services to those in need.

Today I will also launch the new Neighbourhood Houses Tasmania book *Our Stories*.

*Our Stories* showcases the great work of Neighbourhood Houses by sharing the accounts of 14 of Tasmania's 33 Neighbourhood Houses, providing a window into the operations and personal stories of a Neighbourhood House.

The book illustrates just some of the many ways Neighbourhood Houses are making a difference to people's lives each and every day.

A key advantage of Neighbourhood Houses is that they operate for their local community, with their local community, and are responsive to local community needs.

The Hodgman Liberal Government has always been a strong supporter of the Neighbourhood House network, and this additional investment – together with the recurrent funding – will allow these hubs of community spirit to do even more for vulnerable Tasmanians.

Contact: James Billing

Phone: 0438 399 989



## MEDIA RELEASE

### **\$990 000 in extra funding great boost to Neighbourhood Houses and will be celebrated at Parliament House today**

**12 May 2016**

Today, Neighbourhood Houses Tasmania and volunteers and staff representing the 35 Neighbourhood Houses around Tasmania are gathering at Parliament House to celebrate Neighbourhood Houses and what they are achieving with their communities.

However the announcement today that the State Government is committing \$990 000 in funding in the upcoming state budget, i.e. an extra \$30 000 over two years to each of the 33 DHHS funded Neighbourhood Houses, will add a real air of celebration to today's event.

John Hooper, Executive Officer of Neighbourhood Houses Tasmania said, "When the volunteers and staff from Neighbourhood Houses arrive at today's event at Parliament House they are going to be so excited to hear Minister Petrusma announce the extra funding! We have been seeking extended funding from the Government to maintain the great work that Neighbourhood Houses already do, in the face of rising costs and the pressures on their communities, and so there will be such relief for our Members."

These funds will enable Houses to maintain and increase staffing hours and provide vital staff and volunteer training. It will give Houses time to reach out and build better partnerships in the local community. It will mean practical resources for all the great work Houses do – it will fund, for example, parenting workshops in local communities, buy tools and protective gear for the men's sheds and enable the purchase of potting mix and plants for community gardens, where growing veggies can expand and morph into healthy cooking classes, food co-ops and horticulture training.

It will also mean the chance to purchase solar panels and reduce running costs; some Houses will be able to keep employing their family workers that they would have had to let go if this funding wasn't found. Youth workers, project workers will be put on or stay on. It will mean real jobs in communities.

"These funds will make a real difference across Tasmania, to the Neighbourhood Houses in Zeehan, St Helens, Burnie and Clarendon Vale, in all of the 33 low income and isolated communities involved."

"We of course hope that when the economic circumstances change that these funds could be increased further. However we recognise that in the current state budget circumstances this is a great outcome for local communities and shows that the government recognises and values the vital work of Neighbourhood Houses"

As part of this celebration Neighbourhood Houses Tasmania is very proud to be launching our wonderful new book -- *Our Stories*.

The *Our Stories* book launch and Neighbourhood House Week celebration is on Thursday 12<sup>th</sup> May at 12:30 pm at Parliament House.

**Media queries: John Hooper (Executive Officer): 0408 320 826 / 6228 6515**

**Street Address:** Shop 14, 113 Main Road, Moonah Tasmania 7009 **Postal Address:** PO Box 169 Moonah Tasmania 7009  
**Ph:** 6228 6515 **Fax:** 6228 6585 **Mobile:** 0408 320 826 **Email:** john@nht.org.au **Web:** www.nht.org.au **ABN:** 95 897 499 497

Dear All

I am writing to make you aware that due to the presence and increase in seal numbers in the Harbour, Tassal is expanding our existing passive seal exclusion measures in the harbour and becoming more active with regards to seal deterrents. Seal predation on salmon farms is a new occurrence in Macquarie Harbour and is not at a high level and we want to keep it that way. Experience in the South East however has shown us that it is important to not let seals becoming habituated to salmon farms as a food source.

Effective management of this issue is of critical importance to Tassal as seal interactions with our farms have the potential to impact on employee safety, environmental management practices and seal and fish welfare. Tassal also recognizes that effective management of this issue is also important to our stakeholders thus we want to keep everyone informed of our plans.

Currently, in Macquarie Harbour, Tassal uses the following passive seal exclusion measures:

- Seal proof bird nets – which are stitched into the fish net and prevent the seal entering the pen from above
- Rigging – tensioned nets makes it difficult for a seal to create holes in the net.
- Double net base - prevents the seals from accessing any dead fish which may be in the bottom of the net
- Double netting in vulnerable spots in the net where chaffing (causing a hole in the net) may occur
- Regular net inspections by both divers and our underwater net marine inspection units

In addition to the existing measures described above, going forward, we will be using the following active deterrent measures:

- Bean Bags - expelled from a shot gun which causes no long term injury, but short term discomfort to the animal to create negative conditioning
- Scare caps - projected from an air rifle – which causes a touch (no pain) and noise sensation to scare the animal to create negative conditioning
- Seal control units – create a flash & noise under the water to scare the animal
- Trapping & relocation – acts as a negative conditioning tool and also removes the animal from the area

All of the above deterrents are approved by the Wildlife Management Branch of DPIPWE and Welfare and Ethics Committee, all have protocols which must be followed to protect the welfare of the seals and can only be deployed by trained and permitted employees. As air rifles are used with some of these deterrents, we wanted residents and tour operators to be aware of their use and to assure everyone that they are only used by licensed individuals with a focus on workplace safety and responsible use. We will be mindful of their use in the presence of tour operators or recreational boaters.

As a last resort, if an animal creates a serious safety threat to our employees we do have an option to apply for a humane destruction. All of our wildlife interactions are publically available on our website, on our ASC dashboard and are kept up to date.

If you have any concerns or questions, please do not hesitate to contact me.

regards

**Fiona Ewing**  
Community Engagement Officer



leading Seafood in Australia

**TASSAL GROUP LIMITED**

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**TASSAL GROUP LIMITED**

Incorporating Tassal Operations Pty Ltd, Aquatas Pty Ltd and De Costi Seafoods Pty Ltd (collectively "Tassal")

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## *Notice of Intent to conduct forest practices under the Forest Practices Act 1985*

(Notice to local government and to landholders within 100m of the proposed forest practices)

### **PROPOSED OPERATION: *Forest Harvesting***

This notice serves as formal advice that it is proposed to conduct forest practices related to **salvage harvesting of submerged trees** on the area identified below. The proposed operation is subject to a plan prepared in accordance with the Forest Practices Code. The plan is to be certified by a Forest Practices Officer appointed by the Forest Practices Board.

The proposed operations will be located at **Huskisson River and western end of Lake Pieman, Rosebery** (central grid reference MGA Zone 55 373276E 5375077N, on the 1:25,000 map sheets **Rosebery (3637)**,– map extract attached showing the location of the proposed operation in dotted black line). The subject land is crown land, managed by Hydro Tasmania. The land is situated within the **West Coast Council** municipality.

The current land use for this area is Hydro dam impoundment. It is proposed that approximately **296 ha** of existing dam will be salvage harvested for dead timber left standing during the inundation. Operations will be accessed via the Argent Track. Cartage operations will utilise the Argent Track to Murchison highway then head to Wynyard via Anthony Main rd.

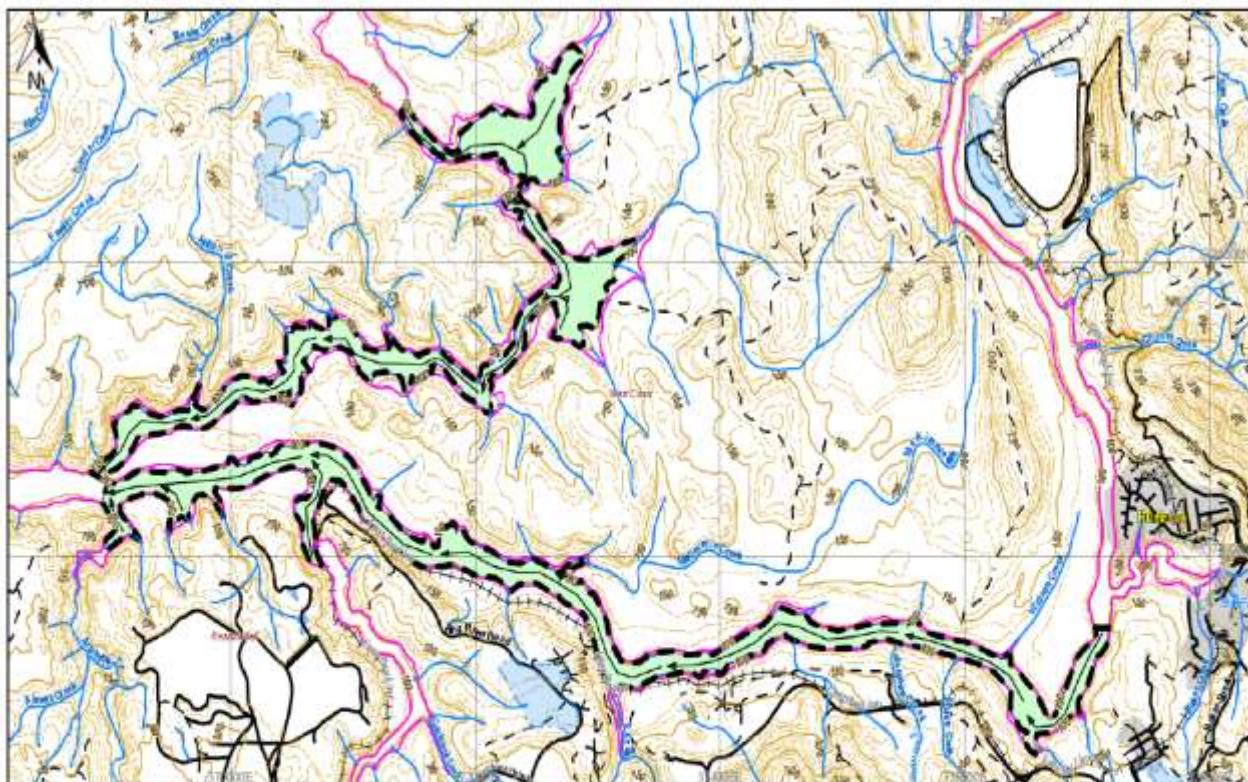
Environmental and cultural values will be evaluated during the planning process for the proposed operation in accordance with the Forest Practices Code, including consultation with specialists where necessary. The following values have been assessed: flora; fauna; geomorphology; soil and water; cultural heritage; and visual landscape. Where necessary, special provisions to protect these values have been detailed in the Forest Practices Plan.

It is expected that the proposed operations will commence in **June 2016**.

If you have any queries in relation to the proposed operation please contact Darryn Crook on 0409 005 992.

This notice was issued by:

**Darryn Crook**  
**(30/05/2016)**  
On behalf of SFM Environmental Solutions -Hydrowood



**Lake Pieman 3 Overview map**



Property ID: TAS0208  
 Location: Lake Pieman TAS  
 Coupe ID: TAS208C  
 FPP ID: DAC0069  
 Harvest Area: 296ha  
 EMP: 316 - JCN ARGENT TCK & MURCHISON HWY



Map Projection-MGA Zone 55  
 Map Centre-MGA Zone 55 373276E 5159077N  
 Map Section: 1  
 Map Date: 21/6/2016  
 Map Prepared By: J. COOPER

ISSUED Landowner:..... Applicant:..... FPO:.....

Department of State Growth  
MINERAL RESOURCES TASMANIA

Enquiries: Karen Pascoe  
Ph: (03) 6477 7089 Fax: (03) 6173 0222  
Email: Karen.Pascoe@stategrowth.tas.gov.au Web: www.mrt.tas.gov.au  
Our Ref 16KP003:NT



2 June 2016

West Coast Council  
11 Sticht Street  
QUEENSTOWN TAS 7467



Attention: Mr Scott Butler

Dear Mr Butler

**ENTERED**

**MINING LEASE ML 7M/1989 – STRAHAN**

I refer to Council's application to surrender Mining Lease ML 7M/1989 at Smiths Cove Road Strahan.

In order to enable satisfactory surrender of the lease, the land must be rehabilitated as per Schedule 2 Section 11 of your Mining Lease which states:

*"To rehabilitate the surface of the leased land including vegetation of the leased land to the satisfaction of the Director of Mines".*

As part of the surrender application process, I inspected the works completed so far on 24 May 2016. Rehabilitation has commenced, and the site has been levelled and contoured accordingly. In addition, top soil (comprising a mixture of peat and gravel) has been placed over the land surface. As previously agreed, two pits located at the eastern and north western edges of the quarry have been retained as ponds for firefighting purposes.

However, at this early stage vegetation has not had an opportunity to establish and stabilise the earthworks completed so far as shown in the photo below. In order to approve the application to surrender, the vegetation cover over the land surface needs to be reasonably well established and self-sustaining, such that further maintenance is unlikely to be required.

30 Gordons Hill Road PO Box 56 ROSNY PARK TAS 7018



The application to surrender has been accepted and the status of the lease is 'pending surrender'. I will inspect the site again in 12 months' time, and if satisfied the vegetative cover has established I will recommend the application to surrender be approved.

If you have any questions please do not hesitate to contact me on 03 6477 7089 or email [Karen.Pascoe@stategrowth.tas.gov.au](mailto:Karen.Pascoe@stategrowth.tas.gov.au).

Yours sincerely

*Karen Pascoe*

Karen Pascoe  
**MINE LEASING & LIAISON OFFICER**

Department of State Growth - Mineral Resources Tasmania  
30 Gordons Hill Road PO Box 56 ROSNY PARK TAS 7018

12 May 2016

SCANNED  
for  
DATAWORKS

ENTERED  
2610f

RECEIVED  
01 JUN 2016  
4451



Granville Harbour  
Community  
Coast Care Inc  
Po Box 125  
ZEEHAN TAS 7469

COUNCIL

Mr Dirk Dowling  
General Manager  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear Mr Dowling,

**FIRE RISK – GRANVILLE HARBOUR**

I am writing on the behalf of Granville Harbour Community Coast Care Incorporated and the wider Granville Harbour Community who have expressed increasing concerns in relation to the significant fire danger in our area, particularly to the north of the town, during the dryer months of the year i.e. summer.

We are not sure at this stage if the West Coast Council's Emergency Management Plan addresses the fire risk situation at Granville Harbour or if there are any mitigation strategies in place planned by the Parks and Wildlife Service (PWS) as the Land Manager or the Tasmanian Fire Service (TFS) / Tasmania Police (TASPOL) as the likely first responders.

The community would like to resolve the fire risk issue at Granville Harbour well before the coming summer months so we are well prepared in the event of a potential threat to this area.

We would appreciate guidance from the West Coast Council on this matter. It may be appropriate as a start point to hold a community engagement meeting with the various agencies to detail the community's concerns and document some practical suggestions to remedy the situation.

We look forward to your response / advice on this matter.

Yours sincerely,

SHANE DUNSTAN  
President



## Tasmanian Health Service

PO Box 258, BURNIE TAS 7320 Australia  
Ph: 1300 135 513  
Web: [www.ths.tas.gov.au](http://www.ths.tas.gov.au)

# TASMANIAN HEALTH SERVICE

Contact: Angella Downie  
Phone: (03) 6440 7000  
Facsimile: (03) 6434 4169  
Email: [ange.downie@ths.tas.gov.au](mailto:ange.downie@ths.tas.gov.au)  
File:

Cr Phil Vickers  
Mayor West Coast Council  
11 Sticht Street  
PO Box 63  
Queenstown TAS 7467  
Email: [pvickers@westcoast.tas.gov.au](mailto:pvickers@westcoast.tas.gov.au)

*Mayor*  
*council*

Dear Cr Vickers

I am writing to thank you and your fellow Councillors for their time on Thursday 12 May 2016.

I appreciate the opportunity to be able to provide you all with a briefing on the Tasmanian Health Services (THS) provided on the West Coast and an overview of current activity and performance. The discussion and feedback was valuable.

With regard to the lease arrangements of the West Coast Council Zeehan building we understand that

- Council has a desire to secure a long term tenant for the building
- Council would like to secure a long term rental income for the building
- The necessary work to bring the building up to standard will require a significant investment
- Council are not in a position to make the necessary investment without the security of a long term tenant

As discussed at the meeting the majority of services operating from the Zeehan building are Commonwealth funded. There is no long term certainty of funding for these services.

We are seeking an end date of 31 December 2016 of the initial lease term. The THS will liaise with Council as we receive further information with regards to our requirement for a future lease beyond this date.

We endeavour to actively engage with our stakeholders and we encourage the Council to continue to provide feedback. As a general principle we encourage issues to be resolved as close to the service level as possible. To ensure that any issues raised by Council are addressed in a timely and effective way please contact Director of Nursing HealthWest, Lindy Earl-Cooper in the first instance. Lindy can be contacted via telephone on 6472 2302 or [lindy.earlcooper@ths.tas.gov.au](mailto:lindy.earlcooper@ths.tas.gov.au). If the response requires further discussion please escalate your issue to me and I will endeavour to resolve it with you.

Yours sincerely

Page 1 of 2



Mr Dirk Dowling  
General Manager  
West Coast Council

8 June 2016

Dear Mr Dowling,

I am writing to you with the results of our most recent Tasmanian Youth Forum (TYF) Learning and Education Statewide Youth Forum and Survey.

The Forum and Survey provided young people aged 12 to 25 from across Tasmania with the opportunity to discuss the issues they may face when engaging in education and training, as well as sharing their ideas and solutions for how young people can be better supported with their learning and education.

The Report contains 25 key findings, which include:

- Young people value learning and education highly
- The majority of young people want to complete Year 12 but something appears to prevent a significant number of young people from doing this
- A critical reason why young people may not want to continue studying or training after Year 12 is because they may not be able to identify what they want to do
- Young people want a specific, skilled support person to assist them to identify potential learning and employment pathways and apply this to their context
- Young people learn best when they can identify a practical application for their learning

Please find attached a copy of the TYF Learning and Education: What young people said Report, which communicates the key findings and the ideas and practical strategies made by the young Tasmanians who participated in the Forum and online Survey.

It would be greatly appreciated if you could send the Report on to relevant council staff, community networks, local businesses and any other individuals or groups who may be interested.

We are keen to share this Report as widely as possible and work on developing actions in relation to these findings. If these actions are something you are interested in being involved with, we would like to work with you.

If you would like to discuss the Report or potential actions further, I can be contacted on 6223 5511 or by email at [tyf@ynot.org.au](mailto:tyf@ynot.org.au).

Sincerely,

*Tegan Pearce*

Tegan Pearce  
Tasmanian Youth Forum Policy and Project Officer  
Youth Network of Tasmania

TYF is Tasmania's peak youth consultative and participatory body. It's a body of 12 to 25 year olds who gather together to discuss issues that affect the youth of Tasmania. TYF is an initiative of the Youth Network of Tasmania (YNOT), the peak body for the non government youth sector in Tasmania.



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ynot is the peak body representing the voice of Tasmanian youth



# **TYF**

## **LEARNING AND EDUCATION FORUM**

# **WHAT YOUNG PEOPLE SAID**

**A REPORT ON  
TASMANIAN YOUNG PEOPLE'S IDEAS ABOUT  
LEARNING AND EDUCATION COLLECTED BY  
THE TASMANIAN YOUTH FORUM**

**APRIL 2016**



Tasmanian **youth** forum



youth network of Tasmania



### About TYF

The Tasmanian Youth Forum (TYF) is Tasmania's peak youth consultative body. TYF is an initiative of the Youth Network of Tasmania (YNOT), the peak organisation for the broader youth sector in Tasmania, with funding from the Department of Premier and Cabinet, through Communities, Sport and Recreation.

### Acknowledgements

YNOT and TYF would like to thank the young people who participated in the TYF *Learning and Education* Forum and Survey. We would also like to thank the workers who liaised with us to ensure young people were able to participate and to our TYF members, volunteers and sector workers who volunteered their time in the lead up to the Forum and on the day. We would also like to acknowledge our sponsors, Communities, Sport and Recreation in the Department of Premier and Cabinet (DPAC) and Launceston City Council.



### Youth Network of Tasmania

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## **Executive Summary**

This report aims to communicate the ideas from young people who participated in the Tasmanian Youth Forum (TYF) *Learning and Education* Statewide Youth Forum and Survey held in November 2015, and the combined key findings from these consultations. TYF is the peak consultative body for young people aged 12 to 25 in Tasmania. TYF is an initiative of the Youth Network of Tasmania (YNOT), the peak body for the broader youth sector in Tasmania.

Tasmania's low levels of education attainment are frequently discussed by the Tasmanian community, young people, and key decision makers. The Forum and Survey were created to provide young people with the opportunity to contribute to discussions about improving education outcomes for young Tasmanians. The report found that young people are thinking about their learning and education pathways and can identify ways they can be better supported to do this. The results and ideas from the Forum and Survey have been combined to develop key findings.

## **Introduction**

Education is a frequently discussed within Tasmania in terms of the educational outcomes for young Tasmanians. A lot of this focuses on the rates of low levels of engagement with education that young Tasmanians have than other States and Territories, particularly when transitioning from high school to college, and to pre-tertiary study or training. While the Tasmanian context can impact this, such as having a higher proportion of lower socio-economic families than other States and a more dispersed population, is complicated by multiple contributing factors.

The TYF Learning and Education Forum was developed to provide young people with the opportunity to discuss their experiences of learning and education, what impacts on this and how young people can be supported to learn now and in the future. The Forum had several aims including gathering quality information from young people, encouraging young people to think more broadly about their learning and education, and supporting young people to acknowledge and identify things they can do to support their own learning and education (see appendix 1).

An online survey was created in conjunction with the Forum to enable young people to contribute their ideas if they could not attend the event and reach more young people. The topic Learning and Education was selected to provide young people with the opportunity to discuss learning that may occur outside an education context.

This report outlines the ideas shared by young people at the Forum and who participated in the survey. The key findings in this report are therefore based on both of these consultation processes.

## **Key Findings**

The key findings are listed throughout the report but have been grouped below into categories to connect key findings that relate to similar issues.

### **Young people, education and barriers to reaching learning goals**

*Finding 20: A significant barrier for young people who want to continue study or training after Year 12 is not understanding what study or training opportunities after involve or how to plan for these.*

*Finding 21: A critical reason why young people may not want to continue studying or training after Year 12 is because they may not be able to identify what they want to do.*

*Finding 23: Young people see financial costs of training or studying as a significant potential barrier to their learning and education completion or attainment.*

### **Young people, education and learning needs**

*Finding 2: Young people know that there are certain skills and attributes that will assist them to reach their learning goals, but many need help to identify and develop these skills.*

*Finding 8: Young people believe that learning that is linked to their interests would lead to better outcomes for their future.*

*Finding 13: Young people want opportunities to gain practical experience through work placements or volunteering but need support to identify opportunities to do this.*

*Finding 25: Young people know how they learn best and are the best people to ask about their learning needs.*

### **Young people, education and planning for the future**

*Finding 18: Young people are making decisions about their learning education from a young age.*

*Finding 19: Young people are making their own decisions about their learning and education based on their interests and what they might need in the future, even though they may need additional information to inform these decisions.*

*Finding 24: Young people feel confident they can achieve their plans if they can identify what they want to do and understand the pathway of how they will get there.*

### **Young people's values and aspirations towards learning and education**

*Finding 15: Young people value learning and education highly.*

*Finding 16: Young people value learning because they recognise it will prepare them for the future.*

*Finding 17: Young people have aspirations of completing at least a Year 12 education and continuing on to further training or education.*

**Young people and their learning and education environment**

*Finding 3: Young people learn best when they can identify a practical application for their learning.*

*Finding 7: Young people consider it important to have a positive learning environment because they understand the impact that this has on their learning.*

*Finding 9: Young people understood that while technology is important for their learning it can also be a distraction and they needed support to manage this at times.*

*Finding 12: Young people want detailed information and feedback on a regular basis on their learning at school that they could share with their family.*

**Young people, education and employment**

*Finding 6: Young people want a specific, skilled support person to assist them to identify potential learning and employment pathways and apply this to their context.*

*Finding 11: Young people see the purpose of their education and learning is to gain employment.*

*Finding 14: Young people understood that learning could encompass many situations, but they focused on learning as a pathway that incorporates education to achieve their goals.*

**Young people, education and support**

*Finding 1: Young people want and need support from their personal networks, as well as the broader community, to encourage their learning and help them to learn.*

*Finding 4: Young people want their family and support networks to have involvement in their learning in a strategic way in order to support their learning.*

*Finding 22: Young people rely on their peers most for support although their peer network may not be very diverse and limited in terms of the opportunities they perceive are available to them.*

**Young people, education and community**

*Finding 5: Young people believe negative perceptions of them in the broader community can impact on their education opportunities and wanted to take steps to address this.*

*Finding 10: Young people want to interact with people from different industries and with the broader community to support their learning and open opportunities for their future.*

## **Background information**

Education is a topical issue in Tasmania and there are several reasons why this is the case. Firstly, Tasmania has some of the lowest levels of Year 12 attainment in Australia meaning there are many young people who have a low level of education compared to other States and Territories. There are also many barriers to education specific to young people in Tasmania such as transport, intergenerational poverty and socio-cultural factors which impact their completion, participation and transition between institutions. This is significant because compared to other jurisdictions within Australia, the average level of achievement of a child or young person from a low socio-economic background, in a low socio-economic school, is on average, three years behind a high socio-economic student in a high socio-economic school. This means many young Tasmanians face additional challenges to attaining education and achieving education outcomes in comparison to national levels.

There have also been many reforms happening in this space at a State and National level. This includes the current review of the *Education Act 1994*, extension of High Schools to Years 11 and 12 and the roll out of Gonski Report funding.

## **Scope**

This report aims to communicate the ideas and views of young people who participated in the TYF *Learning and Education* Statewide Forum and Survey. Both the Survey and the Forum engaged a diverse range of young people from across the State aged between 12 and 25 years from a wide range of backgrounds.

## **Consultation Process: Forum**

Young people attended the *TYF Learning and Education* Forum on Wednesday 4 November 2015 from 10:00am-3:15pm. This Forum was held at the Door of Hope Conference Centre in Launceston. The event attracted young people from across the State. Of the registered participants, there were 42 participants from Southern Tasmania, 29 participants from the North-West of Tasmania and 29 participants from Northern Tasmania.

A skilled youth facilitator was engaged to facilitate the Forum and involve young people in the topic and discussions.

An agenda was created for the day but this was flexible to enable the youth facilitator to meet the needs of participants (see Appendix 2).

Young people were given an introduction to the day by the youth facilitator and were welcomed by Parliamentary Secretary to the Premier, Guy Barnett MP.

Young people participated in some ice-breaker activities before completing the Survey and breaking into small groups to brainstorm the issues relating to learning and education.

The main focus for the day was to create opportunities for young people to share information and ideas in small discussion groups centred around different topics (see Appendix 3). These topics were developed based on research and consultation with young people prior to the Forum. Each group had a worker who was there to provide support and keep conversations on topic.

James Riggall, founder of BitLink, was the guest speaker for the Forum and spoke to participants about his learning journey, which led him to becoming an entrepreneur and

creating his own business. James spoke about how he had gained experience by seeking out different volunteering opportunities and how he had found what he wanted to study by looking at what people working in technology had studied. Participants also had the opportunity to get information about different study and training pathways from some stalls that had been set up and by participating in the ideas wall activity to share and learn from other participants.

At the end of the day, the groups presented their ideas to the other participants at the Forum and young people had the opportunity to vote for the ideas they wanted to see happen. Participants finished the day by completing feedback forms and summarising the ideas from the day, and were thanked for their contributions.

### **Initial Brainstorm about Learning and Education**

Participants were asked to form small discussion groups to brainstorm ideas about what encourages them to learn, what helps them to learn and what challenges they may face with learning.

Most of the responses from these groups were related to support. Young people identified that having the support and encouragement of family and friends is important for being encouraged to learn. Being in a supportive environment and having a strong network of friends and family are important for young people but they said that peer pressure, bullying and negative comments towards them can make it challenging to feel encouraged to learn.

*Finding 1: Young people want and need support from their personal networks, as well as the broader community, to encourage their learning and help them to learn.*

Participants recognised that there is support available outside of their personal networks that could help with their learning and other issues that can make learning challenging. This included teachers who can provide extra support, career guidance counsellors and social workers. Beyond this, young people identified that it was important to feel supported by their community.

Participants identified that they also have a role in encouraging themselves to learn and find ways to support their own learning. They identified that skills and attributes such as setting goals, having motivation, being determined, having positive self-esteem and confidence can help young people to believe in themselves so that they are encouraged to learn. Young people were concerned that not having these skills and facing challenges such as boredom, lack of energy, not having a clear mind, or lack of passion would be barriers to their learning.

Participants recognised that having self-awareness is important as they try to identify their strengths, weaknesses, goals and interests. This is because it helps to generate an understanding of potential learning pathways, opportunities for jobs, supports them to make decisions in their best interests and will guide them towards their goals. Young people were concerned that if they could not identify their goals, passions and interests it could be a barrier to learning.

*Finding 2: Young people know that there are certain skills and attributes that will assist them to reach their learning goals, but many need help to identify and develop these skills.*

Many responses from the groups related to some form of learning strategies and tools that the participants could use to help them learn. Participants discussed that flexible learning opportunities are beneficial because they offer a range of learning strategies and tools available for young people and can use the ones that work for their situation.

Learning strategies and tools discussed included timetables, varying school start times, break times, classroom structure, lesson or subject structure, different learning types, technology for learning, and strategies for dealing with distractions. Within each of these there were contrasting views based on what participants said worked for them, highlighting their need for flexible learning options. One idea that was consistent across the majority of discussions was increasing the opportunities to gain practical experience and hands-on learning.

Young people also said that it is important for them to understand the relevance of their learning and how they might use this in the future because it can encourage them and try their best when learning. Participants said that they do not usually have what they are learning explained to them in this way. It can make learning more difficult if this is not explained, particularly when they may find a subject too difficult. Participants said not understanding how a teacher is explaining a topic or what they need to do can make learning challenging and discourage young people from learning.

If they do not understand how it relates to their future, young people said that they were more likely to see it as a pointless activity and thought they were missing out on opportunities to do more relevant and practical learning, such as work experience, and learning how to do various things that they would need in the future, such as taxes.

*Finding 3: Young people learn best when they can identify a practical application for their learning.*

Participants identified that learning can also be challenging if they face barriers to attending school. Participants identified ways to address these barriers to support them and other young people to learn. Barriers included structural elements such as distance from school, costs of attending school and having the resources for school, as well as other issues or commitments that could collide with studies.

It can also be challenging for young people to be at school if they have health concerns, particularly mental health concerns, or a disability, or do not have a strong social network at school or have a different religion or culture to the majority of other students. Some participants also said that they were still learning English which made it difficult for them to learn other information. Participants said that this could make it difficult to fit in at school and make the most of the opportunity to learn.

Some groups identified that the environment where they learn and the resources they have access to are important for their learning. These participants said that having access to computers, internet, other forms of technology and books were of great benefit to them when trying to learn. Despite this, some participants said that having access to these resources can be challenging especially when young people or their families cannot afford them.

What was consistent was that, similar to learning strategies and tools, young people prefer different types of learning environments. Some young people said they preferred learning in a social environment while others preferred having quiet spaces to learn. Having a friendly environment and comfortable classroom were seen as important but young people wanted to have flexibility available so that they could learn in places that best suited their learning

styles. Young people identified that being in an environment that did not suit their learning needs would be a barrier to their learning.

### Ideas Wall Activity

Participants had the opportunity during the Forum to contribute their ideas to the two questions listed below. The questions and ideas were placed on a wall so that other Forum participants could read about the aspirations and strategies that other young people use to learn.

If you had no fears or barriers, what would you do?

Responses to this question were equally divided in their approach to answering the question. One third of ideas related to a general purpose of helping people, changing the world or making a positive difference. One third of responses had identified a specific career that they would like to pursue. The remaining ideas were about following their dreams and expressing themselves creatively.

What can make it easier to learn new things?

Nearly half of these ideas referred to having support such as financial support, having skilled teachers, and support from their family and other people. Other ideas were about making the content or way of learning fun and engaging. The remaining responses were about participants identifying that having skills or resources were important such as being able to listen to music and having clear instructions for what they needed to do.

### Discussion Groups

In order to focus discussions and encourage a diverse range of conversations and ideas, participants separated into different discussion group topics. There were 11 topics in total were identified and developed prior to the Forum in consultation with young people. The topics were created as a guide although they were flexible to enable young people to share any ideas that they had. A worker was allocated to each topic group to help aid discussions and explore other issues that young people may have wanted to discuss.

Groups were asked about what they would retain, change and create in relation to their discussion topic and learning and education more broadly. This structure enabled young people to identify what is already working well, what currently exists but needs tweaking, and what could be created to fill any gaps that they identified.

### Discussion Groups: Retain and Change

The following section provides a summary of what participants wanted to retain and what to change across each of the discussion topics. Young people had the opportunity to sit on two discussion group topics during the Forum. The following section combines the discussions from both groups for each topic.

### **Life Skills: what young people want to keep and what they want to change**

Young people in these groups identified that core and elective subjects can provide them with information and skills that they will find useful throughout their life. They mentioned subjects such as health, maths, home economics and opportunities to gain qualifications while at school through courses such as first aid, child care and surf lifesaving.

Participants also identified that talking to school counsellors and opportunities to learn work skills through work placements and programs, such as the Education Department's Big Picture program, were ways that young people could develop their personal skills and increase their self-awareness.

While the learning through these subjects and training courses was useful, young people wanted to change the content to make them more relevant by including opportunities to learn about rent, stocks, bills, taxes and to develop personal skills such as discipline, independence and communication.

Participants wanted an increase in the level of support available to them including from teachers trained in specific areas and who are passionate about what they are teaching. They also wanted more opportunities to seek support from counsellors and specific career guidance counsellors.

### **Stress Creators: what young people want to keep and what they want to change**

Young people in these groups wanted to keep the support that they had from their family, friends and teachers who can help them with their learning and to cope with stress. They identified that it is important to be surrounded by people who are positive, passionate, supportive and set good examples. Activities or techniques they wanted to keep that they said could reduce stress included outdoor activities, having positive eating habits, taking regular breaks, reading for pleasure, listening to music and spending time with pets.

Young people wanted to change the content of their subjects in school so that they had the opportunity to learn about positive mental health and strategies to address feeling stressed. They wanted to see teachers communicating more with students so that they could understand the needs of each different student. Young people identified that tests, homework and deadlines were stressful for young people at school and wanted teachers to be more understanding.

### **Friends and Family: what young people want to keep and what they want to change**

Participants wanted to keep opportunities for family members to be involved with school, such as grandparent days. Young people said that the support from their family is very important and they wanted to have more opportunities for them to be involved. This included having their parents involved when selecting subjects at school and opportunities for them to talk to teachers to get a better understanding of what they are learning at school.

Young people said that they enjoyed the positive social aspects at school, such as seeing their friends, but wanted to avoid other students who were a bad influence for them and those who continuously rebel or are disengaged with learning these are a distraction to their own learning.

They also recognised that sometimes their own friends and family can have negative attitudes towards their learning and do not encourage them. In these circumstances, young people wanted to have more opportunities to develop their independence and become less reliant on those who were not providing them with support that they needed. They also wanted to encourage other young people to not let issues with family and friends get in the way of their education, although they recognised that this can be difficult, especially if there is bullying happening at school.

*Finding 4: Young people want their family and support networks to have involvement in their learning in a strategic way in order to support their learning.*

**Practical Skills and Experience: what young people want to keep and what they want to change**

Young people identified several opportunities that can be accessed by young people to develop practical skills and experience that they wanted to retain. This included opportunities to learn on the job such as apprenticeships and traineeships, practical learning experiences such as work experience, access to school farms and flexible learning options such as the Big Picture Program. They also wanted to contribute to their community by doing practical work and attending community events with schools.

Participants wanted to increase the number of opportunities for young people to get outside of the classroom to learn skills and knowledge. Essential to this would be changing work experience to be compulsory for all students, and getting more organisations and businesses to offer work experience placements. Young people also wanted to change the negative attitudes that are directed towards young people by the broader community and have more encouragement from their community to try new things and have a go.

Participants wanted the contribution that young people make to be recognised, particularly when they volunteer. They were concerned that there is often negative attitudes and stereotypes of young people who are struggling to get employment even though they may be doing voluntary work to build up their skills.

*Finding 5: Young people believe negative perceptions of them in the broader community can impact on their education opportunities and wanted to take steps to address this.*

**Choosing Direction: what young people want to keep and what they want to change**

Young people in these groups wanted to teachers who they could go to for advice, and the opportunity to talk to people within different industries. In addition, they wanted to retain other opportunities where they could get information about different pathways such as expos, guest speakers and online information. They also wanted to retain work experience opportunities to help them identify industries where they might like to work in the future. Young people in these groups also recognised the importance of having internet and technology in accessing information and wanted to continue to use these.

Participants in these groups identified that having specific support people who could provide information and advice about learning and career pathways were needed to help choose

their pathways. They also wanted access to more opportunities for getting information about workplaces through career expos and workplace visits.

Young people wanted to increase the communication between teachers and students and remove the pressure for young people to get a certain grade in their subject. Overall, they wanted more opportunities to find out information about different pathways and support to find these opportunities.

#### **Beyond Year 12: what young people want to keep and what they want to change**

Participants in this group wanted to keep classes and subjects that provided them with the skills to be ready for the workplace, and opportunities to put these skills into practice through work experience. While they wanted to keep work experience, they also wanted to make some changes. This included extending work experience placements and having classes to learn about specific workplace skills and workplace culture.

Young people wanted more support to plan their futures. Participants in this group said that they had missed out on the opportunity to have a specific support person available to talk about their future because of the gap left by removing Pathway Planners at their school. They wanted to have a person in a role such as a career guidance counsellor who had the knowledge and skills to support young people to identify training and employment pathways after Year 12. They wanted this support to be available from Grade 7 so that by the end of Year 12, they have a better understanding of what they wanted to do and how to get there.

*Finding 6: Young people want a specific, skilled support person to assist them to identify potential learning and employment pathways and apply this to their context.*

#### **Support and Learning: what young people want to keep and what they want to change**

Young people in this group wanted to keep specific support people and programs that can help their learning. This included counsellors, student mentors and teachers who could assist with learning outside of school hours. Participants said that while these sources of support work for them, they are often not available when young people need them. One area that participants wanted more support was in planning for their education and employment. Young people wanted to have one-on-one support with a career advisor.

Alongside the support, young people wanted to have learning programs and opportunities directed at building personal skills. Young people wanted more opportunities for flexible learning, such as through the Big Picture Program. Participants identified that they wanted to increase opportunities to learn in visual, audio and kinaesthetic ways across all subjects. They wanted to keep opportunities to do hands on, practical learning, but wanted to remove the stigma that is attached to these as students in these classes are often seen as the at-risk or different group.

#### **Lifelong Learning: what young people want to keep and what they want to change**

Participants wanted to retain having a good environment to learn in as well as support they can get from teachers, social workers and chaplains. However, young people thought that

there could be improvements made to both of these areas. Participants said workspaces at school could be improved by ensuring the best resources are available for students and reducing class sizes so that there could be more one-on-one support available. Young people also wanted to have more support by having more teachers' aids in classrooms.

They wanted to keep the range of subject choices that enabled them to have variety in their learning, but also increase the number of subjects available so that more options were available. They also wanted to update core subjects so that they are more relevant to what young people will need in the future when they enter the workplace.

*Finding 7: Young people consider it important to have an positive learning environment because they understand the impact that this has on their learning.*

#### **Hobbies and Interests: what young people want to keep and what they want to change**

Participants wanted to keep their hobbies and interests to create a balance between studying and having a break. Young people wanted to keep the opportunity to pursue hobbies and interests at school because they can lead to work in the future and have the potential to develop into a career. Participants thought having more opportunities to try different activities such as sports, music and cooking during school was important to encourage this balance and could lead to them identifying other potential career paths. Young people wanted to remove being assessed in these subjects so that they are not stressful and the focus is on having fun and trying something new.

Participants also said that it was important to have an interest in the subjects they are learning at school. These subjects could also lead to a career, they wanted more opportunities to choose subjects or topics to study within a subject so that young people can explore their interests.

*Finding 8: Young people believe that learning that is linked to their interests would lead to better outcomes for their future.*

#### **Getting Advice and Information: what young people want to keep and what they want to change**

Participants wanted to keep people that they could go to for support including family, adults they trust, help line services, chaplains, counsellors and teachers. They also identified that the internet is a useful place to find information that they need. Participants in this group said that often young people are unaware of what they might need until they are in need of support. Having a variety of people that they can go to for support is important because they can provide different information and advice.

It is also important that young people feel comfortable can asking questions. Participants wanted to change the stigma that is associated with seeking help and to end the discrimination that can occur. They wanted to be able to feel confident when asking for help.

Participants also wanted to increase specialist help by being able to access appointments sooner and have services available for longer hours. They wanted more opportunities to talk face-to-face and this could be done by increasing the number of school counsellors and the times they are available.

*(See Finding 1: Young people want and need support from their personal networks, as well as the broader community, to encourage their learning and help them to learn.)*

#### **Technology: what young people want to keep and what they want to change**

Participants identified that having easy access to technology is important for their learning. Young people wanted to continue to bring their own devices to school to use for their learning, but recognised not all young people could afford technology so there needs to be support to ensure that everyone has access to the resources they need. They identified that technology helps young people to learn at their own pace and develop specific skills through different apps and tutors like maths games and typing tutors.

Young people identified that they used technology on a daily basis to learn or assist their learning which included learning from YouTube videos, using laptops, computer software, smart whiteboards and mobile phones for apps such as calendars. Participants identified the need to be able to access new technology so that they could keep up with advances in technology, such as 3D printers. Young people recognised that technology has the potential to make learning fun but they identified that distractions, such as social networks needed to be restricted.

*Finding 9: Young people understood that while technology is important for their learning it can also be a distraction and they needed support to manage this at times.*

#### **Discussion Groups: Solutions and Ideas**

After each group discussed what they would like to retain and change, they discussed what they wanted to create to support learning and education for young people. Time was allocated for participants to sit on two different table topics if they wanted to explore other ideas. At the end of the Forum, voted for the ideas that they wanted to see happen. The ideas below are listed in order from the highest amount of votes to the least amount of votes.

#### **Stress Creators: what young people want to create**

Participants in these groups wanted to have spaces in schools that students could go to reduce stress or work in a more peaceful environment. This group suggested having a separate learning space that students could go when they are stressed or in conflict where there were animals such as birds and dogs who could be part of a therapeutic process. These areas would include books, computer, desks and couches so that students could work although the care of area would be the responsibility of students. A person such as a counsellor or social worker would also be available to help young people relax and identify what is causing stress.

Another idea to remove stress that this group had is to support young people to plan their future and get work experience and explore options available to them. This would include having career guidance counsellors in schools and creating individual plans for students that build on their interests in years 10, 11 and 12 so that they could experiment and have the flexibility.

Other strategies that young people thought would be useful were access to a room with computers and phones that could directly connect to mental health services, mental health days, regular breaks, and free fruit.

#### **Life Skills: what young people want to keep and what they want to change**

Participants in this group wanted to create subjects in schools that support young people to develop practical skills and knowledge. Young people wanted to have an approach to learning that encourages young people to be independent and involved in making decisions through more hands on learning.

The subject that would be created would be a life skills class that focused on young people taking care of themselves. Their suggestions were that there would be a program suited to Year 7 and 8 and another one for Year 9 and 10. The class would include learning about budgeting, cleaning, first aid, driving, health, mental health, food and culture, as well as employment specific opportunities such as basic computer coding, shadow days at workplaces, canteen experience, agriculture, work readiness and talking to a career counsellor.

This could also be done within existing subjects such as learning resume writing, communication and conflict resolution skills in English, or learning about banking, stocks, mortgages and budgeting in Maths. The curriculum would need to change to have this focus on learning that is around the students and their needs.

#### **Beyond Year 12: what young people want to keep and what they want to change**

These groups wanted more programs that focused on supporting young people to plan their futures, especially over the next five years from Grade 10.

As part of this, they wanted more work experience programs that are offered to all grades in high schools, and an online hub that could provide links to community and link to classes that focus on preparing young people for work.

Young people identified that having a smooth transition between Year 10 and 11 and Year 12, and further training, study or employment are important for young people. They suggested having a career camp where young people could dedicate time to exploring different pathway options in a fun and educational way with the support of career guidance counsellors. The camp would include talks from community and business representatives, work readiness classes, team building activities, fun activities based on making it fun and having information available on career pathways. It would ultimately be an opportunity to learn about what is available in the workforce.

This group also wanted to have more support from career guidance counsellors in schools so that they could create an individual plan focused around their own interests, school, college and work experience. They also wanted more opportunities to explore different career pathways in different industries.

The group came up with 'Perfect Pathway Planners' (PPP) to highlight what they would like to see in a support person who is a career guidance counsellor. The group said their PPP needed to be open-minded, open to changes, creative, honest, available and connected to local businesses and employers.

*Finding 10: Young people want to interact with people from different industries and with the broader community to support their learning and open opportunities for their future.*

#### **Hobbies and Interests: what young people want to keep and what they want to change**

Participants wanted to identify new interests by having the opportunity to try different work placements. Participants wanted this to be part of a program that would match interests and hobbies to potential pathways that was not assessed because the focus would be on finding what you want and discovering what you want to do.

Young people wanted to have more guest speakers at school to talk about their hobbies and interests, and a suggestion box for young people to submit ideas for different hobbies. Opportunities could be advertised on a notice board outside the career counsellor office.

Young people recognised that not every school is able to have every resource that they need but it might be available at another school. Schools should therefore be able to share their resources which would include access to recreational hobbies and interests. This would increase the communication between schools both nationally and across the State.

Students wanted more involvement with choosing what they learn with assistance from teachers. Teachers could share their own hobbies and interests with students to build rapport and increase communication.

#### **Choosing Direction: what young people want to keep and what they want to change**

Young people in these groups wanted to create a way for business and community leaders to be involved with schools where they could work one-on-one with students to share information with them.

This group also identified that it would be useful to have a website to explain what different qualifications involve and where they lead. The website could also incorporate a section where the interests of young people could be identified and suggested areas of study. Participants also wanted this website to connect them to opportunities that they could access in their local community. This included where to go for support and workplaces that could offer opportunities to gain practical experience or taster days.

Participants in this group recognised that it is important to build up their skills, which varied from learning a new language to public speaking skills. They wanted more leadership roles and opportunities for everyone to build their confidence. They also wanted to have more peer support throughout all of high school. This would include 'Peer People' who would have a role in supporting and strengthening their fellow students.

#### **Getting Advice and Information: what young people want to keep and what they want to change**

These groups wanted to create a group called the 'Youth Business Association', which would have work experience groups that teachers or businesses could run that explored different pathways, and more older students lead discussions about different pathways. They also wanted more practical opportunities to explore different pathways before the end of

grade 10 when they had to make more decisions about what they wanted to study. This included more intense opportunities during Year 10 that enables students to meet up and talk about job opportunities and work experience.

*Finding 11: Young people see the purpose of their education and learning is to gain employment.*

Young people also wanted access to information when they needed it and suggested that having an app on their phones to ask questions and get answers would be useful. This would be particularly useful if young people were worried or needed advice. It would be similar to 'Siri' where you could get immediate feedback and information.

**Lifelong Learning: what young people want to keep and what they want to change**

Participants wanted to create more support for people from different cultural and social backgrounds to learn so that everyone has equal opportunities to learn. They also wanted more time to study subjects, such as learning English as a second language, so that they could improve their skills.

These groups said they wanted more support to plan their pathways and increase the availability of teachers aids and permanent support staff. They also wanted to see improved classroom designs for student needs and have outdoor learning environments.

Young people said that having longer courses that suited the needs of individuals and provided them with more choice would support them to learn. They identified that young people may need more support at school to learn about things beyond the classroom. For example, social workers and chaplains who are more involved with all aspects of school and having career guidance counsellors.

Young people said that more funding and resources needed to be placed within schools so that schools could have the best, most modern resources and teachers as possible. This could be done with a new curriculum that teachers study while in training.

**Technology: what young people want to keep and what they want to change**

Participants wanted to utilise new and emerging technologies to create more connections across the world and learning opportunities. Participants said it could help young people learn about different parts of the world by using more realistic images to recreate other parts of the world.

Participants recognised that it is important to use technology appropriately when learning and suggested that students needed to write their work by hand if they were not using technology appropriately.

Young people also recognised that good time management and reducing distractions are important for learning. They suggested creating an app that enables computers or iPads to time out and prevent procrastinating with teachers having control over this.

Participants wanted more types of portable technology, updated computers and more virtual reality within schools to keep up-to-date with technology as it progresses so it they could be used in the best as possible way for their learning.

### **Friends and Family: what young people want to keep and what they want to change**

Participants wanted to create more opportunities to involve parents and family involvement such as take a parent to school day, where parents could see how students are learning as they recognised the importance of family involvement. Parents would come to the classroom and experience a lesson where their child is struggling or is confident in. School reports could also have a section where more information could be provided to parents about how their child is going overall at school and to increase the opportunities that parents get to talk to teachers about what their child is learning. Another idea was to have a classroom blog to engage parents and family in their children's learning.

*Finding 12: Young people want detailed information and feedback on a regular basis on their learning at school that they could share with their family.*

Other ideas this group had was to create an app similar to Siri called 'Ask Ada' that you could ask questions and it would provide advice on topics such as family issues. They also wanted to remove the negativity that can surround learning and encourage more communication between schools so that friendships could be made outside of school. This would strengthen social networks and provide more opportunities for young people to learn from their peers.

### **Practical Skills and Experience: what young people want to keep and what they want to change**

These groups focused on creating more opportunities to gain experience. This included creating an organisation or club that is specifically focused on work experience for young people. This could help more young people get on-the-job training with opportunities for volunteering, experience and events advertised through a noticeboard at school specifically for these opportunities. They also wanted to remove the stigma of people who volunteer and to encourage people to share their skills to teach others what they know because everyone has different knowledge to contribute.

Participants recognised that there need to be more organisations and businesses that offer work experience and volunteering opportunities, and they should be encouraged to speak to schools so that young people could learn about the opportunities available. Young people wanted to learn about different pathways but also have the opportunity to try these in a way that worked around their study commitments and incorporate more of these opportunities in schools. Young people want to be able to consider a variety of different pathways.

*Finding 13: Young people want opportunities to gain practical experience through work placements or volunteering but need support to identify opportunities to do this.*

### **Support and Learning: what young people want to keep and what they want to change**

These groups wanted to have support people who could specifically help them look at options for study, training and employment and work towards these goals. They wanted all grades in school to have access to this support to remove the pressure of having to decide what to do at the end of Grade 10. Participants also wanted to have more realistic

discussions about courses, changing courses, choosing what to study and selecting pathways. This support is important to help young people plan and achieve their goals.

Young people also wanted to increase the opportunities to study different subjects at school that cover engaging content that is interesting and relevant to students. They also wanted it to be clearer how different subjects linked together.

*(See Finding 3: Young people learn best when they can identify a practical application for their learning.)*

### **Analysis of Retain, Change and Create Discussion**

Young people recognised that everyone learns under different circumstances and this should be encouraged to ensure young people have the best chance at learning. Despite this, there was an overall theme of creating more practical opportunities for young people to develop skills that they thought would be relevant to their needs now and in the future. Young people suggested that new classes could be created to achieve this or new content could be incorporated into existing classes. The discussions that participants had focused on gaining skills and experience that they thought would be relevant to employers, rather than qualifications. This may be because they could more easily identify practical learning and specific skills that could help them in the workplace. Young people also focused on the importance of having access to opportunities with volunteering, work placements within different industries and workplaces, and mentoring to support them to help them learn practical skills.

Young people identified that they needed more support to help them explore different options for their education and get advice on this. They wanted face-to-face, one-on-one, tailored support by a skilled career guidance counsellor who can provide information and advice that is specific to the circumstances and interests of young people. This may be because although young people said, they are keen to access web-based information, they still needed help to apply it to their own context. Young people recognised that there is pressure around making decisions about their education after Year 10 but wanted support to make these decisions earlier in high school as they recognised it involves exploring different options and having the time to do this. This can help ensure that young people are making decisions that will best meet their needs and interests so that they are engaged with study and training.

Young people also identified the importance of having support for their learning and education. Participants identified that family and friends were people that they would go to for support although they recognised that these people do not always have a positive influence on them. Young people also recognised that technology can form an important part of their learning experience but that this also does not always have a positive influence. It was important to young people to be aware of the distractions it can cause and the need to reduce these distractions or have the support to do this, whether this is from a teacher or an app.

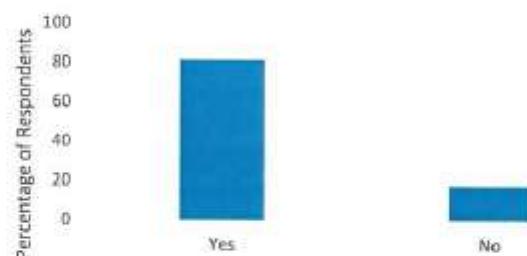
There was a very strong emphasis throughout these discussions on learning as a pathway to employment. This could be because of Tasmania's high youth unemployment rate and discussions in the broader community about this issue and employment opportunities in different industries.

Young people understood that there were different ways of learning and that some of their peers needed more support with their learning. Much of this focused on getting support for their mental health and having information explained to them in a way that they could understand.

## Forum Feedback

Participants had the opportunity to provide feedback on the Forum at the end of the day.

Forum participants who had learnt new ideas about different types of learning and education pathways at the Forum



Participants had the opportunity during the Forum to learn about different ideas relating to learning and education. The majority of participants said that they had learnt new ideas at the Forum, including what other young people thought could be done to improve learning and education. A third of participants said that they had learned more about potential pathways they could explore or had identified more options that are available to them while several participants also said that they had learned more about the different ways you can learn information.

Forum participants who had learnt new tips about creating their own learning and education pathway that they could share with other young people



Most participants said that they had learned something new at the Forum that they could share with other young people. Most of these responses were about ideas for the future,

planning ahead and ways that young people can achieve their goals. Several responses said that the voices of young people do matter and that they would let other young people know this.

The majority of participants said the best part of the Forum was getting the chance to discuss different ideas, share their opinions with other young people, and hear about the different ideas they had. Participants also enjoyed getting the opportunity to meet new people especially from different schools and areas of Tasmania. The guest speaker, getting to learn new things and the catering were also identified by participants as aspects of the Forum that they enjoyed.

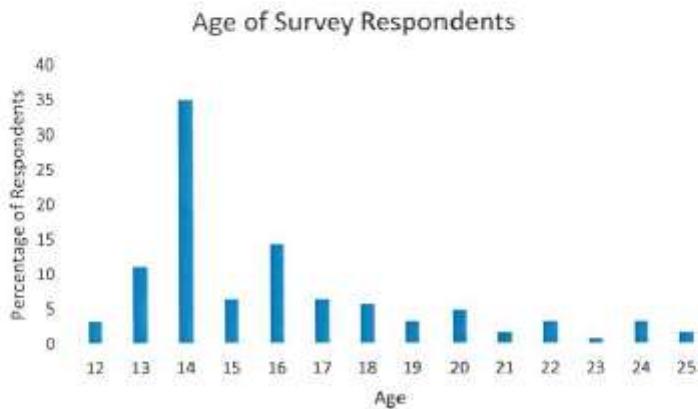
Participants were asked how the Forum could be improved. Most participants said that they enjoyed the Forum as it was or wanted to have more opportunities to attend Forums in the future and get more people to attend the Forums. Despite having some activities on the day, some participants suggested that the Forum could improve with more activities to do.

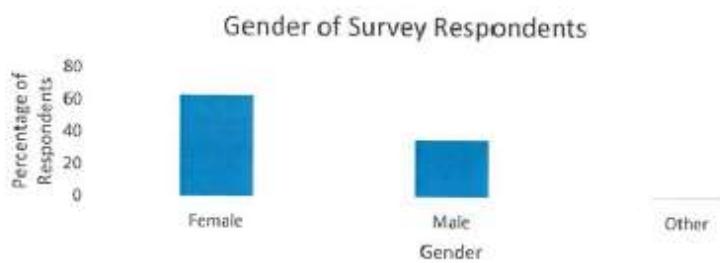
Other comments from participants were that they enjoyed the Forum and the opportunity to have their say and come along.

### Consultation Process: Survey

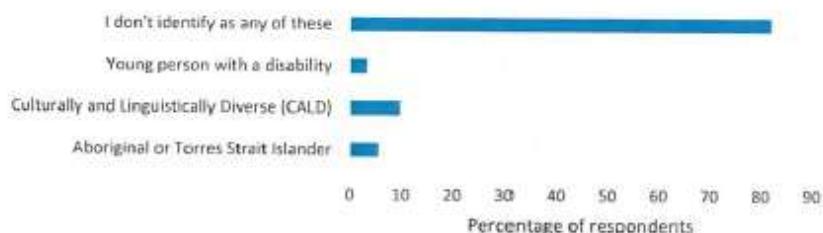
A survey was conducted to accompany the TYF *Learning and Education* Forum to enable more young people to contribute their ideas if they were unable to attend the Forum. The Survey could be accessed online or a hard copy could be printed and returned.

There were 130 responses to the survey, 78 of these respondents were participants who had attended the TYF *Learning and Education* Forum and completed a hard copy of the survey at the event. Three people who responded to the survey indicated that they were over the age of 25 and these responses have been excluded from the analysis of the survey responses as TYF works with young people aged 12 to 25.





### Other demographics of survey respondents



The high proportion of respondents aged 13 to 16 reflects the demographics of participants at the Forum that attracted a number of larger school groups. Of these respondents, 27 were from Northern Tasmania, 30 were from North West Tasmania and 67 were from Southern Tasmania. The Survey had a high proportion of respondents that identified as female or from a Culturally or Linguistically Diverse (CALD) background.

## Young people, learning and education

Respondents were asked to describe learning and education and identify what they thought is important about both of these.

### Describe Learning and Education

The majority of respondents described learning as a process that is gone through to gain more knowledge, understand information or develop skills. There were also responses that described the experience of learning, including fun, enjoyable and interesting. Others described learning based on the context where it happens, such as in a school, and how it happens, such as someone else explaining information.

Young people also described learning by what they can gain from it. This included not getting left behind at school, being able to do tasks such as cook or ride a bike, have skills for the future, the opportunity to socialise and meet new people, and gain an education. Some of the responses also described learning as a lifelong process.

When describing education, most respondents described education as something that gives you the opportunity to learn and have your skills and understanding recognised by other people, which can lead to an outcome such as getting a better paying job. Young people also said that education is a building block of society because it is part of life. Others referred to education as learning in a formal way that has structure, happens within a system, with expectations to learn in a way according to a curriculum, which is something that everyone needs to do.

*Finding 14: Young people understood that learning could encompass many situations, but they focused on learning as a pathway that incorporates education to achieve their goals.*

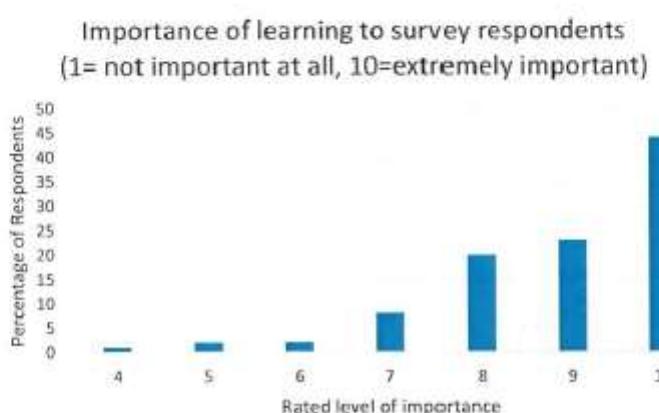
#### **Young people Value Learning and Education**

Young people identified what they value about learning and education. Young people said that they value learning because it could help them learn new information, work with other people, share information and develop new skills. They also value learning because it has the ability to create opportunities in their lives. For some young people it meant they could learn to be a better person or have the opportunity to grow and change. Other responses were about the value of handing down information from different generations and being able to explore pathways for education, training and work in the future.

Young people said that they valued education because it could provide them with the opportunities to learn and achieve these aspects mentioned above. In particular, young people valued education because it could help them to gain employment, support their family and create opportunities in the future that they would not be able to access otherwise. Some respondents also identified that having the opportunity to get an education is valuable in itself because not everyone has access to this. Young people also valued the support they can get from education staff including teachers and teacher aids, and their peers who support them.

*Finding 15: Young people value learning and education highly.*

#### **The Importance of Learning and Education**



Respondents rated how important learning is to them on scale. Learning was rated an 8 or above by 87% of respondents. Only 5% of respondents rated the importance of learning as a 6 or lower. The majority of respondents indicated that learning and education are important to them because it enables them to have a good life. This included making it easier to navigate through life and prepare for adulthood. Young people said that it was important to gain new skills and knowledge so that they could do more things and gain a better understanding about the world.

Some young people were more specific about why learning and education was important for them, for example helping them to gain employment, getting them ready for the workplace, helping them understand themselves and making better decisions for their life.

A few responses also related to the broader importance that learning and education have in society. This included being essential for societies to develop and understand what has shaped our society, and the value that society places upon learning and education.

*Finding 16: Young people value learning because they recognise it will prepare them for the future.*

#### **Useful ways of learning**

Respondents identified what they found useful when trying to learn something new and what they thought other young people find useful. The responses to these questions were very similar.

The majority of respondents either identified a way of learning that they preferred or having support from someone else to learn. The learning styles that young people identified included a mixture of visual, audio and kinaesthetic approaches such as watching someone else demonstrate a task, listening to others explain information, working in groups to discuss ideas, taking notes, reading and learning while having a go at a task.

A large proportion of respondents also identified that having support from others helped them to learn. Many of these responses referred to having effective and open communication with their teachers who are patient with their learning and can spend one on one time with students to help them learn. This is important for young people as they wanted to be able to access individualised support.

A large number of responses also referred to having an environment that encourages young people to learn. This varied depending on the preferred learning styles of young people but some examples included having space, lots of light, quiet areas to work, music playing in the background and places to discuss work in small groups. A few of these responses referred to having access to resources such as materials to read, computers and books and making learning relevant, fun, understandable and useful.

*(See Finding 7: Young people consider it important to have a positive learning environment because they understand the impact that this has on their learning.*

#### **Connections between learning and education**

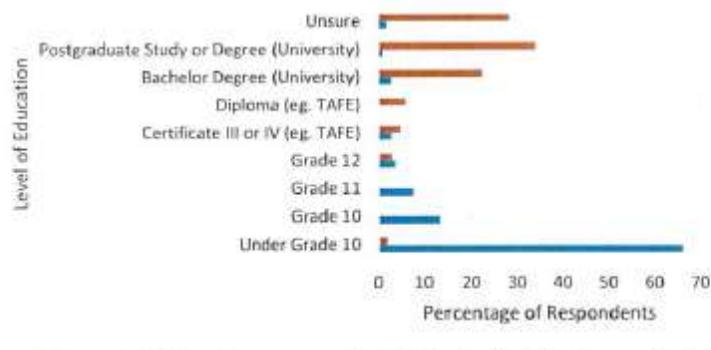
Young people described how they thought learning and education are connected. About half of respondents referred to education being a way of learning in a structured way or in a structured environment. Another third of respondents saw that education and learning went

together and you could not have one without the other. Other respondents referred to education as one way or place of where learning occurs.

### Learning Experiences of Respondents

Respondents were asked about the highest level of education they had completed, their goals for the level of education they wanted to complete and what their current engagement with education is.

Comparison of attained level of education and education goals



■ Highest level of education want to complete ■ Highest level of education completed

The high proportion of respondents who identified that they highest level of education they had completed was a grade in high school or college reflects the demographics of respondents. Despite this, a significant amount of respondents indicated that they wanted to achieve a university qualification. Nearly 30% of young people said they were unsure about when they would like to finish study.

Survey respondents and current engagement in education and training



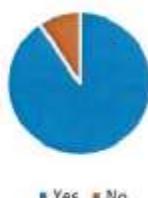
The majority of respondents identified that they were in Years 7 to 12, which is a reflection of the demographics of the respondents who completed the survey. Based on their answers to this question, respondents then completed different sets of questions that were targeted to their current situation and experiences they may have had.

*Finding 17: Young people have aspirations of completing at least a Year 12 education and continuing on to further training or education.*

### **Respondents in High School or College**

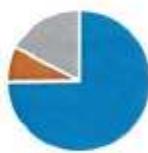
Respondents who stated that they were currently in high school or college identified if they had the opportunity to make decisions about their learning and education and what factors may influence these decisions.

Survey respondents in Years 7-12 who  
have had the opportunity to choose  
topics, subjects or courses to study



\* Yes \* No

Survey respondents in Years 7 to 12  
satisfaction with their choices of topics,  
subjects or courses



\* Yes \* No \* Unsure

The majority of respondents in high school or college already had the opportunity to choose topics, subjects or courses to study or learn. Of these respondents, the majority identified that they were happy with the choices that they had made about these decisions. Almost 20% of these respondents said that they were unsure. This may be because they had selected courses or subjects for study but had not yet started them.

Young people identified what had influenced the decisions they had made about their education and learning. Most respondents said it was their own personal opinions and ideas that influenced the decisions they made. This included considering what they were

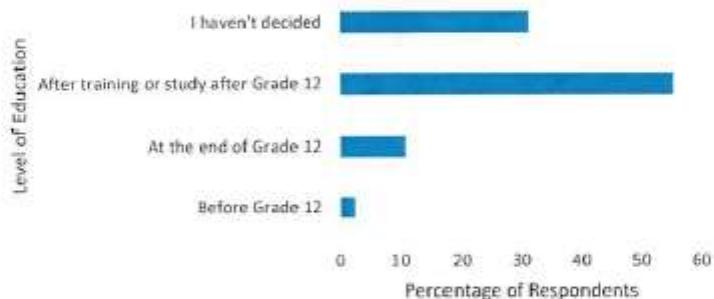
passionate about, what they thought they wanted to do in the future, and what they enjoyed learning.

A large proportion of responses also related to making decisions based on what they thought would be beneficial for them in the future. This could be general in nature or a specific subject or course they needed to help them get a job in an industry they are interested in. Only a few responses referred to friends, teachers and parents influencing the decisions young people made about their learning and education. A few responses also referred to the experience they had already had in a previous class or course.

*Finding 18: Young people are making decisions about their learning education from a young age.*

*Finding 19: Young people are making their own decisions about their learning and education based on their interests and what they might need in the future, even though they may need additional information to inform these decisions.*

#### When survey respondents in Year 7-12 think they will finish their education



The majority of these respondents thought that they would finish their education after completing further study or training after Year 12. Despite this, a significant proportion had not yet decided what they wanted to do. Further information about why these respondents thought they would complete their education at these different points is outlined below.

#### Respondents who wanted to finish study before Year 12

A third of these respondents indicated that they would finish study before Year 12 because it would be difficult to continue studying due to personal reasons. Another third said that it might be difficult for them to get transport to and from school. Some of the respondents who said they had thought about doing further study were unsure what to study or how to overcome the challenges they may face to doing this. The final third of responses said that they would be pursuing other study or training opportunities such as joining the Army.

Some respondents said they had considered completing Year 12 but thought it might be too difficult for them and other young people who might be trying to finish Year 12. This included the pressure of exams, not knowing what to study, and difficulties trying to address the

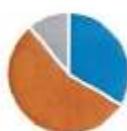
challenges they may face. To overcome this, the respondents said young people have access to the support and resources that they need to finish Year 12.

*Finding 20: A significant barrier for young people who want to continue study or training after Year 12 is not understanding what study or training opportunities after involve or how to plan for these.*

Respondents who wanted to finish study at the end of Year 12

Reasons for respondents who indicated they wanted to finish education at the end of Year

12

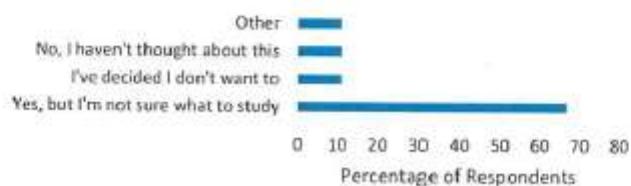


- I will have finished the level of study that I want to do
- I have finished the level of study that I want to do and I want to work
- I don't know what to do afterwards

Over half of these respondents indicated that they wanted to finish at the end of Year 12 because they wanted to start working. A third of responses said they thought they will have completed the level of study that they want to do. The remaining respondents indicated that they wanted to finish study at the end of Year 12 because they did not know what they wanted to do afterwards. What these respondents considered when thinking about their education varied. This included the desire to gain employment, their own interests, not enjoying school, or getting the level of education they needed for what they wanted to do.

*Finding 21: A critical reason why young people may not want to continue studying or training after Year 12 is because they may not be able to identify what they want to do.*

Respondents who indicated they thought they would finish education at the end of Year 12 and their thoughts about future training or education



Despite these respondents indicating they wanted to finish their education at the end of Year 12, a significant proportion of these had considered further study or training but were unsure of what they wanted to do. A few respondents indicated that they had not thought about further study or training after Year 12 or that they did not want pursue this because they thought it would be too difficult. Even though many respondents said they wanted to finish in Year 12 to work, it did not mean they had not thought about study or training after this.

When asked about what would help them to finish Year 12, the majority of respondents in this category said that it would be support from teachers, parents and friends. Respondents thought that other young people would also benefit from this support, but also identified that making learning fun, accessing transport and being able to choose subjects, and having confidence within themselves would encourage young people to finish Year 12.

*Finding 22: Young people rely on their peers most for support although their peer network may not be very diverse and limited in terms of the opportunities they perceive are available to them.*

#### **Respondents who wanted to continue studying or training after Year 12**

The majority of respondents currently in high school or college who said that they wanted to continue studying or training beyond Year 12 identified that it was because they wanted to study a particular course that would lead to employment. Some respondents were more general with their reasons for wanting to do further study beyond Year 12, such as wanting to learn more or achieve their own goals and increase the opportunities available to them.

For these respondents, the main influence for their decision was a particular career or job, or their interests that they wanted to pursue. The remaining responses said that it was people they knew, particularly their parents, and the experience they had with education that had influenced their thinking. This included parents who had a positive and negative experience with education. A few young people also identified that they wanted a particular lifestyle or to pursue goals and would need a good education and job to do this.

These respondents were concerned that finances would make it harder to complete study and training beyond Year 12. They were also concerned that they might not have the study skills, motivation or ability to cope with extra workload, harder work or tests, and this could make it challenging for them. Having to move away from home was also a concern for these young people because they would be away from their family and supportive people. A few respondents also identified that health concerns or needing to work may be challenging when trying to pursue further study.

Respondents indicated that having support and confidence would help young people to reach their study goals after Year 12. Young people also thought it was important to have access to financial help and develop good study skills and work ethic. The responses were identical for things they thought could help other young people finish study or training after Year 12.

*Finding 23: Young people see financial costs of training or studying as a significant potential barrier to their learning and education completion or attainment.*

#### **Respondents who had not decided**

Respondents in high school or college who had not decided when they might want to finish education were asked to identify what would help their thinking or make a decision. Half of these young people said having additional information or understanding about what they could do in the future and what they wanted to do would be useful. A quarter of responses were about waiting to see what they enjoy or are good at during high school and college to help them identify what they want to do afterwards. A few responses also indicated they wanted more support to help them identify what they could do after Year 12.

Young people thought that their decisions about what they would do would be influenced by their own goals, interests and passions and the opportunities they had to pursue these. These respondents said that having more knowledge and information about pathways would also help other young people to make this decision. This included having support to identify interests and passions. Several respondents also said it is important young people are given time to think about different pathways and not make rushed decisions because there can be a lot of pressure placed on them about their learning and education.

*Finding 24: Young people feel confident they can achieve their plans if they can identify what they want to do and understand the pathway of how they will get there.*

#### **Currently studying after Year 12 TAFE or similar, University**

Respondents who identified that they were currently in a post-Year 12 study or training course were asked to identify why they had made a decision to do this. A large proportion of respondents were of refugee and migrant backgrounds and indicated that they needed to learn English so had gone to TAFE to do this although they may not have completed Year 12 in Australia. For these respondents, support from family was one of the key influences for their decision to pursue further study.

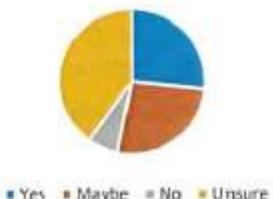
Other respondents indicated they had pursued further study because they wanted to get a particular job or work in an industry, and a few responses were about gaining more knowledge or learning about something that was of interest to them and this is what had influenced their decision.

These respondents reflected on their experience about what could have made it more difficult or easier for them to complete Year 12, keeping in mind that not all respondents to these questions had completed Year 12. Most respondents said that having a lack of money or resources was one of the key things that could have made it harder for them to study after Year 12. A few responses mentioned needing to move, balancing study with other commitments and not being prepared or knowing what to expect from their training or course.

Most of the respondents in this group identified that support services and support from people could help them to complete their study and training. Access to transport was also something important, particularly personal transport. A few responses also mentioned having a clear pathway from school to training or further study would have been beneficial.

*(See Finding 23: Young people see financial costs of training or studying as a significant potential barrier to their learning and education completion or attainment.)*

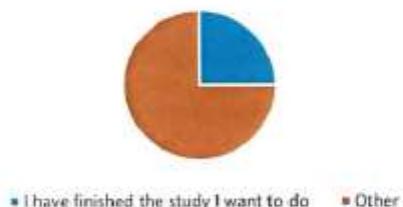
Respondents who indicated they were in post Year 12 training or study and their consideration of further study or education after completing current course



Respondents in this group identified whether they were considering going on to further study or training after they had completed their current course. A quarter of respondents were planning to do further study after completing their current course. A quarter said that they might consider it in the future, and the majority of respondents said they were unsure.

#### Not currently studying

Reasons for survey respondents who are not currently studying



There were very few respondents who indicated that they were not currently engaged in study or training. One young person indicated that they had finished studying because they had completed the level of education that they wanted, which was a Masters degree. The remaining respondents said that they were taking time off in between studying or were comfortable with what they had already learned so far so were not currently in study or training.

Respondents had varied answers for what had influenced their decision to stop studying. Some had finished their course, others did not enjoy the experience of having a formal structure for learning, some faced financial barriers and others were unsure of what they wanted to do next. These respondents thought that other young people who were deciding to finish study would consider their work, family commitment, employment, money, location, interests, health, travel, and experience in the education system.

## **Other young people, learning and education**

Respondents thought other young people would value learning and education because it would enable them to learn new information, skills and have the opportunity to study something of interest, which was similar to why young people identified that they valued learning and education. A quarter of responses referred to young people valuing learning and education because of the opportunities it could create for them in the future and help them live their life. Other respondents also said that other young people would value the social aspects of learning such as meeting new people at school and being able to get a job that they wanted. A few respondents mentioned that they did not think other young people value learning and education. While young people may indicate they value learning and education they may not demonstrate this and it may not be visible.

Young people also identified where they thought young people would go for support with their learning and education. Nearly every response to this referred to young people going to either their friends or family, or teachers for support with their learning. About a quarter of responses also mentioned support services or people such as mentors, tutors, social worker or guidance counsellors that they young people might access for help with their learning and education or issues that may impact this. A few responses said that young people might seek support from their school or university.

## **Ideas to support young people and their learning and education**

Most respondents wanted an online information resource that young people could access. This resource would include detailed information about courses, places to study, training opportunities and pathways to help young people understand what they all mean. It would also refer young people to where they could go to get extra support or speak to someone about planning their education pathway. Respondents said the resource needed to be in youth-friendly language and not use academic terms that young people are yet to understand or recognise. It also should include videos so that young people can hear from different people across Australia, the world, and the opportunities that they could pursue.

Participants also wanted support to develop their study skills. This included ideas for creating apps to limit distractions when using computers and apps that could help you learn while doing homework when young people might not have access to the support they need.

*Finding 25: Young people know how they learn best and are the best people to ask about their learning needs.*

Young people also wanted to create more flexible and individualised learning spaces and programs so that young people can use their strengths to help them learn. This included having specific courses tailored to the needs and interests of young people and being able to access learning opportunities online. They also wanted to have different types of learning areas in schools so they could go to the area where they would learn best.

Lastly, there were ideas about creating more support for young people and their learning. This included older students to support younger students, working with peers, a support group with similar young people and more teacher support available.

## **Analysis of Survey Results**

A critical tipping point for young people appears to be when they do not know what they want to do in terms of their learning and education. The survey indicated that due to a number of factors at this point, young people either continue studying despite not knowing what they want to do but think they will work out it out along the way, or will stop studying because they do not want to spend time learning something that they do not think will be useful for them in the future. There was a significant proportion of respondents who indicated they were unsure about when they thought they would finish their education meaning that these young people may reach this critical tipping point. There are a range of factors that will influence which way a young person goes including their support networks, perceived opportunities available to them, mental health, their goals for the future and societal expectations.

Young people recognised that in order to make a plan for their learning and education, they needed a skilled specialist who had specific knowledge about learning and employment pathways so that they could be provided with support and advice specific to their circumstances and interests. The focus on this could be because at the time of the Forum and Survey, Pathway Planners were not in schools and the new program developed to fill this gap was not yet implemented. Schools and teachers may not be specifically trained in this area where teachers assisting young people to navigate these decisions in addition to teaching and this was something that young people were able to identify.

Finance was raised as a concern by young people because of the impact this can have on the opportunities they can access. This includes access to transport, the costs of having personal transport and housing costs if a young person needs to move. Focus on this may be due to the many changes around income support and the subsequent delays in accessing this, as well as the additional pressures this places on families, high unemployment rates and access to affordable housing.

Many young people face additional barriers to their learning, such as their mental health or lack of support network, and this influences them from as early as they start to develop aspirations about learning and make decisions about their learning.

## **Conclusion**

This Report demonstrates that young people are thinking about their learning and different issues that can affect this. Young people who participated in the Forum and Survey value learning and education highly. They were able to identify ways that their learning and education is encouraged and supported but they also recognised that there are gaps that exist in this support. Young people wanted more face-to-face support from skilled career guidance counsellors who can provide tailored information and advice, and support young people to apply this to their own context. This is because young people identified having practical skills and experience important to connect their education to employment as one of their biggest concerns.

It is critical for young people to have this support so they can plan for their future as not knowing what to do or how to get there can be a critical tipping point for young people's education. Young people who have not yet identified what they want to do in terms of their learning and education may think they will work this out along the way or may not see the point in continuing education if they cannot see how it will be useful to them in the future.

Young people identified that they learn best when they understand how their learning is relevant to their future and has a practical application.

Young people could identify a range of factors that affect their learning including the environment they are in, their personal support networks, connections to the broader community and perceptions of them in the community. While these aspects can have a positive influence on learning, young people recognised this is not always the case. For example, young people identified that their friends and family are not always a source of encouragement for their learning.

Young people are making decisions about their learning and education from an early age so it is important to consider how their learning is impacted and how they can be best supported to learn to encourage better long-term outcomes.

## Appendices

### Appendix 1: Aims of the TYF Learning and Education Forum

Aim	What this means	How we will do it
1. Gather quality data and feedback from young people to feed into policy development	Providing young people with the opportunity to contribute their ideas and solutions based on their experiences and influence the policies that will have an impact on them	<ul style="list-style-type: none"> <li>Have small discussion groups for young people to discuss issues they are concerned about and develop ideas and solutions to these</li> <li>Let young people know what is already available in terms of education pathways and support so that they can identify if there are gaps</li> <li>Detailed survey of young people statewide and forum participants</li> <li>Development of report combining all the findings</li> </ul>
2. Getting young people to start thinking more broadly about their education opportunities and pathways	Within one company, sector or industry, there may be a lot of job opportunities that may or may not have an education or training course directly related to them. For example, eg. Growth industry of fisheries there are opportunities for Marketing, HR, and this is something that young people do not immediately think of. Shifting the focus to learning transferable skills that can be used in multiple situations.	<ul style="list-style-type: none"> <li>Have stalls with information from organisations and education providers such as TasTAFE, University of Tasmania, online colleges, apprentices, etc. to demonstrate the different opportunities available for study</li> <li>Provide participants with booklets that have profiles of people sharing their diverse education and employment pathways.</li> <li>Have a resource of links and available resources to aid learning</li> </ul>
3. Young people acknowledging that although it is challenging to find your way sometimes, there are things that they can do	Young people can actively seek opportunities within or outside of the education system to support their learning. This can include support, volunteering, work placements, and researching different education and training pathways	<ul style="list-style-type: none"> <li>Through the survey to see what young people are already thinking about/might think about</li> <li>Split the discussion of ideas in topic groups and then into 1. what you can do as individual and; 2. what you think a school teacher, education provider, support service, or workplace could do to help young people in their learning</li> </ul>
4. Industry, community and sector exploring the role each has in helping young people through their learning.	Young people can find it challenging to navigate their learning and need assistance. This aim will involve looking at what each area is doing to support young people through their education pathways and provide the opportunity for young people to provide feedback on this.	<ul style="list-style-type: none"> <li>Have an 'ideas wall' where young people can provide their responses to questions (eg. What ways do you learn best, what things do you want people to let you know about education pathways)</li> <li>Have James Riggall as a guest speaker. James has created his own business that focuses on helping find ways to use technology in innovative ways for different groups of people and businesses. He was interested in becoming a gaming designer in high school currently went on to study at UTAS.</li> <li>Invite key stakeholders such as government, education providers, industry and support services along to hear the reporting back of ideas at the end of the Forum</li> </ul>

Appendix 2: Agenda for the TYF *Mental Health Matters* Forum

Time	Activity
9:30-10:00	Registration
10.00 - 10.05	Arrival and taking of seats
10.05 – 10.10	Welcome by Parliamentary Secretary to the Premier, Guy Barnett
10.10 – 10.25	Introduction by Facilitator, Mo
10.25 - 10.45	Fill out the TYF Learning and Education survey
10.45 – 11.05	Big Picture Brainstorming
11.05 – 11.25	Morning Tea
11.25 – 11.45	Solutions Group 1
11.45 – 12.15	Guest Speaker: James Riggall, Founder of BitLink
12.15 ~ 12.45	Lunch Break
12.45 - 1.20	Solutions Group - Session 2
1.20 – 1.35	Ideas Wall
1:35 ~ 1:50	Afternoon break
1:50 – 2:40	Reporting back of Solutions Group 2
2.40 – 2.50	Forum Wrap Up
2.50 – 3.05	Feedback forms, Thank you and conclusion by YNDT and TYF

**Appendix 3: TYF Learning and Education State-wide Forum Discussion Groups**

TOPICS	DESCRIPTION
Life Skills	The skills to get you through life and education successfully.
Stress Creators	who, what, when, where, why and how do you approach the things that create stress.
Friends and Family	The influence that these people and commitments have on learning and education.
Practical Skills and Experience	Getting experience volunteering, on the job or in training.
Choosing Direction	Decisions about what to learn, where to go and when.
Beyond Year 12	Moving between and combining school, study, training and work.
Support and Learning	Support to get you through learning and education.
Lifelong Learning	Different ideas and ways of learning after school or training.
Hobbies and Interests	Combining your interests with learning and education.
Getting Advice and Information	Where to go, who to speak to and how to find out.
Technology	Balancing and using technology with learning and education.

# TASMANIAN PLANNING COMMISSION

ENTERED  
9:16pm

ccwax  
CRPS  
Our ref: DOC/16/63439  
Officer: J Dyring  
Phone: 6165 6833  
Email: Jennifer.Dyring@planning.tas.gov.au

RECEIVED  
09 JUN 2016  
BY: 44539

8 June 2016

Dear Representor

**REVIEW OF REPORT OF DIRECTOR OF NATIONAL PARKS AND WILDLIFE -  
DRAFT TASMANIAN WILDERNESS WORLD HERITAGE AREA MANAGEMENT PLAN 2014**

On 13 April 2016, the Minister for Environment, Parks and Heritage (the Minister) directed the Commission to review copies of all representations received on the 'DRAFT Tasmanian Wilderness World Heritage Area Management Plan 2014' (the Draft Plan) and a report from the Director of National Parks and Wildlife (the Director) in response to those representations with reference to the Draft Plan.

The Commission's review function is set out under sections 22 to 24 of the *National Parks and Reserves Management Act 2002* (the Act).

The Commission's first task has been to review all representations, including your representation, and the scope and content of the Director's response to issues identified in representations to determine whether a public hearing is required to elicit more information from representors or the Director. The Act requires the Commission to decide whether or not to hold a public hearing within 21 days of receipt of the Minister's direction however, because of the large number of representations, the Minister granted an extension for the Commission to make this decision by 7 June 2016.

At its meeting on 6 June 2016, the Commission considered a preliminary report on the adequacy of information provided in representations, the Director's responses and further correspondence received from some representors.

The Commission considers that information provided is adequate for the purposes of its review function and has decided to not hold a hearing ([in accordance with section 22(4) of the Act].

The Commission will provide the Minister with a report of its review of the representations and the Director's report as soon as practicable. The report will then be publicly available on the iplan website.

If you have any queries, or require further information on this matter, please visit the iplan website ([www.iplan.tas.gov.au](http://www.iplan.tas.gov.au)) or contact Jennifer Dyring on telephone 6165 6833.

Yours sincerely,

Greg Alomes  
**EXECUTIVE COMMISSIONER**

Level 3, 144 Macquarie Street Hobart Tasmania GPO Box 1691 Hobart TAS 7001  
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[www.planning.tas.gov.au](http://www.planning.tas.gov.au)



Local Government Association Tasmania

SCANNED  
for  
DATAWORKS  
**ENTERED**



Our Ref: SW/FM  
File No.: 710105

7 June 2016

Dirk Dowling  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7647

Dear Dirk

**2016 Local Government Awards for Excellence - Small Council  
West Coast Community Plan 2025**

Thank you for your entry for the 2016 Local Government Awards for Excellence, sponsored by MAV Insurance. Judging will commence shortly.

Presentation of the awards will take place during the 2016 LGAT Annual Conference, to be held at the C3 Convention Centre (64 Anglesea St, South Hobart) from 11.15am - 11.45am, on Friday, 22 July, and your attendance is encouraged. To register, please complete the Registration Form and return it by 1 July.

The award winners will be announced by MAV President, Bill McArthur and the awards will be presented in association with LGAT President, Mayor Doug Chipman.

We thank you for the time and effort you have put into your nomination and wish you every success at the awards presentation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Katrina Stephenson'.

Dr Katrina Stephenson  
**CHIEF EXECUTIVE OFFICER**

326 Macquarie Street, Hobart Tasmania 7000 | GPO Box 1521,  
Hobart Tasmania 7001 | ABN 48 014 914 743  
Ph 03 6233 5986 | Fax 03 6233 5986 | Email  
reception@lgat.tas.gov.au | www.lgat.tas.gov.au

Our ref: 2016/000634



3 June, 2016

Mayor Phil Vickers  
West Coast Council  
PO Box 63  
Queenstown 7467

Co: Mr Dirk Dowling

Dear Mr Vickers

**Assistance with implementing the Model Code of Conduct for councillors**

As you are aware, the *Local Government Amendment (Code of Conduct) Act 2015* commenced on 13 April 2016. The Act provides a new local government code of conduct framework for Tasmanian councillors, including a Model Code of Conduct, which is required to be adopted by all councils by 12 July 2016. I am writing to you to offer the Integrity Commission's assistance in implementing the Model Code.

The Commission has a legislated responsibility to develop and improve codes of conduct throughout the Tasmanian public sector, and we were pleased to be involved in the development of the Model Code alongside the Local Government Division (LGD) of the Department of Premier and Cabinet. We understand that the changes to the Code (and the tight timeframe) may be challenging for some councils and so, in partnership with LGD and the Local Government Association of Tasmania, we would like to offer our assistance. Examples of where might assist are advice on implementing the Code and making variations; and the provision of training to support the adoption and use of the new Code by councillors.

If we can assist your council please contact our local government liaison officer, Jenny McQuilkin on 6165 6864 or email [jenny.mcquilkin@integrity.tas.gov.au](mailto:jenny.mcquilkin@integrity.tas.gov.au)

The Commission supports the Model Code as a positive step forward for local government, assisting councillors to perform their role ethically and with confidence. We look forward to continuing to work with your council.

Yours sincerely

Michael Easton  
(Acting) Chief Executive Officer

Level 2/199 Macquarie Street • GPO Box 822 Hobart 7001 • 1300 720 289 • [www.integrity.tas.gov.au](http://www.integrity.tas.gov.au) • [integritycommission@integritytas.gov.au](mailto:integritycommission@integritytas.gov.au)

SCANNED  
for  
DATAWORKS

ENTERED  
14-6-16



Network Manager - Tasmania  
Grant Holloway  
GPO Box 4050  
HOBART TAS 2001

10 June 2016

Dirk Dowling  
General Manager  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear Dirk

**RE: Changes to Rosebery Licensed Post Office**

I am writing to advise you that due to unforeseen circumstances, the Rosebery Licensed Post Office will cease to operate at 12 Agnes Street Rosebery as at 5pm on 30 June 2016.

We have explored avenues to keep the Post Office in its current location but unfortunately our negotiations were not successful.

Australia Post is committed to retaining a presence in Rosebery and we are pleased to announce that we have reached an agreement with the manager of the Rosebery IGA supermarket to accommodate full postal services within the supermarket.

To minimise the impact to our customers, Postal Services including PO Boxes, will be relocated to the Rosebery IGA Supermarket, 20 Agnes St Rosebery, commencing Friday 1 July 2016. PO Box addresses and numbers will remain the same, with new keys issued over the counter.

Please note that the existing red street Posting Box will remain in its current location, with a view to move it closer to the supermarket at a later date.

An update on how this is progressing will be communicated over the coming months, as soon as all the necessary details are confirmed.

If you have any queries or would like further information, please contact me on (03) 62363590.

Yours sincerely,

Grant Holloway

Manager Retail Tasmania  
Tasmania  
Ph. 03 6236 3590



SCANNED  
for  
DATAWORKS

ENTERED  
10/6/16  
taswater

TW Ref: 16/39461

8 June 2016

Mr Dirk Dowling  
General Manager  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467

Dear Mr Dowling

**Rebates for not-for-profit customers**

We would like to remind you TasWater is phasing out rebates for not-for-profit customers.

The decision to phase out the rebates, which applied to some customers, was made at the 16 May 2013 Owner's Representative Group meeting. The TasWater Board subsequently decided it was appropriate to phase-out the rebates over three years, providing impacted customers the opportunity to adjust to the increased charges. We are now at the end of the phase-out period.

For impacted organisations, this means:

- During 2009/10 to 2013/14, they received the same rebate that councils previously applied
- In 2014/15, they received two-thirds of the applicable rebate off their service charges
- In 2015/16, they received one-third of the applicable rebate off their service charges
- From 1 July 2016, the rebate ceases, with the full rate for service charges applying.

All customers who have received a not-for-profit rebate have been consulted and informed throughout this transitional change, most recently to confirm the rebate will no longer apply as of 1 July 2016.

We are aware of the financial impact this may have on organisations, and we will work with our customers to arrange suitable payment plans to meet their needs. If you have any questions, please contact our Customer Relations Manager, Sophie Murphy on 03 6345 6555 or [sophie.murphy@taswater.com.au](mailto:sophie.murphy@taswater.com.au).

Yours sincerely

Dean Page

Acting Chief Executive Officer

Tasmanian Water & Sewerage Corporation Pty Ltd  
GPO Box 1393 Hobart Tas 7001  
Email: [enquiries@taswater.com.au](mailto:enquiries@taswater.com.au)  
Tel: 13 6992

## Correspondence Out

### WEST COAST COUNCIL

Tasmania

Tel 03 6471 4700  
Fax 03 6471 4720  
PO Box 63, Queenstown 7467  
11 Sticht St, Queenstown 7467  
Email [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)  
Web [www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au)  
ABN 20448787926



Enquiries to: Phil Vickers 0437096971 or email  
[pvickers@westcoast.tas.gov.au](mailto:pvickers@westcoast.tas.gov.au)

23 May 2016

Joan Rylah MP  
80B Wilson Street  
BURNIE TAS 7320

Dear Joan

### WESTCOAST BUS SERVICE

Your letter in regard to the Westcoast bus service was tabled at the last council meeting.

Concern was raised on 4 issues:

- Consultation with the Council

At no time was there consultation with the Council on the route 747 timetable. The letter received from Tassie Link had a vague request for comment on their Westcoast services generally. We noted at the time they were in the process of terminating the Hobart to Strahan service at Lake St Clair.

- Green card purchases

It was conveyed to us during public question time that green cards are not available at the Strahan activity centre.

- Strahan left off the route

Strahan residents cannot avail the service and it was felt some consideration should be given to this, either by allowing travel to Queenstown on the school service to connect or by allowing pickup by appointment.

- Connection with a Burnie / Latrobe service

With the Mersey Hospital to become an elective surgery unit from July 1st has any consideration been given for Westcoast bus passengers to be able to connect with a proposed Burnie /Latrobe daily service for medical appointments?

On behalf of the Council thank you for your continued interest and support for the West Coast community  
Should you have any further queries, please contact me on the above contact details.

Yours faithfully

A handwritten signature in black ink, appearing to read "Phil Vickers".

Phil Vickers  
MAYOR



**WEST COAST COUNCIL**

Tasmania

Tel 03 6471 4700  
Fax 03 6471 4720  
PO Box 63, Queenstown 7467  
11 Sicht St, Queenstown 7467  
Email [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)  
Web [www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au)  
ABN 20448767926



16 May 2016

Enquiries to (03) 64 714 700  
or email [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)

Manager

QUEENSTOWN TAS 7467

To Whom it May Concern

**CBD PARKING WEST COAST MUNICIPALITY**

Council has recently received comments from the wider community regarding parking spaces in the CBD areas of our major towns. Council has committed to liaising with State Growth to work in partnership on an appropriate traffic management framework for all towns on the West Coast.

On behalf of the wider community at this time we would like to ask all business owners (and employees) whom operate on the main street of a town to not park vehicles outside of your business in public parking spaces for more than the specified time period.

This request from residents aligns with outcomes highlighted in the *West Coast Community Plan 2025*:

1.1 The West Coast communities are accessible and safe for residents and visitors to the Region.

- 1.1.1 Create and maintain community spaces and infrastructure
- 1.1.2 Maximise community safety through safe urban design

1.5 The community's social needs are supported through the provision of a range of essential social and community services.

- 1.5.1 Provide adequate services for the ageing in the community

If you would like to discuss, or should you require further information regarding this matter, please do not hesitate to contact Council on the above telephone number or email address.

Yours faithfully

A handwritten signature in black ink, appearing to read "Dirk Dowling".

Dirk Dowling  
GENERAL MANAGER



**WEST COAST COUNCIL**

Tasmania

Tel 03 6471 4700  
Fax 03 6471 4720  
PO Box 63, Queenstown 7467  
11 Sticht St, Queenstown 7467  
Email [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)  
Web [www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au)  
ABN 20448787926



Enquiries to: General Manager (03) 64 714 700  
or email [ea@westcoast.tas.gov.au](mailto:ea@westcoast.tas.gov.au)

19 May 2016

Karen Burns  
Queenstown Amateur Swimming Club Inc  
[REDACTED]  
**QUEENSTOWN TAS 7467**

Dear Ms Burns

**SUPPORT REQUEST – PROPOSED BARBERQUE FACILITY, QUEENSTOWN POOL**

I refer to your letter dated 12 April 2016.

I wish to advise that your correspondence was taken to the General Meeting of Council on 17 May 2016 for consideration by your elected members.

Council is pleased to advise that we support your proposal for the installation of a barbecue facility at the Queenstown Pool, pending the outcome of any grant funding you may apply for. However, please note that any budget impost on Council would need to be further considered in budget deliberations.

On behalf of the Mayor and Councillors I would like to take the opportunity to thank your association for the ongoing support and patronage of our pool facility in Queenstown.

Should you have any further queries, please contact my office on the above contact details.

Yours sincerely

A handwritten signature in black ink.  
Dirk Dowling  
**GENERAL MANAGER**



**WEST COAST COUNCIL**

Tasmania

Tel 03 6471 4700  
Fax 03 6471 4720  
PO Box 63, Queenstown 7467  
11 Sticht St, Queenstown 7467  
Email [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)  
Web [www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au)  
ABN 20448787926



Enquiries to: General Manager (03) 64 714 700  
or email [ea@westcoast.tas.gov.au](mailto:ea@westcoast.tas.gov.au)

19 May 2016

Brian Gardiner  
West Coast Recreation Association Inc  
[REDACTED]  
**STRAHAN TAS 7468**

Dear Mr Gardiner

**MACQUARIE HARBOUR CAMP PORPOSAL**

I refer to your correspondence dated 16 April 2016.

I wish to advise that your correspondence was taken to the General Meeting of Council on 17 May 2016 for consideration by your elected members.

Council is pleased to advise that we support your proposal in principle. However, the general consensus around the table was that further discussions with Council is needed. To this end Council would like to invite you to present at one of our scheduled workshops on this matter.

Please contact Council's Executive Assistant on the contact details provided above to organise your attendance at one of our upcoming workshops.

Yours sincerely

The signature of Dirk Dowling, which is handwritten and appears to read "Dirk Dowling".  
Dirk Dowling  
**GENERAL MANAGER**



**WEST COAST COUNCIL**

Tasmania

Tel 03 6471 4700  
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Web [www.westcoast.tas.gov.au](http://www.westcoast.tas.gov.au)  
ABN 20448787926



Enquiries to: Phil Vickers (03) 64 714 700 or  
email [pvlckers@westcoast.tas.gov.au](mailto:pvlckers@westcoast.tas.gov.au)

10 June 2016

Angella Downie  
Acting General Manager - Primary Health Services  
Tasmanian Health Service  
PO Box 258  
**Burnie Tas 7320**

Dear Ms Downie

**RECENT BRIEFING BY TASMANIAN HEALTH SERVICE (THS) TO WEST COAST COUNCILLORS**

I refer to your letter dated 1 June 2016 regarding the recent briefing you provided to Councillor's at the Workshop here on the West Coast.

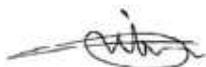
I note that in your letter you made reference to an understanding of Council's position regarding the lease problems associated with the current Zeehan building. Please note that you indicate Council has a desire to secure a long term lease tenant for the building. This is not entirely the case. Council is seeking to maintain health services in the Zeehan area for the reasons we indicated at the briefing. The tenancy of the building in isolation e.g. to another agency or business is not a priority for Council at this point. Likewise, where you suggest that Council would like to secure a long term rental income from the building, this obviously would be ideal however, Council again was looking to secure the services provided by THS to the people of the West Coast by securing a long term rental agreement for the premises in question – that is our focus. In relation to your understanding that the necessary work to bring the building up to standard will require a significant investment, this is in fact true. However, Council stands ready to bring the building to an acceptable standard to accommodate THS moving forward, but is reluctant to invest those dollars at this point due to the uncertainty and protracted negotiations that have been occurring for a minimum of twelve months.

As stated to you directly at the briefing, Council is very keen to get past the delays and the uncertainty surrounding the lease of this particular building by THS. Council has been working hard for over a year to identify any issues and to seek to have a lease in place so that services can be provided in the long term. These efforts have not been fruitful as continuous delays and uncertainty surrounding THS requirements have been a serious roadblock.



I note in your letter that you are now finally identifying an end date for the current lease of 31 December 2016. While this is extremely disappointing to the Council on behalf of the community in relation health services being provided, at least now Council is in a position to finalise some type of lease and to make any necessary repairs or investments to the building to ensure your employees and contractors are able to continue to work in the building in question Council remains at the ready to deal with any negotiations on finalising a lease and we would ask that you fast track at your end the creation of this lease so that we can respond in a timely fashion and once and for all finalise an arrangement for this particular building moving forward.

Yours faithfully



Phil Vickers  
**MAYOR**

Cc Director of Nursing Health West  
Manager Accommodation & Planning DHHS  
Area Business Manager Primary Health Service



## **173/16 REPORT – TULLAH OP SHOP PROPOSAL**

<b>Title:</b>	Tullah Op Shop
<b>Reporting Officer:</b>	Economic Development, Tourism and Events Coordinator
<b>Date:</b>	07.06.2016
<b>Appendices:</b>	Letter from Celina Hall & Letter of Support from TPA

### **Purpose**

Raise for discussion a request from the Tullah Progress Association to use the Salon at Tullah business centre as an Op Shop.

### **Background**

**Council received a written approach from Celina Hall, a member of the Tullah Progress Association and a member of the Tullah Community stating the Association's desire to rent the now disused Salon at the Tullah business centre for the purpose of providing an Op Shop in Tullah.**

### **Details**

The shop concerned is part of a building owned by Council and has been vacant for some three years, prior to which it was used as a Hair and Beauty Salon. Celina would manage the Op Shop on behalf of the Progress Association and it would be manned by Volunteers, with the money raised going to the Tullah Progress Association and thereby going back into the community for things such as maintaining the playground, gardens, tennis courts, and be used for funding projects such as a BBQ area and / or the Tullah Challenge.

### **Statutory Implications**

The shop would be run under the Tullah Progress Association's ABN and all moneys raised would go through the Tullah Progress Association's Bank Account.

### **Strategic Implications**

#### **West Coast Community Plan 2025**

##### **Our People Our Community**

- 1.1.1 Create and maintain community spaces and infrastructure.
- 1.2.4 Encourage and recognise volunteering which supports a range of community safety, recreational, sporting and cultural activities.

### **Policy Implications**

Council currently has no Policy relating to this matter.

### **Financial Implications**

The WCC Property Officer has attended the premises with a Plumber and done a property inspection and reviewed a number of plumbing related issues. It was found that pipework for a pre-existing basin needed to be removed, the kitchen area needed revamping and a roof leak needed repairs. A quotation for \$5930.00 to complete these works was received.

### **Risk Implications**

Nil

### **Consultation Process**

The Economic Development, Tourism and Events Coordinator has met, on site, with the proponent and discussed usage, condition of the building, support for the project and the process of getting approval. The WCC Property Officer then attended the building as above.

### **Comment**

The suggestion by the Tullah Progress Association to implement an Op Shop is considered a very worthwhile request, creating an addition to community activity in Tullah, an opportunity for interaction by the residents, the opportunity to raise necessary funds, a central meeting place for residents and an activity for volunteers in the area.

### **Recommendation**

**That Council authorise the General Manager to enter into a formal lease agreement (at a nominal fee) with the Tullah Progress Association for the old Salon premises.**

### **Moved/Seconded**

ENTERED  
01/03/2016

RECEIVED  
07 MAR 2016  
43764  
BY: SCANNED

To whom it concerns,

COUNCIL  
C/S S/E  
ETAL

I am hoping to start a not for profit OP SHOP in Tullah. All money raised would go to the Tullah Progress Association (TPA) and back into the community, for maintaining the playground and gardens, tennis courts and funding any projects that will benefit the community, such as a BBQ area or Tullah Challenge.

As the council owns the main building in Tullah I was hoping to be able to let/rent the shop which was the salon. As the shop has been vacant for over 3 years now I feel that it would bring something more to the community and be of interest for tourist passing through.

The OP SHOP would be managed myself (Celina Hall) and run with volunteers. The SHOP would run under the TPA ABN and all finances would go through the TPA bank account.

I have got evidence that the community of Tullah would like to have the OP SHOP by a signed petition.

If there is any other questions please call myself or email me at

E: celinathall83@gmail.com

P:

Kind Regards

*Celina Hall*

Celina Hall

Member of the TPA and Tullah Community

council .



## Tullah Progress Association Inc.

West Coast Council  
PO Box 63  
Queenstown  
6367.

### Re: Use of Old Tullah Hairdressing Salon

Dear Mayor and Councillors,

I am writing to you on behalf of the Tullah Progress Association (TPA) in regard to the use of the old hairdressing salon in the Tullah Village Shopping Centre. At recent meetings it has been raised that the empty shop is not a positive for our town and should be used as a second hand shop.

The TPA is seeking information on the requirements to running this type of business and the necessity of upgrading our insurance for this venture. As a small Not for Profit Organisation we are always looking for ways to raise funds for town improvements and this idea could help us to achieve a regular income if the business was a success.

As we have members who would be able to man the shop on a volunteer basis and any profits could be used to improve the towns' community amenities, the Association has agreed in principle to the management of running the shop.

We are aware that our member Celina Hall has been liaising with Simon Lee on our behalf about this matter and are happy for this arrangement to continue.

We look forward to your decision about this arrangement.

Yours Sincerely

Geoff Iliff  
C/- Post Office, Tullah 7321

tullahprogress@gmail.com

## 174/16 REPORT – AIR QUALITY MONITORING

<b>Title:</b>	Air Quality Monitoring Station for Queenstown
<b>Reporting Officer:</b>	Environmental Health Officer
<b>Date:</b>	19 April 2016
<b>Appendices:</b>	Email correspondence from the Environmental Protection Authority dated 30 March 2016.  EPA Tasmania Information sheets on the ‘Base Line Air Network of EPA Tasmania (BLANKET).  Department of Health and Human Services Information sheets on smoke particulate matter.

### Purpose

The purpose of the report is to inform and seek support from Council for the installation of a ‘real time’ Air Monitoring station for Queenstown.

### Background

Air quality observations of the airshed during winter in Queenstown has raised concerns on the level of domestic wood smoke prevalent in the airshed and the level of non-compliant operation of wood heaters throughout the residential area.

In order to quantify the levels of wood smoke particulate matter in the airshed enquires commenced with the Environment Protection Authority, (EPA) in 2014 seeking available background data. No hard data was available however, anecdotal information pointed to a polluted airshed over the winter period.

### Details

The EPA have installed and operated ‘real time’ air monitoring stations across Tasmania for many years with the assistance of various landowners including Councils and government agencies. The stations provide data uploads to the EPA website, which is open for public information and continually updated at 10 minute intervals. Apart from tracking smoke plumes from forestry operations, the data set provides valuable information on the smoke emissions from residential wood heaters. This provides valuable health information to residents with respiratory conditions such as asthma. The information is linked with the Department of Health’s air quality notification system, (<http://www.dhhs.tas.gov.au/publichealth/air>).

The absence of a monitoring station on the West Coast has been due to the original rollout of stations being linked to forestry burn-offs and the tracking of smoke plumes likely to affect residential populations. The side benefit of the monitoring system has been to highlight unhealthy winter airsheds in residential areas and allow the aggregation of quantifiable data to underpin any remedial programmes as well as informing communities on the local air quality on a real time basis.

Observations of the Queenstown airshed over winter indicate that in still air conditions the town is impacted by wood heater smoke. The operation of many wood heaters is not compliant with *Environmental Management and Pollution Control (Distributed Atmospheric Emissions) Regulations 2007*. The ability to obtain real time data will enhance the ability of Council to redress this issue and ensure an appropriate response to air quality issues.

The EPA has funding to provide a monitoring station in Queenstown and is seeking to partner with Council in installing this monitor in an appropriate location to ensure representative air samples whilst ensuring the integrity of the instrumentation.

On assessment of the airshed direction and in consideration of the installation requirements of the EPA it is determined a suitable site would be the Queenstown Pool enclosure. The EPA are agreeable to this location and have set out the instrumentation requirements in an email dated 30<sup>th</sup> March 2016, (attached).

### **Statutory Implications**

The *National Environment Protection Measure for Air Quality, (NEPM)* provides that the desired environmental outcome is an ambient air quality that allows for the adequate protection of human health and well-being.

The NEPM is supported and implemented through State based environmental legislation and sets out standards for the concentration of particulate matter in the airshed. The *Environmental Management and Pollution Control (Distributed Atmospheric Emissions) Regulations 2007* sets out operating requirements for wood heaters to promote compliance with the NEPM. Regulation 9 provides the following;

#### **9. Emission of smoke from heaters, fireplaces, barbecues &c.**

(1) A person who is the occupier of a building or land is not to cause or allow to be emitted, from a heater, fireplace, barbecue, hot water heating appliance, cooking appliance, or heater or appliance specified in regulation 4(1), smoke that –

(a) is visible for a continuous period of 10 minutes or more; and

(b) during that continuous 10-minute period, is visible for a continuous period of 30 seconds or more –

(i) in the case of a heater, fireplace, barbecue, hot water heating appliance or cooking appliance in a building, at a distance of 10 metres or more from the point on the building where the smoke is emitted; or

(ii) in the case of a heater, fireplace, barbecue, hot water heating appliance or cooking appliance that is not in a building, at a distance of 10 metres or more from the point where the smoke is emitted.

(2) If an authorized officer or a council officer is of the opinion that a person who appears to be the occupier of a building or land is contravening subregulation (1), the officer may serve a written notice on that person requiring him or her to take action, within 21 days after the day the written notice is served on him or her, to reduce the emission of smoke from the heater, fireplace, barbecue, hot water heating appliance or cooking appliance so that it complies with that subregulation when in use.

(3) A person served with a written notice under subregulation (2) must comply with that written notice.

*Penalty:*

*Fine not exceeding 10 penalty units.*

## **Strategic Implications**

### **West Coast Community Plan 2015**

#### **1.1 The West Coast communities are accessible and safe for residents and visitors to the Region**

- 1.1.1 Create and maintain community spaces and infrastructure.
- 1.1.2 Maximise community safety through safe urban design.

#### **2.3 A resilient and strong tourism sector**

- 2.3.2 Plan and provide appropriate infrastructure and services to support tourism

#### **3.1 Well planned and resourced assets and infrastructure**

- 3.1.1 Coordinate and sequence plan for provision of new infrastructure in the region with a long-term strategic perspective.
- 3.1.3 Create and continually improve Council asset management (AM) plans and systems to manage and maintain all assets in a sustainable manner.
- 3.2.3 Road users within the Region demonstrate a high level of road safety awareness.
- 3.3.3 The rural road network meets the economic and social needs of the community.

#### **4.1 The Regions Environmental assets are maintained and preserved for future generations**

- 4.1.4 Develop realistic and sustainable land use strategies for the Region within state and national frameworks and in consultation.

#### **5.3 Sound Management of Council resources is undertaken**

- 5.3.1 The Council meets all statutory requirements.
- 5.3.5 Council is recognised as a relevant, well managed, cost effective and operationally efficient and customer focused organisation that connects with all of its stakeholders.
- 5.3.6 Develop and maintain long term financial planning management and reporting to ensure resources are provided to deliver services and manage Council's assets.

## **Policy Implications**

No Policy Implications

## **Financial Implications**

There is no cost to Council in supporting the installation of the monitoring station with the EPA offering to cover the installation costs. Running costs are advised as minimal with power usage equivalent to a 30watt light globe.

## **Risk Implications**

There is no immediate risk to Council, however should the data gathered support the hypothesis of a polluted winter airshed action to redress this may ensue. Given any future action will target the provision of adequate protection of human health and well-being, there is little risk to Council in supporting the installation of monitoring equipment.

## **Consultation Process**

There is no consultation at the data gathering stage however, any future remedial actions by Council will need to be promoted and discussed within the community.

### **Comment**

The results of the data provided from the monitoring station will ensure that residents are informed of air quality issues and are in a position of knowledge should it be necessary to discuss any remedial actions that may be necessary to ensure the air quality is improved across the winter period. It is evident that most wood heaters do not comply with the legislation and a period of education on the operation of the heaters; sourcing and storage of wood and an assessment of heater types may be appropriate prior to any compliance actions by Council under the Regulations. Further longer-term actions may also be considered subject to further research based on the data set. It is noted that other Councils have run programmes aimed at improving the airshed of residential areas, notably Launceston City Council with a buy back scheme of older non-compliant heaters.

### **Recommendation**

**That Council consider the offer from the EPA for the installation of an Air Quality Monitoring Station for Queenstown to be located at the Queenstown Swimming Pool complex subject to the installation costs being covered by the EPA.**

### **Moved/Seconded**

## **Paddy Kennedy**

---

**From:** AirRater, (Environment) <AirRater@environment.tas.gov.au>  
**Sent:** Wednesday, March 30, 2016 10:15 AM  
**To:** Property Officer  
**Cc:** Paddy Kennedy  
**Subject:** RE: Queenstown Pool area  
**Attachments:** IMG\_2066.JPG

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Kim

I have been working with Paddy to secure a location for an Air Quality Monitoring Station for Queenstown, in particular to measure the level of domestic smoke. The University of Tasmania have funded five more stations and I am currently employed by them, but working for the Environmental Protection Authority to find suitable locations. We already have Stations located around the State, including on Council owned property and will be installing the next five Stations in the next two months.

I have attached a photo of what it looks like, but basically it needs to be installed in an area that can be accessed and in an area that is likely to collect the most meaningful data. Paddy looked at a few locations in Queenstown and from his knowledge he thought that the pool would provide the most accurate results.

It requires access for it to be installed and to be serviced every quarter (approx.) and about 2.5m square around it and a power source. It uses very little power, about the equivalent to a 30w light globe at maximum capacity. We can build a temporary fence around it if required, and will organise a preferred electrician of the Council to hook up the power and do the necessary work.

All of the information that is recorded can be viewed online and the Station also has full meteorology capacity so will also provide that information as well. From a conversation I had with Paddy, he is keen to have the evidence of smoke pollution so that he can implement some strategies around that issue.

As I am in and out of the office, my best number is 0427 37 3342 if you would like to discuss any aspect.

Many thanks

Denice

---

**From:** Property Officer [mailto:[propertyofficer@westcoast.tas.gov.au](mailto:propertyofficer@westcoast.tas.gov.au)]  
**Sent:** Friday, 25 March 2016 4:19 PM  
**To:** AirRater, (Environment); Paddy Kennedy  
**Subject:** Re: Queenstown Pool area

Not sure what is going here can you please advise

Sent from Outlook

On Wed, Mar 23, 2016 at 10:59 PM -0700, "Paddy Kennedy" <[pkennedy@burnie.net](mailto:pkennedy@burnie.net)> wrote:

Hi Denice,

Please see attached pics of the Q'town pool area. Could you please liaise with our assets officer Kim Berwick on the location of the monitor.  
Regards Paddy

**Paddy Kennedy**  
Manager – Building Compliance and Environmental Health Services  
Land and Environmental Services  
Burnie City Council



Ph: 03 6430 5769  
Fax: 1300 287 643  
PO Box 973  
BURNIE TAS 7320  
[www.burnie.net](http://www.burnie.net)

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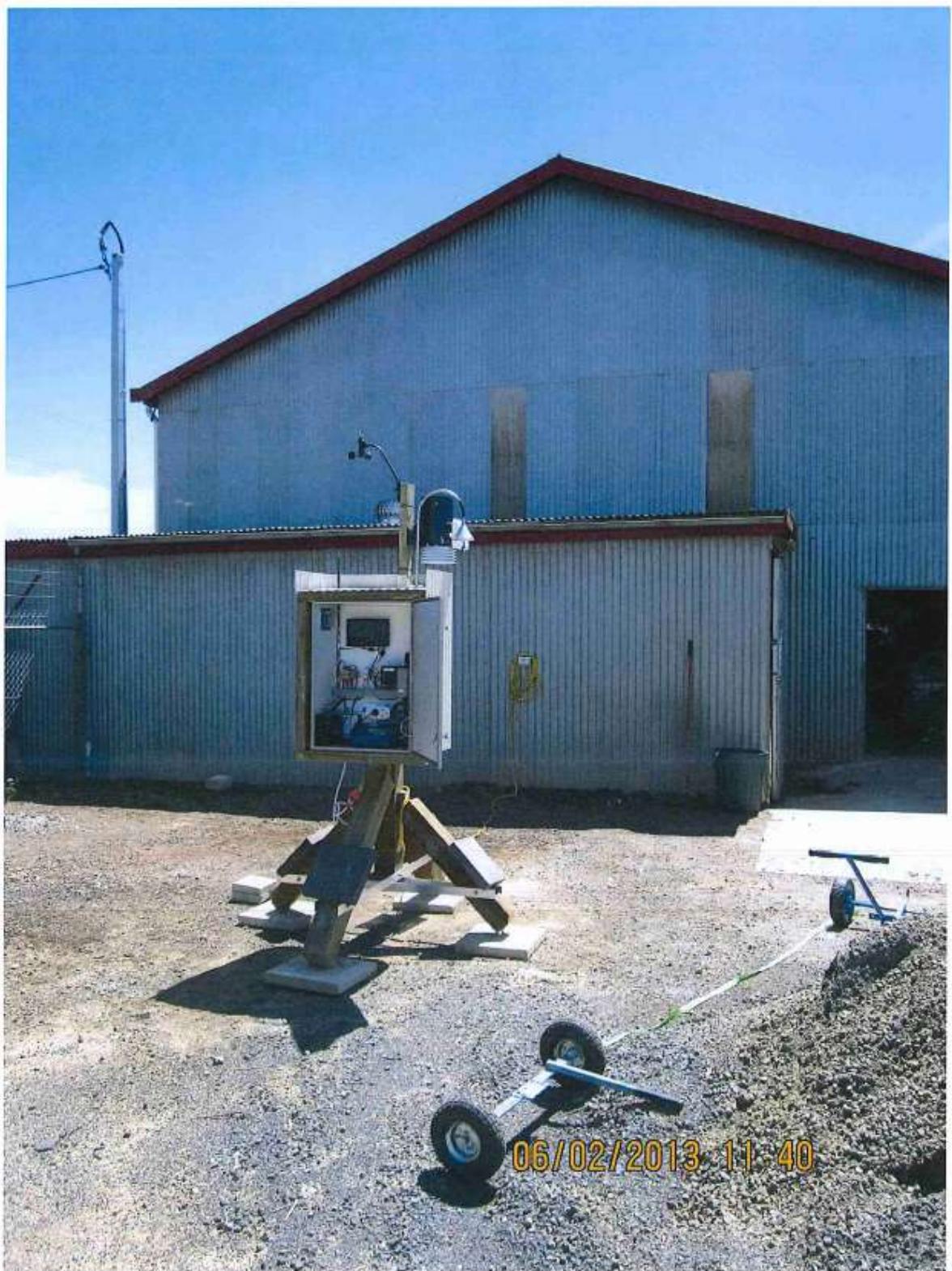
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Proposal to site a BLANkET air monitoring station.

The (Base-Line Air Network of EPA Tasmania) BLANkET currently consists of 29 sites around Tasmania, for the measurement and reporting of real-time air quality (smoke) and meteorological data. The data are used for studies of bushfire and planned burn smoke and also to measure wintertime woodsmoke from domestic heaters. The EPA has stations across most of the state, in the northwest, the Tamar, Meander and lower Esk valleys, the northeast, and northern midlands area, and in the south (Hobart, Derwent and Huon Valleys, and near Copping) but not in the West Coast area.

Following an award of a grant through 'Sense-T' at the University of Tasmania we are able to expand the network with five new stations. We are hoping to site a BLANkET station in the area to help in our coverage of the state.

A photograph of a BLANkET station is shown in Figure 2. The station has a relatively small footprint. It makes almost no noise, and consumes about 30 W at peak load, but mostly it runs below 20 W.

The station reports air quality and meteorological data back to our central computer every 10 minutes, and are available on our public web pages almost immediately. An example page is shown in Figure 3. The station is fully automatic in operation and reporting, and can in large part be controlled automatically via the internet.



Figure 2 - A BLANkET air monitoring station

The EPA Division will pay for the costs involved in running power to the station. Our usual practice is to use the site owners' normal electrical contractor for this connection

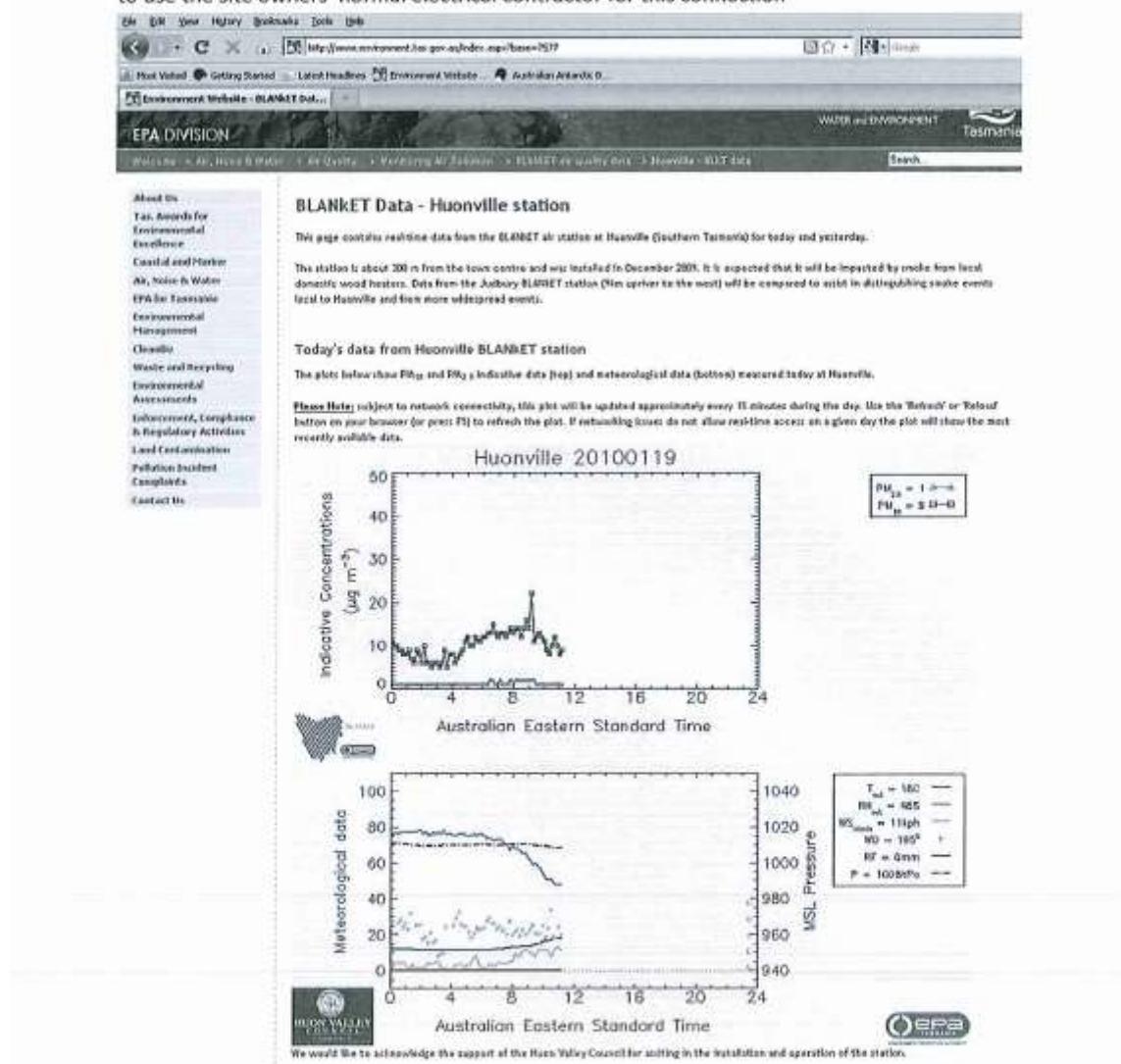


Figure 3 - A sample BLANKET station web page

We have stations at properties owned by the TasWater, various councils (e.g. NMC, Dorset, MVC), the Education Department, and other agencies. We would acknowledge support for the contribution to the BLANKET program on the web page.

Our 'entry' web page is at <http://epa.tas.gov.au/epa/real-time-air-quality-data-for-tasmania>, which is a clickable map of Tasmania showing current air quality.

John Innis. Senior Scientific Officer Co-ordinator, Air Monitoring EPA Division 6165 4609

## Base Line Air Network of EPA Tasmania (BLANKET)

### What is BLANKET?

The Base Line Air Network of EPA Tasmania (BLANKET) is a network of 29 small air quality stations reporting near real-time indicative particle concentration data (i.e. from smoke or dust) to the EPA Division's public web pages. The stations will also collect and report meteorological data (air temperature, wind speed, etc.).

### What is its purpose?

The purpose is to obtain air quality data in Tasmania away from the existing air stations at Hobart, Launceston, and George Town. In particular it will monitor the spatial extent of smoke events produced by planned burns each autumn, but will also be used (in some localities) to monitor wood smoke produced in winter by domestic heaters, bushfire smoke in summer, and to provide a general measure of air quality at other times.

### Milestones

- 12 February 2009: BLANKET project approved
- 05 May 2009: Derby and Lilydale stations commissioned,
- 13 May 2009: BLANKET launch by Minister Michelle O'Byrne at Lilydale. Scottsdale station commissioned.
- 20 May 2009: St Helens and Fingal stations commissioned.
- 30 November 2009: Huonville, Geeveston and Judbury stations commissioned.
- 17 February 2010: Site preparation completed at Exeter (mid Tamar valley), and nearly complete at Bryn Estyn and Gretna (mid Derwent valley).
- 18 February 2010: Exeter station commissioned. Site works commenced near Burnie, Ulverstone and Sheffield.
- 23 February 2010: Bryn Estyn and Gretna stations commissioned.
- 25 February 2010: West Ulverstone and Enna River (near Burnie) stations commissioned.
- 26 February 2010: Sheffield station installed, awaiting electrical power connection.
- 17 March 2010: Sheffield station on-line.
- 23 March 2010: Site selection has been finalised and site preparation is soon to start at Carrick in the lower Meander valley.
- 24 March 2010: Site preparation completed at Carrick.
- 25 March 2010: Station installed at Carrick and on-line.
- 16 July 2010: A BLANKET station was commissioned at Clearys Gates (Hobart) as part of the Air Toxics program.
- 21 July 2010: A second Air Toxics BLANKET station was commissioned at South Launceston.
- 24 March 2011: Smithton station installed and on-line.
- 25 March 2011: Wynyard station installed and on-line.
- 14 July 2011: BLANKET instrumentation commissioned at the George Town Air Monitoring Station (GAMS), funded through the GAMS partners of local industry, local government, and the EPA Division.
- 14 March 2012: 'BLANKET' DRX instrument installed at Launceston Ti Tree Bend air station.
- 21 August 2012: New Norfolk BLANKET station installed and operational.
- 31 August 2012: Campbell Town station installed. Power connected and operational 10 September 2012.
- 30 January 2013: Hadsden station deployed and operational.
- 6 February 2013: Westbury and Deloraine stations deployed and operational. Longford station installed, awaiting power connection.
- 12 February 2013: Clearys Gates station closed and removed. Station will be re-deployed at another location after maintenance.
- 13 February 2013: Power connection at Longford - awaiting station visit for checks and power on. Carrick station closed and removed. It also will be redeployed at another location after maintenance.
- 18 February 2013: Longford station on-line.
- 17 May 2013: Perth station installed and operating.
- 25 June 2013: Mornington experimental solar-powered station commissioned.
- 08 November 2013: 'BLANKET' DRX instrument installed at Devonport air station.
- 18 March 2014: A second solar-powered station was deployed at Penguin for the autumn planned burn season.
- 04 June 2014: Penguin station relocated to Ulverstone for winter 2014.
- 02 July 2014: Deloraine Station removed for redeployment for campaign monitoring in Burnie and elsewhere.
- 03 July 2014: Bream Creek (Copping) station established through funding from Southern Waste Solutions.
- 31 October 2014: Ulverstone station moved to Poatina for an approximate 12-month monitoring campaign.
- June 2015: EPA Tasmania is part of a consortium that was successful in obtaining funding through Sense-T, at the University of Tasmania, for the 'AirRater' project. The grant will fund five new BLANKET stations and other air quality initiatives.

### What do you mean by particle concentration data? What are PM<sub>10</sub> and PM<sub>2.5</sub>?

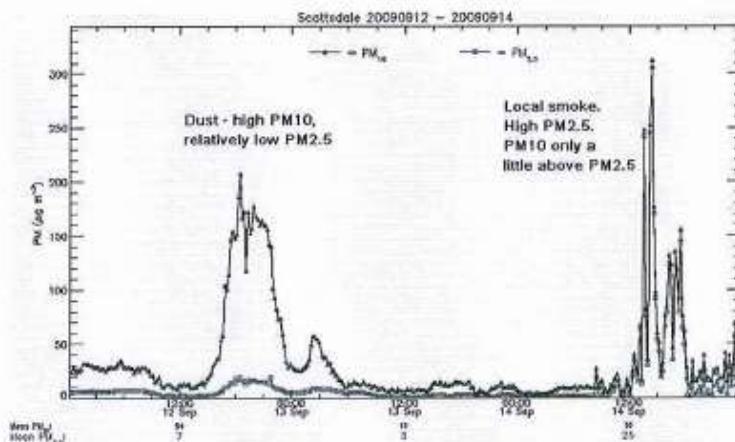
In Tasmania, when we talk of air quality and particles we often mean woodsmoke. The particles in smoke are mostly small, under 1-millionth of a metre in diameter, and are composed of soot (carbon) and complex chemicals such as tars and related compounds. Other sources of particles are airborne dust (generated by both human and natural processes) and other aerosols (such as sea-salt aerosols, and aerosols from vehicle emissions and industrial processes). Particles are often referred to as PM<sub>10</sub>, meaning all particles with an aerodynamic diameter of up to 10 millionths of a meter, and PM<sub>2.5</sub>, which are particles up to 2.5 millionths of a meter in aerodynamic diameter. By definition, a measurement of PM<sub>10</sub> will include the PM<sub>2.5</sub> particles too. BLANKET will provide real-time indicative data for PM<sub>10</sub> and PM<sub>2.5</sub>. The smaller particles are potentially the most hazardous to human health, as they can be breathed in and can penetrate internal tissue more easily.

### Does high PM<sub>10</sub> always mean smoke?

No, it doesn't. As noted above, smoke particles are small, and will be included in both the PM<sub>10</sub> and PM<sub>2.5</sub> measure. If both PM<sub>10</sub> and PM<sub>2.5</sub> are high, with PM<sub>10</sub> only slightly larger than PM<sub>2.5</sub>, the instrument is probably measuring smoke. If PM<sub>10</sub> is high and PM<sub>2.5</sub> is low it means there are few fine particles in the current air sample, and the instrument may be measuring dust or sea salt aerosols.

To check for dust it is worth looking at the meteorological data in the lower panel which shows wind speeds, as high winds can raise dust and keep it airborne. Note that it is possible for dusty air to be carried long distances by strong upper level winds even when surface winds are low, though this is less common in Tasmania than on the mainland of Australia or elsewhere.

The graph below compares the signatures from dust (high PM<sub>10</sub>, relatively low PM<sub>2.5</sub>) and smoke (high PM<sub>2.5</sub>, with PM<sub>10</sub> slightly higher than PM<sub>2.5</sub>) as seen at Scottsdale in September 2009. The peak of the dust event occurred late on the 12th of September. Around midday on the 14th of September some local (agricultural) burning took place near the BLANKET station.



On the reports page you can find a description of this dust-deposition event over Tasmania that occurred on the 12th of September 2009 - see [BLANKET Technical Report 5](#).

Naturally occurring aerosols composed of sea-salt crystals can also give rise to high PM<sub>10</sub> with very little increase in the PM<sub>2.5</sub> level. These aerosols are liberated into the atmosphere during stormy weather at sea, and can be transported over land by wind systems. On the reports page you can find a description of an event lasting several days in May 2009 when moderate north-easterly winds brought aerosol laden air over Tasmania - see [BLANKET Technical Report 4](#). Sea-salt aerosols can contribute to atmospheric haze. The BLANKET instruments can distinguish between smoke and sea-salt aerosols from a comparison of the PM<sub>10</sub> and PM<sub>2.5</sub> levels.

Generally speaking, PM<sub>2.5</sub> levels will be high during smoky intervals at a given station. For the reasons given above, PM<sub>2.5</sub> is a better indicator of smoke than PM<sub>10</sub>.

#### How do I interpret the plots of the data?

The top panel of the plots shows the air quality data. The PM<sub>10</sub> and PM<sub>2.5</sub> concentrations are given in micrograms per cubic metre (in short form this is written as  $\mu\text{g}/\text{m}^3$  or  $\mu\text{g m}^{-3}$  in scientific notation). For the current day of data, the most recent measurements are also given in the box to the right of the plot.

As discussed above PM<sub>2.5</sub> is a better indicator of smoke than PM<sub>10</sub>. PM<sub>2.5</sub> is shown as the red square symbols in the air quality plots. PM<sub>2.5</sub> values below  $5 \mu\text{g m}^{-3}$  signify very clear air. On a smoky winter's evening in Hobart or Launceston PM<sub>2.5</sub> may be near  $50 \mu\text{g m}^{-3}$  for several hours.

The meteorological data plot shows the external (air) temperature and relative humidity, wind speed and wind direction, and daily rain fall ('RF') and barometric pressure. If you look carefully you can follow each line. Wind speed is given in kilometres per hour (km/hr, or  $\text{km hr}^{-1}$  in scientific notation). Wind direction is given in degrees. Zero degrees is a north wind, 90 degrees is an east wind, 180 degrees is a south wind, and 270 degrees is a west wind. Wind direction is divided by 10 before being plotted, so a wind direction of 18 units on the plot means 180 degrees, or a wind from the south.

For the current day of data the most recent meteorological data are given numerically in the box at the right of the plot.

The meteorological data are provided as a guide to interpreting the air quality data. They should not be used in place of Bureau of Meteorological data for determining weather conditions in a given region.

#### What do you mean by indicative air quality data?

The BLANKET data are indicative data, not reference data. Reference air quality data, collected in accordance with National and International standards, are obtained at the Hobart, Launceston and George Town stations using samplers that collect particles onto a specially prepared filter. Each filter is exposed to ambient air for 24 hours. The filter is weighed before and after exposure, hence this is referred to as a gravimetric method. The increase in mass is found, which relates to the average particle levels in the air over those 24 hours. Reference data are used to assess whether exceedances of air quality standards have occurred. This gravimetric technique is a very precise method, but it cannot provide a real-time ("now") estimate of particle concentration.

The BLANKET data are being measured by an optical scattering method. In essence, air is drawn into a cavity illuminated by a laser beam. The more particles in the air, the more the laser light is scattered in the cavity. A similar effect is familiar to us when driving at night in fog - the fog scatters the car headlights back towards the car. The thicker the fog, the more light is returned towards the car.

The particular instrument we are using for BLANKET is called a DRX Dustrak.

This optical method does not directly measure the mass concentration (which is the mass in a given volume) of the particles, but instead it measures a quantity related to the number of particles in a given volume of air. We have a calibration to convert from the number of particles to the total mass, based on assumed (usual) particle properties.

However, because we are not measuring mass directly, the data remains indicative of the likely mass concentrations at the time so are not reference data.

We have used such an optical scattering instrument at the Launceston air quality station for a number of years, alongside reference gravimetric instruments, and have found that, with care, they give reliable results. Hence we have chosen to use these instruments for the BLANKET monitoring program.

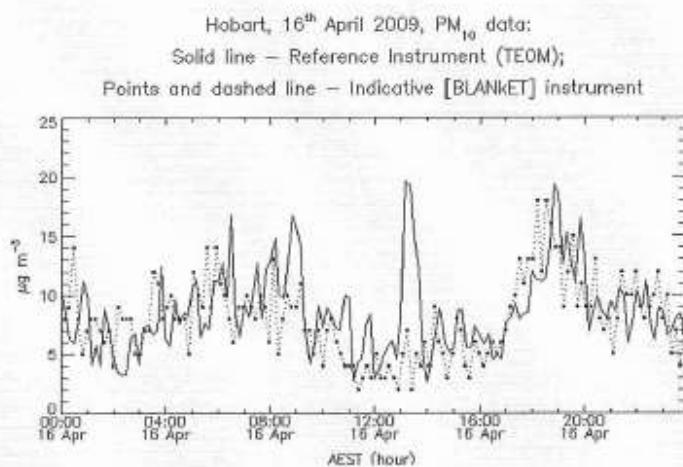
#### Why don't you use a reference method for BLANKET?

The advantages of the scattering instrument are that it is of relatively low cost, small in size, has a low power consumption, and operates almost entirely without needing human intervention. This means we are able to deploy many more such instruments than if we used the reference air samplers mentioned above. Additionally we obtain a real-time measure of air quality, rather than needing to pre-weigh, deploy, recover, and post-weigh a filter.

Gravimetric instruments are available that can give hourly (or even more frequent) reference data. Again these are more expensive, and require more complex (and expensive) supporting infrastructure. We use one type of these sorts of instruments, known as a TEOM, at our major air stations in Hobart and Launceston.

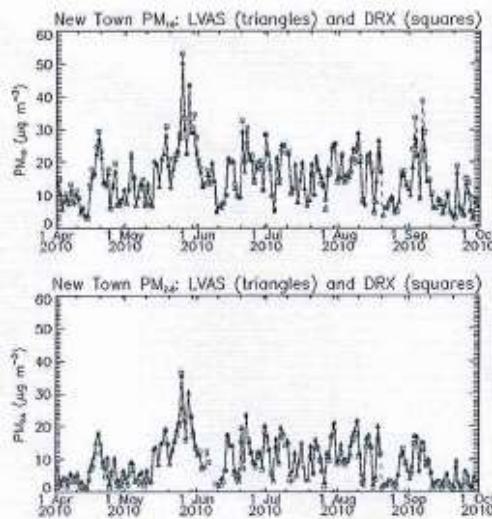
#### How good are these indicative data?

We have been comparing and cross-checking the performance of the BLANKET instrument against our reference instruments and will continue to do so. The graph below shows one such comparison, obtained at the New Town (Hobart) air station on the 16th of April 2009. The solid line shows data from the TEOM (which can be operated as a reference instrument), while the dotted line with the small points shows data from the BLANKET dustrak instrument. The indicative data shows good agreement with the TEOM measurements. A long series of tests, extending over several weeks, were performed prior to selecting the DRX dustrak for use in BLANKET. The agreement between the TEOM and BLANKET instrument shown in the figure is representative of the test findings.



A comparison plot between TEOM PM<sub>10</sub> and DRX dustrak PM<sub>10</sub> data for 16 April 2009 at Hobart

The figure below shows a comparison of day-averaged DRX data and reference data from low-volume air samplers at New Town station for April to September 2010. The top panel shows PM<sub>10</sub>, the lower panel shows PM<sub>2.5</sub>. The blue triangles show the reference air sampler data, the red squares show the day-averaged DRX data. The agreement is generally very good, particularly for PM<sub>2.5</sub>.



A comparison of reference low-volume air sampler (blue triangles) and day-averaged BLANKET (red squares) air quality data, for New Town station, winter 2010 (Credit: EPA Division, 2010)

#### What are the national standards for PM<sub>10</sub> and PM<sub>2.5</sub>?

The National Environmental Protection (Ambient Air Quality) Measure (known as the Air NEPM) stipulates air quality standards in Australia. For PM<sub>10</sub> there is a 24-hour standard of 50 µg m<sup>-3</sup> (50 millionth of a gram per cubic metre). That is, if PM<sub>10</sub> levels measured by a reference instrument, averaged over 24 hours, exceeds 50 µg m<sup>-3</sup>, an exceedance of the standard is recorded. The Air NEPM also stipulates that the reporting interval is the calendar day (midnight to midnight). For PM<sub>2.5</sub>, an advisory 24-hour reporting limit is set at 25 µg m<sup>-3</sup>. It is likely that this reporting limit will become a national standard in the future.

Currently there are no air quality standards for PM<sub>10</sub> or PM<sub>2.5</sub> for intervals shorter than 24-hours. That is, if PM<sub>2.5</sub> levels exceed 50 µg m<sup>-3</sup> for only one or two hours, but for the rest of the 24-hour interval PM<sub>2.5</sub> levels are low so the day-average is below 50 µg m<sup>-3</sup>, then an exceedance would not be recorded. There is significant interest both in Australia and overseas in specifying PM<sub>10</sub> and PM<sub>2.5</sub> standards for intervals shorter than 24-hours. Such standards may be enacted in the future.

#### How will I know if air quality standards have been breached?

As noted above, the BLANKET indicative data cannot be used to determine if an air quality standard has been breached. The data will however provide a good indication of air quality at any given time, and hence provide an indication that, had a reference instrument been located at a given site, whether an air quality breach would have been likely to have been recorded.

#### What is a 'safe' level of smoke?

Detailed information on the health effects of smoke is given on the Tasmanian Department of Health and Human Services (DHHS) web site at [www.dhhs.tas.gov.au/publichealth/air](http://www.dhhs.tas.gov.au/publichealth/air). A summary of health-related information is given here.

A number of health studies carried out both in Australia and overseas have clearly shown there is no 'safe' level of exposure to wood smoke. Any increase in particle levels a given population is exposed to will result in increases in, for example, hospital admissions for respiratory illnesses.

Those most at risk include people with respiratory conditions, the very young, and the elderly, but other people in the wider population can also experience medical problems.

The fine particles found in wood smoke are very difficult to remove from the air. During widespread smoke events it is very difficult for susceptible people to avoid exposure. Standard air conditioning equipment is not able to prevent the small smoke particles from entering domestic buildings.

#### How have the BLANKET sites been selected?

The sites were chosen to try to balance between having as broad a cover of as much of the state as possible, but not so broad as to spread the stations too thinly. Hence we have elected to place stations in the north-east, effectively surrounding the higher country where forestry operations take place, with another cluster in the upper Derwent and Huon regions. Both the north-east and the Huon and Derwent valleys have experienced smoke events in recent seasons.

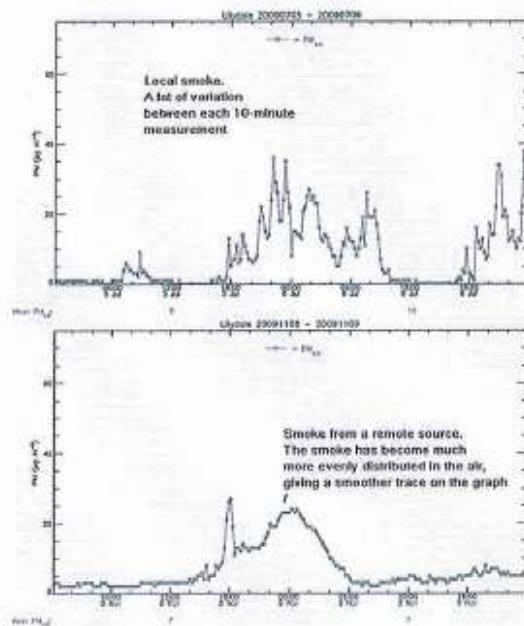
Subsequently, a number of other stations have been deployed in the northwest and central north.

The BLANKET network will complement the existing major air quality stations in Hobart and Launceston. A major air quality station is also in operation in Devonport.

**Can you tell the differences between smoke from planned burns, bushfires, and domestic woodheaters?**

There are likely to be small differences in particle type and chemical composition in smoke from a planned burn or bushfire compared to a domestic heater. The BLANkET instruments will not be able to measure this.

However there are other ways to address this question. When a relatively small amount of smoke is produced locally (such as from a nearby woodheater, or from a number of woodheaters), and is detected at a nearby station, the smoke is not well mixed with the air, but shows a lot of variation in the measured concentration. Conversely, if a large plume of smoke has travelled a number of kilometres from the source before reaching the station it has had time to become well mixed. The graphs below compare the two cases. The top panel shows two days of PM<sub>2.5</sub> data from Lilydale BLANkET station in July 2009. There is significant variation between each measurement taken 10 minutes apart. In contrast the lower panel shows two days of data from Lilydale station in November 2009 when a smoke cloud was seen to move from west to east across the north-east Tasmanian BLANkET stations. In this case the graph is much smoother.



A plot comparing signatures of smoke from local and remote sources, from PM<sub>2.5</sub> data collected at the Lilydale BLANkET station in July (top) and November (lower) 2009.

On the reports page you can find an analysis of the November 2009 smoke event which was detected at the air stations in the Tamar Valley as well as across the north-east of the State - see BLANkET Technical Report 6. The source appears to have been a 20 ha bushfire near Barrington in central northern Tasmania.

There are now a number of other reports on the BLANkET report page on smoke impacts from planned burns.

**What will be the value of the data? (Or: Why are you spending money measuring smoke in my area when I can tell when it is smoky every time I breath?)**

BLANkET is providing broad-scale comprehensive data on smoke movement and dispersal in Tasmania. At the end of the autumn burning seasons a full analysis of the dataset is to be undertaken to assist with understanding these issues. The data and findings will be used to inform and refine smoke management practices.

The network is also providing valuable information on winter-time smoke concentrations in towns and communities resulting from domestic woodheater emissions.

Please see the BLANkET report page for details of these studies.

**For further information**

**Air Specialist**  
134 Macquarie Street  
Hobart TAS 7000  
Phone: 03 6165 4599 Fax: 03 6173 0254  
Email: EnvironmentEnquiries@environment.tas.gov.au

EPA Tasmania Air Monitoring Air Pollution Real-time Air Quality Data for Tasmania

### Real Time Air Quality Data for Tasmania

The interactive map below presents the most recently available (real-time) indicative particle concentration data for the Tasmania air quality monitoring stations. This includes data from the major air stations at Hobart, Launceston, Rosella and George Town, as well as the new BLANKET stations distributed around the state.

Each station's available data can be accessed via the menu to the left, or by clicking on the points of the map below.

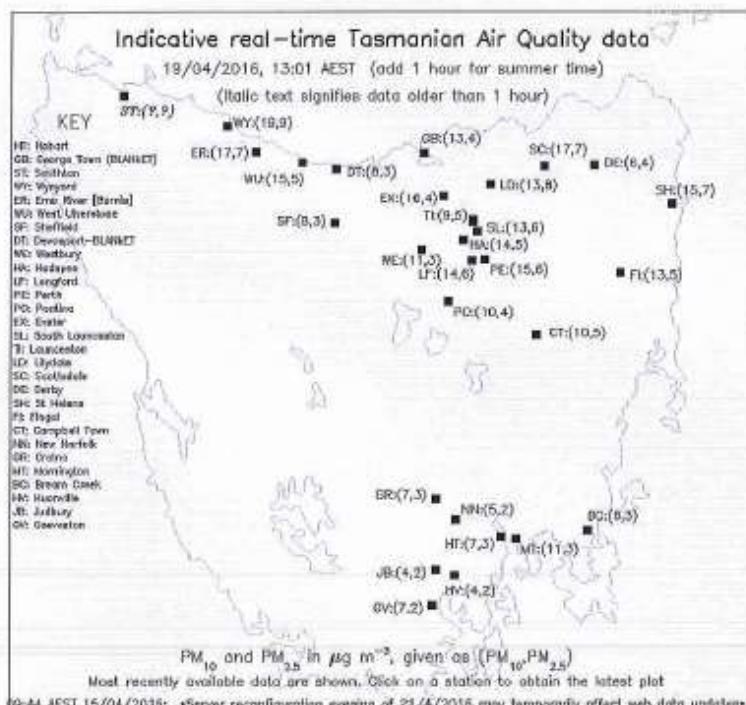
[Use this link to access annual plots and 'most recent 30 day' plots of day averaged BLANKET data.](#)

Air Quality data customer feedback survey - April 2014.

Please take a few minutes to complete our customer feedback survey. Thank you.

[Click here to take the survey \(hosted on an external website\).](#)

New, April 2015; - Survey results and our response can be seen in the document on this link.



Use your 'Refresh' or 'Reload' button on your browser (or press F5) to update the map.

#### Available real-time air quality data

Particle concentration data are listed on the map as "Station Abbreviation: (PM<sub>10</sub>, PM<sub>2.5</sub>)". The Station Abbreviation list is given on the map. Indicative particle concentrations are given in micrograms per cubic metre ( $\mu\text{g m}^{-3}$ ). Information about air quality standards is given below the map.

Click on a station location square on the map to obtain a current plot. Or use these in-text links to obtain a summary table of air quality at either the major stations or from the BLANKET network. Data plots are also accessible from these table pages.

Smoke will give a high PM<sub>2.5</sub> signal. High PM<sub>10</sub> levels without corresponding high PM<sub>2.5</sub> levels arise from dust and/or sea-salt aerosols. Please see the important information about BLANKET data for more discussion of this. PM<sub>2.5</sub> values below 5  $\mu\text{g m}^{-3}$  signify very clear air. On a smoky winter's evening in Hobart or Launceston PM<sub>2.5</sub> may be near 50  $\mu\text{g m}^{-3}$  for several hours.

A '?' is given if data are not available for any reason or if a TEOM instrument reports a negative concentration. This can happen due to the evaporation of volatile compounds on the TEOM filter. Such events are usually of short duration. If

at any station the instantaneous  $PM_{10}$  is over  $50 \mu\text{g m}^{-3}$  or  $PM_{2.5}$  is over  $25 \mu\text{g m}^{-3}$  the station listing will turn red. This does not signify a breach of air quality standards, but provides an indication of elevated particle levels.

#### Air Quality Standards

The National Environmental Protection (Ambient Air Quality) Measure (known as the Air NEPM) stipulates air quality standards in Australia. For  $PM_{10}$  there is a 24-hour standard of  $50 \mu\text{g m}^{-3}$  (50 millionth of a gram per cubic metre). That is, if  $PM_{10}$  levels measured by a reference instrument averaged over a calendar day exceeds  $50 \mu\text{g m}^{-3}$ , an exceedence of the standard is recorded. The Air NEPM stipulates that the reporting interval is the calendar day (midnight to midnight). For  $PM_{2.5}$ , an advisory 24-hour (calendar day) reporting limit is set at  $25 \mu\text{g m}^{-3}$ . It is likely that this reporting limit will become a national standard in the future. Currently there are no national standards for  $PM_{10}$  or  $PM_{2.5}$  for intervals shorter than 24 hours.

#### For further information

**Air Specialist**  
134 Macquarie Street  
Hobart TAS 7000  
Phone: 03 6165 4599 Fax: 03 6173 0254  
Email: EnvironmentEnquiries@environment.tas.gov.au



## Department of Health and Human Services

[Air quality](#)[How can smoke affect my health?](#)[What are smoke particles?](#)

### What are smoke particles?

#### What are smoke particles?

Wood smoke is a complex mixture of chemicals in gaseous, liquid and solid forms. It contains different-sized smoke particles that cause different health effects.

The [Environment Protection Authority](#) monitors the concentration of large and small particles in smoke at various locations. Data are uploaded to the [BLANKET](#) table every 10 minutes.

#### Smaller particles

The smaller particles in wood smoke, or PM2.5, are more hazardous than larger particles.

Smaller particles may be breathed into the lungs and very fine particles may enter the bloodstream. These particles can affect both the lungs and the heart.

When exposed, people with asthma, or a lung or heart condition, may experience wheezing, chest tightness, breathing problems or an increased severity of asthma or bronchitis.

Wood smoke results in higher levels of PM2.5 making it the better measure for the presence of smoke.

[What precautions can I take?](#)

#### Larger particles

The larger particles in wood smoke are called PM10. These contribute to the smoke haze you may see. Dust and sea salt can also contribute to PM10.

Larger particles are too large to be breathed deeply into the lungs, but they can irritate the eyes, nose and throat. However, most healthy people recover as soon as the smoke dissipates.

[What other harmful substances are there in smoke?](#)

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#### About this page

This page was generated on Tuesday 19 April 2016 at 7:41am.

The full address of this page is [http://www.dhhs.tas.gov.au/publichealth/air/my\\_health/smoke\\_particles](http://www.dhhs.tas.gov.au/publichealth/air/my_health/smoke_particles)

For questions relating to the contents of this page, please use any contact details above, or alternatively phone 1300 135 513 or email [onlineservices@dhhs.tas.gov.au](mailto:onlineservices@dhhs.tas.gov.au)



## Department of Health and Human Services

Air quality How am I warned about smoke?

### How am I warned about smoke?

#### How am I warned about smoke?

An air quality notification is triggered by very short, intense smoke events. They advise particularly susceptible people to take precautions to protect their health.

The Director of Public Health may issue broader health advice during longer, severe smoke events.

#### What triggers the air quality notification?

An air quality notification is automatically triggered when PM2.5 levels go above 25 micrograms per cubic metre ( $\mu\text{g}/\text{m}^3$ ) for one hour.

The notification is based on a much shorter exposure than the 24-hour national standards.

Sometimes there might be an elevated level of smoke for only one or two hours, especially during a burn-off or bushfire. This short episode may not exceed the national standards, but it may be enough for some people to be affected by the smoke.

Please note: The notification does not mean that national air quality standards have been, or will be exceeded. There is no national standard in Australia for particle concentrations for a time interval less than a calendar day.

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#### About this page

This page was generated on Tuesday 19 April 2016 at 1:10pm.

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## **175/16 REPORT - ZEEHAN TO COMSTOCK RAILWAY – RENAME**

<b>Title:</b>	Zeehan to Comstock Railway – Rename
<b>Reporting Officer:</b>	General Manager
<b>Date:</b>	21 June 2016
<b>Appendices:</b>	Request for renaming

### **Purpose**

To rename the former Zeehan to Comstock Tramway as it no longer exists in the form of a railway or tramway.

### **Background**

**Council received communication from the Geodata Services, DPIPWE dated 27 April 2016 (appendix A) requesting that Council review the recommendation provided and advise accordingly of its decision.**

The tramway is still there and in some places it is used as a vehicular track. It is no longer appropriate to label the track with a name that identifies as a tramway. For historic purposes it is appropriate to preserve as much of the name as possible.

Rail Trails Australia recognises the name, and the Nomenclature Board would like to legitimate the name given to the track and would consider a new name and entry in the register, such as ‘Comstock Rail Trail’.

### **Details**

Former Zeehan to Comstock Tramway is now partly trafficable by foot and some sections remain as a vehicular track. Now used as a Rail Trail.

Information has been extracted from Rail Trails (<https://www.railtrails.org.au>) to assist Council with the purpose behind the recommendation.

### **What are rail trails?**

Rail trails are shared-use paths recycled from abandoned railway corridors. They can be used for walking, cycling and horse riding.

### **Where are they?**

There are now rail trails all around Australia and in other countries too. Rail trails link big and small country towns and meander through scenic countryside just as railways did in the past.

### **What are they like?**

Most trails have a gravel or dirt surface suitable for walking, mountain bikes and horses. Some are sealed and are great for touring bikes too.

Following the route of the railways, they cut through hills, under roads, over embankments and across gullies and creeks. Apart from being great places to walk, cycle or horse ride, rail trails are linear conservation corridors protecting native plants and animals. They often link remnant vegetation in farming areas and contain valuable flora and fauna habitat. Wineries and other attractions are near many trails as well as B&B's and other great places to stay.

## **Are the rails still there?**

The rails are usually removed when a railway is closed, but remnants of the past such as railway cuttings and bridges still remain.

## **STRATEGIC IMPLICATIONS**

### West Coast Community Plan 2025

#### 1.3 Active participation in sport, recreation and leisure opportunities

- 1.3.1 Continually develop the Sport and Recreation plans for the Region to promote efficient use of existing sporting facilities and identify future sporting facility requirements.
- 1.3.2 Encourage and support “active lifestyle” initiatives and programs.
- 1.3.3 Improved access is available to recreation facilities for young people.

## **Consultation Process**

The Corporate & Strategic Services Coordinator has liaised with the Secretary of Rail Trails and the Nomenclature Board prior to the preparation of this report.

## **Recommendation**

**That Council approve the renaming of the “Zeehan to Comstock Tramway” to “Comstock Rail Trail”.**

## **Moved/Seconded**

## Appendix A

**From:** Baxter, Greg (DPIPWE) [mailto:[Greg.Baxter@dPIPWE.tas.gov.au](mailto:Greg.Baxter@dPIPWE.tas.gov.au)]  
**Sent:** Wednesday, 27 April 2016 11:21 AM  
**To:** Christine Gray <[cgray@westcoast.tas.gov.au](mailto:cgray@westcoast.tas.gov.au)>  
**Subject:** Comstock Tramway

Hi Christine,

I am not sure if you are the right person at West Coast to contact about this matter, but if not, could you pass this message on please?

In regards to Comstock Railway, we hold an official entry in the Nomenclature Register for this feature, which of course doesn't exist in the form of a railway or tramway any longer. The formation, however, is still there and in tramway, but for the sake of history, we would like to preserve as much of the name as possible.

The Railtrails organisation recognises the name, and we would be keen to see a legitimate name given to the track and would consider a new name and entry in the register, such as 'Comstock Rail Trail'.

Could you please solicit opinions from others also in the office and advise me as to whether you feel this name would be appropriate? Once we have heard back from you, we could begin the process of having the old name rescinded and the new name generated.

Many thanks, Christine, and I look forward to hearing from you.

Cheers,

Greg

Greg Baxter | Senior Spatial Information Officer  
Geodata Services | *Land Tasmania*

Department of Primary Industries, Parks, Water and Environment  
134 Macquarie Street Hobart TAS 7000  
GPO Box 44 Hobart TAS 7001  
T: 03 616 54123 | M: | E: [Greg.Baxter@dPIPWE.tas.gov.au](mailto:Greg.Baxter@dPIPWE.tas.gov.au)  
[www.dPIPWE.tas.gov.au](http://www.dPIPWE.tas.gov.au) | [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au) | [www.tasmap.tas.gov.au](http://www.tasmap.tas.gov.au)  
*Working days: Monday, Tuesday, Wednesday, Thursday*



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**176/16 REPORT - DEPUTY MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR  
APPOINTMENT**

<b>Title:</b>	Nomination of Deputy Municipal Emergency Management Coordinator
<b>Reporting Officer:</b>	General Manager
<b>Date:</b>	07 June 2016
<b>Appendices:</b>	Nil

**Purpose**

To nominate a person to fill the role of Deputy Municipal Emergency Management Coordinator for West Coast.

**Background**

As a consequence of staff turnover in recent times it is necessary to reappoint a person to this important role.

**Details**

This role plays a critical role and assists Council in the event of a significant emergency situation.

**Statutory Implications**

Under Section 23(1) of the *Emergency Management Act 2006* (the Act), the Minister is to appoint these roles for each municipal area on a nomination from Council.

Under Section 23(4) of the Act each Coordinator holds their position "... for the period and on the terms and conditions specified in their instrument of appointment".

Under section 23(8) of the Act a Council may only nominate a person for the position of Municipal Emergency Management Coordinator or Deputy Municipal Emergency Management Coordinator if the person, once appointed to the position, would have the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency without first seeking the approval of the council.

**Strategic Implications**

**West Coast Community Plan 2025**

1.1 The West Coast communities are accessible and safe for residents and visitors to the region.

    1.1.3 Develop and implement a best practice Emergency Management Framework in partnership with relevant organisations.

5.3     5.3.1 That Council meets all statutory requirements.

        5.3.5 Council is recognised as a relevant, well managed, cost effective, and operationally and customer focused organisation that connects with all of its stakeholders.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Risk Implications**

Risks only relate to not having the position in place pursuant to legislative requirement.

**Consultation Process**

Appointments are made by the Minister on nomination by the Council.

**Comment**

Nil

**Recommendation**

**That Council nominate the following Officer for the position identified and convey that nomination to the State Controller:**

**Scott Butler, currently the Acting Manager Civil Works & Town Maintenance, West Coast Council, as Deputy Municipal Emergency Management Coordinator.**

**Moved/Seconded**

## **177/16 REPORT – LOCAL GOVERNMENT CODE OF CONDUCT**

<b>Title:</b>	Local Government Code of Conduct
<b>Reporting Officer:</b>	General Manager
<b>Date:</b>	03 May 2016
<b>Appendices:</b>	Department of Premier and Cabinet Correspondence, Local Government (Model Code of Conduct) Order 2016 (S.R.2016, No.23), Amendment (Code of Conduct) Act 2015 Information Sheet, Code of Conduct Framework, Code of Conduct Complaint Form, General Managers Information Sheet, Model Code of Conduct Information Sheet, Transitional provisions Information Sheet

### **Purpose**

This Code of Conduct sets out the standards of behaviour expected of the Councillors of the West Coast Council, with respect to all aspects of their role.

As leaders in the community, Councillors acknowledge the importance of high standards of behaviour in maintaining good governance. Good governance supports each Councillor's primary goal of acting in the best interests of the community.

Councillors therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct.

This Code of Conduct incorporates the Model Code of Conduct made by Order of the Minister responsible for local government.

### **Details**

This Code of Conduct applies to a Councillor whenever he or she:

- conducts Council business, whether at or outside a meeting;
- conducts the business of his or her office (which may be that of Mayor, Deputy Mayor or Councillor); or
- acts as a representative of the Council.

A complaint or failure to comply with the provisions of the Code of Conduct may be made where the Councillor fails to meet the standard of conduct specified in the Model Code of Conduct.

Standards of conduct prescribed under the Model Code of Conduct:

**The model code of conduct provides for the following eight standards of conduct:**

**1. Decision Making**

A Councillor is to bring an open and unprejudiced mind to all matters being considered in the course of his or her duties, so that decisions are made in the best interests of the community.

2. **Conflict of interest**  
A Councillor effectively manages conflict of interest by ensuring that personal or private interests do not influence, and are not seen to influence, the performance of his or her role and acting in the public interest.
3. **Use of office**  
A Councillor uses his or her office solely to represent and serve the community, conducting himself or herself in a way that maintains the community's trust in the Councillor and the Council as a whole.
4. **Use of resources**  
A Councillor uses Council resources and assets strictly for the purpose of performing his or her role.
5. **Use of information**  
A Councillor uses information appropriately to assist in performing his or her role in the best interests of the community.
6. **Gifts and benefits**  
A Councillor adheres to the highest standards of transparency and accountability in relation to the receiving of gifts or benefits, and carries out his or her duties without being influenced by personal gifts or benefits.
7. **Relationships with community, Councillors and Council employees**  
A Councillor is to be respectful in his or her conduct, communication and relationships with members of the community, fellow Councillors and Council employees in a way that builds trust and confidence in the Council.
8. **Representation**  
A Councillor is to represent himself or herself and the Council appropriately and within the ambit of his or her role, and clearly distinguish between his or her views as an individual and those of the Council.

### **Principles of good governance**

By adopting this Code of Conduct, Councillors commit to the overarching principles of good governance by being:

*Accountable – Explain, and be answerable for, the consequences of decisions made on behalf of the community.*

*Transparent – Ensure decision making processes can be clearly followed and understood by the community.*

*Law-abiding – Ensure decisions are consistent with relevant legislation or common law, and within the powers of local government.*

*Responsive – Represent and serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.*

*Equitable – Provide all groups with the opportunity to participate in the decision making process and treat all groups equally.*

*Participatory and inclusive – Ensure that anyone affected by or interested in a decision has the opportunity to participate in the process for making that decision.*

*Effective and efficient – Implement decisions and follow processes that make the best use of the available people, resources and time, to ensure the best possible results for the community.*

*Consensus oriented – Take into account the different views and interests in the community, to reach a majority position on what is in the best interests of the whole community, and how it can be achieved.*

### **Statutory Implications**

**The code of conduct framework is legislated under the *Local Government Act 1993* (the Act).**

#### **Code of conduct**

Tasmanian Councillors are required to comply with the provisions of the Council's Code of Conduct while performing the functions and exercising the powers of his or her office with the council.

The Code of Conduct incorporates the Model Code of Conduct (made by order of the Minister responsible for local government) and may include permitted variations included as attached schedules to the Model Code of Conduct.

#### **Complaints under the *Local Government Act 1993***

The Director of Local Government is responsible for the investigation of complaints regarding alleged breaches of the Act.

Any person can make a complaint to the Director, via the Local Government Division (contact details below), in accordance with section 339E of the Act, where it is genuinely believed that a Council, Councillor or General Manager may have committed an offence under the Act or failed to comply with the requirements of the Act.

### **Strategic Implications**

#### **West Coast Community Plan 2025**

##### *Our Partnership Our Leadership*

5.3 Sound management of Council resources is undertaken

5.3.1 The Council meets all statutory requirements.

5.3.5 Council is recognised as a relevant, well managed, cost effective and operationally efficient and customer focused organisation that connects with all of its stakeholders.

### **Policy Implications**

Under the *Local Government Amendment (Code of Conduct) Act 2015*, Council must adopt the Model Code of Conduct (either with or without permitted variations) as its Code of Conduct by 12 July 2016.

### **Financial Implications**

NIL

### **Risk Implications**

Not adopting the Model Code of Conduct would place Council in breach of the legislative requirement.

### **Consultation Process**

Discussions with Councillors and Management were held at Council Workshops.

### **Recommendation**

**That Council adopt the Model Code of Conduct in accordance with the *Local Government Amendment (Code of Conduct) Act 2015*.**

### **Moved/Seconded**

Mr Dirk Dowling  
General Manager  
West Coast Council  
PO Box 63  
QUEENSTOWN TAS 7467  
[ddowling@westcoast.tas.gov.au](mailto:ddowling@westcoast.tas.gov.au)

Dear Mr Dowling

I am writing to inform your Council that the *Local Government Amendment (Code of Conduct) Act 2015* (the Amendment Act) commenced on 13 April 2016. This letter contains important information regarding the requirements of general managers and councils under the new legislation. Please circulate this letter (and the attachments) to your Council's elected members.

The Amendment Act incorporates a number of amendments to the *Local Government Act 1993* (the Act), including a new local government code of conduct framework for Tasmanian councillors and a number of other miscellaneous changes.

The Act is available to view via the Tasmanian Legislation Website at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au) and the attachments referred to in this letter are available to view via the Local Government Division's website at [www.dpac.tas.gov.au/divisions/local\\_government](http://www.dpac.tas.gov.au/divisions/local_government).

An outline of the amendments that have been made to the Act is provided at Attachment 1 (Information sheet – Commencement of *Local Government Amendment (Code of Conduct) Act 2015*). It is important that your Council familiarises itself with these amendments, including the miscellaneous changes to the Act. Further information regarding the new code of conduct framework is provided below.

The *Local Government (General) Amendment Regulations 2016* (the Amendment Regulations) also commenced on 13 April 2016. The Amendment Regulations amend the *Local Government (General) Regulations 2015* (the Regulations) to remove the obsolete code of conduct provisions and provide a fee (50 fee units) for lodging a code of conduct complaint in Schedule 3 (Fees) of the Regulations. In addition, the Amendment Regulations correct two minor erroneous references in the recently amended council land information certificate (section 337 certificate) in Schedule 6 (Questions) of the Regulations, specifically Questions 34(f) and 35(f)).

#### **Local government code of conduct framework – Overview**

The local government code of conduct framework is prescribed under Part 3, Division 3A (Code of conduct, complaints and complaint resolution) of the Act.

A flowchart depicting the new framework is provided at Attachment 2. The key aspects of the new framework include:

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- the Model Code of Conduct (made by order of the Minister for Planning and Local Government on 13 April 2016) which prescribes the standard of behaviour that all Tasmanian councillors are required to meet when performing their role;
- the Minister's independent Local Government Code of Conduct Panel (the Panel) which is responsible for the investigation and determination of code of conduct complaints;
- that code of conduct complaints are lodged with the general manager of the relevant council, and can be made within six months of the councillor allegedly contravening the code of conduct;
- new powers for the Panel to suspend councillors for serious breaches of the code of conduct;
- new ability for the Panel to dismiss frivolous and vexatious complaints;
- new power for the Minister to remove a councillor from office if he/she has received a suspension sanction for three code of conduct breaches during one term of office or two consecutive terms of office;
- new offence provision providing that if a councillor fails to comply with a sanction imposed by the Panel, that councillor may face a penalty (imposed by the Magistrates Court) of a fine not exceeding 50 penalty units, which currently equates to \$7 700; and
- an appeal right from a Panel determination to the Magistrates Court (Administrative Appeals Division) on the basis that the Panel failed to comply with the rules of natural justice.

#### **Local government code of conduct framework – Complaints process**

General Managers have a role to play in the new code of conduct complaint process. This includes receiving and conducting an initial assessment of code of conduct complaints, referring code of conduct complaints to the Code of Conduct Panel, tabling Code of Conduct determination reports at council meetings and advising the Director of Local Government if a councillor appears to have failed to comply with a sanction imposed for a code of conduct contravention.

In light of the new complaint lodgement process, a template 'code of conduct complaint form' is provided at Attachment 3. Please ensure that the relevant page on your Council's website is updated to provide a link to this complaint form.

Additionally, your Council has a number of responsibilities under the new complaints process. This includes refunding code of conduct complaint lodgement fees to complainants (under the prescribed circumstances) and reporting information regarding code of conduct complaints in the Council's annual report.

An outline of your role, and your Council's role, in the new code of conduct complaint process is provided at Attachment 4 (Information sheet – Local government code of conduct – Information for general managers).

#### **Local government code of conduct framework – Model code of conduct**

The Local Government (Model Code of Conduct) Order 2016 makes the Model Code of Conduct for Tasmanian councillors under the Act, effective from 13 April 2016. A copy of the Order is provided at Attachment 5 and it is available to view via the Tasmanian Legislation website at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

An outline of the legislative requirements for councils in relation to the Model Code of Conduct is provided at Attachment 6 (Information sheet – Local government code of conduct – Model code of conduct). Key requirements are as follows:

#### **Council adoption of the Model Code of Conduct**

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Under the Act, your Council must adopt the Model Code of Conduct (either with or without permitted variations) as its code of conduct relating to the conduct of its councillors by 12 July 2016 (three months after the Model Code of Conduct was made).

Provided at Attachment 7 is a recommended 'template' to accompany the Model Code of Conduct. This template provides information to support the Model Code of Conduct including the purpose and application of the Model Code of Conduct, associated legislative requirements, overarching principles of good governance, further assistance and key contacts. I note that your Council may amend, supplement and re-format this 'template' as the Council considers appropriate.

#### *Making variations to the Model Code of Conduct*

Part 9 of the Model Code of Conduct states that any variation to the model code of conduct is to be in accordance with section 28T of the Act.

Under section 28T, any variations to the Model Code of Conduct by a council must be approved by the Minister responsible for local government. This means that before your Council can adopt the Model Code of Conduct (with variations) as its code of conduct, the Council will need to obtain approval from the Minister regarding the variations. A request for approval is to be made in writing to the Minister for Planning and Local Government, Peter Gutwein MP (GPO Box 123 HOBART TAS 7001).

Section 28T also provides that any variation to the Model Code of Conduct made by your Council is to be set out in a schedule to the Model Code of Conduct. This means that the Model Code of Conduct will remain consistent across local government, with any supplementary council policies/procedures included as attached schedules to the Model Code of Conduct. For example, your Council may wish to attach a schedule providing for a councillor expenses policy, or gifts and benefits policy.

Once any variations to the Model Code of Conduct have been approved by the Minister, and adopted by the Council, such policies and procedures form part of the Council's Code of Conduct and are enforceable through the code of conduct framework under the Act.

#### *Making the code of conduct publicly available*

The general manager is to make a copy of the council's code of conduct available for public inspection, free of charge, at the public office of the council during office hours, and on the council's website, and for purchase at a reasonable charge.

#### **Local government code of conduct – New Code of Conduct Panel**

The Minister for Planning and Local Government has appointed a pool of members to form the Local Government Code of Conduct Panel under the Act.

The Panel replaces the current 29 council code of conduct panels, and the Local Government Association of Tasmania's Standards Panel.

The Panel will be responsible for the investigation and determination of code of conduct complaints against councillors under the new framework.

In the investigation and determination of a code of conduct complaint, the Panel's Executive Officer is to constitute the Panel by selecting three members from the pool of members appointed by the Minister. One of the members is to be an Australian lawyer, and the other two members are to be persons with experience in local government. The chairperson of the Panel is appointed by the Executive Officer and is to be one of the members with experience in local government.

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The Executive Officer has been appointed from within the Department of Premier and Cabinet.

#### **Local government code of conduct – Transitional provisions**

The Act includes a number of provisions to ensure a smooth transition to the new code of conduct framework.

An outline of the transitional provisions is provided at Attachment 8 (Information sheet – Local government code of conduct – Transitional provisions).

The transitional provisions outline how your Council is to handle code of conduct complaints that may have been made prior to the commencement of the new framework.

Under the transitional provisions, your Council is required to terminate the membership of its previous Code of Conduct Panel, once the Council is satisfied that the Panel will not be required to deal with any code of conduct complaints made under the previous code of conduct framework. Until such a termination is made, the appointment of the members of the previous Code of Conduct Panel continues.

The provisions also provide that until your Council adopts the Model Code of Conduct, the Council's previous Code of Conduct will be in force and is taken to be the Council's Code of Conduct under the meaning of the Act.

#### **Further queries**

If you have any queries regarding the changes to the Act, please contact the Local Government Division by email at [lgd@dpac.tas.gov.au](mailto:lgd@dpac.tas.gov.au) or by telephone on (03) 6232 7022.

I note that the Local Government Division is currently liaising with the Local Government Association of Tasmania and the Integrity Commission in terms of providing further elected member guidance and training in relation to the new framework.

Yours sincerely

Phillip Hoysted  
Director of Local Government

(A) April 2016

#### Attachments

- 217 Information sheet – Commencement of Local Government Amendment (Code of Conduct) Act 2015
- 218 Flowchart – Local Government code of conduct framework
- 219 Template – Code of conduct complaint form
- 220 Information sheet – Local Government code of conduct – Information for general managers
- 221 Copy of Model Code of Conduct
- 222 Information sheet – Local government code of conduct – Model code of conduct
- 223 Recommended template to accompany the Model Code of Conduct
- 224 Information sheet – Local government code of conduct – Transitional provisions

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**VIEW SUMMARY**

The legislation that is being viewed is valid for 13 Apr 2016.

**Local Government (Model Code of Conduct) Order 2016 (S.R. 2016, No. 23)**

Requested: 13 Apr 2016

Consolidated: 13 Apr 2016

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**INFORMATION**

Notes: Not specified

Links: Not specified

Table of Amending Instruments: ([click to view Table of Amendments](#))

Responsible Minister and Department: Not specified

**CONTENTS****Local Government (Model Code of Conduct) Order 2016**

1. Short title

2. Commencement

3. Interpretation

4. Model code of conduct

**Schedule 1 - Model Code of Conduct**

Part 1 - Decision making

Part 2 - Conflict of interest

Part 3 - Use of Office

Part 4 - Use of resources

Part 5 - Use of information

Part 6 - Gifts and benefits

Part 7 - Relationships with community, councillors and Council employees

Part 8 - Representation

Part 9 - Variation of Code of Conduct

**Local Government (Model Code of Conduct) Order 2016**

I make the following order under section 28R(1) of the *Local Government Act 1993*.

[http://www.thelaw.tas.gov.au/print/index.w3p;cond=;doc\\_id=%2B23%2B2016%2BA...](http://www.thelaw.tas.gov.au/print/index.w3p;cond=;doc_id=%2B23%2B2016%2BA...) 13/04/2016

4 April 2016

PETER GUTWEIN

Minister for Planning and Local Government

**1. Short title**

This order may be cited as the *Local Government (Model Code of Conduct) Order 2016*.

**2. Commencement**

This order takes effect on 13 April 2016.

**3. Interpretation**

(1) In this order –

*Act* means the *Local Government Act 1993*.

(2) The *Acts Interpretation Act 1931* applies to the interpretation of this order as if this order were by-laws.

**4. Model code of conduct**

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

**SCHEDULE 1 - Model Code of Conduct**

Clause 4

**PART 1 - Decision making**

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

**PART 2 - Conflict of interest**

1. When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
2. A councillor must act openly and honestly in the public interest.

**3.** A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.

**4.** A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.

**5.** A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.

**6.** A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –

(a) declare the conflict of interest before discussion on the matter begins; and

(b) act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself physically from any Council discussion and remaining out of the room until the matter is decided by the Council.

#### **PART 3 - Use of Office**

**1.** The actions of a councillor must not bring the Council or the office of councillor into disrepute.

**2.** A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.

**3.** In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

#### **PART 4 - Use of resources**

**1.** A councillor must use Council resources appropriately in the course of his or her public duties.

**2.** A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.

**3.** A councillor must not allow the misuse of Council resources by any other person or body.

**4.** A councillor must avoid any action or situation which may lead to a reasonable perception that Council resources are being misused by the councillor or any other person or body.

#### **PART 5 - Use of information**

**1.** A councillor must protect confidential Council information in his or her possession or knowledge, and only release it if he or she has the authority to do so.

**2.** A councillor must only access Council information needed to perform his or her role and not for personal reasons or non-official purposes.

**3.** A councillor must not use Council information for personal reasons or non-official purposes.

[http://www.thelaw.tas.gov.au/print/index.w3p;cond=;doc\\_id=%2B23%2B2016%2BA...](http://www.thelaw.tas.gov.au/print/index.w3p;cond=;doc_id=%2B23%2B2016%2BA...) 13/04/2016

4. A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

#### PART 6 - Gifts and benefits

1. A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances.

2. A councillor must avoid situations in which the appearance may be created that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.

3. A councillor must carefully consider –

(a) the apparent intent of the giver of the gift or benefit; and

(b) the relationship the councillor has with the giver; and

(c) whether the giver is seeking to influence his or her decisions or actions, or seeking a favour in return for the gift or benefit.

4. A councillor must not solicit gifts or benefits in the carrying out of his or her duties.

5. A councillor must not accept an offer of cash, cash-like gifts (such as gift cards and vouchers) or credit.

6. A councillor must not accept a gift or benefit if the giver is involved in a matter which is before the Council.

7. A councillor may accept an offer of a gift or benefit that is token in nature (valued at less than \$50) or meets the definition of a token gift or benefit (if the Council has a gifts and benefits policy).

8. If the Council has a gifts register, a councillor who accepts a gift or benefit must record it in the relevant register.

#### PART 7 - Relationships with community, councillors and Council employees

1. A councillor –

(a) must treat all persons with courtesy, fairness, dignity and respect; and

(b) must not cause any reasonable person offence or embarrassment; and

(c) must not bully or harass any person.

2. A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.

3. A councillor must not influence, or attempt to influence, any Council employee or delegate of the Council, in the exercise of the functions of the employee or delegate.

4. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.

5. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

#### **PART 8 - Representation**

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

#### **PART 9 - Variation of Code of Conduct**

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

Displayed and numbered in accordance with the *Rules Publication Act 1953*.

Notified in the *Gazette* on 13 April 2016.

This order is administered in the Department of Premier and Cabinet.

# COMMENCEMENT OF LOCAL GOVERNMENT AMENDMENT (CODE OF CONDUCT) ACT 2015

## INFORMATION SHEET April 16

### **Proclamation of Local Government Amendment (Code of Conduct) Act 2015**

The Local Government Amendment (Code of Conduct) Act 2015 (the Amendment Act), which incorporates a number of amendments to the Local Government Act 1993 (the Act), commenced on 13 April 2016. The Act has been amended to provide a new local government code of conduct framework for Tasmanian councillors and a number of other miscellaneous changes, as outlined below.

#### **New local government code of conduct framework**

The local government code of conduct framework is prescribed under Part 3, Division 3A (Code of conduct, complaints and complaint resolution) of the Act.

The key aspects of the new code of conduct framework include:

- the Model Code of Conduct (made by order of the Minister for Planning and Local Government) which prescribes the standard of behaviour that all Tasmanian councillors are required to meet when performing their role;
- the Minister's independent Local Government Code of Conduct Panel (the Panel) which is responsible for the investigation and determination of code of conduct complaints;
- that code of conduct complaints are lodged with the general manager of the relevant council, and can be made within six months of the councillor allegedly contravening the code of conduct;
- new powers for the Panel to suspend councillors for serious breaches of the code of conduct;
- new ability for the Panel to dismiss frivolous and vexatious complaints;
- new power for the Minister to remove a councillor from office if he/she has received a suspension sanction for three code of conduct breaches during one term of office or two consecutive terms of office;
- new offence provision providing that if a councillor fails to comply with a sanction imposed by the Panel, that councillor may face a penalty of a fine not exceeding 50 penalty units, which currently equates to \$7 700; and
- an appeal right from a Panel determination to the Magistrates Court (Administrative Appeals Division) on the basis that the Panel failed to comply with the rules of natural justice.



Further information regarding the new code of conduct framework is available via the following information sheets:

- Information sheet: Local Government Code of Conduct – Model Code of Conduct;
- Information sheet: Local Government Code of Conduct – Information for General Managers; and
- Information sheet: Local Government Code of Conduct – Transitional Provisions;

#### **New requirement – Annual report to contain code of conduct complaint information**

Section 72 (Annual report) of the Act has been amended to require a council to report in its annual report the number of code of conduct complaints that were upheld by the Code of Conduct Panel during the preceding financial year and the total costs met by the council during the preceding financial year in respect to all code of conduct complaints.

#### **Change to council notification requirements – Annual General Meetings**

Section 72B (Annual General Meeting) of the Act has been amended to provide that a council is only required to publish one newspaper notice regarding its Annual General Meeting (AGM), instead of the previous requirement to publish two notices.

#### **Change to council notification requirements – Impounded animals**

Section 195 (Notice of impounding) of the Act has been amended to provide that a council is only required to publish one newspaper notice regarding an impounded animal for which the owner cannot be found, instead of the previous requirement to publish two notices.

The single newspaper notice is to contain the particulars specified in the prescribed 'notice of impounding' under section 195 of the Act. This includes a statement that fees/costs/charges may be payable in relation to the animal's impounding (and the amounts if known at the time) and the instances in which a council may sell/give away/destroy the impounded animal.

Section 196 (Fees, costs and charges) of the Act has been amended to remove the requirement for a council to notify the owner of an impounded animal, in writing, of the fees/costs/charges payable in respect of an impounded animal, as this information is now included in the single newspaper notice under section 195 of the Act.

Section 197 (Sale or destruction of unclaimed animals) has been amended to remove the requirement for a council to publish a second newspaper notice notifying the owner of an impounded animal of when the council may sell/give away/destroy an impounded animal, as this information is contained in the single newspaper notice under section 195 of the Act.

### **New power for Director of Local Government to dismiss complaints under the Act**

Without limiting the ability of the Director of Local Government to determine the procedure for handling and investigating complaints of non-compliance or offences made under the Act, the Director now has the overt power (under section 339E of the Act) to dismiss a complaint received under the Act on the basis that the complaint is frivolous or vexatious.

### **Disclosure of information – Refined process regarding a general manager providing a councillor with information relevant to an agenda item**

Section 28D (Documents relating to agendas) has been amended to provide a specific dispute resolution process regarding the relevance of documents relating to an agenda item of a council meeting. The new process provides that, in respect to a document relating to an agenda item of a council meeting, a general manager may withhold from a relevant document private and confidential information relating to a person, if that private and confidential information is not relevant to the agenda item. If a general manager refuses to provide a document (either in whole or part) on the basis that he or she considers that it is not relevant to an agenda item, the councillor requesting the document may seek a decision of the council regarding the document and the general manager is to comply with the council decision.

Section 28D has also been amended to include 'information' relating to council agendas, in addition to 'documents'. The effect of this amendment is that section 28D will now deal with documents and information in possession of the council that directly relate to an item on the agenda of a council meeting. This amendment does not affect the intent or functioning of section 28D, it simply provides clarity and ensures consistency with other sections of the Act which relate to council information and documents relating to functions of councillors.

Section 338A (Disclosure of information) of the Act has also been amended to exclude the application of the offence provisions relating to disclosure of information from any other disclosure of information requirement under the Act or any other law.

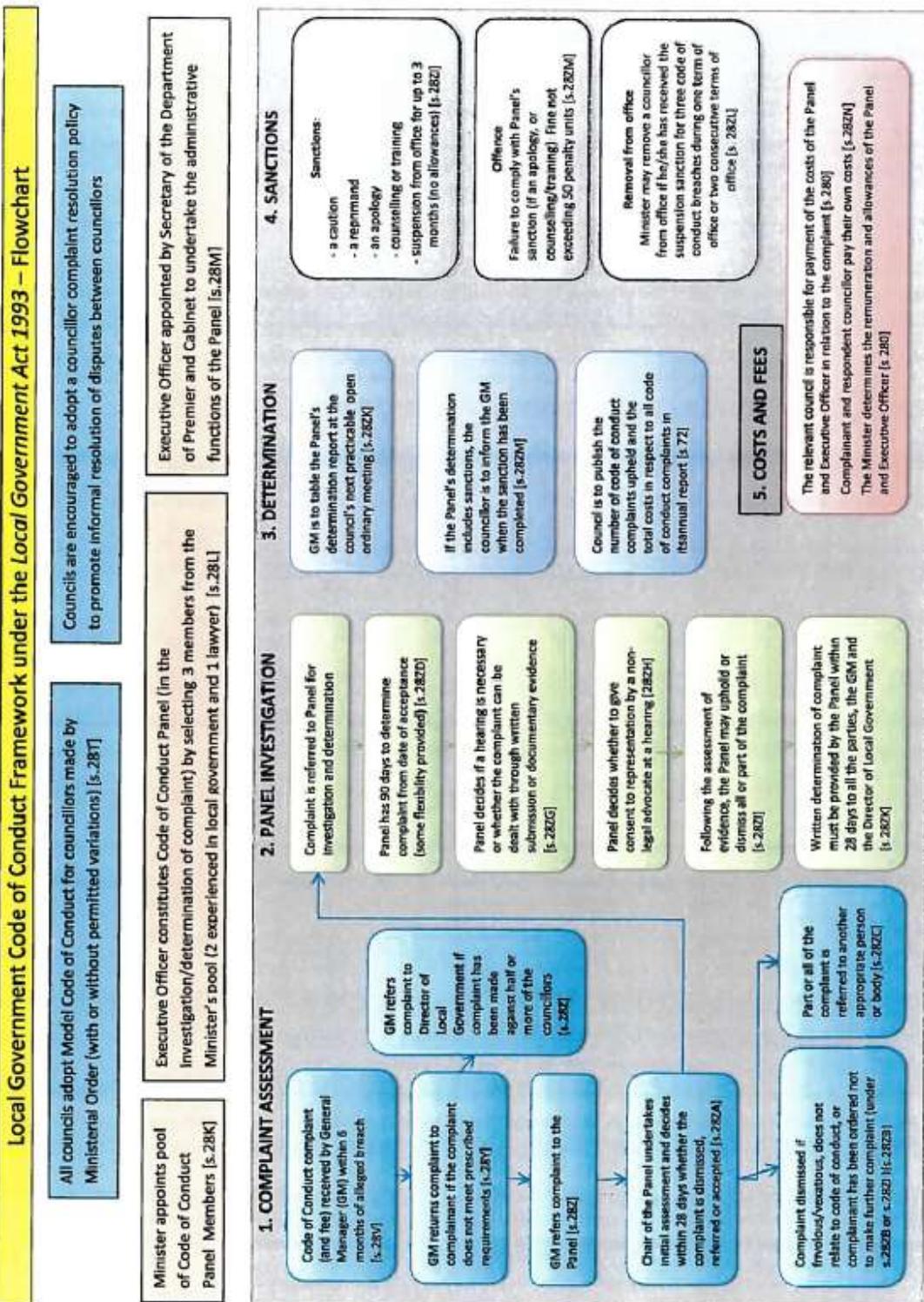
### **Change to eligibility criteria for nominating as a councillor in Tasmania**

Section 270 (Eligibility for nomination as councillor) of the Act has been amended to restrict the eligibility criteria for nominating as a councillor to persons who have their principal place of residence in Tasmania. Section 315 (False or misleading statements) of the Act has also been amended to provide that it is an offence to make a false or misleading statement in relation to making a notice of nomination as a candidate for the office of councillor.

**Disclaimer:** Information on legislation contained in this document is intended for information and general guidance only. Such information is not professional legal opinion.

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## LOCAL GOVERNMENT CODE OF CONDUCT COMPLAINT FORM

### INTRODUCTION

This form is designed to help you comply with section 28V (Making a code of conduct complaint against councillor) under the *Local Government Act 1993*.

**All complaints must be in writing and be lodged within 6 months after the councillor or councillors allegedly committed the contravention of the Council's Code of Conduct.**

### INSTRUCTIONS

If completing this form by hand, please use black or blue pen and print clearly.

**Send your completed form to the General Manager of the Council.**

**A code of conduct complaint must be accompanied by the prescribed lodgement fee of 50 fee units (\$75.50 in 2015/16).**

### CONTACT DETAILS (of person making the complaint)

Name:	Telephone (mobile):
Address (Residential):	Telephone (work):
Address (Postal):	Telephone (home):
Email address:	

### SUMMARY OF COMPLAINT

Name of each councillor who you believe has contravened the Council's Code of Conduct <i>(may include more than one councillor if complaint relates to the same behaviour and same code of conduct contravention):</i>	
Provisions of the Council's Code of Conduct that you believe each councillor has contravened:	

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Date(s) of incident(s):	
Location(s) of incident(s):	
<b>DETAILS OF THE BEHAVIOUR OF EACH COUNCILLOR THAT CONSTITUTES THE ALLEGED CONTRAVENTION (further information may be attached)</b>	
<b>WITNESSES (include anyone with knowledge of what happened)</b>	
<b>HAVE YOU PREVIOUSLY MADE A CODE OF CONDUCT COMPLAINT ABOUT THIS MATTER?</b>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, when did you make the complaint?	
<b>DESIRED OUTCOME OF COMPLAINT</b>	
Please explain what you would like to happen as a result of lodging this complaint:	
<b>PLEASE SIGN AND DATE</b>	
<b>SIGNATURE:</b>	
<b>Date:</b>	

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# LOCAL GOVERNMENT CODE OF CONDUCT – INFORMATION FOR GENERAL MANAGERS

INFORMATION SHEET  
April 16

## Local government code of conduct framework

The local government code of conduct framework is prescribed under Part 3, Division 3A (Code of conduct, complaints and complaint resolution) of the *Local Government Act 1993* (the Act). The purpose of this information sheet is to provide guidance on the role of general managers in the code of conduct complaint process.

## How code of conduct complaints are made

Section 28V (Making a code of conduct complaint against councillor) of the Act provides that any person may make a code of conduct complaint against one councillor in relation to the contravention by the councillor of the relevant council's code of conduct.

A person may make a complaint against more than one councillor if the complaint relates to the same behaviour and the same code of conduct contravention.

Code of conduct complaints are lodged with the general manager of the relevant council and must comply with legislative requirements, as outlined below.

A complaint may not be made by more than two complainants jointly.

## Legislative requirements relating to code of conduct complaints

Under section 28V, a code of conduct complaint is to –

- be in writing;
- state the name and address of the complainant;
- state the name of each councillor against whom the complaint is made;
- state the provisions of the relevant code of conduct that the councillor has allegedly contravened;
- contain details of the behaviour of each councillor that constitutes the alleged contravention;
- be lodged with the general manager within six months after the councillor or councillors against whom the complaint is made allegedly committed the contravention of the code of conduct; and
- be accompanied by the code of conduct complaint lodgement fee.



### **Code of conduct complaint lodgement fee**

The code of conduct complaint lodgement fee is prescribed under Schedule 3 (Fees) of the *Local Government (General) Regulations 2015*. The lodgement fee is 50 fee units (currently \$75.50).

### **Initial assessment of complaint by general manager**

Section 28Y (Initial assessment of complaint by general manager) provides that the general manager is to undertake an initial assessment of a code of conduct complaint to ensure it meets the legislative requirements under section 28V.

This requirement does not apply if the general manager is the complainant.

If the general manager considers that the complaint does not comply with the legislative requirements, he or she is to notify the complainant in writing of the reasons it does not comply and advise that the complainant may lodge an amended or substituted complaint without payment of a further fee.

A complainant must lodge an amended or substituted complaint within the prescribed timeframe for making a complaint under section 28V (six months). However, if the complaint is returned to the complainant after the end of the six months or less than 14 days before the end of that period, the complainant may lodge the amended or substituted complaint within 14 days after receiving the returned complaint.

### **Referral of complaint by general manager**

Section 28Z (Referral of code of conduct complaint by general manager) provides that once the general manager has determined that the code of conduct complaint complies with section 28V, he or she is to refer the complaint to the Code of Conduct Panel's Executive Officer if the complaint is against less than half of all councillors of the council, or the Director of Local Government if the complaint is against half or more of the councillors of the council.

If the Director accepts the complaint, it becomes a complaint under section 339E of the Act. If the Director rejects the complaint, the Executive Officer constitutes a Code of Conduct Panel to investigate the complaint.

The Director is to notify the general manager within 28 days as to whether it is accepted as a complaint under section 339E of the Act.

If the Director fails to notify the general manager as required, the Director is taken to have accepted the referral of the code of conduct complaint.

If the Director refuses to accept the referral of the code of conduct complaint, the general manager, as soon as practicable, is to refer the complaint to the Executive Officer.

### **Initial assessment of code of conduct complaint by chairperson of Code of Conduct Panel**

Section 28ZA (Initial assessment of code of conduct complaint by Code of Conduct Panel) provides that, on receiving a code of conduct complaint, the chairperson of the Code of Conduct Panel is to do an initial assessment of the complaint and determine whether to accept the complaint (or part of it) for investigation/determination by the Panel, dismiss the complaint (or part of the complaint, or refer the complaint (or part of it) to another person or authority.

The chairperson is to complete the initial assessment and notify the relevant persons within 28 days of receiving the complaint.

Within 28 days after receiving the code of conduct complaint, the chairperson of the Code of Conduct Panel is to notify the complainant and the general manager, in writing, of the result of the initial assessment and the reasons for it.

### **Notification of determination of code of conduct complaint**

Section 28ZK (Notification of determination of code of conduct complaint) provides that within 28 days after determining a complaint, the Code of Conduct Panel is to provide a copy of its determination report to the complainant, the councillor against whom the complaint is made, the general manager and the Director of Local Government.

If the Panel produces an addendum to the report, it is not to be provided to a complainant that is not a councillor. An addendum is required if the Code of Conduct Panel considers that the determination of the complaint contains information of a kind referred to in section 338A (Disclosure of information).

The general manager tables a copy of a determination report at the first open council meeting at which it is practicable to do.

If the general manager receives an addendum, he or she tables it at the next closed council meeting at which it is practicable to do so.

### **Councillor to comply with sanction imposed for contravention of code of conduct**

Section 28ZL (Councillor to comply with sanction imposed for contravention of code of conduct) provides that if a councillor fails to comply with a sanction that requires them to apologise to a person or attend counselling or a training course, in the timeframe specified by the Code of Conduct Panel, the matter is referred to the Director of Local Government and that councillor may face a penalty of a fine not exceeding 50 penalty units.

The councillor is responsible for notifying the general manager that he or she has complied with a sanction, within seven days of having done so.

In the event that a councillor fails to notify the general manager within the required timeframe, the general manager is to notify the Director of Local government, in writing, of that fact.

#### **Refund of fee accompanying lodgement of code of conduct complaint**

Section 28ZN (Refund of fee accompanying lodgement of code of conduct complaint) provides that a council must refund a code of conduct complaint lodgement fee if:

- the complaint is referred by the general manager to the Director of Local Government (and accepted);
- the whole complaint is referred to another person or authority by the Code of Conduct Panel (and accepted);
- the whole complaint is withdrawn by the complainant (or complainants jointly) prior to the referral by the general manager to the Code of Conduct Panel;
- the complaint (or part of it) is upheld by the Code of Conduct Panel; or
- the respondent councillor(s) resign/lose office before the complaint is dealt with.

#### **Reporting code of conduct complaints in Annual Report**

Section 72 (Annual report) requires a council to report in its annual report the number of code of conduct complaints that were upheld by the Code of Conduct Panel during the preceding financial year and the total costs met by the council during the preceding financial year in respect to all code of conduct complaints.

#### **Withdrawal from a code of conduct complaint**

Section 28W (Withdrawal of or from a code of conduct complaint) allows a complainant (or two complainants jointly) to withdraw from a code of conduct complaint, by notice in writing to the general manager or the Code of Conduct Panel, at any time prior to the final determination of the complaint by the Panel.

If a notice withdrawing from a code of conduct complaint is provided to the general manager after the complaint has been referred to the Code of Conduct Panel, the general manager is to notify the Code of Conduct Panel's Executive Officer, in writing, of the withdrawal.

The Code of Conduct Panel is required to notify the general manager if it receives the written notice of the withdrawal.

#### **Amendment of a code of conduct complaint**

Section 28X (Amendment of code of conduct complaint) allows a complainant to amend a code of conduct complaint, by notice in writing to the general manager or the Code of Conduct Panel, at any time prior to the final determination of the complaint by the Panel.

If the Panel has commenced its investigation into a code of conduct complaint, the Panel must consent to the amendment.

If a notice amending a code of conduct complaint is provided to the general manager after the complaint has been referred to the Code of Conduct Panel, the general manager is to notify the Panel's Executive Officer, in writing, of the amendment.

The Code of Conduct Panel is required to notify the general manager if it receives the written notice of the amendment.

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# LOCAL GOVERNMENT CODE OF CONDUCT – MODEL CODE OF CONDUCT

INFORMATION SHEET  
April 16

## Local government code of conduct framework

The local government code of conduct framework is prescribed under Part 3, Division 3A (Code of conduct, complaints and complaint resolution) of the *Local Government Act 1993* (the Act). The purpose of this information sheet is to provide guidance on the legislative requirements of councils in relation to the Model Code of Conduct for Tasmanian councillors.

## The Model Code of Conduct made by Ministerial order

The *Local Government (Model Code of Conduct) Order 2016* makes the Model Code of Conduct for Tasmanian councillors under section 28R (Model code of conduct) of the Act.

The Minister may amend/revoke/substitute the Model Code of Conduct by order and is to provide a copy of the Model Code of Conduct (or the amended/revised/substituted model code of conduct) as soon as practicable to councils.

## Council adoption of the model code of conduct

Under section 28T (Code of conduct), within three months after the Model Code of Conduct is made by Ministerial order, a council must adopt the Model Code of Conduct, either with or without permitted variations, as its code of conduct relating to the conduct of its councillors. The date by which all councils must adopt the code of conduct is 12 July 2016.

Fourteen days after adopting the Model Code of Conduct, a council is to provide a copy to the Director of Local Government.

A council is also required to meet the same timeframes in relation to a model code that is amended or substituted by the Minister.

## Reviewing the code of conduct

Under section 28T, a council is to review its code of conduct within three months after each ordinary election.



### Making variations to the Model Code of Conduct

Part 9 of the Model Code of Conduct states that any variation to the Model Code of Conduct is to be in accordance with section 28T of the Act.

Under section 28T, any variations made to the Model Code of Conduct by a council must be approved by the Minister responsible for local government.

In practice, this means that before a council can adopt the Model Code of Conduct (with variations) as its code of conduct, the council will need to obtain approval from the Minister regarding the variations. A request for approval is to be made in writing to the Minister for Planning and Local Government, Peter Gutwein MP (GPO Box 123 HOBART TAS 7001)

Section 28T also provides that any variation to the Model Code of Conduct made by a council is to be set out in a schedule to the Model Code of Conduct. This means that the Model Code of Conduct will remain consistent across local government, with any supplementary council policies/procedures included as attached schedules to the Model Code of Conduct. For example, a council may wish to attach a schedule providing for a councillor expenses policy or gifts and benefits policy.

Once the variations to the Model Code of Conduct are approved by the Minister, and adopted by the council, such policies and procedures form part of the council's code of conduct and are enforceable through the code of conduct framework under the Act.

### Making the code of conduct publicly available

The general manager is to make a copy of the council's code of conduct available for public inspection, free of charge, at the public office of the council during office hours, and on the council's website, and for purchase at a reasonable charge.

### Requirement of councillors to comply with the code of conduct

Section 28U (Compliance with code of conduct) provides that a councillor is to comply with the provisions of the council's code of conduct while performing the functions and exercising the powers of his or her office with the council.

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## **Recommended content to accompany the Model Code of Conduct**

*The Director of Local Government recommends that councils include the following information as an accompaniment to the Model Code of Conduct. Councils may amend, supplement and re-format the content as considered appropriate.*

### **I. Introduction**

#### **Purpose of code of conduct**

This Code of Conduct sets out the standards of behaviour expected of the councillors of the [x] Council, with respect to all aspects of their role.

As leaders in the community, councillors acknowledge the importance of high standards of behaviour in maintaining good governance. Good governance supports each councillor's primary goal of acting in the best interests of the community.

Councillors therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct.

This Code of Conduct incorporates the Model Code of Conduct made by Order of the Minister responsible for local government.

#### **Application of code of conduct**

This Code of Conduct applies to a councillor whenever he or she:

- conducts council business, whether at or outside a meeting;
- conducts the business of his or her office (which may be that of mayor, deputy mayor or councillor); or
- acts as a representative of the Council.

A complaint of failure to comply with the provisions of the Code of Conduct may be made where the councillor fails to meet the standard of conduct specified in the Model Code of Conduct.

#### **Standards of conduct prescribed under the Model Code of Conduct**

The model code of conduct provides for the following eight standards of conduct:

##### **I. Decision making**

A councillor is to bring an open and unprejudiced mind to all matters being considered in the course of his or her duties, so that decisions are made in the best interests of the community.

## **2. Conflict of interest**

A councillor effectively manages conflict of interest by ensuring that personal or private interests do not influence, and are not seen to influence, the performance of his or her role and acting in the public interest.

## **3. Use of office**

A councillor uses his or her office solely to represent and serve the community, conducting himself or herself in a way that maintains the community's trust in the councillor and the Council as a whole.

## **4. Use of resources**

A councillor uses Council resources and assets strictly for the purpose of performing his or her role.

## **5. Use of information**

A councillor uses information appropriately to assist in performing his or her role in the best interests of the community.

## **6. Gifts and benefits**

A councillor adheres to the highest standards of transparency and accountability in relation to the receiving of gifts or benefits, and carries out his or her duties without being influenced by personal gifts or benefits.

## **7. Relationships with community, councillors and council employees**

A councillor is to be respectful in his or her conduct, communication and relationships with members of the community, fellow councillors and Council employees in a way that builds trust and confidence in the Council.

## **8. Representation**

A councillor is to represent himself or herself and the Council appropriately and within the ambit of his or her role, and clearly distinguish between his or her views as an individual and those of the Council.

### **Principles of good governance**

By adopting this Code of Conduct, councillors commit to the overarching principles of good governance by being:

*Accountable – Explain, and be answerable for, the consequences of decisions made on behalf of the community.*

*Transparent – Ensure decision making processes can be clearly followed and understood by the community.*

**Law-abiding** – Ensure decisions are consistent with relevant legislation or common law, and within the powers of local government.

**Responsive** – Represent and serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.

**Equitable** – Provide all groups with the opportunity to participate in the decision making process and treat all groups equally.

**Participatory and inclusive** – Ensure that anyone affected by or interested in a decision has the opportunity to participate in the process for making that decision.

**Effective and efficient** – Implement decisions and follow processes that make the best use of the available people, resources and time, to ensure the best possible results for the community.

**Consensus oriented** – Take into account the different views and interests in the community, to reach a majority position on what is in the best interests of the whole community, and how it can be achieved.

## 2. Legislation

The code of conduct framework is legislated under the Local Government Act 1993 (the Act). The Act is available to view via the Tasmanian Legislation Website at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

### **Code of conduct**

Tasmanian councillors are required to comply with the provisions of the Council's Code of Conduct while performing the functions and exercising the powers of his or her office with the council.

The Code of Conduct incorporates the Model Code of Conduct (made by order of the Minister responsible for local government) and may include permitted variations included as attached schedules to the Model Code of Conduct.

### **Making a code of conduct complaint**

A person may make a code of conduct complaint against one councillor in relation to the contravention by the councillor of the relevant council's code of conduct.

A person may make a complaint against more than one councillor if the complaint relates to the same behaviour and the same code of conduct contravention.

Code of conduct complaints are lodged with the general manager of the relevant council and must comply with legislative requirements, as outlined below.

A complaint may not be made by more than two complainants jointly.

A code of conduct complaint is to –

- be in writing;
- state the name and address of the complainant;

- state the name of each councillor against whom the complaint is made;
- state the provisions of the relevant code of conduct that the councillor has allegedly contravened;
- contain details of the behaviour of each councillor that constitutes the alleged contravention;
- be lodged with the general manager within six months after the councillor or councillors against whom the complaint is made allegedly committed the contravention of the code of conduct; and
- be accompanied by the code of conduct complaint lodgement fee.

Once satisfied that the code of conduct complaint meets prescribed requirements, the General Manager forwards the complaint to the Code of Conduct Panel.

#### ***Code of conduct complaint lodgement fee***

The code of conduct complaint lodgement fee is prescribed under Schedule 3 (Fees) of the Local Government (General) Regulations 2015. The lodgement fee is 50 fee units (\$75.50 in 2015/16).

### **3. Further assistance**

#### **Councillor dispute resolution**

Councillors commit to developing strong and positive working relationships and working effectively together at all times.

Prior to commencing a formal code of conduct complaint, the councillors who are parties to any disagreement should endeavour to resolve their differences in a courteous and respectful manner, recognising that they have been elected to act in the best interests of the community.

A council's internal dispute resolution process should be the first step that is taken when there is a dispute between councillors.

A councillor who is party to any disagreement should request the Mayor (or Lord Mayor) or the General Manager to assist that councillor in resolving the disagreement informally.

If the informal assistance does not resolve the disagreement, the General Manager may, with the consent of the parties involved, choose to appoint an external mediator to assist in the resolution of the disagreement. If an external mediator is appointed, councillors who are party to the disagreement must strive to cooperate with the mediator and use their best endeavours to assist the mediator and participate in the mediation arranged.

Where a matter cannot be resolved through internal processes, the next step may be to lodge a formal code of conduct complaint.

Councillors should only invoke the provisions of the Code of Conduct in good faith, where it is perceived that another councillor has not complied with the provisions or intent of the Code of Conduct.

### **Complaints under the Local Government Act 1993**

The Director of Local Government is responsible for the investigation of complaints regarding alleged breaches of the Act.

Any person can make a complaint to the Director, via the Local Government Division (contact details below), in accordance with section 339E of the Act, where it is genuinely believed that a council, councillor or general manager may have committed an offence under the Act or failed to comply with the requirements of the Act.

To make a complaint, it is recommended that you first contact the Local Government Division to discuss whether the matter is something that the Division can assist with.

### **Public Interest Disclosure**

Any instances of suspected corrupt conduct, maladministration and serious and substantial waste of public resources or substantial risk to public health or safety or to the environment should be reported in accordance with the *Public Interest Disclosures Act 2002*. Disclosures may be made to the Tasmanian Ombudsman or the Tasmanian Integrity Commission.

### **Key contacts**

#### **Department of Premier and Cabinet's Local Government Division**

Executive Building, 15 Murray Street, HOBART TAS 7000

GPO Box 123, HOBART TAS 7001

Phone: (03) 6232 7022 Fax: (03) 6232 5685

Email: [lgd@dpac.tas.gov.au](mailto:lgd@dpac.tas.gov.au)

Web: [www.dpac.tas.gov.au/divisions/local\\_government](http://www.dpac.tas.gov.au/divisions/local_government)

#### **Local Government Association of Tasmania**

326 Macquarie Street, HOBART TAS 7000

GPO Box 1521, HOBART TAS 7001

Phone: (03) 6233 5966

Email: [admin@lgattas.gov.au](mailto:admin@lgattas.gov.au)

Web: [www.lgattas.gov.au](http://www.lgattas.gov.au)

#### **The Tasmanian Integrity Commission**

Surrey House, Level 2, 199 Macquarie Street, HOBART TAS 7000

GPO Box 822, HOBART TAS 7001

Phone: 1300 720 289

Email: [mper@integrity.tas.gov.au](mailto:mper@integrity.tas.gov.au)

Web: [www.integrity.tas.gov.au](http://www.integrity.tas.gov.au)

#### **Ombudsman Tasmania**

NAB House, Level 6, 86 Collins Street, HOBART TAS 7000

GPO Box 123, HOBART TAS 7001

Phone: 1800 001 170

Email: [ombudsman@ombudsman.tas.gov.au](mailto:ombudsman@ombudsman.tas.gov.au)

Web: [www.ombudsman.tas.gov.au](http://www.ombudsman.tas.gov.au)

# LOCAL GOVERNMENT CODE OF CONDUCT – TRANSITIONAL PROVISIONS

INFORMATION SHEET  
April 16

## Local government code of conduct framework

The local government code of conduct framework is prescribed under Part 3, Division 3A (Code of conduct, complaints and complaint resolution) of the *Local Government Act 1993* (the Act).

The purpose of this information sheet is to provide guidance on the transitional provisions under Schedule 8A (Savings and Transitional Provisions Consequent on Local Government Amendment (Code of Conduct) Act 2015), which will ensure a smooth transition to the new framework.

## Transitioning to the model code of conduct for councillors

Schedule 8A(2) (Code of conduct) provides that until a council adopts the model code of conduct under section 28T (Code of conduct) of the Act, the council's previous code of conduct will be in force and is taken to be the council's code of conduct within the meaning of the Act.

In practice, this means that councillors must comply with his or her council's previous code of conduct, until the model code of conduct is adopted by the council.

Under section 28T, the model code of conduct is to be adopted by councils within three months of it being made by Ministerial order, which is by 12 July 2016.

## Managing complaints that existed prior to the commencement of the new framework

### Scenario 1

Schedule 8A(3) (Complaints under previous Act) provides that if a code of conduct complaint was made prior to the commencement of the new framework, and the councillor against whom the complaint was made has not been notified of the complaint (by the mayor or deputy mayor of the council), the complaint is to be dealt with as a code of conduct complaint under the new framework.



#### Scenario 2

Schedule 8A(3) provides that if a code of conduct complaint was made prior to the commencement of the new framework, and the councillor against whom the complaint was made has been notified of the complaint, but the seven day period within which the councillor may lodge an election to have the complaint referred to the Local Government Association of Tasmania Standards Panel has not yet expired, the previous code of conduct framework applies to the complaint until the end of the seven day period.

#### Scenario 3

Schedule 8A(3) provides that if a code of conduct complaint was made prior to the commencement of the new framework, and the councillor against whom the complaint was made has been notified of the complaint, and the councillor has lodged an election to have the complaint referred to the Local Government Association of Tasmania Standards Panel, the previous code of conduct framework applies to the complaint in relation to the complaint, its hearing and determination.

#### Scenario 4

Schedule 8A(3) provides that if a code of conduct complaint was made prior to the commencement of the new framework, and the councillor against whom the complaint was made has been notified of the complaint, and the councillor has not lodged an election to have the complaint referred to the Local Government Association of Tasmania Standards Panel, and the mayor or deputy mayor has referred the complaint to a previous Code of Conduct Panel, the previous code of conduct framework applies to the complaint in relation to the complaint, its hearing and determination and in relation to an appeal against the decision of the previous Code of Conduct Panel.

#### **Continuation and termination of previous Code of Conduct panel members**

Schedule 8A(4) (Continuation of, and termination of membership of, previous Code of Conduct Panel) provides that a council is to terminate the membership of its previous Code of Conduct Panel once the council is satisfied that the Panel will not be required to deal with any code of conduct complaints made under the previous code of conduct framework. Until such a termination is made, the appointment of the members of the previous Code of Conduct Panel continues.

If a previous Code of Conduct Panel is required to deal with a complaint under the previous framework and it is necessary to appoint a new member, the previous code of conduct legislation continues to apply so as to allow the appointment of a new member to the Panel. A member of the previous Code of Conduct Panel is not entitled to receive any benefit in respect of a termination of appointment.

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Disclaimer: Information on legislation contained in this document is intended for information and general guidance only. Such information is not professional legal opinion.

## **178/16 REPORT - FEES & CHARGES**

<b>Title:</b>	Fees and Charges 2016-2017
<b>Reporting Officer:</b>	General Manager
<b>Date:</b>	21 June 2016
<b>Appendices:</b>	Fees and Charges 2016-2017

### **Purpose**

To provide Council with a framework, in accordance with legislative requirements for raising sundry revenue for the coming financial year (2016/17).

### **Background**

As a result of intensive budget preparation work over the last five months, including consultation with Councillors, staff and the community, predominantly through the request for submission of budget Items for consideration for 2016-17 financial year. A minimum 1.87% calculated rise has been applied to all fees.

Under the *Local Government Act 1993*, Council is required to prepare an Annual Plan for the municipal area each financial year. The attached fees and charges will form part of that plan.

### **Details**

Council set individual fees and charges in accordance with the *Local Government Act 1993 section 205 & 206*. The fees and charges are set to recover annual operating and maintenance costs, and to make a contribution to the cost of replacement of the assets utilised in providing the service.

### **Statutory Implications**

*Local Government Act 1993 section 205 & 206.*

#### **205. Fees and charges**

*(1) In addition to any other power to impose fees and charges but subject to subsection (2), a council may impose fees and charges in respect of any one or all of the following matters:*

- (a) the use of any property or facility owned, controlled, managed or maintained by the council;*
- (b) services supplied at a person's request;*
- (c) carrying out work at a person's request;*
- (d) providing information or materials, or providing copies of, or extracts from, records of the council;*
- (e) any application to the council;*
- (f) any licence, permit, registration or authorization granted by the council;*
- (g) any other prescribed matter.*

(2) A council may not impose a fee or charge in respect of a matter if –

- (a) a fee or charge is prescribed in respect of that matter; or
- (b) this or any other Act provides that a fee or charge is not payable in respect of that matter.

(3) Any fee or charge under subsection (1) need not be fixed by reference to the cost to the council.

## **206. List of fees and charges**

A General Manager of a council is to –

- (a) keep a list of all fees and charges fixed under this Division; and
- (b) make the list available for public inspection during ordinary hours of business at the public office.

### **Strategic Implications**

#### **West Coast Community Plan 2025**

##### **5.3 Sound Management of Council resources is undertaken**

- 5.3.1 The Council meets all statutory requirements.
- 5.3.5 Council is recognised as a relevant, well managed, cost effective and operationally efficient and customer focused organisation that connects with all of its stakeholders.
- 5.3.6 Develop and maintain long term financial planning management and reporting to ensure resources are provided to deliver services and manage Council's assets.

### **Policy Implications**

The proposed fees and charges have been prepared in accordance with the Local Government Act 1993 section 205 & 206.

### **Financial Implications**

The fees and charges are set based on a minimal contribution to the cost of providing services to the community, local businesses and interest outside of our municipality.

This is in line with increasing maintenance, operational and material costs Council incurs each financial year.

### **Risk Implications**

By not revising fees and charges each financial year Council is open to more operational costs than revenue. Having set fees and charges for particular use of Council-owned assets ensures potential hirers use facilities more respectfully.

### **Consultation Process**

Budget preparations to date have involved extensive internal consultation between staff and Councillors. Consultation included a budget bus tour of the municipality to identify any potential Capex projects or operational budget items to incorporate in this year's initial budget preparation.

In addition to the above residents and ratepayers were encouraged to submit items for consideration to Council to form part of the 2016-2017 budget deliberations.

All submissions will be reviewed and taken into consideration so that we can attempt to balance competing priorities given the limited available funds.

Recommended Fees and Charges document (attachment 1).

#### **Comment**

Council's Manager of Civil Works & Town Maintenance and Supervisor of Operations have identified new line items to be included in this financial year's fees and charges. The new fees include tyre disposal to Council's landfill site, 15 cubic meter skip bin hire and empty, and the creation and implementation of Road Traffic Management Plans.

Implementing a month gym membership to accommodate for those whom are contracted for work on the West Coast for 2-3 month term has also been identified and included.

Further review of the fees and charges and services levels will be undertaken during the 2016/17 financial year.

#### **Recommendation**

##### **That Council:**

- 1. by absolute majority, adopt the fees and charges for the 2016/17 financial year and incorporate the resolution in its 2016/17 Annual Plan and Budget Estimates; and**
- 2. authorise the General Manager to publish the Animal Control Fees, Pursuant to Part 2 of the *Dog Control Act 2000*.**

#### **Moved/Seconded**

**Fees and Charges 2016-2017**  
**Effective 1 July 2016 GST inclusive where applicable**

HIRE CHARGE HALLS	FEE 2016/17
The following fees for all uses apply to residents and ratepayers only, unless otherwise specified	
<b>Bonds</b>	
Key Bond (per key)	\$57.00
Business Functions	\$338.00
Private/Social Functions	\$563.50
<i>A non-refundable part of bond will be kept if left uncleaned</i>	
<b>Memorial Hall Queenstown &amp; Rosebery</b>	
Community Groups	\$18.85p/h (max \$74.00)
Social Functions	\$124.80
Local Business	\$109.50p/h (max \$312.00)
Business other than local	\$625.50
Kitchen appliances (stove, deep fryer etc.)	\$282.00
Round tables (30 available seating 10-12 people) <i>Queenstown Memorial Hall only</i>	\$10.50 each
300 Chairs & 15 Trestle tables <i>Queenstown Memorial Hall only</i>	incl. In hire
Cleaning (if left uncleaned)	min \$164.00
Cleaning Kitchen (if left uncleaned)	min \$164.00
Front Room only (Rosebery Memorial Hall only) or	50% reduction
Club hire for activity with youth under the age of 18 years	50% reduction
<b>Recreation Halls Strahan &amp; Zeehan</b>	
Community Groups	\$11.40p/h (max \$37.50)
Social Functions	\$125.00
Local Business	\$70.80p/h (max \$200.00)
Business other than local	\$394.00
Cleaning (if left uncleaned)	min \$164.00
Club hire for activity with youth under the age of 18 years	50% reduction

<b>HIRE CHARGE SPORT &amp; RECREATION</b>		<b>FEE 2016/17</b>
<b>Bonds</b>		
Key (per key)		\$57.00
Swipe Card (per swipe card)		\$22.00
<b>Sports Stadium Queenstown</b>		
Annual hire - Associations		\$1,456.00
Annual hire Associations with youth under the age of 18 years		50% reduction
Light usage charge per hour		\$10.20
Half day (up to 4 hours)		\$73.00
Full day (over 4 hours)		\$96.50
Casual rate per session (2 hours or part thereof)		\$11.50
Cleaning Stadium area (if left uncleaned)		\$108.50
Cleaning toilet (if left uncleaned)		\$85.00
<p><i>*Casual hirers must complete a user agreement &amp; acknowledge conditions of use. Stadium not available between 10pm-6am</i></p>		
<p><i>\$2.00 per 15min for lighting (via insertion of coins in meter)</i></p>		
<b>Sports Stadium Strahan</b>		
Annual hire - Associations		\$726.00
Annual hire - Associations with youth under the age of 18 years		50% reduction in fee
Light usage charge per hour		\$5.60
Half day (up to 4 hours)		\$38.00
Full day (over 4 hours)		\$73.00
Cleaning (if left uncleaned)		\$92.50
<b>Squash &amp; Fitness Centre Queenstown &amp; Zeehan</b>		
1 month membership		\$36.00
3 month membership		\$67.50
6 months membership		\$135.00
12 months membership		\$204.00
12 months Family membership		\$405.50
Bluestone & Renison Mine employees - individual membership ( <i>as subsidised by mining company</i> )		30% discount
Group bookings 7+		15% discount
Group bookings 10+		20% discount
Group bookings 20+		30% discount
Casual rate per session (8.30am - 4.30pm Monday - Friday)		\$6.50 per day
Casual Room hire (Queenstown)		\$21.00 p/h

<b>Sports Grounds</b>		<b>FEE 2016/17</b>
Annual hire - Associations with youth under the age of 18 years		50% reduction
Hire Junior Sports events (under 13's) all venues including schools		Free
<b>Senior Football</b>		
Annual hire - Association		\$1,456.00
Charge per home game		\$121.00
Light usage charge per hour		\$10.20
<b>Cricket</b>		
Annual hire - Association		\$727.50
Charge per home game		\$121.00
Light usage charge per hour		\$10.20
<b>Hockey (Rosebery Hockey Ground)</b>		
Annual hire - Association		\$322.00
Line marking		\$163.00
<b>Casual</b>		
Half day (up to 4 hours)		\$96.50
Full day (over 4 hours)		\$183.00
<b>HIRE CHARGE BOARD ROOMS</b>		<b>FEE 2016/17</b>
<i>Charges will not apply to non-profit community organisations (room hire only)</i>		
Tea/Coffee Provided (per 10 people)		\$12.00
Use of kitchen other than tea/coffee		\$34.50
<b>Mayor's Office</b>		
Full day or part thereof		\$36.00
Cleaning (if left uncleaned)		\$45.00
<b>Council Chambers</b>		
Half day (up to 4 hours)		\$88.50
Full day (over 4 hours)		\$104.00
Cleaning (if left uncleaned)		\$45.00
<b>Second Room</b>		
Half day (up to 4 hours)		\$52.00
Full day (over 4 hours)		\$73.00
Cleaning (if left uncleaned)		\$45.00

<b>Administration</b>	<b>FEE 2016/17</b>
<b>West Coast Business Directory</b>	
Bound copy	\$11.50
Photocopy only	\$4.50
Website download	Free
<b>Photocopying &amp; Facsimile</b>	
A4 sheet - single sided (per page)	\$0.45
A4 sheet - double sided (per page)	\$0.55
A4 sheet - colour single sided (per page)	\$0.55
A4 sheet - colour double sided (per page)	\$0.65
A3 sheet - single sided (per page)	\$0.65
A3 sheet - double sided (per page)	\$1.00
A3 sheet - colour single sided (per page)	\$1.00
A3 sheet - colour double sided (per page)	\$1.50
Major tasks (per operator hour)	\$40.50
Facsimile first page	\$4.50
Facsimile each subsequent page	\$1.00
<b>Freedom of Information Application</b>	
Application Fee	\$41.00
(Subject to the <i>Right to Information Act 2009</i> )	
<b>Extract from Valuation List</b>	
Extract from Valuation List	\$25.00
<b>West Coast Visitor Information Centre</b>	
Commission (normal bookings)	15%
Annual DL Brochure display & membership (per space)	\$133.50
Annual A4 Brochure (per space)	\$259.00
Annual Backlight display (per space)	\$382.00
Annual Appngo advertising	\$260.00
Annual Combo DL/A5 plus Appngo advertising	\$353.50
<b>Camping Macquarie Heads &amp; Lake Burbury</b>	
Nightly fee (per site)	\$7.00
Annual licence - Macquarie Heads	\$1,011.00

<b>ENVIRONMENTAL HEALTH</b>		
<b>Food &amp; Street Dining</b>		
Food Business registration/inspection		\$121.00
Temporary Food Licence		\$11.00
Street Dining Licence (per table, per year)		\$99.00
<b>Other Charges</b>		
Abatement Administration fee		\$135.00
Place of Assembly (single event)		\$74.00
Place of Assembly (annual licence)		\$126.00
Public Health Risk activities - Skin Penetration (Body Piercing)		\$126.00
Annual Hawkers/Kerbside Vendors		\$121.00
Sharps Containers (per container)		\$3.00
Private Water apply licence		\$244.00
Regulated Systems (cooling towers)		\$183.00
Environmental Health Occupancy Form 50 Food (Premises)		\$157.00
<b>Parking Fees</b>		
In metred zone		
15 minutes		\$0.20
30 minutes		\$0.40
45 minutes		\$0.60
1 hour		\$1.00
Strahan Car Park (per day)		\$5.00
Queenstown Car Park (per day)		\$5.00

<b>WASTE MANAGEMENT</b>	<b>FEE 2016/17</b>
Zeehan Landfill Site	
Weekend/holiday opening fee	\$377.50
General & putrescible waste etc.	\$36.90 per m <sup>3</sup>
<b>Hazardous Waste Disposal at Landfill Site only (Zeehan)</b>	
Asbestos	\$314.80 per m <sup>3</sup>
<b>Tyre Disposal to Landfill Site (Zeehan)</b>	
Car and motorcycle tyres	\$6.00 each
Light truck (up to 9.5 GVM)	\$10.00 each
Trucks	\$19.00 each
Earthmovers & Tractors (cut in half)	\$19.00 each
Earthmovers & Tractors (uncut)	\$38.00 each
Tyres with rims (additional cost to above)	\$10.00 each
<b>Bin Purchase &amp; Rental</b>	
140 Litre Wheelie Bin - replacement or additional	\$63.50
240 Litre Wheelie Bin - replacement or additional	\$86.00
Recycling bin (240 Litre) - replacement or additional	\$86.00
Commercial Recycling (purchase of bins for collection)	assessed on application
Recycling monthly collection - residential (annual charge)	\$21.00
Recycling monthly collection - commercial (annual charge)	\$33.00
<b>Skip Bin</b>	
Skip bin rental per month - 3.0m3	\$59.50
Skip bin rental per month - 4.5m3	\$83.50
Skip bin rental per month - 6.0m3	\$114.50
Skip bin rental per week - 15.0m3	\$100.00
Skip bin lift - 3.0m3	\$51.00
Skip bin lift - 4.5m3	\$56.00
Skip bin lift - 6.0m3	\$79.00
Skip bin lift - 3.0m3 recycling (mines only)	assessed on application
Skip bin lift - 4.5m3 recycling (mines only)	assessed on application
Skip Bin lift - 15.0m3	\$400.00

<b>BUILDING CHARGES</b>		<b>FEE 2016/17</b>
<b>Building</b>		
Class 10 with a value of \$20,000 or less		\$193.50
Class 10 with a value of \$20,000 or more		\$193.50 + \$1.00 per thousand cost of works to be capped at \$204.00
Class 1 with a value of \$20,000 or less		\$204.00
Class 1 with a value of \$20,000 or more		\$204.00 + \$1.00 per thousand cost of works to be capped at \$204.00
Class 2-9 with a value of \$20,000 or less		\$306.00
Class 2-9 with a value of \$20,000 or more		\$306.00 + \$1.00 per thousand cost of works to be capped at \$306.00
Demolition work		\$149.00
Industry training Levy (State charge)		
Building DIER Levy (State charge)		
Change of Use		\$179.00
Miscellaneous certificates or notices		\$119.50
Building Certificate (Class 10)		\$238.50
Building Certificate (Class 1)		\$259.00
Building Certificate (Class 2 to 9)		\$477.00
Illegal works		Double normal charges
Extension of permit		\$119.50
Inspection (if required)		\$238.50
Search & Copy of permit & plans		\$60.00
<b>Plumbing</b>		
Application for plumbing permit (Class 10)		\$119.50
Application for plumbing permit (Class 1 to 9)		\$238.50
Special Connection permit		\$458.00
Audit Inspections		\$239.50

PLANNING & DEVELOPMENT	FEE 2016/17
No Permit required assessment	\$102.00
Development with a value of \$20,000 or less	\$143.00
Development with a value of \$20,000 or more	\$204.00 + \$1.00 per thousand cost of works
Advertising Fee (for discretionary permits excluding level 2 activities)	\$306.00
Level 2 Applications	\$2,547.00 + advertising costs
Application for minor amendment to permit	\$119.50
Application for an extension of time	\$119.50
Signage (per sign)	\$119.50
<b>Subdivision</b>	
Up to 10 lots \$500 base rate plus \$80 per lot	min \$1,441.00
More than 10 lots	min \$1,907.70
Examination & Sealing of final plan	\$417.00
Plus per lot services	\$47.00
Plus per lot unserviced	\$60.00
Application for Stratum plan	\$357.50
Application to amend Sealed plan	\$297.00
Application for Adhesion order	\$417.00
Application for extension of time	\$179.00
<b>Application to Amend Planning Scheme</b>	
Amendment including textual amendments or sites	\$2,192.50 plus TPC charges
Advertising cost	min \$357.50
Copy of Planning Scheme Ordinance	\$60.00

<b>AIRPORTS</b>		<b>FEE 2016/17</b>
<b>Airport Landing Fees (MTOW 5700kg)</b>		
Avturbo Aircraft		\$19.00 per MTOW min \$26.00
Avgas Aircraft		\$12.50 per MTOW min \$26.00
Annual licence - Non-RPT Aircraft		\$781.50
Helicopter landings		50% of normal landing charge for other aircraft
Fuel Storage area (weekly hire)		\$44.70
Fuel Storage area (annual hire)		\$1,237.50
Queenstown Airport - event hire		\$52.00p/h
<b>EXCAVATIONS &amp; WORKS</b>		<b>FEE 2016/17</b>
<b>Reinstatement of Excavations</b>		
Bitumen footpath		\$121.75 per m2
Bitumen roadway		\$150.80 per m2
Concrete footpath		\$224.10 per m2
Concrete vehicular access		\$295.40 per m2
Unipave		\$173.20 per m2
Plus per broken block		\$4.60
<b>Works in Road Reservations (includes driveway construction)</b>		
Application fee, inspection(s) and bond		assessed on application
<b>Transporting Heavy Loads</b>		
Bond for transporting heavy loads on Council roads/bridges		assessed on application
<b>Events Management</b>		
Development & implementation of traffic management plans, placement of signage & rubbish removal		assessed on application
Create Traffic Management Plan (Monday to Friday)		\$45.00 p/h
Implement, set up & removal (includes two staff, vehicle and signage) Monday to Friday		\$155.00 p/h min. 2 hours
Implement, set up & removal (includes two staff, vehicle and signage) Weekends		assessed on application
Advertising - Road Closures		\$300.00
<b>CEMETERIES CHARGES</b>		<b>FEE 2016/17</b>
<b>Lawn Cemetery - Queenstown</b>		
Single depth burial		\$1,133.00
Double depth burial		\$1,250.00
Children under 12		No charge
<b>Cemetery - Strahan, Zeehan &amp; Rosebery</b>		
Single depth burial		\$789.00
Double depth burial		\$916.50
Children under 12		No charge
<b>Other Charges</b>		
Extra - weekends/holidays		\$509.50
Reservation (burial)		\$329.50
Reservation (niche wall)		\$107.00
Second Interment		\$854.50
Niche Wall Internment		\$196.50
Placement of ashes in grave		\$158.00
Plaque on Niche wall (memorial no ashes)		\$188.50
Exhumation of body		\$1,654.50
Record search		\$32.10per 1/2 hr

SWIMMING POOL CHARGES		
<b>Single Entry</b>		
Toddler		\$1.00
Children (5 years & up)		\$2.00
Adult 16 years & up)		\$5.00
Concession		\$2.50
Family		\$6.00
Spectator		\$1.00
<b>Season Tickets (pro rata per part year)</b>		
Children		\$61.50
Adult 16 years & up)		\$137.00
Concession (adult)		\$61.50
Family		\$163.50
Concession (family)		\$97.00
<b>Other Hire (subject to application &amp; approval conditions)</b>		
Lane hire - (during public opening hours)		\$11.00p/h
School class groups (out of hours)		\$128.50
School class groups (during public opening hours)		\$71.00
School carnivals (no staff provided) including school fun days		\$140.50
Out of hours ( <i>e.g. community groups, sporting groups other than those paying season association fee &amp; approved water exercise/rehabilitation programs per session</i> ) if not paying annual fee		\$21.40p/h + normal entry fee (excl. season ticket holders)
Approved water exercise/rehabilitation programs - annual		\$128.00
Out of hours lifeguard (subject to availability)		\$69.00p/h
Out of hours bronze medallion (subject to availability)		\$45.00p/h
Approved learn to swim programs		Free
Season association hire fee		\$338.00
Cleaning pool (if left uncleared by hirer) includes change rooms		\$128.50

<b>ANIMAL CONTROL CHARGES</b>	<b>FEE 2016/17</b>
<b>Dog Registrations if paid by 31 July 2016</b>	
Whole of life for each un-sterilised dog	\$497.00
Concession	\$242.50
Whole of life for each sterilised dog	\$88.00
Concession	\$43.00
Annual charge for each un-sterilised dog	\$51.00
Annual charge for each sterilised dog (certificate required)	\$14.00
Puppy (under 6 months of age)	\$23.50
<b><i>Annual charge for each classified dog</i></b>	
Working dogs	\$26.00
Registered Greyhound	\$26.00
Registered Breeder	\$26.00
Guard dogs	\$26.00
Registration for dangerous dog	\$127.50
Concession annual charge per dog (max 2 dogs only)	\$7.50
Guide dogs or Hearing dog (or any other certified medical reason) <i>proof required</i>	Free
Application for Kennel Licence 3 or more dogs	\$76.00
Application for Kennel Licence more than 5 dogs	\$81.00
Renewal of Kennel Licence (includes inspection of site)	\$76.00
Appeal in respect of a Kennel Licence	\$34.00
Surrender Fee	\$87.00
Daily Fee for each impounded dog	\$28.00
Dog release fee (office hours)	\$38.50
Dog release fee (after hours)	\$124.00
Inspection of register (per 10 minutes of staff time)	\$9.50
Printout of certificate of particulars from register	\$11.50
Replacement of registration tag	\$11.50
Complaint lodgement (refunded if complaint confirmed)	\$23.00

<b>Dog Registrations if paid after 31 July 2016</b>		<b>FEE 2016/17</b>
Whole of life for each male or female un-sterilised dog		\$507.00
Concession		\$247.50
Whole of life for each male or female sterilised dog		\$89.50
Concession		\$44.00
Annual charge for each male or female un-sterilised dog		\$74.00
Annual charge for each male or female sterilised dog (certificate required)		\$25.50
Puppy (under 6 months of age)		\$23.50
<b>Annual charge for each classified dog</b>		
Working dogs		\$38.50
Registered Greyhound		\$38.50
Registered Breeder		\$38.50
Guard dogs		\$38.50
Registration for dangerous dog		\$255.00
Concession annual charge per dog (max 2 dogs only)		\$19.00
<b>MARQUEE, TABLE &amp; CHAIR HIRE **All fees listed below are charged per day</b>		<b>FEE 2016/17</b>
<b>Marquee (6x6)</b>		
Bond		\$255.00
Setup (double on weekends or public holidays)		\$255.00
Pull down (double on weekends or public holidays)		\$168.00
Delivery (double on weekends or public holidays)		\$71.50
Return (double on weekends or public holidays)		\$71.50
West Coast Community Groups (non-profit)		FREE
Social Functions		\$122.50
Local Business		\$183.50
Business other than local		\$234.50
Fold-out table (per table) (West Coast non-profit community groups free) (5 tables)		\$12.50 (plus delivery & return charges)
Chair hire (per chair) (West Coast non-profit community groups free) (100 Chairs)		\$1.50 (plus delivery & return charges)

## **179/16 REPORT – RATES POLICY**

<b>Title:</b>	Rates Policy
<b>Reporting Officer:</b>	General Manager
<b>Date:</b>	21 June 2016
<b>Appendices:</b>	Council Policy (WCC.009) Rate Policy

### **Purpose**

The purpose of this policy is to provide West Coast Council (“Council”) and the community with a transparent approach to raising rates and charges throughout the municipality and to meet the requirements of Section 86 of the *Local Government Act 1993* (“the Act”).

### **Background**

In December 2011, the Act was amended to require Councils to implement rates and charges policies to provide transparency in decision making, and to educate their communities about how revenue is raised.

### **Details**

The following policy introduces the basic elements of rates and charges as described by the Act and identifies the key decisions that Council has made in arriving at a rates and charges structure suited to the needs of the West Coast municipality.

The policy should reflect that a Council has considered the principles of taxation, including the burden that raising of rates places on ratepayers and how it should be distributed. The value of a rate payer’s land (land value, capital value or assessed annual value) should be considered as an indicator of the capacity of ratepayer to pay rates.

The formatted policy is attached for insertion in to Council’s policy register and made available for public viewing online and at the Council Office & Agencies.

### **Statutory Implications**

#### ***Legislative framework***

Part 9 of the Act provides Council’s with the legislative power to raise rates and charges.

#### **86B. Rating and charging policies to be made available to public**

(1) A Council must adopt a rates and charges policy by 31 August 2012.

(2) A Council's rates and charges policy must contain –

(a) a statement of the policy that the Council intends to apply in exercising its powers, or performing its functions, under this part; and

(b) a statement of policy in respect of prescribed matters, if any.

(3) A Council's rates and charges policy in relation to the making or varying of a rate must take into account the principles referred to in section 86A(1).

(4) A Council must review its rates and charges policy –

(a) by the end of each successive 4-year period after 31 August 2012; and

(b) at the same time as, or before, making a type of rate, charge or averaged area rate in respect of a financial year, if a rate, charge or averaged area rate of that type was not made in respect of the previous financial year; and

(c) at the same time as, or before, making under section 107 a variation of a rate or charge in respect of a financial year, if such a variation of that rate or charge was not made in respect of the previous financial year; and

(d) at the same time as, or before, setting a minimum amount under this part; and

(e) at the same time as, or before, altering the circumstances in which a rate, charge or averaged area rate, or a variation of a rate or charge, is to apply to rateable land.

(5) A Council, as soon as reasonably practicable after adopting or altering its rates and charges policy, must make copies of the policy as so adopted or altered available to the public –

(a) in paper form, on payment of a reasonable charge; and

(b) in electronic form, at a website of the Council, free of charge.

(6) A rate, averaged area rate or charge is not invalid by reason only that it does not conform to the Council's rates and charges policy.

## **STRATEGIC IMPLICATIONS**

### West Coast Community Plan 2025

5.3 Sound management of Council resources is undertaken

5.3.1 The Council meets all statutory requirements

5.3.5 Council is recognised as a relevant, well managed, cost effective and operationally efficient and customer focused organisation that connects with all of its stakeholders.

5.3.6 Develop and maintain long term financial planning, management and reporting to ensure resources are provided to deliver services and manage Council's assets.

## **Policy Implications**

This policy will replace Rate Policy No. 28 with review date 19 June 2016.

The Rates Policy will be scheduled for review in June 2020 (Appendix B).

Part 3.2.1 of the policy refers to the current variations to the General Rate – Section 107, as Council is yet to receive valuation entries following the High Court decision to rate fish farms, it has not been referred to within this section.

Should Council move to levelling rates on the land value not AAV as currently conducted, the rates policy will be amended accordingly.

This policy is a working document and can be amended by absolute majority by Council during the four year period of adoption.

**Financial Implications**

No financial implications. Council would be in contravention of Part 9, Section 86B of the *Local Government Act 1993 (as amended)*.

**Recommendation**

**That Council, by absolute majority, adopt the new rate policy (WCC.009 Rate Policy).**

**Moved/Seconded**



# Council Policy(wcc.009)

## Rates Policy

**Responsible Officer:** GENERAL MANAGER

**Date of Issue:** 21 June 2016

**Review Date:** 21 June 2020

<i>Version</i>	<i>Document produced</i>	<i>Approved by GM</i>	<i>Policies Repealed</i>	<i>Approved by Council</i>
1	19 June 2012			19 June 2012
2	21 June 2016			

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## **PURPOSE**

The purpose of this policy is to provide West Coast Council (“Council”) and the community with a transparent approach to raising rates and charges throughout the municipality and to meet the requirements of Section 86 of the *Local Government Act 1993* (“the Act”).

In December 2011, the Act was amended to require Councils to implement rates and charges policies to provide transparency in decision making, and to educate their communities about how revenue is raised.

The following policy introduces the basic elements of rates and charges as described by the Act and identifies the key decisions that Council has made in arriving at a rates and charges structure suited to the needs of the West Coast Municipality.

## **SCOPE**

This policy covers;

- Rating Strategy
- Property Valuations for the purpose of Rates
- General Rates
- Minimum Amount Payable
- Rate Cap
- Service Rates and Charges
- Rates Concession
- Rates Remissions
- Payment of Rates
- Recovery of Rates
- Sale of Land for Non-payment of Rates
- Objection Rights

## **BACKGROUND**

Rates are a form of taxation levied against land-owners and are the main source of revenue available to Council. Revenue raised through the collection of rates provides funding for the broad range of Council activities and services including:

- Maintenance of roads, footpaths and stormwater;
- Upkeep of public venues, parks, playgrounds and public toilets;
- Operating sporting facilities including swimming pools and gymnasiums;
- Community services;
- Land use planning and approvals;
- Garbage collection, transfer stations and landfill operations;
- Collection of fire levies;
- Administration; and
- Providing advocacy on behalf of residents to State and Federal Government Departments.

To fairly and equally distribute the burden of the cost of these services across the community, Council takes into consideration:

- Capacity to Pay;
- Who Benefits from the Services;
- Simplicity;
- Long Term Sustainability;
- Efficiency; and
- Current Economic Environment.

## **POLICY**

### **Rating Strategy**

The Act allows Council to raise revenue for the purpose of providing a broad variety of services to the community. Council ensures it only raises the revenue it needs to efficiently balance its service levels with the needs and expectations of the community in the best equitable manner achievable.

When determining its rates each year Council gives consideration to the current economic environment and the capacity of the community to pay for the services. Council's aim during the decision making process is to achieve a fair distribution of the burden across the community.

Council must find the right balance between a capacity to pay and the benefits received. Understanding that there are certain areas of the community that have more access to, and can benefit from, certain services. To achieve this Council implemented a rating structure composed of two key rating elements – general and service rates.

### **General Rates – Section 90**

The general rate is levied against the Annual Assessed Valuation (AAV) set by the Valuer General. Council sets a general rate each year. It is then calculated by multiplying the property valuation AAV by the general rate set.

### **Variations to the General Rates – Section 107**

Council has chosen to vary the general rate to reflect ratepayers' ability to contribute to Council's cost of providing services and facilities to the community. Examples of these variations include the following:

#### **Quarrying and Mining Operations**

The rate for quarrying and mining operations is higher than the general rates because it takes into consideration:

- The employment of a large number of non-ratepayers who use Council facilities within the municipality; and
- Quarrying / Mine owners and or operators have a greater capacity to contribute than other ratepayers.

## **Industrial Operations**

The rate for industrial operations is higher than the general rates because owners and or operators have a greater capacity to contribute than other ratepayers and often this is not reflected in the AAV for their property.

## **Vacant Land**

The rate for vacant land is less than the general rates because it takes into consideration:

- Local owners are already making a contribution to Council's costs through the general rates on their place of residence; and
- Non-local owners are not generally availing themselves of Council's facilities.

## **Service Rates and Charges – Section 93 and 94**

Council provides a wide range of services, these are predominantly funded through the general rate. Council also provide some specific services for which it has decided to recover the cost separately for example:

- Garbage collection;
- Stormwater;
- Waste management;
- Fire Levy; and
- Recycling.

### **Garbage Collection**

Council charges a fixed rate to all residential ratepayers to recover weekly garbage collection costs because these are distributed reasonably equally across all properties irrespective of size or value.

Businesses are charged at a different fixed rate because Council has taken into consideration they typically have a larger volume to collect. Some larger businesses may engage in contracted arrangements for larger bins or skip bins provided by Council, under commercial arrangements outside of the rating system or, alternatively, may have their own arrangements and be exempt from charges.

### **Stormwater**

Council has implemented a fixed rate for recovery of stormwater costs because, independent of property value, these are consistent across all properties. The stormwater fixed rate is based on the total cost of providing the service divided by the number of properties throughout the municipality. The stormwater charges acknowledge that there is significantly less cost associated with vacant land.

## **Waste Management**

There are two components to waste management, one variable and one fixed, the variable component is designed to contribute to the operation and ultimate regeneration of the regional landfill site located in Zeehan.

The fixed component is intended to contribute to the provision and maintenance of transfer stations located in each town and the logistics of transferring waste to the regional landfill site.

Council has taken into consideration differentials between commercial and residential rates and reflects the differences in volumes generated by each property type.

## **Fixed rates – Section 91**

The fixed rated is a flat rate charge that forms part of the general rate. Where Council provides benefits evenly across all ratepayers, the Act allows Council to levy a fixed rate equally to all properties to a maximum of half (50%) of the total general rate.

In addition to the variable portion of the general rate, Council has assigned a single fixed rate across all property types, this is used as a fixed component and leveller for the general rate.

## **Minimum Amount Payable– Section 90(5)**

When a rating item does not consist of a fixed component, a minimum amount payable component may be specified in conjunction with a variable rates. This component is calculated as rate multiplied by AAV but, if the result is less than the minimum amount specified then the minimum amount applies.

Council has decided to only apply this method to the collection of general and volunteer fire levies, where the objective is to collect from each ratepayer, as a minimum, the amount levied against Council that is collected on behalf of the Tasmanian Fire Commission (TFC).

Amounts exceeding the TFC levies contribute to Council's commitment to the local State Emergency Service branches throughout the municipality.

## **Rates Remissions – Section 129**

Council offers rates remission under provision of Section 129 of the Act to eligible pensioners and Non-Profit Organisations including, but not limited to:

- Community Services Groups;
- Churches;
- Museums
- Charitable Organisations; and
- Senior Citizens Clubs.

All requests for rates remissions for are subject to compliance with Council's Non-Profit Organisation Rates Remission Policy WCC.008 and Pensioner Remission Policy No. 27.

To provide additional assistance to pensioners due to the remoteness of the West Coast and the increasing living costs, Council provides to eligible pensioners an additional 10% remission on rates calculated after the deduction of Fire Service Levy.

Non-Profit Organisations are able to submit requests for general rate remission in accordance with Council's Non-Profit Organisation Rates Remission Policy, subject to eligibility Council will remove the general rate component from the property the Non-Profit Organisation operates out of.

## **Payment of Rates – Section 124**

Council offers two methods of payment options to its ratepayers - in full or by four equal instalments as specified on the issued rates notice. Payments can be made via:

- Direct debit;
- Australia Post;
- Bpay;
- Direct deposit;
- Centrepay;
- Council general office located in Queenstown; or
- Council agencies located in Zeehan, Rosebery and Strahan.

Council acknowledges some ratepayers may, or are likely to, experience difficulty with meeting the designated methods of payments. In these cases, ratepayers are encouraged to contact Council to discuss alternative payment arrangements.

Any arrears from the prior financial year will be attached to the first instalment amount with all payments going directly to any applicable arrears first.

*Section 124 (5) of the Act allows that Council may, if a ratepayer fails to pay any instalment within 21 days of the date on which the rates are due, to require the ratepayer to pay the full amount owing for the financial year.*

## **Discount for Early Payment – Section 130**

Council offers a 5% discount to all ratepayers when making payment in full on or before the 1<sup>st</sup> instalment date specified on the issued rates notice.

This discount is only applicable to the current financial year's rates raised and is not applied to any applicable arrears from previous financial years.

## **Late payment of Rates – Section 128**

Should rates not be paid by the due date, daily interest will be applied in accordance with *Section 128* of the Act.

Interest is calculated by using the following formula as provided by the Act –

$$P = \frac{LTB + 6\%}{365}$$

where –

*P* is the prescribed percentage;

*LTB* is the official ten-year long term bond rate as determined by the Reserve Bank as at the close of business on the last day of business preceding 1 March.

## **Recovery of Rates – Section 133**

Council will exercise the provision under *Section 133* of the Act in respect to the recovery of rates including an ongoing review of rates in arrears and following a debt recovery plan.

Council actively provides ratepayers with the opportunity to pay arrears by providing advertising on local and social media and the issuing of reminder notices and/or pre-collection notices.

Council will seek to recover a rates debt through legal proceeding once a property has two instalments outstanding. Council ensures all reasonable steps have been taken to establish payment or payment arrangement prior to taking legal action.

## **Sale of Land for Non-payment of Rates – Section 137**

The Act allows a Council to sell any property where the rates have been in arrears for a period of three years or more and requires Council to:

- a) Notify the owner of the land of its intention to sell the land;
- b) Provide the owner with details of the outstanding amounts; and
- c) Advise the owner of its intention to sell the land if payment of the outstanding amount is not received within 90 days. Where extraordinary circumstances exist, Council will enforce the sale of land for arrears of rates.

The sale of land pursuant to *Section 137* of the Act is done so by the way of a public auction. Council will advertise its intention to sell through local media and notices issued to the said property.

## **Objection Rights – Section 123**

Should a ratepayer believe they have been rated incorrectly, *Section 123* of the Act provides information on the grounds which an objection can be made as follows:

- a) the land specified in the rates notice is exempt from the payment of those rates; or
- b) the amount of those rates is not correctly calculated having regard to the relevant factors; or
- c) the basis on which those rates are calculated does not apply; or
- d) he or she is not liable for the payment of the rates specified in the rates notice; or
- e) he or she is not liable to pay those rates for the period specified in the rates notice.

Objections are to be made in writing to the General Manager within 28 days of the rates notice being issued. The General Manager may amend the rates notice as they consider appropriate or refuse to amend the rates notice.

Ratepayers are encouraged to contact Council on 64 714 700 or forward objection in writing to:

General Manager

West Coast Council

PO Box 63

**QUEENSTOWN TAS 7467**

## **DISCLAIMER**

A rate cannot be challenged on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions.

Where a ratepayer believes that Council has failed to properly apply this policy, they should raise the matter with Council.

## **LEGISLATION**

*Local Government Act 1993.*

## **180/16 REPORT – RATES RESOLUTION**

<b>Title:</b>	Rates Resolution (2016/2017)
<b>Reporting Officer:</b>	General Manager
<b>Date:</b>	21 June 2016
<b>Appendices:</b>	Rates Resolution (2016/2017) - draft

### **Purpose**

To provide Council with a framework, in accordance with legislative requirements, for raising rates revenue for the coming 2016/17 financial year.

### **Background**

Council has completed intensive budget preparation work, over the last five months in particular, including consultation with Councillors, staff and the community (predominantly through the request for submission of budget Items for consideration for the 2016-17 financial year).

A 0% general rate rise is being proposed for the upcoming financial year.

Cost of living and other financial pressures are something the West Coast community has been dealing with for an extended period of time - particularly since the recent closure of the Copper Mines of Tasmania operation in Queenstown. Rate relief, in the form of no increase this year, will provide some relief for residents, business owners and others in challenging economic times.

With Council's reform, rationalisation and consolidation process now into its second year, the last 18 months has seen savings identified across all areas of the business. Operational improvements have been made and despite substantial decreases in revenue remaining a real concern for Council, the concerted effort, to minimise expenditure while maintaining a high level of core service delivery to the community, means that Council is in a position to offer this immediate relief to the community and businesses without compromising its own sustainability moving forward.

By providing this small relief to the community at this time Council will not be compromising its cash position or its responsible planning for future years. A 0% rate rise acknowledges that the community is struggling at the moment. Council will continue to look at every opportunity to save further ongoing expenditure and reduce any kind of waste in the organisation moving forward. This continued focus on running a lean and efficient operation will help to minimise rate rises in the future.

Total rate revenue in 2016/17 is estimated at \$6,693,757.42, this amounts to 63 percent of Council's total revenue base for the coming year.

In accordance with Council's recently updated Rating Policy, which is presented at this June meeting for approval, Council will continue to use Differential Rating for different land use categories to raise the required revenue.

## Details



### RATE RESOLUTION FINANCIAL YEAR ENDED 30 JUNE 2017

#### 1. General Rate

- 1.1. Pursuant to sections 90 and 91 of the Local Government Act 1993 (the Act), the Council makes the following general rate on all rateable land (excluding land which is exempt pursuant to the provisions of section 87) within the municipal area of West Coast for the period commencing 1 July 2016 and ending 30 June 2017 and which consists of two components as follows:
  - (a) a rate of 13.538 cents in the dollar on the assessed annual value of the land; and
  - (b) a fixed charge of \$259.33
- 1.2. Pursuant to section 107 of the Act, and by reason of the following factors, Council declares, by absolute majority, that component (a) of the General Rate in clause 1.1 is varied as follows:
  - (a) for land used or predominantly used for residential purposes, the rate is varied by decreasing it by 7.64 cents in the dollar of assessed annual value to 5.898 cents in the dollar of assessed annual value of the land;
  - (b) for land used or predominantly used for primary production, the rate is varied by decreasing it by 7.64 cents in the dollar of assessed annual value to 5.898 cents in the dollar of assessed annual value of the land;
  - (c) for land used for quarrying or mining purposes, by increasing it by 58.143 cents in the dollar of assessed annual value to 71.681 cents in the dollar of assessed annual value of the land where the land is not the subject of the variation in subparagraph (d & e);
  - (d) for land used or predominantly used for quarrying and mining purposes and which land is within the Rural resources and Environmental Management zone pursuant to the West Coast Interim Planning Scheme 2013 and also where the locality of the land, at the nearest point, is greater than 500 metres from a state highway or a subsidiary road pursuant to the Roads and Jetties Act 1935, the rate is varied by increasing it by 69.537 cents in the dollar of assessed annual value to 83.075 cents in the dollar of assessed annual value of the land;
  - (e) for land used or predominantly used for mining purposes located in the township of Rosebery (S109 (a)(c)), by increasing it by 67.002 cents in the dollar of assessed annual value to 80.540 cents in the dollar of assessed annual value of the land;
  - (f) where the land is not used for any purpose and is vacant, by decreasing the rate by 9.677 cents in the dollar of assessed annual value to 3.861 cents in the dollar of assessed annual value of the land.

## **2. Service rates – Fire Services**

- 2.1. Pursuant to section 93A of the Act the Council makes the following service rates in respect of the fire service contributions it must collect under the Fire Service Act 1979 for the rateable parcels of land within the municipal area for the period commencing 1 July 2016 and ending 30 June 2017 as follows:

<i>District</i>	<i>Cents in the dollar of assessed annual value</i>
Zeehan, Queenstown, Rosebery & Strahan Volunteer Brigade Rating Districts	0.5916
General Land	0.5194

- 2.2. Pursuant to section 93(3) of the Act, the Council sets a minimum amount payable in respect of this service rate of \$38.00.

## **3. Service Rates & Service Charges – Waste Management**

- 3.1. Pursuant to sections 93, 94 and 95 of the Act, Council makes the following service rates and service charges on all rateable land within the municipal area of West Coast (including land which is otherwise exempt from rates pursuant to section 87 but excluding land owned by the Crown to which the Council does not supply any of the following services) for the period commencing 1 July 2016 and ending on 30 June 2017 namely:

- (a) a service rate for waste management of 0.003 cents in the dollar of the assessed annual value of the land with a minimum amount payable in respect of the service rate of \$5.45;
- (b) in addition, a service charge of \$185.36 in respect of all land to which Council makes available a waste management service; and
- (c) in addition, service charges for waste management in respect of all land to which the Council supplies different waste management services comprising:
  - (i) the supply of mobile garbage bin collection service; and
  - (ii) the supply of a recycling collection service as follows:
    - \$109.00 for a 140L mobile garbage bin for land used or predominantly used for residential purposes;
    - \$109.00 for a 240L mobile garbage bin for land used or predominantly used for residential purposes;
    - \$18.66 for a recycling bin for land used or predominantly used for residential purposes;

- 3.2. Pursuant to section 107 of the Act Council declares, by absolute majority, that the service rate for waste management at clause 3.1(a) is varied as follows:

- (a) for all land which is used or predominantly used for commercial purposes, vary the rate by increasing it by 3.093 cents in the dollar of assessed annual value to 3.096 cents in the dollar of assessed annual value of the land;

- (b) for all other land which is used for any of the purposes set out at section 107(2) of the Act, except land which is used or predominantly used for residential purposes, vary the rate by increasing it by 3.093 cents in the dollar to 3.096 cents in the dollar of assessed annual value of the land.

3.3. Pursuant to section 94(3) of the Act, Council declares, by absolute majority that the service charges at resolution 3.1(b) and (c) are each varied as follows by reference to the following factors in section 107 of the Act:

- (a) where the service at resolution 3.1(b) is supplied or made available to land which is not used for any purpose and is vacant, vary the service charge by decreasing it to \$18.27;
- (b) where the service at resolution 3.1(c)(III) and (IV) is supplied to any land which is not used or predominantly used for residential purposes, vary the service charge by increasing it to \$162.61;
- (c) where the service charge at resolution 3.1(c)(V) is supplied or made available to all land which is not used or predominantly used for residential purposes, vary it by increasing it to \$28.05.

3.4. In respect of each of the service rates and service charges for waste management, if any land to which the rate or charge is supplied or is made available is the subject of separate rights of occupation which are separately valued in the valuation list prepared under the Valuation of Land Act 2011, then the rate and the charge apply to each such separate occupation.

#### **4. Service Charge: Storm Water Removal**

4.1. Pursuant to section 94 of the Act, Council makes the following service charges on all rateable land within the municipal area of West Coast (including land which is otherwise exempt from rates pursuant to section 87 but excluding land owned by the Crown to which the Council does not supply any of the following services) for the period commencing 1 July 2016 and ending on 30 June 2017 namely a service charge for storm water removal in respect of all land to which Council supplies or makes available a storm water removal service of \$126.93.

4.2. Pursuant to section 94(3) Council declares, by absolute majority, that the service charge at resolution 4.1 is varied according to the locality of land by reducing it to \$10.77 where the location of the land is not within the town boundary of any of Gormanston, Tullah, Rosebery, Zeehan, Strahan or Queenstown.

#### **5. Separate Land**

5.1. Except where it is expressly provided to the contrary, for the purposes of these resolutions the rates and charges shall apply to each parcel of land which is shown as being separately valued in the valuation list prepared under the Valuation of Land Act 2001.

#### **6. Adjusted values**

6.1. For the purposes of each of these resolutions any reference to the assessed annual value includes a reference to that value as adjusted pursuant to sections 89 and 89A of the Act.

## **7. Payment**

7.1. Pursuant to section 124 of the Act the Council:

- (a) determines that if the rates and charges are payable by one payment, then the due date is 26 August 2016;
- (b) If the rates and charges are not paid in one payment, then Council decides that all rates and charges are payable by all rate payers by 4 instalments of approximately equal amounts and determines that the dates by which the instalments are to be paid shall be as follows:
  - (i) the first instalment on or before 26 August 2016;
  - (ii) the second instalment on or before 28 October 2016;
  - (iii) the third instalment on or before 27 January 2017; and
  - (iv) the fourth instalment on or before 31 March 2017.

## **8. Discount**

8.1. Pursuant to section 130 of the Act Council offers to all ratepayers a discount of 5% of the total amount of each rate and charge pursuant to these resolutions if the total amount is paid on or before 26 August 2016.

## **9. Default Penalty & Interest**

9.1. Pursuant to section 128 of the Act, if any rate or instalment is not paid on or before the date it falls due then there is payable a daily interest charge equal to the prescribed percentage set out at section 128(2) of the Act in respect of the unpaid rate or instalment for the period during which it is unpaid.

## **10. Words & Expressions**

10.1. Words and expressions used both in these resolutions and in the Act or the *Fire Service Act 1979* have in these resolutions the same respective meanings as they have in those Acts.

### **Strategic Implications**

#### *West Coast Community Plan 2025*

5.3 Sound Management of Council resources is undertaken

- 5.3.1 The Council meets all statutory requirements.
- 5.3.5 Council is recognised as a relevant, well managed, cost effective and operationally efficient and customer focused organisation that connects with all of its stakeholders.
- 5.3.6 Develop and maintain long term financial planning management and reporting to ensure resources are provided to deliver services and manage Council's assets.

## **Policy Implications**

The proposed rates resolution has been prepared in accordance with Council's Rate Policy, to be adopted at the June 2016 meeting, in accordance with Part 9 section 86B of the *Local Government Act 1993*.

## **Financial Implications**

Council expenditure and revenues will continue to be closely monitored, controlled and reported on to Council and the community.

## **Risk Implications**

Council has a responsibility under the *Local Government Act 1993* to raise rates and charges in accordance with Part 9 of the Act.

## **Consultation Process**

Budget preparations to date have involved extensive internal consultation between staff and Councillors. Consultation included a budget bus tour of the municipality to identify any potential Capex projects or operational budget items to incorporate in this year's initial budget preparation.

In addition to the above, residents and ratepayers were encouraged to submit items for consideration to Council to form part of the 2016-2017 budget deliberations.

All submissions will be reviewed and taken into consideration so that we can attempt to balance competing priorities given the limited available funds.

A 'Notification of Making Rates' (Attachment 1) will be published in accordance with the *Local Government Act 1993*.

## **Recommendation**

**That Council:**

- 3. by absolute majority, adopt the Rates Resolution for the 2016/17 financial year and incorporate the resolution in its 2016/17 Annual Plan and Budget Estimates; and**
  
- 4. authorise the General Manager to publish the 'Notification of Making Rates', in accordance with the requirements of Section 118 of the *Local Government Act 1993*.**

## **Moved/Seconded**



## Notification of Making Rates

In accordance with Section 118 of the *Local Government Act 1993*, notice is hereby given that Council made its rates and charges for the 2016/2017 financial year at its meeting held on the 21 June 2016.

The following is a summary of the rates and charges to be applied.

	<b>2016/2017</b>
<b>General Rate Varied</b> <ul style="list-style-type: none"><li>• Lands predominantly used for residential purposes, primary production or is vacant land not used for any purpose</li><li>• Quarrying &amp; Mining</li><li>• Quarrying &amp; Mining Remote</li><li>• Mining</li><li>• Vacant Land</li><li>• All other lands</li></ul>	5.898¢ - charge \$259.33  71.681¢ - charge \$259.33 83.075¢ - charge \$259.33 80.540¢ - charge \$259.33 3.861¢ - charge \$259.33 13.538¢ - charge \$259.33
<b>Fire Protection Rate</b> <ul style="list-style-type: none"><li>• Urban (Volunteer)</li><li>• Rural (General)</li></ul>	0.5916¢ (min \$38.00) 0.5194¢ (min \$38.00)
<b>Waste Management Service Rate Varied</b> Lands predominantly used for residential, primary production or vacant land not used for any purpose All other lands	0.003¢ (min \$5.35) 3.096¢ (min \$185.36)
<b>Waste Management Charge Varied</b> <ul style="list-style-type: none"><li>• Lands predominantly used for residential purposes</li><li>• Vacant Land</li><li>• All other lands</li></ul>	\$185.36  \$18.27  \$5.35
<b>Garbage Collection &amp; Recycling Service Charge</b> For each bin collected or a single charge per land Garbage - General Garbage - Other Recycling - Residential Recycling – Other	\$109.00 \$162.61 \$18.66 \$28.05
<b>Stormwater Service Charge</b> Lands within the town boundaries of Gormanston, Tullah, Rosebery, Zeehan, Strahan and Queenstown used or predominantly used for residential, Industrial, Commercial, Mining and Quarry purposes	\$126.93
All other lands	\$10.77
<b>Tenement Charges</b>	100%

## **181/16 MATTERS PROPOSED FOR CLOSED MEETING**

**Moved/Seconded**

**Recommendation**

**That items 181/16 – 185/16 be discussed in Closed Session.**

## **182/16 CLOSED MEETING**

*Local Government (Meeting Procedures) Regulations 2005; Regulation 15*

**Moved/Seconded**

**Recommendation**

**That Council RESOLVES BY ABSOLUTE MAJORITY to go into Closed Session, the time being:**

**183/16 OPEN MEETING**

**Recommendation**

**That Council now revert to Open Council.**

**Moved/Seconded**

**184/16 ANY OTHER BUSINESS**

**185/16 CLOSE OF COUNCIL MEETING**