AGENDA

COUNCIL MEETING

Tuesday 26 March 2019
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.

David Midson
GENERAL MANAGER

NOTES:

S65(1) of the Local Government Act 1993 requires the general manager to ensure that any advice, information or recommendation 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.

S65(2) states a council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –

(a) the general manager certifies, in writing –
   (i) that such advice was obtained; and
   (ii) that the general manager took the advice into account in providing general advice to the council or council committee; and

(b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager’s certificate.
NOTICE is hereby given that the next Ordinary Meeting of the West Coast Council will be held at the Tullah Sports Stadium Farrell Street Tullah on Tuesday 26 March 2019 at 5.00pm at which the following items are listed for discussion.

62/19 RECORD OF ATTENDANCE/APOLOGIES / LEAVE OF ABSENCE .................................................. 5
63/19 PECUNIARY INTEREST .................................................................................................................. 5
64/19 CONFIRMATION OF MINUTES - ORDINARY MEETING .............................................................. 5
65/19 PUBLIC PARTICIPATION AND QUESTION TIME ........................................................................ 5
66/19 PETITIONS/DEPUTATIONS/PRESENTATIONS ........................................................................... 6
67/19 COMMITTEES OF COUNCIL- REPORTS & RECOMMENDATIONS .............................................. 6
68/19 COUNCILLOR RAISED ISSUES AND INFORMATION .................................................................. 6
69/19 MAYOR AND COUNCILLOR DIARIES AND COMMUNICATIONS ................................................. 8
70/19 COUNCIL WORKSHOPS ............................................................................................................... 10
71/19 COUNCIL DECISION STATUS REPORTS/ACTION ITEM LIST .................................................. 11
72/19 GENERAL MANAGER’S REPORTS ............................................................................................. 12

FINANCE ........................................................................................................................................ 12

FINANCIAL & IN-KIND/COMMUNITY ASSISTANCE 2018/2019 .......................................................... 17

GOVERNANCE ................................................................................................................................. 17

MEDIA & COMMUNICATIONS ............................................................................................................ 18

PROPERTY & FACILITIES .................................................................................................................. 21

ECONOMIC DEVELOPMENT, TOURISM & EVENTS ......................................................................... 26

COMMUNITY SERVICES ..................................................................................................................... 33

73/19 CORPORATE & STRATEGIC SERVICES DEPARTMENT REPORT .................................................. 34
280/18 WORKS & OPERATIONS DEPARTMENT .................................................................................. 37
74/19 PLANNING & REGULATORY SERVICES .................................................................................... 44
75/19 CORRESPONDENCE .................................................................................................................. 47
76/19 REPORT — POLICY REVIEW- WCC.017 COUNCIL WORKSHOPS ............................................. 88
77/19 REPORT— EXPRESSION OF INTEREST — MACQUARIE HEADS EXPANSION PROJECT .... 96
78/19 MATTERS PROPOSED FOR CLOSED MEETING ..................................................................... 130
79/19 CLOSED MEETING ....................................................................................................................... 131
80/19 OPEN MEETING ............................................................................................................................ 131
81/19 PUBLIC RELEASE ANNOUNCEMENT ......................................................................................... 131
82/19 CLOSE OF COUNCIL MEETING ................................................................................................. 131
In accordance with Local Government (Meeting Procedures) Regulations 2015 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.

62/19 RECORD OF ATTENDANCE/APOLOGIES / LEAVE OF ABSENCE

Record of Attendance, Apologies, Leave of Absence previously approved:
Legislative Reference
Local Government (Meeting Procedures) Regulations 2015; Regulation 8(2)(a)

ATTENDANCE:

APOLOGIES: Cr Ian Hall

PREVIOUSLY APPROVED LEAVE OF ABSENCE:

63/19 PECUNIARY INTEREST

Local Government (Meeting Procedures) Regulations 2015 - 8 (2) (E) and 8 (7):

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

64/19 CONFIRMATION OF MINUTES - ORDINARY MEETING

Local Government (Meeting Procedures) Regulations 2015: Regulation 8(2):

Recommendation

That the minutes of the Ordinary Meeting of the West Coast Council, held at the Zeehan Scout Hall, Frederick Street Zeehan, on Tuesday 26 February 2019 a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true and accurate record.

Moved/Seconded

65/19 PUBLIC PARTICIPATION AND QUESTION TIME

Local Government (Meeting Procedures) Regulations 2015 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.
66/19 PETITIONS/DEPUTATIONS/PRESENTATIONS

Local Government (Meeting Procedures) Regulations 2015 - 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.

67/19 COMMITTEES OF COUNCIL- REPORTS & RECOMMENDATIONS

Local Government Act 1993 Section 23 & 24

Economic Development Committee

Education and Training Advisory Committee

Health and Active Lifestyle Advisory Committee

West Coast Council Audit Panel Committee

68/19 COUNCILLOR RAISED ISSUES AND INFORMATION

Local Government (Meeting Procedures) Regulations 2015 - 29 & 30

Questions without Notice

Questions on Notice

Cr Leigh Styles

I have additional questions (below), which I submit to you as questions with notice for the March agenda.

1. Did the 50 attendees at the pool on Australia Day pay the prescribed entry fee, and was this receipted by the pool staff and received by Council,
2. If so, how much was received through entry fees?
3. If entry fee money was not collected, under whose authority to waiver fees? If the fees were waived, why did this not form part of a 'financial and in-kind' assistance and be determined by Councillors,
4. The QASC advertise that they charged a gold coin donation to attend. Did the gold coin donation take place instead of the prescribed entry fee, and if so, I refer to question #3 above.

I note in your reply you mention "it was not an event as such", but then later "the event was ran...".

I am of the opinion that this event was organised by the QASC and assisted by Council, contravening our policy, and may form the basis of a complaint to Council’s audit panel.
Motions without Notice

Motions on Notice
Nil
Mayor Vickers

7 February 2019  Mayor on Air
7 February 2019  Meeting with Pybar- Re: Training Facility Project
11 February 2019  Meeting with Roger Jaench MP
13 February 2019  Panel Member- UTAS forum Burnie
14 February 2019  Mayor on Air
14 February 2019  Meeting with Jeremy Rockliff MP
14 February 2019  Meeting Mates 4 Mates
18 February 2019  Council Workshop Queenstown
19 February 2019  Regional Development Australia Meeting Queenstown
20 February 2019  Grants Commission (video link) Meeting
21 February 2019  Cradle Coast Authority Meeting Burnie
21 February 2019  Opening of the Rosebery Festival
26 February 2019  Ordinary Meeting of Council Zeehan
27 February 2019  Mayor on Air
28 February 2019  State Growth (phone meeting) Re: West Coast Bus Transport
28 February 2019  Cradle Coast Authority Representative Meeting Burnie

Deputy Mayor Pitt

14 February 2019  Meeting with Jeremy Rockliff MP
19 February 2019  Regional Development Australia Meeting Queenstown
20 February 2019  Education & Training Advisory Committee
26 February 2019  Ordinary Meeting of Council Zeehan

Cr Gerrity

26 February 2019  Ordinary Meeting of Council Zeehan

Cr Newman

18 February 2019  Council Workshop Queenstown
19 February 2019  Regional Development Australia Meeting Queenstown
26 February 2019  Ordinary Meeting of Council Zeehan

Cr Shea

18 February 2019  Council Workshop Queenstown
19 February 2019  Regional Development Australia Meeting Queenstown
26 February 2019  Ordinary Meeting of Council Zeehan
Cr Styles
20 February 2019    Education & Training Advisory Committee
26 February 2019    Ordinary Meeting of Council Zeehan

Cr Stringer
Cr Stringer has no diary entries to submit for February 2019

Cr Hall
18 February 2019    Council Workshop Queenstown
26 February 2019    Ordinary Meeting of Council Zeehan

Cr Graham
18 February 2019    Council Workshop Queenstown
19 February 2019    Regional Development Australia Meeting Queenstown
26 February 2019    Ordinary Meeting of Council Zeehan

Recommendation
That it be RESOLVED that the Mayor & Councillor Diaries and Communications be noted.
70/19  COUNCIL WORKSHOPS

Local Government (Meeting Procedures) Regulations 2015, 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:

<table>
<thead>
<tr>
<th>Briefing / Workshop Dates</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 21 March 2019</td>
<td>Cat Management- Haylee Kaplan Cradle Coast Authority</td>
</tr>
<tr>
<td></td>
<td>Battery of the Nation- Hydro Tasmania</td>
</tr>
<tr>
<td></td>
<td>Land Use Planning Scheme- Leigh Stevens Planning Advisor</td>
</tr>
</tbody>
</table>
**Recommendation**

That it be RESOLVED that the February 2019 Status Report of Open Council Meeting decisions be received.

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>TOPIC</th>
<th>RESOLUTION/ACTION</th>
<th>OFFICER</th>
<th>STATUS</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 January 2018</td>
<td>CWA Hall Qtown- the Unconformity Lease Agreement</td>
<td>GM to enter into formal agreement</td>
<td>GM/ PFO</td>
<td>Ongoing</td>
<td>The Unconformity to complete scoped works and GM can then sign off on agreement.</td>
</tr>
<tr>
<td>13 December 2018</td>
<td>253/18 Parking Review</td>
<td>Councillors to provide feedback to MCSS to form response to Consultants regarding West Coast Parking review 2018.</td>
<td>AGM</td>
<td>Ongoing</td>
<td>Parking Study to be discussed at the April workshop with Councillors and senior staff.</td>
</tr>
<tr>
<td>22 January 2019</td>
<td>15/19 Correspondence TasWater Conlan Street Queenstown</td>
<td>MCSS to pursue via Councillors solicitors.</td>
<td>MCSS</td>
<td>Ongoing</td>
<td>MCSS provided a summary and attachments to the Solicitors to seek clarification and recommendation of action for the Conlan Street, Queenstown landslide</td>
</tr>
<tr>
<td>26 February 2019</td>
<td>36/19 Ian Wotherspoon Public Question</td>
<td>Completion of Public toilets in Granville. Response to be provided in writing.</td>
<td>Acting MWO</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>39/19 Deputy Mayor Pitt Question Without Notice</td>
<td>Australia Day Spirit Awards advise of those invited.</td>
<td>EA</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>39/19 Cr Styles Question Without Notice</td>
<td>Clarification on Councils funding/ support for the Queenstown Pool Party</td>
<td>FO</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>39/19 Cr Styles Motion Without Notice</td>
<td>Write letter to State Growth regarding West Coast Bus services</td>
<td>GM</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>39/19 Deputy Mayor Pitt Motion Without Notice</td>
<td>WCC sponsor for Training Project. ETAC to advise of Council Support</td>
<td>CDEO</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>43/19 WCC representative – Health West Committee</td>
<td>Advise Cr Kerry Graham to be new representative</td>
<td>EA</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>47/19 Jakins Street- traffic issue</td>
<td>Acting MWO to respond to the letter</td>
<td>Acting MWO</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>50/19 LG Code of Conduct</td>
<td>Add new code to policy folder, upload to WCC website and forward copy to Director of Local Government within 14 days of adoption.</td>
<td>EA</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>26 February 2019</td>
<td>51/19 Children’s University</td>
<td>Refer back to the ETAC for further investigations</td>
<td>CDEO</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

**Legend:** GM=General Manager, MWO = Manager of Works & Operations, MSSC=Manager of Corporate & Strategic Services, PRSC=Planning & Regulatory Services Coordinator, TSC= Tech Services Co-ordinator, EA= Executive Assistant, EDTC=Economic Develop, Tourism Coordinator, CDEO= Community Development & Events Officer.
**72/19  GENERAL MANAGER’S REPORTS**

**Reporting Period:** February 2019

**Recommendation**

That the General Manager’s Reports, Planning & Regulatory Services Report, Corporate & Strategic Services Report & Works & Operations Report (Pages 12 to 46 inclusive) for February 2019 as presented, be noted.

**Moved/Seconded**

**GENERAL MANAGER’S UPDATE**

This month has been a busy one, I have had the opportunity to meet with many members of the community and see much of the West Coast. Highlights for me include visiting Macquarie Heads, Lake Burbury, Tullah and Gormanston. I have had the opportunity to meet with representatives of all aquaculture companies and the Bluestone Mine, learning more about the operations of some of the major employers on the West Coast. I was also fortunate to meet with a range of community and business groups including; representatives of the Tullah Progress Association, the Trial Harbour Progress Association and the volunteers at the Galley Museum. It is of great benefit for me to meet with community groups to try and understand where we may be able to work together to achieve outcomes for the West Coast. The last month has also seen some important projects delivered, or nearly delivered, the Community has been particularly appreciative of upgrades to the Queenstown, and (soon) Zeehan Gyms. We as a Council team, look forward to working hard to deliver the projects outlined in the 2018/19 Annual Plan, even as we look forward to preparing the 2019/20 Annual Plan for Council consideration.

**FINANCE**

**Reporting Officer:** General Manager

<table>
<thead>
<tr>
<th>Rates Balance</th>
<th>End of year 17/18</th>
<th>Year to Date 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/F 1st July</td>
<td>240,818</td>
<td>682,560</td>
</tr>
<tr>
<td>Add Current Rates</td>
<td>6,831,352</td>
<td>6,949,499</td>
</tr>
<tr>
<td>Add Supplementary Rates</td>
<td>191,985</td>
<td>71,037</td>
</tr>
<tr>
<td>Add Penalty Interest</td>
<td>87,626</td>
<td>388,418</td>
</tr>
<tr>
<td>Gross Rates</td>
<td>7,110,963</td>
<td>7,408,955</td>
</tr>
<tr>
<td>(Rates Collected)</td>
<td>6,092,087</td>
<td>5,310,473</td>
</tr>
<tr>
<td>(Pensioner Remissions)</td>
<td>301,744</td>
<td>317,963</td>
</tr>
<tr>
<td>(Granted Remissions &amp; Supplementary Credits)</td>
<td>106,048</td>
<td>62,084</td>
</tr>
<tr>
<td>(Discount Allowed)</td>
<td>169,342</td>
<td>191,861</td>
</tr>
<tr>
<td>(Rates Reduction)</td>
<td>6,669,221</td>
<td>5,882,380</td>
</tr>
<tr>
<td>Rates Balance</td>
<td>682,560</td>
<td>2,209,135</td>
</tr>
</tbody>
</table>
### Cash at Bank

<table>
<thead>
<tr>
<th>Month</th>
<th>Account</th>
<th>Balance</th>
<th>Last Year</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Operating</td>
<td>610,415</td>
<td>595,989</td>
<td>14,426</td>
</tr>
<tr>
<td>February</td>
<td>Investment</td>
<td>9,215,111</td>
<td>7,992,073</td>
<td>1,223,038</td>
</tr>
</tbody>
</table>

### INCOME STATEMENT

As at 28 Feb 2019

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Actual 2017/18</th>
<th>Budget 2018/19</th>
<th>YTD Budget 2018/19</th>
<th>YTD Actual 2018/19</th>
<th>YTD % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECURRENT INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates and Charges</td>
<td>6,655,413</td>
<td>6,006,930</td>
<td>4,652,178</td>
<td>4,044,200</td>
<td>0%</td>
</tr>
<tr>
<td>Statutory fees and fines</td>
<td>60,534</td>
<td>48,050</td>
<td>32,032</td>
<td>43,517</td>
<td>26%</td>
</tr>
<tr>
<td>User Charges including Reimbursements</td>
<td>875,759</td>
<td>799,105</td>
<td>534,003</td>
<td>559,334</td>
<td>5%</td>
</tr>
<tr>
<td>Operating Grants</td>
<td>2,239,760</td>
<td>2,197,783</td>
<td>1,697,880</td>
<td>1,120,339</td>
<td>11%</td>
</tr>
<tr>
<td>Interest</td>
<td>204,128</td>
<td>141,000</td>
<td>86,000</td>
<td>468,129</td>
<td>82%</td>
</tr>
<tr>
<td>Visitor Information Centre</td>
<td>317,029</td>
<td>297,260</td>
<td>208,166</td>
<td>211,925</td>
<td>2%</td>
</tr>
<tr>
<td>Other Income</td>
<td>210,000</td>
<td>61,072</td>
<td>52,702</td>
<td>38,229</td>
<td>-35%</td>
</tr>
<tr>
<td>Investment Income from Tax/Water</td>
<td>544,719</td>
<td>362,000</td>
<td>106,000</td>
<td>147,425</td>
<td>27%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11,330,293</strong></td>
<td><strong>10,403,200</strong></td>
<td><strong>6,671,153</strong></td>
<td><strong>7,233,760</strong></td>
<td><strong>9%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Costs</td>
<td>4,308,013</td>
<td>4,704,682</td>
<td>3,136,464</td>
<td>2,054,260</td>
<td>-9%</td>
</tr>
<tr>
<td>Materials and Contracts</td>
<td>3,470,609</td>
<td>2,109,013</td>
<td>1,436,860</td>
<td>1,466,383</td>
<td>2%</td>
</tr>
<tr>
<td>Depreciation and Amortisation</td>
<td>2,420,502</td>
<td>2,369,311</td>
<td>1,577,952</td>
<td>1,577,920</td>
<td>0%</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>1,631,819</td>
<td>1,619,845</td>
<td>1,223,066</td>
<td>1,180,391</td>
<td>-4%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>18,890,840</strong></td>
<td><strong>19,799,880</strong></td>
<td><strong>7,363,932</strong></td>
<td><strong>7,178,485</strong></td>
<td><strong>-3%</strong></td>
</tr>
</tbody>
</table>

| OPERATING SURPLUS/(DEFICIT) | 497,459.00 | 3,350 | (692,770) | 55,308 |

<table>
<thead>
<tr>
<th>CAPITAL INCOME</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Grants</td>
<td>1,306,288</td>
<td>1,196,900</td>
<td>300,000</td>
<td>223,792</td>
<td></td>
</tr>
<tr>
<td>Net gain/(loss) on disposal of property</td>
<td>(21,949)</td>
<td>80,000</td>
<td>133,336</td>
<td>220,308</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,284,340</strong></td>
<td><strong>1,276,900</strong></td>
<td><strong>433,336</strong></td>
<td><strong>444,701</strong></td>
<td></td>
</tr>
</tbody>
</table>

| SURPLUS/(DEFICIT) including Capital Income | 1,781,799 | 1,286,250 | (259,443) | 500,006 |
## Financial Position

As at 18 Feb 2019

<table>
<thead>
<tr>
<th></th>
<th>Actual 2017/18</th>
<th>Budget 2018/19</th>
<th>YTD Actual 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>1,227,910</td>
<td>940,000</td>
<td>2,710,385</td>
</tr>
<tr>
<td>Inventories</td>
<td>9,092</td>
<td>50,000</td>
<td>9,336</td>
</tr>
<tr>
<td>Other</td>
<td>65,523</td>
<td>16,000</td>
<td>16,565</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>10,791,222</td>
<td>4,689,468</td>
<td>12,333,999</td>
</tr>
<tr>
<td><strong>NON-CURRENT ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment in TWater</td>
<td>28,530,771</td>
<td>28,510,771</td>
<td>28,501,079</td>
</tr>
<tr>
<td>Property Plant and Equipment</td>
<td>76,451,334</td>
<td>76,681,356</td>
<td>76,159,208</td>
</tr>
<tr>
<td>Other</td>
<td>6,000</td>
<td>24,000</td>
<td>12,000</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>164,988,105</td>
<td>187,236,127</td>
<td>196,772,271</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>185,780,327</td>
<td>212,925,596</td>
<td>209,106,271</td>
</tr>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>1,267,363</td>
<td>750,000</td>
<td>671,240</td>
</tr>
<tr>
<td>Trust funds and deposits</td>
<td>107,127</td>
<td>244,017</td>
<td>109,136</td>
</tr>
<tr>
<td>Previsions</td>
<td>582,334</td>
<td>614,616</td>
<td>609,032</td>
</tr>
<tr>
<td>Interest Bearing Liabilities</td>
<td>157,325</td>
<td>200,726</td>
<td>95,286</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>2,224,149</td>
<td>1,819,359</td>
<td>1,464,700</td>
</tr>
<tr>
<td><strong>NON-CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previsions</td>
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<td>1,460,726</td>
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<td><strong>Total Non-Current Liabilities</strong></td>
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<td>1,257,941</td>
<td>1,733,168</td>
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<td><strong>TOTAL LIABILITIES</strong></td>
<td>3,847,257</td>
<td>3,067,292</td>
<td>3,297,568</td>
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<tr>
<td><strong>NET ASSETS</strong></td>
<td>111,832,070</td>
<td>109,858,304</td>
<td>116,108,702</td>
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<tr>
<td><strong>EQUITY</strong></td>
<td></td>
<td></td>
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<td>Accumulated Surplus</td>
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<td>61,710,055</td>
<td>67,916,037</td>
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<td>Reserves</td>
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<td>47,691,762</td>
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<td><strong>TOTAL EQUITY</strong></td>
<td>111,832,070</td>
<td>109,858,304</td>
<td>116,108,702</td>
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### CASH FLOW STATEMENT

As at 28 Feb 2019

<table>
<thead>
<tr>
<th>Cash Flows from Operating Activities</th>
<th>2017/18 Actual</th>
<th>2018/19 Budget</th>
<th>YTD Actual 2018/19</th>
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</thead>
<tbody>
<tr>
<td>Rates</td>
<td>6,355,278</td>
<td>6,906,930</td>
<td>5,445,643</td>
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<td>Grants</td>
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<td>2,167,783</td>
<td>1,129,339</td>
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<td>Other Revenue</td>
<td>1,884,136</td>
<td>1,955,887</td>
<td>1,557,583</td>
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<td>Investment in TasWater</td>
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<td>2,414,250</td>
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<td>Interest</td>
<td>202,267</td>
<td>141,000</td>
<td>469,120</td>
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<td>Payment to Employees</td>
<td>(4,413,434)</td>
<td>(4,704,992)</td>
<td>(2,954,363)</td>
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<tr>
<td>Payment to Suppliers</td>
<td>(4,147,142)</td>
<td>(3,704,812)</td>
<td>(2,887,202)</td>
</tr>
<tr>
<td>Finance costs</td>
<td>(33,853)</td>
<td>(24,045)</td>
<td>(11,640)</td>
</tr>
<tr>
<td><strong>Net Cash from Operating Activities</strong></td>
<td><strong>2,777,981</strong></td>
<td><strong>2,085,861</strong></td>
<td><strong>1,032,892</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Cash Flows from Investing Activities</th>
<th>2017/18 Actual</th>
<th>2018/19 Budget</th>
<th>YTD Actual 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments for Property, Plant &amp; Equipment</td>
<td>(3,547,190)</td>
<td>(6,704,705)</td>
<td>(1,671,567)</td>
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<tr>
<td>Proceeds from sale of Property, plant &amp; Equipment</td>
<td>195,773</td>
<td>80,000</td>
<td>222,909</td>
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<td>Capital Grants</td>
<td>1,306,268</td>
<td>1,396,680</td>
<td>223,790</td>
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<td><strong>Net Cash from Investing Activities</strong></td>
<td><strong>(2,045,129)</strong></td>
<td><strong>(5,533,800)</strong></td>
<td><strong>(1,420,866)</strong></td>
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<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<tbody>
<tr>
<td>New Borrowings</td>
<td>1,200,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Repayment of Interest Bearing Loans</td>
<td>(174,819)</td>
<td>(439,325)</td>
<td>(92,045)</td>
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<td><strong>Net Cash from Financing Activities</strong></td>
<td><strong>1,025,181</strong></td>
<td><strong>(499,325)</strong></td>
<td><strong>(92,046)</strong></td>
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<table>
<thead>
<tr>
<th>Net Increase (decrease) in Cash and Equivalents</th>
<th>2017/18 Actual</th>
<th>2018/19 Budget</th>
<th>YTD Actual 2018/19</th>
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<tr>
<td>1,758,033</td>
<td>(3,003,454)</td>
<td>404,938</td>
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<td>Cash &amp; Cash Equivalents at beginning of period</td>
<td>7,640,664</td>
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<td>Cash at end of period</td>
<td>3,398,697</td>
<td>3,279,486</td>
<td>3,803,616</td>
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# CAPITAL EXPENDITURE

**As at 28 Feb 2019**

<table>
<thead>
<tr>
<th>Category</th>
<th>YTD Expenditure</th>
<th>Plant Sales</th>
<th>Net Cost</th>
<th>2018/19 Budget</th>
<th>Carried Forward</th>
<th>Total 2018/19 Budget</th>
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<tbody>
<tr>
<td><strong>CAPEX</strong></td>
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<td></td>
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<td>Plant &amp; Equipment</td>
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<td>Heavy Feet</td>
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<td>Light Fleet Management</td>
<td>365,376</td>
<td>229,509</td>
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<td>Zeehan Scout Hall fencing</td>
<td></td>
<td>-</td>
<td>7,000</td>
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<tr>
<td>Tullah Playground</td>
<td>6,868</td>
<td>6,868</td>
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<td>Howards Park, Main Street, Zeehan</td>
<td>3,875</td>
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<td>Signage display columns (entry to Queenstown)</td>
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<td>-</td>
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<td>Queenstown Cemetery</td>
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<tr>
<td>Admin security upgrades</td>
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<td>Lake Burbury toilet block</td>
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<td>Queenstown Oval roof upgrades</td>
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<td>Queenstown park Cemetery Upgrade (tits)</td>
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<tr>
<td>Rosebery new BBQ</td>
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<td>-</td>
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<td>Tip Shop</td>
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<td>Trade waste infrastructure upgrade</td>
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<td>Zeehan Frank Long Reserve</td>
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<td>Strahan and Queenstown Airport</td>
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<td>Gym Upgrades</td>
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<td>Parking (signage, machine replacements up)</td>
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<td>-</td>
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<td>Rosebery Stadium upgrade</td>
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<td>Cradle Coast Resource Sharing Project (IT)</td>
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<td>Cemetery study implementation</td>
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<td>Design work capital projects</td>
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<td>Bin Upgrades</td>
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<td>Dopel upgrades</td>
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<td>Airport Feasibility (potential upgrades)</td>
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<td>Escalators, Strahan - Upgrade shops to meet</td>
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<td>Playground facilities upgrade</td>
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<td>Sports &amp; Rec Implementation</td>
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<td>Prunelley and Wilson Streets Strahan/Unna</td>
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<td>Downhill MTR Queenstown track</td>
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<td>Marquee heads upgrade</td>
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<td>Lynmouth road part of RZR project</td>
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<td>Phone system</td>
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<td>Contina Link Road</td>
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<td>Hutt St, Tullah</td>
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<td>Computer Upgrades 17/18</td>
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<td>Bridge Upgrades 17/15</td>
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<td><strong>Council Decisions since Budget Approved</strong></td>
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<td>Branding Project</td>
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<td>Rosebery Bridge</td>
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<td>Latham Street Queenstown</td>
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<td>Parking - Card Machines</td>
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<td><strong>STORMWATER PROGRAM</strong></td>
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<td><strong>FOOTPATH PROGRAM</strong></td>
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<td><strong>CAPEX TOTAL</strong></td>
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<td>5,523,300</td>
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FINANCIAL & IN-KIND/COMMUNITY ASSISTANCE 2018/2019

Reporting Officer: Community Development & Events Officer

Community Assistance Program 2018/19 (Cash Payments) [$10,000)

<table>
<thead>
<tr>
<th>Group</th>
<th>Category</th>
<th>Corresponding Officer</th>
<th>Council Meeting Date</th>
<th>Amount Approved</th>
<th>Paid</th>
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<tbody>
<tr>
<td>West Coast Walk of Life</td>
<td>Event</td>
<td>CDEO</td>
<td>24/07/2018</td>
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<td>Rosebery Development Association</td>
<td>Event</td>
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<td>24/07/2018</td>
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<tr>
<td>St Josephs Queenstown P&amp;R</td>
<td>Event</td>
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<td>24/07/2018</td>
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<td>Trial Harbour Progress Association</td>
<td>Event</td>
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<td>24/07/2018</td>
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<tr>
<td>Queenstown Anglers Club</td>
<td>Event</td>
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<td>24/07/2018</td>
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<tr>
<td>Lyell Craft Committee</td>
<td>Event</td>
<td>CDEO</td>
<td>24/07/2018</td>
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<td>Yes</td>
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<tr>
<td>Queenstown Netball Association</td>
<td>Junior Sport</td>
<td>CDEO</td>
<td>24/07/2018</td>
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<tr>
<td>Queenstown Amateur Swimming Club</td>
<td>Junior Sport</td>
<td>CDEO</td>
<td>24/07/2018</td>
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<td>Teolar Boxing Club</td>
<td>Junior Sport</td>
<td>CDEO</td>
<td>24/07/2018</td>
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<td>Auskirk Queenstown</td>
<td>Junior Sport</td>
<td>CDEO</td>
<td>24/07/2018</td>
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<tr>
<td>Queenstown Junior Basketball Association</td>
<td>Junior Sport</td>
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<td>West Coast Junior Football</td>
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<td>Queenstown Crowns Football Club</td>
<td>Junior Sport</td>
<td>CDEO</td>
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<td>Rosebery District High School Association</td>
<td>P&amp;F Associations</td>
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<td>Primary School Awards</td>
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<td>St Josephs Rosebery</td>
<td>Primary School Awards</td>
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<td>24/07/2018</td>
<td>$75.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Rosebery District High School</td>
<td>Primary School Awards</td>
<td>CDEO</td>
<td>24/07/2018</td>
<td>$75.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Mountain Heights School</td>
<td>Primary School Awards</td>
<td>CDEO</td>
<td>24/07/2018</td>
<td>$225.00</td>
<td>Yes</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$4,300.00</strong></td>
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Sponsorship & Event Development Fund 2018/2019 ($22,500)

<table>
<thead>
<tr>
<th>Group</th>
<th>Cash Amount Approved</th>
<th>Cash Amount Declined</th>
<th>In-Kind Support Approved</th>
<th>In-Kind Support Declined</th>
<th>In-Kind Actual</th>
<th>Council Meeting Date</th>
<th>Acquittal Date</th>
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<tbody>
<tr>
<td>Mt Lyell Strahan Picnic</td>
<td>$2,072.45</td>
<td>$2,072.45</td>
<td>$491.75</td>
<td>24/07/2018</td>
<td></td>
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<tr>
<td>Rosebery Xmas Event</td>
<td>$500.00</td>
<td>$2,000.00</td>
<td>$190.00</td>
<td>24/07/2018</td>
<td></td>
<td></td>
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<tr>
<td>Queenstown Xmas Event</td>
<td>$500.00</td>
<td>$2,000.00</td>
<td>$948.72</td>
<td>24/07/2018</td>
<td></td>
<td></td>
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<tr>
<td>Tallah Xmas Event</td>
<td>$500.00</td>
<td>$2,000.00</td>
<td>$125.00</td>
<td>24/07/2018</td>
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<tr>
<td>Strahan Xmas Event</td>
<td>$500.00</td>
<td>$2,000.00</td>
<td>$454.40</td>
<td>24/07/2018</td>
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<tr>
<td>Zeehan Xmas Event</td>
<td>$500.00</td>
<td>$2,000.00</td>
<td>$85.00</td>
<td>24/07/2018</td>
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<tr>
<td>Active Strahan Beach to Bay</td>
<td>$2,036.33</td>
<td>$2,036.33</td>
<td>$230.33</td>
<td>25/08/2018</td>
<td></td>
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<tr>
<td>Strahan CWA</td>
<td>$500.00</td>
<td>$153.45</td>
<td>$153.45</td>
<td>25/08/2018</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rosebery Athletic Carnival</td>
<td>$2,495.00</td>
<td></td>
<td>$2,465.00</td>
<td>25/08/2018</td>
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<tr>
<td>Zeehan PSL</td>
<td>$500.00</td>
<td>$2,298.00</td>
<td>$2,298.00</td>
<td>25/08/2018</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$3,500.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$19,345.12</strong></td>
<td><strong>$8,237.54</strong></td>
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Contingency fund 2018/2019 ($1,500)

<table>
<thead>
<tr>
<th>Group</th>
<th>Date application received</th>
<th>Cash Amount Approved</th>
<th>Cash Amount Declined</th>
<th>Responsible Department</th>
<th>In-Kind Support Approved</th>
<th>In-Kind Support Declined</th>
<th>Reimbursable Department</th>
<th>Council Meeting Date</th>
<th>Amount Approved</th>
<th>Acquittal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
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</table>

TOTAL = $12,737.54

GOVERNANCE

Reporting Officer: Executive Assistant

Use of Corporate Seal

5 February 2019 Adhesion Order 31344 135/134

21 February 2019 Amend Sealed Plan 45942 5/34/22
MEDIA & COMMUNICATIONS

Reporting Officer: Media & Communications Officer

Reporting Period February 2019

The new Media and Communications Officer started on the 14 February 2019. Therefore, some data collection for the month of February is incomplete and begins from the above stated date.

Media Releases

<table>
<thead>
<tr>
<th>Media Release Date</th>
<th>Topic</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 February 2019</td>
<td>Media Release: Aged Care Consultant Appointed</td>
<td></td>
</tr>
</tbody>
</table>

Mayor on Air

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 February 2019</td>
<td>New Apprentice employed at Council</td>
</tr>
<tr>
<td></td>
<td>Rates</td>
</tr>
<tr>
<td></td>
<td>Dangerous Waste found at Waste Transfer Station</td>
</tr>
<tr>
<td></td>
<td>RDA presentation and working paper</td>
</tr>
<tr>
<td></td>
<td>Zeehan &amp; Queenstown Squash and Fitness Centres – Closures and Open Night</td>
</tr>
<tr>
<td></td>
<td>Aged Care Strategy Media Release</td>
</tr>
<tr>
<td></td>
<td>Macquarie Heads Expansion Project</td>
</tr>
<tr>
<td></td>
<td>West Coast MTB project</td>
</tr>
<tr>
<td></td>
<td>Llowana Road, Strahan</td>
</tr>
<tr>
<td></td>
<td>Gravel road from Granville to Zeehan</td>
</tr>
<tr>
<td></td>
<td>Bowes Street/Jenico Street</td>
</tr>
</tbody>
</table>

Facebook

West Coast Council Facebook page had 2481 likes as of report deadline. Our posts that had the most engagement were the study hub job ads, pool opening times, bus timetable changes and posts relating to the West Strahan Beach closure.

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Post Info</th>
<th>People Reached As of 5/3/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 February 2019</td>
<td>Rosebery Swimming Pool is closed</td>
<td>971</td>
</tr>
<tr>
<td>4 February 2019</td>
<td>Media release from Will Hodgman, Premier: World class experiences still open in Tasmania</td>
<td>6826</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Time</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>5 February 2019</td>
<td>West Coast Maps have Spirit</td>
<td>3050</td>
</tr>
<tr>
<td>7 February 2019</td>
<td>problems with our phone system</td>
<td>1127</td>
</tr>
<tr>
<td>7 February 2019</td>
<td>Media Release from Premier Hodgman: Tasmanian Government will team up with Tassal and the Hobart Hurricanes Foundation to support communities affected by bushfire.</td>
<td>1615</td>
</tr>
<tr>
<td>7 February 2019</td>
<td>Community Information Newsletter</td>
<td>2261</td>
</tr>
<tr>
<td>8 February 2019</td>
<td>Mayor on Air</td>
<td>503</td>
</tr>
<tr>
<td>8 February 2019</td>
<td>Rosebery Pool Closed</td>
<td>1069</td>
</tr>
<tr>
<td>8 February 2019</td>
<td>finalists in the 2019 Glover Prize</td>
<td>2511</td>
</tr>
<tr>
<td>9 February 2019</td>
<td>Advice to Motorists: Bushfires</td>
<td>2917</td>
</tr>
<tr>
<td>11 February 2019</td>
<td>Playground Works: Zeehan</td>
<td>1707</td>
</tr>
<tr>
<td>12 February 2019</td>
<td>all three West Coast swimming pools closed</td>
<td>1254</td>
</tr>
<tr>
<td>14 February 2019</td>
<td>West Strahan Beach closed</td>
<td>8162</td>
</tr>
<tr>
<td>15 February 2019</td>
<td>Instagram: Wind Farm Granville</td>
<td>1632</td>
</tr>
<tr>
<td>15 February 2019</td>
<td>Media Release: Aged Care Consultant appointed</td>
<td>1370</td>
</tr>
<tr>
<td>15 February 2019</td>
<td>Driffield Street Works</td>
<td>1714</td>
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<tr>
<td>16 February 2019</td>
<td>Mayor on Air</td>
<td>646</td>
</tr>
<tr>
<td>18 February 2019</td>
<td>Department of State Growth: Roadworks</td>
<td>1655</td>
</tr>
<tr>
<td>18 February 2019</td>
<td>Bushfire Readiness Reminder</td>
<td>1501</td>
</tr>
<tr>
<td>19 February 2019</td>
<td>Queenstown Pool will be closed</td>
<td>1552</td>
</tr>
<tr>
<td>20 February 2019</td>
<td>Rosebery Pool will be closed</td>
<td>661</td>
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<tr>
<td>20 February 2019</td>
<td>Road Safety Week video competition</td>
<td>689</td>
</tr>
<tr>
<td>21 February 2019</td>
<td>Rosebery Festival: Road Closures</td>
<td>1028</td>
</tr>
<tr>
<td>21 February 2019</td>
<td>The third instalment of rates was due February 2nd 2019</td>
<td>1073</td>
</tr>
<tr>
<td>22 February 2019</td>
<td>Zeehan Playground Works: Reveal</td>
<td>2434</td>
</tr>
<tr>
<td>22 February 2019</td>
<td>West Strahan Beach remains closed</td>
<td>1360</td>
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<tr>
<td>22 February 2019</td>
<td>Bus Timetable Changes</td>
<td>3601</td>
</tr>
<tr>
<td>22 February 2019</td>
<td>Gym Upgrade: Closures</td>
<td>2234</td>
</tr>
<tr>
<td>22 February 2019</td>
<td>Impounded Dog</td>
<td>2867</td>
</tr>
<tr>
<td>23 February 2019</td>
<td>Rosebery Festival: Road Closures</td>
<td>869</td>
</tr>
<tr>
<td>23 February 2019</td>
<td>Mayor on Air</td>
<td>1400</td>
</tr>
<tr>
<td>Date</td>
<td>Title</td>
<td>Code</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>23 February 2019</td>
<td>Study Hub Jobs</td>
<td>5696</td>
</tr>
<tr>
<td>24 February 2019</td>
<td>Introducing Council: David Midson GM</td>
<td>3063</td>
</tr>
<tr>
<td>25 February 2019</td>
<td>Colville Street Works</td>
<td>1240</td>
</tr>
<tr>
<td>25 February 2019</td>
<td>State Gov Roadworks</td>
<td>1803</td>
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<tr>
<td>25 February 2019</td>
<td>Rates Reminder</td>
<td>998</td>
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<tr>
<td>26 February 2019</td>
<td>Gyms Closures</td>
<td>1198</td>
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<tr>
<td>28 February 2019</td>
<td>Strahan Beach Open</td>
<td>2768</td>
</tr>
<tr>
<td>28 February 2019</td>
<td>Rosebery Pool Closed</td>
<td>1497</td>
</tr>
<tr>
<td>28 February 2019</td>
<td>Gym Upgrade Update</td>
<td>2199</td>
</tr>
<tr>
<td>28 February 2019</td>
<td>ABC: Queenstown Drone footage</td>
<td>1145</td>
</tr>
<tr>
<td>28 February 2019</td>
<td>Gym: Zeehan delay</td>
<td>816</td>
</tr>
<tr>
<td>28 February 2019</td>
<td>Queenstown Pool Opening Hours extension</td>
<td>2871</td>
</tr>
</tbody>
</table>
PROPERTY & FACILITIES

Reporting Officers  Property Officer & Facility Officer  
Reporting Period  February 2019

PROPERTY MANAGEMENT

Highlights
The Properties and Facilities department had another busy month in February 2019.

- The closing of the sale of (vacant block), 29 Westwood St Zeehan.
- Finalising commercial lease for the Tullah shops and completing several capital upgrade projects (Strahan shops and Queenstown recreation roof repairs)
- The 2019/20 budget forecast is well under way with focus on asset maintenance, amenity upgrades and town beautification initiatives.

Properties

- Houses/Units currently leased 23
- List of Vacant houses/Units ready to lease 6
- Houses/Units on hold 5
- Houses/Units vacated this month 2

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>TOWN</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10A King Street</td>
<td>Zeehan</td>
<td>Ready to be leased</td>
</tr>
<tr>
<td>8 King Street</td>
<td>Zeehan</td>
<td>Ready to be leased</td>
</tr>
<tr>
<td>8A King Street</td>
<td>Zeehan</td>
<td>Ready to be leased</td>
</tr>
<tr>
<td>23 Counsel Street</td>
<td>Zeehan</td>
<td>Ready to be leased</td>
</tr>
<tr>
<td>2 Fincham Street</td>
<td>Zeehan</td>
<td>Appraisal requested</td>
</tr>
<tr>
<td>2 Harold Street</td>
<td>Strahan</td>
<td>Budget bid 2019/20</td>
</tr>
<tr>
<td>3 Reece Avenue</td>
<td>Rosebery</td>
<td>Family Based care Tasmania have expressed interest</td>
</tr>
<tr>
<td>13 Blackwood Street</td>
<td>Rosebery</td>
<td>Vacated 5 February 2019</td>
</tr>
<tr>
<td>37A Counsel Street</td>
<td>Zeehan</td>
<td>Vacated 28 February 2019</td>
</tr>
<tr>
<td>2 Smith Street</td>
<td>Zeehan</td>
<td>Vacated 7 March 2019</td>
</tr>
<tr>
<td>18 Tramway Street</td>
<td>Queenstown</td>
<td>Vacated 21 January 2019 (Heavy clean required)</td>
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</table>

REFURBISHMENT WORK 2018/19

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>TOWN</th>
<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td>14A Little Orr Street</td>
<td>Queenstown</td>
<td>Refurbish 2018/19 (currently occupied by lifeguard)</td>
</tr>
<tr>
<td>14B Little Orr Street</td>
<td>Queenstown</td>
<td>Refurbish 2018/19 (currently occupied by lifeguard)</td>
</tr>
</tbody>
</table>
TENANT APPLICATIONS

- Applications Received: 0

LEASES

Residential

- Family Based care Tasmania have expressed interest in taking on 3 Reece Ave in Rosebery, previously occupied by Child Health Association
- New residential leases to include CPI increase (2%).

Commercial/Community

- Courthouse meeting held 14/2/19 to discuss lease renewal. New draft Lease to be arranged
- Rosebery Hall laneway shared Lease finalised
- Final Draft Leases Completed - Tullah Progress Association, Tullah shops (shops 2, 3, 4 & 5)
- Draft Leases in Progress – CWA Hall, Lions club, Harvey St Strahan (Specialty Timbers) Rosebery Toorack boxing (Rosebery Stadium)

Vacant Land

- 29 Westwood St, Zeehan Contract signed – Purchase price $15,000.

Enquires / Outstanding actions

- 12 Montgomery St, Gormanston – Purchase enquiry
- Tasmania Parks and Wildlife Service - Enquiring about Strahan carpark lease and its use (Paid Parking)
- Zeehan Community Hall – Gem Society folding. Council to take back Asset. Waiting on response
- Emergency Evacuation plans – majority of buildings do not have up to date plans.
- Asbestos Register – Audit.

FACILITIES MANAGEMENT

Highlights

The Queenstown Squash & Fitness Centre equipment replacement program was a highlight this month with some very positive feedback received from current and new members.

Zeehan and Rosebery Pools have closed for the season with both pools having a 100% Major incident free season. The upgraded Zeehan pool heating was very well received and having the toddler pool separate from the main lap pool meant that we could adjust the temperature of this pool as the colder days set in.

Rosebery Stadium

- Capital Upgrade of facility in progress
- Scope of works completed, cost estimates received, and minor works has commenced
- Community update will be scheduled post Tas Community Fund Deed signing
- New locks received
- Management and fee structure finalised
- Rosebery Toorack boxing moved in 14/1/19
• Waiting on New Gym equipment (waiting on approved funding deed – 35K) before official lock change can take place.

Strahan Shops Upgrade

• 2018/19 Capital Project
• Works commenced 15/12/2018
• Shops stripped ready for remedial works to floors, walls and utility infrastructure
• Electrical and Plumbing upgraded to meet current compliance
• Walls and ceilings repaired and repainted
• New floors and repairs completed
• Shop 3 kitchen extraction to be modified
• New approved food health stainless plate walls installed
• Planned completion date 30/3/19
• Expression of interest/Public communication meeting 14/2/19.

Strahan Airport Terminal Upgrade

• Upgrade of Airport Terminal Building
• Scope of works completed 23/1/19. Full refurb of building including new disabled ramp and breezeway
• Asbestos register report completed
• Estimates received 11/2/19. Commenced removal of Asbestos
• Works Commenced 18/2/19
• Next Strategy meeting 12/3/19.

MACQUARIE HEADS CAMPGROUND

Campground Upgrade

• Phone Conference with Parks & Wildlife to try and finalise day camping agreement draft for Council’s consideration. PWS have advised that they will have a draft to us within the month. Updates will follow.
• Caretaker’s residence now has Satellite Free to Air TV reception
• New deep cell battery pack reduces the hours we need to run generator which will save a substantial amount of money on fuel throughout the year.
• New Toilet Design has passed EHO requirements and is now sitting with Parks & Wildlife to complete toilet upgrade in their area.
• Camping Fees collected since November 2018 until February 28 total $16 675.64.

Temporary Permit Holders

• Total sites currently occupied: 81
• Sites currently vacant: 12
• Number of enquiries in relation to waiting list this month: 3.

Expansion Project

• Expression of Interest – Complete.
• Toilets that will replace long drops on our current lease area will be replaced as a part of this project
• Car/Boat Parking upgrade and expansion will be a part of this project.
SQUASH & FITNESS CENTRES

Queenstown

- Queenstown Gym Upgrade – Heat Pumps installed, Equipment Replacement Program 99% complete.
- All new equipment is of a commercial gym standard. Annual preventative maintenance program will be adopted to ensure the longevity and safety of this equipment.
- Old equipment will be actioned at Council’s annual action in Zeehan. 8 enquiries regarding old equipment received to date.
- Very Positive Feedback from existing and new members.
- 19 renewals / new members in the first 18 days after opening. Current average is 17 per month.
- Security Cameras are being installed to protect all new equipment and to provide safety for members. We will also be able to view footage to ensure only paying members are using the facility.

Queenstown Gym- New gym equipment

Queenstown Gym- Old gym equipment

Zeehan

- Zeehan Gym Equipment Replacement Program has been delayed due to supplier issues and some equipment missing some safety features. This is currently being sorted and will be completed by the 21 March 2019.
- Old equipment has been removed as a part of this program due to safety concerns. Members have been advised that we are doing everything we can to get this rectified as quickly as possible.
Rosebery Gym

- Tas Community Fund have sent the Deed to Council dated 12 March 2019. Once received it will be signed and returned. Once signed off by Tasmanian Community Fund we can go ahead with the Rosebery Stadium Upgrade.
- All existing gear will be removed, floors covering will be replaced and a whole new gym will be installed.

SWIMMING POOLS

- Zeehan Swimming Pool Closed for the season – 28 February 2019
- Rosebery Pool Closed to the Public 28 February 2019 – School Bookings continued until 8 March 2019
- Queenstown Pool Close date 15 March 2019

Final Report to be compiled after the season ends. With all cost savings to be reported on.
ECONOMIC DEVELOPMENT, TOURISM & EVENTS

Reporting Officer: Economic Development, Tourism & Events Coordinator

Reporting period February 2019

Summary

During January the Economic Development & Tourism Coordinator, Community Development & Events Officer and Tourism Officer workshopped tasks and priorities and reviewing relevant actions in the current Annual Plan. With approximately 40% of actions in the 2018-2019 Annual Plan requiring action from this department, the team will now report directly against the associated actions each month, providing updates where applicable, to ensure focus is where relevant.

During February the Economic Development & Tourism Coordinator, Community Development & Events Officer and Tourism Officer worked across many matters, including the following:

Transport

**Strategy: 1.1.4** Ensure appropriate levels of public transport to and from each of the communities.

**Action:**

- Continue to review existing infrastructure in consultation with all stakeholders (including residents and ratepayers).

- Work in partnership with the State Government, West Coast residents and businesses to implement the State Government commitment to an intra-town transport service and improved bus service to the North West.

**Strategy: 1.4.6** Assess and improve transport opportunities for the disabled and socially disadvantaged in the Region.

**Action:**

- Work in partnership with the State Government, West Coast residents and businesses to implement the State Government commitment to an intra-town transport service and improved bus service to the North West.

- Continue to liaise with all stakeholders and lobby both tiers of Government for better outcomes on the West Coast.

**Strategy: 3.2.1** Identify options for improved public transport in and between towns and villages and accessibility to and from the Region generally.

**Action:**

- Work in partnership with the State Government, West Coast residents and businesses to implement the State Government commitment to an intra-town transport service and improved bus service to the North West.
Strategy: 3.2.7 The public transport system facilitates the mobility of residents and visitors to and around the communities of the West Coast and meets the requirements of the Disability Discrimination Act.

Action:

- Work in partnership with the State Government, West Coast residents and businesses to implement the State Government commitment to an intra-town transport service and improved bus service to the North West.

The ED&TC liaised with the Department of State Growth regarding changes to the West Coast-Hobart bus service. Information was provided as necessary to Council staff, councillors and the public. Transport was also highlighted in the Priorities and Opportunities paper and presentation to Regional Development Australia (Tas).

A scheduled meeting with stakeholders was unable to be held and has been rescheduled for March.

West Coast Jobs Action Package

Strategy: 1.2.3 Support initiatives for the Region’s youth.

Action:

- Continue to support the work of the ETAC on the State Government funded West Coast Jobs Action Package - in partnership with TasCOSS and TCCI.

The CD&E.O liaised with TasCOSS to provide a date of March 13 for the next community forum. CD&E.O also organised promotion through WCC media channels. ED&TC liaised with TCCI regarding promotion of an employer networking event in March.

Strategy: 2.4.3 Ensure local employment opportunities for local residents are maximised through industry training programs.

Action:

- Continue to support the work of the ETAC on the State Government funded West Coast Jobs Action Package - in partnership with TasCOSS and TCCI.

The CD&E.O liaised with TasCOSS to provide a date of March 13 for the next community forum. CD&E.O also organised promotion through WCC media channels.

Heritage, Culture and Arts

Strategy: 1.2.6 Actively support the development of arts and cultural heritage in the Region.

Action:

- Capital Expenditure - Work in partnership with West Coast Heritage to implement an upgrade project at the Frank Long Memorial site.

West Coast Heritage advised Council it could no longer provide the funds to partner with Council. Council’s Works and Operations department have completed some works at the site, expending Council’s budget allocation. We continue to examine options relating to further improvement of the site, in line with the brand and to maximise opportunities relating to historical interpretation, mountain biking and bike friendly accreditation however this is subject to future budget allocation or partnerships.
**Strategy: 4.2.1**  Support the identification and preservation of the cultural heritage of the West Coast.

**Action:**
- Meet regularly with operators of heritage based or oriented businesses.

*The CD&EO and ED&TC met with operator of heritage business regarding potential events relating to Heritage Month 2019*

**Community Groups**

**Strategy: 1.2.6**  Actively support the development of arts and cultural heritage in the Region.

**Strategy: 1.3.4**  Passive and active recreational open space is available to, and used by, the community.

**Action:**
- Support community events & groups through Council’s Community Development & Events Officer function.

*The CD&EO worked with several groups including Strahan Playgroup, Junior Football and Tullah Progress Association for upcoming events. Also processed inquiries from external groups for hire of facilities for community events such as NDIS awareness.*

**Funding**

**Strategy: 1.3.1**  Continually develop the Sport & Recreation Plans for the Region to promote efficient use of existing sporting facilities and identify future sporting facility requirements.

**Action:**
- Continue to research and distribute information to local sports and community groups, regarding available funding avenues (including opportunities at both a State and Federal level).

*February 2019: Via CD&EO, information was forwarded via the e-newsletter and other WCC channels regarding Tasmania Community Fund applications which can be accessed by sporting clubs.*
Education

**Strategy: 1.2.3** Support initiatives for the Region’s youth.

**Action:**
- Continue to coordinate and support the West Coast Council Education & Training Advisory Committee (ETAC).

*Through the CD&EO role Council provides high-level administrative and strategic support to ETAC.*

**Strategy: 1.5.5** Foster the development of innovative practices in the education sector.

**Action:**
- ETAC to work with Council and key stakeholders (including UTAS) to identify innovations that can be applied to the West Coast.

*The CD&EO put a report to Council that recommended funding for the Children’s University to be established on the West Coast. The recommendations were that Council: a) provide funding of $144,000 over 3 years ($48,000 per year) to fund six schools as part of the Children’s University, or; b) provide funding of $72,000 over 3 years ($24,000 per year) to fund three schools as part of the Children’s University, or; c) provide funding of $24,000 over 3 years ($8,000 per year) to fund one school as part of the Children’s University, or; d) provide an alternate amount of funding to the Children’s University as agreed upon by Council. This report was sent back to ETAC for further review.*

**Strategy: 2.4.3** Ensure local employment opportunities for local residents are maximised through industry training programs.

**Action:**
- Lobby for, and pursue, all possible State and Federal Government support opportunities, and available funding opportunities.

*The CD&EO was advised by TasTAFE rep at the February ETAC meeting that funding was available via the State Government for a Cert IV in Training and Assessment to be delivered on the West Coast. TasTAFE was looking for a sponsor for the application and asked ETAC if the West Coast Council would be interested. The Deputy Mayor and other ETAC members agreed that this would be a good initiative for the region and the proposal was taken to the February Council meeting. WCC agreed that it could sponsor the application providing that all places in the course were given to West Coaster residents.*

Industry Development

**Strategy: 2.1.2** Promote and support local industry development initiatives.

**Action:**
- Secure membership of, and interaction with, relevant local and regional committees and groups (including the local Tourism Association).

*West Coast Council is a member of Destination West Coast, with the ED&TC working closely with the association. The Tourism Officer aids/information to Destination West Coast Inc Executive Assistant for their Newsletter and other information when required. The ED&TC also works as required with Cradle*
Coast Authority/Cradle Coast Tourism, RDA TAS, TICT and Tourism Tasmania. The West Coast Visitor Information Centre is an accredited member of the Tasmania Visitor Information Network and TICT. The Tourism Officer and ED&TC regularly attend TVIN meetings. Tourism Officer provides information when required to Cradle Coast Authority, TICT and Tourism Tasmania.

- Through constant research and engagement with the community; facilitate, maintain awareness of, and support and promote local industry development initiatives.

The ED&TC worked with TCCI to promote an employer networking event, to be held in March. The Marketing Mentoring Program, being offered by Cradle Coast Authority was also promoted to local operators.

**Strategy: 2.1.3** Enhance and expand business and information networks that increase the exchange of knowledge and encourage partnerships between businesses.

**Action:**
- Investigate the opportunity to create an Industry Network organisation locally.

Destination West Coast has expanded its scope from tourism, to become the region's tourism and business representative organisation. The ED&TC works closely with Destination West Coast on strategies to build membership and representation.

**Regional Development Australia**

**Strategy: 2.1.2** Promote and support local industry development initiatives.

**Action:**
- Ensure a comprehensive list of Opportunities and Priorities is maintained and that all relevant parties are kept informed.

Regional Development Australia (Tas) spent two days on the West Coast in February, holding a Committee meeting and, with the assistance of the ED&TC touring various sites and meeting with industry stakeholders.

RDA (Tas) met with Destination West Coast and West Coast Council, where the ED&TC and CD&EO, presented the Priorities and Opportunities paper. The CD&EO also led the group on a tour of the Regional Study Hub and presented regarding this project.

**Visitor Economy**

**Strategy: 2.3.2** Plan and provide appropriate infrastructure and services to support tourism.

**Action:**
- Investigate Visitor Information Centre locations across the West Coast, with a view to identifying future strategic positioning.

The ED&TC and Tourism Officer continue to work on a strategy for West Coast Visitor Information Services and have worked with the Galley Museum to complete an application to the Tasmanian Visitor Information Network to see them formally accredited as a “white i” visitor information centre.

- Continue to support and fund the West Coast Council Economic Development, Tourism and Events Program.

Employment of the ED&TC, CD&EO and operation of the WCVIC (and employment of associated staff)
Strategy: 5.3.1  The Council meets all statutory requirements.

Action:

- Continue to actively report on the Significant Business Activities of Council.

The West Coast Visitor Information Centre is classed as an SBA.

February 2019: WCVIC statistics for the February period: 10,092 visitors at an average of 361 per day. 
This is a decrease of 8% in visitors compared to February 2018. There was also a decrease in revenue of 19% compared to February 2018.

There are several contributing factors to the decreases in visitor number and revenue - bushfires, weather, activity operators with breakdown issues. The decrease in revenue can also be attributed to the Spirit of Tasmania offering substantial discounts for direct bookings for the West Coast cruises and train bookings.

The staff at the Visitor Centre have become aware of these discounts as Visitors have been showing the vouchers and some asking for the same discounts as offered on the Spirit. There has been an increase in campervan/campers this year with many not spending as per previous years. The decrease in spending has been also felt across the entire North West Region.

Tourism Officer along with the CD&EO attended the Rosebery Festival on Saturday 23rd February with a stall selling the West Coast Brand Merchandise which was well received. The WCVIC Staff have had a number of requests for the brand merchandise through social media channels, sending merchandise to the mainland and as far away as the UK.

The staff have been extremely busy at the Centre with four working full time (including the TO) and one person part time. This is a reduction in employed staff from the previous years of 5 full time. The hours of operation of the Visitor Centre - 10 am until 6-30pm, seven days a week.

Engagement & Training

Strategy: 5.2.1  Foster strong community engagement through the development of a Council Community Engagement Strategy and associated Policy.

Action:

- Continue to implement Council’s existing Community Engagement Policy.

Strategy: 5.3.1  The Council meets all statutory requirements.

Action:

- Continue to update existing Council Policies (and create new Council Policies) to ensure best practice is being achieved.

The ED&TC and CD&EO are participating in the Engagement Champions Program. Following completion of this program, the existing Community Engagement Policy will be reviewed, in partnership with the Media and Communications Officer, to ensure engagement becomes a daily reality across all departments.
Strategy: 5.3.2  Skilled and motivated workforce is maintained through the development of appropriate workforce strategies.

Action:

- Continue to focus on up-skilling staff, to ensure all service levels are maintained and all staff hold specific skill sets depending on work and community needs.

The ED&TC and CD&EO are participating in the Engagement Champions Program, focusing on building a culture of community engagement excellence for Tasmanian Local Government leaders. Following completion of this program, the existing Community Engagement Policy will be reviewed, in partnership with the Media and Communications Officer, to ensure engagement becomes a daily reality across all departments.

The ED&TC has also been accepted into the Marketing Mentoring Program.

West Coast Brand

Strategy: 1.2.5  Develop and implement a West Coast Beautification Program and associated Signage Strategy for the Region.

Action:

- Capital Expenditure - Upgrade / improve tourism signage (in accordance with the findings of the West Coast Branding Strategy).

The ED&TC, CD&EO and General Manager met with the Tullah Progress Association to provide an update regarding entrance signage, with Council to cover costs for each town as per budget allocation. Strategies and opportunities around other signage improvements in Tullah were discussed, with the need to ensure quality and alignment with brand guidelines highlighted.

Strategy: 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.

Action:

- Grow Council’s capacity to provide strong leadership within the West Coast community through appropriate and innovative use of media and communications.

The new Instagram account @westcoasttas, launched as part of the implementation of the new West Coast brand, continues to grow, resulting in several people from mainland Australia reaching out for details around the brand and visiting the region.

- Investigate and implement community engagement platforms which are innovative and suitable to the needs of Council and the community, including the development of new website initiatives.

The launch of the new website has been delayed due to heavy workload being experienced by ED&TC and the Tourism Officer.
COMMUNITY SERVICES

Reporting Officer: Family Support Officer

Reporting Period: February 2019

The family support worker is cofacilitating the Rock and Water program for young people (grade 7 and 8) at Rosebery District School this term through their wellbeing and health banner.

Community Liaison Officers from The Strong Families Safe Kids Advice and Referral Line met with the family support worker in Zeehan. They also visited the Zeehan Neighbourhood house.

Through the Salvation Army emergency relief program, and community engagement, the family support officer is meeting people who are at a high risk of homelessness. Youth Family & Community Connections are now delivering different forms of emergency relief here on the West Coast which is a welcome support for families and others managing a crisis. The waiting lists at Housing Connect are long and high demand for rental properties all over Tasmania is decreasing people’s options.

We spend time collating renter resumes and applying for rental properties for clients and directing community members in the next steps for this difficult search for accommodation.

It is amazing to observe people’s resilience and coping skills, when an accommodation crisis is coupled with managing mental health issues, dealing with the Centrelink processes (which move slowly), breakdown of family relationships, family and domestic violence, health issues, unexpected expenses and loss of employment. Through all these challenges support is needed.

Families have been supported with transport to a variety of assessments, medical and mental health appointments in Burnie and Devonport. Research for referrals for youth programs and respite.
PERSONNEL
Commenced
- Media & Communications Officer

Departures
- Nil

OCCUPATIONAL HEALTH, SAFETY & TRAINING
Safety Committee Meeting
- 27 February 2019

Lost Time Injuries Month
- Nil

Number of Lost Time Injuries year to date
- 2

Number of Lost Days Year to Date due to Injuries
- 20

MONTH OVERVIEW
Parking
At the beginning of February 2019, Council ordered from Parkeon Australia, 3 new parking ticket machines to be installed in Queenstown and Strahan.

These new generation machines are equipped with the very latest technology, including credit card payment, tap and go, mobile phone payments as well as coin payment.

The new machines are vastly improved with remote monitoring for faults, vandalism and financial auditing.

Delivery from Parkeon is expected by mid-April and the machines will be installed ready for next summer, along with new signage and line work in all carparks.
<table>
<thead>
<tr>
<th>Parking Machine/location</th>
<th>Amount collected for February 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miners Siding, Queenstown</td>
<td>$327.50</td>
</tr>
<tr>
<td>Hamer’s, Esplanade, Strahan</td>
<td>NIL</td>
</tr>
<tr>
<td>RACT Village, Strahan</td>
<td>NIL</td>
</tr>
<tr>
<td>Visitor Centre, Strahan</td>
<td>$1,411.00</td>
</tr>
<tr>
<td>Slipway Car Park, Strahan</td>
<td>$2,724.20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,462.70</strong></td>
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### Animal Control

<table>
<thead>
<tr>
<th>EOM - February 2019</th>
<th>MTD - February</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog Impounded</td>
<td>3</td>
<td>23</td>
</tr>
<tr>
<td>Warnings Notices Issued</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>Infringements</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Dogs Rehomed - Burnie</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Excess Dog Licence</td>
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<tr>
<td>Licence Applications</td>
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<td>3</td>
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<td>9</td>
</tr>
<tr>
<td>After Hours Call Out</td>
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<td>13</td>
</tr>
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</table>

### Complaints

<table>
<thead>
<tr>
<th>Location</th>
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<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queenstown</td>
<td>5</td>
<td>27</td>
</tr>
<tr>
<td>Zeehan</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>Strahan</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Rosebery</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Tullah</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Granville Harbour</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Trial Harbour</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Gormanston</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Complaints Total</strong></td>
<td><strong>12</strong></td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>
### Dog Registration

**Monthly to Date – Per Town**

<table>
<thead>
<tr>
<th>Town Location</th>
<th>Annual</th>
<th>WOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queenstown</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Strahan</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Zeehan</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rosebery</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Tullah</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Granville &amp; Trial Harbour</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Yearly to Date</strong></td>
<td><strong>246</strong></td>
<td><strong>546</strong></td>
</tr>
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</table>

### Abatement Notices

<table>
<thead>
<tr>
<th>Town Location</th>
<th>MTD</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queenstown</td>
<td>6</td>
<td>32</td>
</tr>
<tr>
<td>Zeehan</td>
<td>11</td>
<td>65</td>
</tr>
<tr>
<td>Rosebery</td>
<td>0</td>
<td>29</td>
</tr>
<tr>
<td>Strahan</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Tullah</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
<td><strong>149</strong></td>
</tr>
</tbody>
</table>
Capital Works
During the month of February, five projects from the Capital Works Projects were completed:

Central Avenue Tullah
- Cut out, boxed and concreted 12 pram crossings.
- Footpath excavated, boxed and filled with gravel ready for two coat seal.

Old Service Station Crossover
- Removed old kerb, boxed up, placed reo and poured concrete.

Park Street Rosebery & Elliot Street Tullah
- Excavated open drains, piped and reinstated with gravel.

Blackwood Avenue Rosebery
- Footpath prepared ready for two coat seal.

Howards Parks Zeehan
After the tender process for the removal of the old playground and swings and replacement with new equipment was awarded, the contractor started work on February 11th and completed February 20th. The works crew were involved with putting up and removal of temporary fencing to keep the work area safe while works were being undertaken.
Operations Highlights

Highlights from the Operations team include:

- Tree removal conducted by contractor in Strahan, Lowana Road and Queenstown.
- Road maintenance completed on Corinna Road, Lowanna Road, Granville Harbour Road and Harrison Street Strahan, with works being started on Macquarie Heads Road.
- Weed management, spraying has been conducted in all towns, verge mowing being utilised in Zeehan.
- Maintenance works were undertaken on Strahan and Queenstown airports.
- Airport Surveillance report completed and sent to Council.
- Ashes were placed in the Queenstown Niche wall with a plaque installed.
- One burial in Strahan.
- Regular inspections undertaken of Iron Blow, Horsetail Falls Walkway, Lynchford Road, Gormanston and Linda.
- Water testing and opening the Rosebery pool.
- Maintenance works on sporting facilities in Rosebery and Queenstown, Councils houses, depots and main office.
- Mini excavator has been busy working on footpaths, drains and gutters.
- Tyres taken from Queenstown, Rosebery and Tullah waste transfer stations to Zeehan landfill.
- Preparations for the auction in Zeehan for Wednesday 10th April. Items are already being assembled at the Zeehan Depot, ranging from gym equipment, small plant and mowers.
- Tullah oval had the cricket pitch uncovered for Pink Stumps Day.

The newly laid grass in the Queenstown lawn cemetery after its first mow.
## Waste Management 2018/2019 (6m & 30m skip bins at WTS)

<table>
<thead>
<tr>
<th>Month</th>
<th>Queenstown</th>
<th>Rosebery/Tullah</th>
<th>Zeehan</th>
<th>Granville Harbour</th>
<th>Strahan</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>805</td>
<td>795</td>
<td>337</td>
<td>53</td>
<td>747</td>
<td>2,737</td>
</tr>
<tr>
<td>August</td>
<td>724</td>
<td>854</td>
<td>337</td>
<td>83</td>
<td>668</td>
<td>2,666</td>
</tr>
<tr>
<td>September</td>
<td>570</td>
<td>528</td>
<td>278</td>
<td>30</td>
<td>565</td>
<td>1,971</td>
</tr>
<tr>
<td>October</td>
<td>1,097</td>
<td>839</td>
<td>404</td>
<td>57</td>
<td>981</td>
<td>3,378</td>
</tr>
<tr>
<td>November</td>
<td>775</td>
<td>866</td>
<td>363</td>
<td>90</td>
<td>698</td>
<td>2,792</td>
</tr>
<tr>
<td>December</td>
<td>Figures not available.</td>
<td>Figures not available.</td>
<td>Figures not available.</td>
<td>Figures not available.</td>
<td>Figures not available.</td>
<td>Figures not available.</td>
</tr>
<tr>
<td>January</td>
<td>772</td>
<td>966</td>
<td>445</td>
<td>56</td>
<td>1080</td>
<td>3,319</td>
</tr>
<tr>
<td>February</td>
<td>746</td>
<td>806</td>
<td>341</td>
<td>56</td>
<td>742</td>
<td>2,691</td>
</tr>
</tbody>
</table>

## Kerbside Garbage Collected: Bins & (m³)

<table>
<thead>
<tr>
<th>Month</th>
<th>Queenstown</th>
<th>Rosebery/Tullah</th>
<th>Zeehan</th>
<th>Strahan</th>
<th>Total Bins</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>3,123</td>
<td>1,730</td>
<td>1,488</td>
<td>1,326</td>
<td>7,667</td>
<td>242</td>
</tr>
<tr>
<td>August</td>
<td>4,158</td>
<td>2,276</td>
<td>1,189</td>
<td>992</td>
<td>8,615</td>
<td>264</td>
</tr>
<tr>
<td>September</td>
<td>3,359</td>
<td>1,889</td>
<td>1,284</td>
<td>1,093</td>
<td>7,625</td>
<td>231</td>
</tr>
<tr>
<td>October</td>
<td>4,341</td>
<td>1,890</td>
<td>1,603</td>
<td>1,500</td>
<td>9,334</td>
<td>276</td>
</tr>
<tr>
<td>November</td>
<td>3,566</td>
<td>2,461</td>
<td>1,296</td>
<td>1,231</td>
<td>8,554</td>
<td>246</td>
</tr>
<tr>
<td>December</td>
<td>3418</td>
<td>1957</td>
<td>1,276</td>
<td>1,148</td>
<td>7799</td>
<td>237</td>
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<tr>
<td>January</td>
<td>4,408</td>
<td>2,469</td>
<td>1,686</td>
<td>1,624</td>
<td>10,187</td>
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<tr>
<td>February</td>
<td>3,528</td>
<td>1,980</td>
<td>1,367</td>
<td>1,204</td>
<td>8,079</td>
<td>234</td>
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## Recyclables Collected

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount m³</th>
</tr>
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<tbody>
<tr>
<td>July</td>
<td>54.24</td>
</tr>
<tr>
<td>August</td>
<td>59.28</td>
</tr>
<tr>
<td>September</td>
<td>63.84</td>
</tr>
<tr>
<td>October</td>
<td>62.40</td>
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<td>November</td>
<td>64.80</td>
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<tr>
<td>December</td>
<td>74.40</td>
</tr>
<tr>
<td>January</td>
<td>69.60</td>
</tr>
<tr>
<td>February</td>
<td>67.92</td>
</tr>
</tbody>
</table>

*Rubbish deposited at transfer stations and carted to Zeehan landfill site: (m³)*
### Cemeteries – Burials 2018-2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Queenstown</th>
<th>Strahan</th>
<th>Zeehan</th>
<th>Rosebery</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>1</td>
<td>0</td>
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<tr>
<td>September</td>
<td>0</td>
<td>1</td>
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<tr>
<td>October</td>
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<td>February</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>6</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
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</table>

### Aerodromes – Landings 2018-2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Queenstown</th>
<th>Strahan</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>August</td>
<td>3</td>
<td>15</td>
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<td>September</td>
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<tr>
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<td>24</td>
</tr>
<tr>
<td>January</td>
<td>2</td>
<td>32</td>
</tr>
<tr>
<td>February</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>144</strong></td>
</tr>
</tbody>
</table>

- 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.
# VANDALISM REPORT (01 July 2018 - 30 June 2019)

<table>
<thead>
<tr>
<th>IR No</th>
<th>Incident Date</th>
<th>Incident details (Sequence of Events)</th>
<th>Damage</th>
<th>Cause</th>
<th>Prevent ion</th>
<th>WCC Depot</th>
<th>Incident location</th>
<th>Cost</th>
<th>Police Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1134</td>
<td>1/07/2018</td>
<td>When completing daily toilet cleaning, it was discovered the handicap toilets the basin had a roll of toilet paper which had been set on fire. Graffiti of an offensive nature was written on the walls &amp; door.</td>
<td>Time spent cleaning up burnt paper &amp; removal of graffiti.</td>
<td>Vandals</td>
<td>CCTV on that area.</td>
<td>Queenstown Public toilets Hedley Faulls Park.</td>
<td>$250</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>1129</td>
<td>2/07/2018</td>
<td>During an inspection of the Council owned quarry lease it was found that the entry gate had been vandalised by cutting the barrel off the gate to gain entry to the pit for the disposal of railway iron &amp; other foreign objects.</td>
<td>Barrell had to have a piece welded back onto it.</td>
<td>Persons have been identifie d.</td>
<td>Strahan Quarry pit- Strahan</td>
<td>$500</td>
<td>yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1135</td>
<td>16/07/2018</td>
<td>Hand towel &amp; toilet paper had been wetted &amp; thrown at the walls &amp; ceiling of the handicap toilets</td>
<td>Dried paper on walls &amp; ceiling had to be removed.</td>
<td>Vandals</td>
<td>CCTV on that area.</td>
<td>Queenstown Hedley Faulls Park</td>
<td>$80</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>1133</td>
<td>18/07/2018</td>
<td>When doing airport inspection, it was discovered that the door to the toilets was kicked in, with the door still be opening. Temporary repairs to the door were locked to the building.</td>
<td>2 doors will need replacing with solid doors.</td>
<td>Vandals</td>
<td>CCTV in that area.</td>
<td>Strahan Toilets Strahan Airport</td>
<td>$850 +</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>1136</td>
<td>22/07/2018</td>
<td>Toilet seat had duct tape wrapped around the lid and had attempted to set it on fire. Milk has also been thrown around the walls &amp; ceiling of the handicap toilet.</td>
<td>Extra time taken to clean up the mess. Toilet seat needs replacing.</td>
<td>Vandals</td>
<td>CCTV in that area.</td>
<td>Queenstown Hedley Faulls Park</td>
<td>$160</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>1144</td>
<td>26/08/2018</td>
<td>Sunday evening 26/08/2018 a police officer observed a council bin on fire. The officer called the fire brigade who attended and put the fire out.</td>
<td>Bin surround damaged will need repainting, 240L bin had to be replaced.</td>
<td>Vandals</td>
<td></td>
<td>Zeehan Main Street Zeehan (Great Wall)</td>
<td>$300</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>1148</td>
<td>17/09/2018</td>
<td>On arriving at start of shift @ Zeehan Landfill, the shed for the water pump had been broken into.</td>
<td>The lock &amp; architrave had been damaged.</td>
<td>Vandals</td>
<td>CCTV in that area.</td>
<td>Zeehan Zeehan Landfill</td>
<td>$135</td>
<td>No. Council can control this area with locking the area.</td>
<td></td>
</tr>
<tr>
<td>IR No</td>
<td>Incident Date</td>
<td>Incident details (Sequence of Events)</td>
<td>Damage</td>
<td>Cause</td>
<td>Preventi on</td>
<td>WCC Depot</td>
<td>Incident location</td>
<td>Cost</td>
<td>Police Contacte d</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>--------------------------------------</td>
<td>--------</td>
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<td>-----------</td>
<td>-------------------</td>
<td>------</td>
<td>------------------</td>
</tr>
<tr>
<td>1152</td>
<td>22/10/2018</td>
<td>While conducting daily inspection of Tullah Playground staff found the 2-seater rocker had been pulled out</td>
<td>Rocker will have to be re-installed.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Tullah</td>
<td>Tullah Playgrou nd</td>
<td>$250</td>
<td>No police presence in Tullah.</td>
</tr>
<tr>
<td>1154</td>
<td>12/11/2018</td>
<td>While conducting daily inspection of Strahan Playground a 9-inch nail was found protruding from playground platform, roughly at eye height of a small child.</td>
<td>No damage but had the potential to cause serious injury.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Strahan</td>
<td>Strahan Playgrou nd</td>
<td>$0</td>
<td>No</td>
</tr>
<tr>
<td>1157</td>
<td>23/11/2018</td>
<td>While conducting daily inspection of Tullah Playground staff found graffiti painted onto the soft fall.</td>
<td>Graffiti had to be removed by Council staff.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Tullah</td>
<td>Tullah Playgrou nd</td>
<td>$175</td>
<td>No police presence in Tullah.</td>
</tr>
<tr>
<td>1160</td>
<td>14/12/2018</td>
<td>Discovered burnouts on Lynchford road, on closer inspection found that oil has been dumped on the road to assist in the burnouts. When returning with sand to cover oil illegally dumped rubbish was found at the entrance to the transmission line access road.</td>
<td>Council staff had to put sand over the oil on the road and pick up the dumped rubbish.</td>
<td>Person/s in a vehicle.</td>
<td>No current plans.</td>
<td>Queensto wn</td>
<td>Lynchfor d Road Queensto wn</td>
<td>$350</td>
<td>yes</td>
</tr>
<tr>
<td>1165</td>
<td>14/01/2019</td>
<td>Whilst cleaning public toilets Esplanade Strahan graffiti was found in the middle cubicle on the male side.</td>
<td>Graffiti had to be removed by Council staff.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Strahan</td>
<td>Public toilets Esplanad e Strahan</td>
<td>$60</td>
<td>Staff cleaned off graffiti.</td>
</tr>
<tr>
<td>1166</td>
<td>07/01/2019</td>
<td>While conducting daily inspection of Tullah Playground staff found the horse rocker had been displaced &amp; a crack in the plastic</td>
<td>Put the rocker back in place</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Tullah</td>
<td>Tullah playgrou nd</td>
<td>$50</td>
<td>No</td>
</tr>
<tr>
<td>1167</td>
<td>08/01/2019</td>
<td>While completing park facilities clean, staff came across wood that had been set alight in the undercover picnic/BBQ area.</td>
<td>Extra time taken to clean up the mess.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Zeehan</td>
<td>Howards Park Zeehan</td>
<td>$60</td>
<td>No</td>
</tr>
<tr>
<td>1170</td>
<td>14/01/2019</td>
<td>Whilst cleaning female toilets, found the toilet seat in the first cubicle was broken.</td>
<td>Seat was removed and door locked until new seat is installed.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Strahan</td>
<td>Public toilets Slipway</td>
<td>$75</td>
<td>No</td>
</tr>
<tr>
<td>1172</td>
<td>19/01/2019</td>
<td>Doing daily cleaning of toilets and found that the shower rose in the male toilets had been unscrewed and taken.</td>
<td>Locked the cubicle door and reported the incident.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Strahan</td>
<td>Public toilets Slipway</td>
<td>$125</td>
<td>Yes</td>
</tr>
<tr>
<td>IR No</td>
<td>Incident Date</td>
<td>Incident details (Sequence of Events)</td>
<td>Damage</td>
<td>Cause</td>
<td>Prevention</td>
<td>WCC Depot</td>
<td>Incident location</td>
<td>Cost</td>
<td>Police Contacted</td>
</tr>
<tr>
<td>-------</td>
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<td>---------------------------------------</td>
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<td>------------</td>
<td>-----------</td>
<td>------------------</td>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>1173</td>
<td>25/01/2019</td>
<td>Staff member was approached by a tourist and informed them that Subaru car had rammed the chained entrance to the Rec Ground and did doughnuts/wheelies around the cricket pitch. Police had attended the incident.</td>
<td>Poles and chains will need replacing/repairing. Rec ground will have to be smudged then rolled.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Queenstown</td>
<td>Queenstown Rec Ground</td>
<td>$2000+</td>
<td>Yes</td>
</tr>
<tr>
<td>1178</td>
<td>11/02/2019</td>
<td>Daily cleaning of Slipway toilets found that the rubbish bin from the female toilets had been stolen.</td>
<td>Rubbish bin will need replacing.</td>
<td>Vandal/s</td>
<td>CCTV in that area.</td>
<td>Strahan</td>
<td>Public toilets slipway</td>
<td>$35</td>
<td>No. Not cost effective to report.</td>
</tr>
<tr>
<td>1180</td>
<td>15/02/2019</td>
<td>While cleaning the skate park staff noticed that person/s unknown had removed a section of the mesh from the fence of the half pipe.</td>
<td>Mesh will need replacing.</td>
<td>Vandals</td>
<td>CCTV in that area.</td>
<td>Queenstown</td>
<td>Skate Park Esplanade Queenstown</td>
<td>$150</td>
<td>No. can advise police to patrol this area.</td>
</tr>
<tr>
<td>1182</td>
<td>23/02/2019</td>
<td>Saturday morning @ 9am it was discovered the passenger side window had been smashed. Discovered that laptop &amp; iPad had been stolen - 10.20am. Attended police station to give statement 12pm.</td>
<td>Window will need replacing, laptop and iPad will need to be replaced.</td>
<td>Vandal/s-thieves</td>
<td>Do not leave valuables in vehicle.</td>
<td>Main Office</td>
<td>Country Club Villas Prospect</td>
<td>TBD</td>
<td>Yes</td>
</tr>
</tbody>
</table>
WEST COAST COUNCIL DEVELOPMENT APPLICATIONS – STATUS REPORT

For the month of February, West Coast Council received 5 new Planning Applications, issued 2 new permits, and 3 applications are still currently pending decision.

The following details the development applications received and their status:

<table>
<thead>
<tr>
<th>New Applications</th>
<th>Application Type</th>
<th>Address</th>
<th>Proposal Description</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>D/P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019/6</td>
<td>D</td>
<td>7 O’Halloran Court, Queenstown</td>
<td>New Garage</td>
<td>Pending</td>
</tr>
<tr>
<td>2016/50</td>
<td>D</td>
<td>31 Peters Street, Tullah</td>
<td>Cabins</td>
<td>Pending</td>
</tr>
<tr>
<td>2019/7</td>
<td>D</td>
<td>881 Granville Harbour Road, Granville Harbour</td>
<td>Balcony Replacement</td>
<td>Pending</td>
</tr>
<tr>
<td>2019/8</td>
<td>D</td>
<td>11 Brown Street, Queenstown</td>
<td>Shed</td>
<td>Pending</td>
</tr>
<tr>
<td>2019/9</td>
<td>D</td>
<td>Waterfall Valley</td>
<td>Camping Platforms</td>
<td>Pending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Applications</th>
<th>Application Type</th>
<th>Address</th>
<th>Proposal Description</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>D/P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019/1</td>
<td>D</td>
<td>9 &amp; 11 Railway Reserve Queenstown</td>
<td>Shed Demolition and Replacement</td>
<td>Pending</td>
</tr>
<tr>
<td>2019/2</td>
<td>D</td>
<td>Waterfall Valley</td>
<td>Toilet Replacement</td>
<td>Permit issued 20/2/19</td>
</tr>
<tr>
<td>2019/3</td>
<td>D</td>
<td>Sarah Island</td>
<td>New Shelter</td>
<td>Permit issued 20/2/19</td>
</tr>
<tr>
<td>2019/4</td>
<td>D</td>
<td>658 Granville Harbour Road Granville Harbour</td>
<td>Metrological Masts</td>
<td>Pending</td>
</tr>
<tr>
<td>2019/5</td>
<td>D</td>
<td>Top farm Track Granville Harbour</td>
<td>New Dwelling</td>
<td>Pending</td>
</tr>
</tbody>
</table>

N.B Blue shaded areas are completed and will be deleted off the next report.
WEST COAST COUNCIL BUILDING PERMITS - FEBRUARY 2019

For the month of February, West Coast Council issued 2 Building Permits.

<table>
<thead>
<tr>
<th>Permits Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>2018/8</td>
</tr>
<tr>
<td>2017/33</td>
</tr>
</tbody>
</table>

WEST COAST COUNCIL ENVIRONMENTAL HEALTH REPORT - FEBRUARY 2019

Food registrations 1 July 2018 - 30 June 2019 (this table is Financial Year)

For the month of February, West Coast Council Received 2 new Food Registration applications, one in both Queenstown and Strahan. No new Street Dining Applications were received.

<table>
<thead>
<tr>
<th>Food Businesses</th>
<th>MTD</th>
<th>YTD</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosebery</td>
<td>0</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Zeehan</td>
<td>0</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Queenstown</td>
<td>1</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Strahan</td>
<td>1</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Tullah</td>
<td>0</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>70</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Dining Licences</th>
<th>MTD</th>
<th>YTD</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosebery</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Zeehan</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Queenstown</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Strahan</td>
<td>0</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Tullah</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>5</strong></td>
<td></td>
</tr>
</tbody>
</table>
RECREATIONAL WATER SAMPLING 2018/2019

We now have to undertake testing from the Queenstown Toddler Pool and Zeehan Toddler Pool separately as they are now on their own system. This will increase the number of tests required in the Pool Season.

For the month of February, West Coast Council undertook 5 samples at all West Coast pools, and 4 tests at West Strahan Beach.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>MTD</th>
<th>YTD</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreational Water</td>
<td>Swimming Pools</td>
<td>5</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Recreational Water</td>
<td>West Strahan Beach</td>
<td>4</td>
<td>11</td>
<td>40</td>
</tr>
</tbody>
</table>
Recommendation

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

CORRESPONDENCE IN

<table>
<thead>
<tr>
<th>Page #</th>
<th>Incoming Correspondence</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>Department of Premier &amp; Cabinet</td>
<td>Receipt of reviewed Code of Conduct for elected members</td>
</tr>
<tr>
<td>50</td>
<td>Tasmanian Electoral Commission</td>
<td>LGAT- 2019 General Management Committee election</td>
</tr>
<tr>
<td>53</td>
<td>Local Government Association of Tasmania</td>
<td>Supreme Court Decision on an item vote, when Council is acting as a Planning Authority</td>
</tr>
<tr>
<td>55</td>
<td></td>
<td>Local Government Legislation Review</td>
</tr>
<tr>
<td>71</td>
<td>Cradle Coast Authority</td>
<td>Media Release- Energy Investment important for region’s future</td>
</tr>
<tr>
<td>72</td>
<td></td>
<td>Media Release- Federal election campaign wish list focuses on regions assets and values</td>
</tr>
<tr>
<td>75</td>
<td>Environmental Protection Authority</td>
<td>Rentsails Project- Extension of timeframe</td>
</tr>
<tr>
<td>76</td>
<td>Senior Citizens of Queenstown</td>
<td>Thankyou</td>
</tr>
<tr>
<td>77</td>
<td>WCC General Manager</td>
<td>Queenstown Pool Party</td>
</tr>
<tr>
<td>79</td>
<td>Matthew Ryan- Sykes</td>
<td>West Coast Bus Timetable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outgoing Correspondence</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>Australian Institute of Mining Traineeship Program Submission</td>
</tr>
<tr>
<td>81</td>
<td>Health West West Coast Council Representative</td>
</tr>
<tr>
<td>82</td>
<td>Roam Wild Lake St Clair- West Coast Bus Service</td>
</tr>
<tr>
<td>83</td>
<td>Department of State Growth West Coast Bus Service</td>
</tr>
<tr>
<td>84</td>
<td>Tullah Progress Association Lake Rosebery Foreshore Walk</td>
</tr>
<tr>
<td>85</td>
<td>Tas Tafe Training Proposal</td>
</tr>
<tr>
<td>86</td>
<td>Ian Wotherspoon Granville Harbour Toilets</td>
</tr>
<tr>
<td>87</td>
<td>Wayne Brown Jakins Street &amp; Penghana Road Queenstown</td>
</tr>
</tbody>
</table>
**Executive Assistant**

From: Local Government Division (DPaC) <lgd@dpac.tas.gov.au>
Sent: Thursday, 28 February 2019 4:45 PM
To: West Coast Council Exec Asst (DPEM)
Subject: RE: West Coast Council reviewed Code of Conduct

Good afternoon Samantha

I acknowledge receipt of your email to the Local Government Division attaching the West Coast Council’s Code of Conduct for elected members.

Regards
Margaret

---

**Local Government Division**
Department of Premier & Cabinet
www.dpac.tas.gov.au

Please consider the environment before printing this message

---

From: Executive Assistant <ea@westcoast.tas.gov.au>
Sent: Thursday, 28 February 2019 4:42 PM
To: Local Government Division (DPaC) <lgd@dpac.tas.gov.au>
Cc: General Manager <gm@westcoast.tas.gov.au>
Subject: West Coast Council reviewed Code of Conduct

Good afternoon

Please find attached, for the Director of Local Government, a copy of the West Coast Councils reviewed Code of Conduct adopted at the Ordinary meeting of Council held on Tuesday 26 February 2019.

Please contact me if there is anything else that you require.

Kind regards
Samantha Eley
Executive Assistant
Dear Mayor Phil Vickers,

Local Government Association of Tasmania – 2019 General Management Committee election

The Tasmanian Electoral Commission has been asked to conduct the 2019 election of President and 6 members of the General Management Committee for a two-year term in accordance with the rules of the Local Government Association of Tasmania (LGAT) adopted by the AGM of the Association on 25 July 2018.

Nominations are now invited from LGAT members and must be received at my office by 5:00pm Tuesday 30 April 2019.

Candidates will be notified of receipt of their nomination by this office.

Election timetable

- Nominations open........................................... Thursday 28 February 2019
- Nominations close........................................... 5:00 pm Tuesday 30 April 2019
- Ballot material posted (if a ballot is required)........... Friday 3 May 2019
- Close of postal ballot....................................... 10:00 am Wednesday 19 June 2019
- Declaration of the result..................................... Wednesday 19 June 2019

A nomination form and reply paid envelope are enclosed.

If you would like further information or assistance, please call Krisi Read of this office on 6208 8722.

Yours sincerely,

[Signature]

Andrew Hawkey
Electoral Commissioner

27 February 2019
Local Government Association of Tasmania
Nomination Form

Nomination of a candidate for election of President or Committee Member of the General Management Committee, Local Government Association of Tasmania.

Nominations are invited and must be lodged, posted or emailed to be received by the Returning Officer at the address shown below before 5 pm on Tuesday 30 April 2019. This nomination must be accompanied by a copy of the resolution passed by the Council that lawfully nominated the candidate for election. Candidates will be notified of rejection of the nominations by this office.

It is the responsibility of the candidate to ensure that the nomination form is received by the Returning Officer before the close of nominations. Late nominations cannot be accepted.

Each member is entitled to:
- nominate one elected Councillor or Alderman of a Member Council for the position of President of the Local Government Association of Tasmania; and
- nominate one elected Councillor or Alderman of a Member Council for the position of Committee Member of the General Management Committee. Members can only nominate a Councillor or Alderman within their own electoral district and association category.

<table>
<thead>
<tr>
<th>Candidate (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Name:</strong></td>
</tr>
<tr>
<td><strong>Given names:</strong></td>
</tr>
<tr>
<td><strong>Member Council:</strong></td>
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</tbody>
</table>

**Position:**
- [ ] President
- [ ] Committee Member

**Postal address:**

**Email address:**

**Given names for ballot paper (if different from above):**

**Contact phone numbers:**
- Mobile
- Other

**I accept the nomination as a candidate for election to the position shown above.**

**Signature:**

**Date:**

**Nominator**

**Name of Member Council:**

**Hastby nominates the above-named candidate for election.**

**Name of person authorised to lodge nomination on behalf of Member Council**

**Contact phone numbers:**
- Mobile
- Other

**Election at council meeting held on:**

**This nomination must be accompanied by a copy of the resolution passed by the Council that lawfully nominated the candidate for election.**

**Signature of authorised person:**

**Date:**

The address for lodgment at the Tasmanian Electoral Commission is:

Level 3, TasWater Building, 169 Main Road, MOONA TAS 7009

Phones: (63) 6208 1722

Postal Address: PO Box 307, MOONA TAS 7009

Email: nominations@tec.tas.gov.au
Electoral Districts

(For the purpose of electing members to the General Management Committee)

NORTH WEST AND WEST COAST ELECTORAL DISTRICT

Members within the electoral district having a population less than 20,000 – one position

Burnie City Council
Circadian Head Council
King Island Council
Wanatah-Wynyard Council
Kentish Council
Latrobe Council
West Coast Council

Members within the electoral district having a population of 20,000 or more – one position

Devonport City Council
Central Coast Council

NORTHERN ELECTORAL DISTRICT

Members within the electoral district having a population less than 20,000 – one position

Break O’Day Council
Flinders Council
Meander Valley Council
Dorset Council
George Town Council
Northern Midlands Council

Members within the electoral district having a population of 20,000 or more – one position

Launceston City Council
West Tamar Council

SOUTHERN ELECTORAL DISTRICT – NO ELECTION FOR EITHER CATEGORY

Members within the electoral district having a population less than 20,000 – one position

Brighton Council
Glamorgan-Spring Bay Council
Derwent Valley Council
Southern Midlands Council
Central Highlands Council
Huon Valley Council
Sorell Council
Tasman Council

Members within the electoral district having a population of 20,000 or more – one position

Clarence City Council
Glenorchy City Council
Kingborough Council
HI All,

Some of you would be aware that the Supreme Court of Tasmania has recently clarified the consequences of a tied vote by a council acting in its planning authority capacity.

In the recent decision of Melage v Launceston City Council [2019] TASSC 1, the Court decided that if there is a tied vote on a motion to approve a development application on certain conditions, then that motion has not passed. It does not mean that the development application has been refused. The council can go on to consider a further motion, either to approve on different conditions or to refuse.

This overturned the decision of the Tribunal which held that a tied vote on a motion to approve a development on certain conditions amounted to a refusal of the development application.

A reminder that if the only outcome of a planning authority meeting is one or more tied votes then, since the development application will remain undetermined, a permit is deemed to have been granted subject to conditions to be imposed by the Tribunal pursuant to s.59 of the Land Use Planning and Approvals Act 1993.

For context, the facts of this case were as follows. The Launceston City Council considered a motion to approve a DA on certain conditions. The vote was tied. The Council then went on to consider a motion that the Council accept the recommendation of the Director of Development Services to refuse the DA. That vote was also tied. The Council, understanding that it had not determined the DA, gave notice to the applicant pursuant to s.59. The Tribunal held that the vote on the first motion was in fact a refusal of the DA, and that s.59 did not apply. The Supreme Court decided that the Tribunal incorrectly applied the Local Government (Meeting Procedures) Regulations, and the Tribunal decision was set aside. We draw your attention to paragraphs [11] and [12] of the decision.

Thanks to David Morris of Simmons Woofhagen for bringing this to my attention.

Regards,

Dion Lester | Policy Director
Local Government Association of Tasmania
GPO Box 1521 Hobart, Tas, 2001
P: 03 6233 5972 | F: 03 6233 5986 | E: dion.lester@lga.tas.gov.au
Local Government Legislation Review

Thank you for the opportunity to provide a submission on the Review of Tasmania’s Local Government Legislation Framework (the Review).

The Local Government Association of Tasmania (LGAT) is incorporated under the Local Government Act 1993, our functions being:

(a) To protect and represent the interests and rights of councils in Tasmania;
(b) To promote an efficient and effective system of local government in Tasmania; and
(c) To provide services to members councils, councillors and employees of councils.

The views and opinions expressed in this submission are representative of the Local Government sector and take into account the views of LGAT’s Members. In developing this submission, we have also included matters which have been subject to voting by Members at LGAT General Meetings. LGAT fully supports councils who have made individual submissions to the consultation process and in turn, supports the content and opinions expressed within those submissions.

Feedback from the sector indicates strong support for a principles-based approach to Local Government legislation, particularly the Local Government Act, with removal of unnecessary prescription. It is considered vital that the Review recognise the diversity of resources, scale and priorities across councils and importantly in community expectations.

To that end the legislation should allow for flexibility to accommodate local circumstances and context.

It has been noted that the prescription in the current Act is at times limiting and not simple nor cost effective in areas such as service levels, setting rating regimes (e.g., service rates), public land leasing, elector polls and also in establishing shared services arrangements between councils. Despite that, significant legislative changes do need to be weighed against the risks around cost, disruption, loss of proven and effective mechanisms,

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4 Further information is available on each matter which has been subject to a vote at a LGAT General Meeting, within the publicly available papers and minutes (www.lgat.tas.gov.au).
unworkable provisions and confusion. It should be remembered that the current Act was
introduced as general competency legislation and has enabled councils to undertake a
broad range of roles and functions and to be able to determine how those roles and
functions should be undertaken. There must be care taken to not ‘throw the baby out
with the bathwater’. The balance between general competency powers and good
governance requirements must be consolidated and improved, not lost. The structure of
new legislation must be logical and consistent. Further changes should reflect the current
and future business environment and enable councils to do business in both current and
emerging ways.

Through LGAT’s discussions with councils and observation of the regional sessions, a
number of themes emerged that do not rest with the primary legislative framework for
Local Government (that is, the Local Government Act, the Local Government (General)
Regulations, the Local Government (Meeting Procedures) Regulations and Orders) but with
associated pieces of legislation or which are out of scope of this review. In particular,
these comments referenced:

- The Local Government (Building and Miscellaneous Provisions) Act 1993 (LGBMP);
- The Local Government (Highways) Act 1982 (the Highways Act); and
- Councils role as a Planning Authority under the Land Use Planning and Approvals
  Act 1993 (LUPAA).

It has been expressed that the both LGBMP and the Highways Act should be repealed and
the necessary provisions captured in other legislation, such as LUPAA and the Roads and
Sewerage Act respectively. In fact, the repeal of LGBMP in relation to subdivision provisions,
accompanied by the necessary amendments to LUPAA is an endorsed sector position.

In relation to a council’s role as a Planning Authority, a number of contributors have
questioned whether this should remain as is or whether alternative options should be
explored, noting the limitations imposed on elected members around representing their
community when acting as a Planning Authority. It is worth noting that LGAT has tested
this view with Members historically and received limited support. However, while not a
unanimous opinion across the sector, there does seem to be a growing desire to discuss
this matter further which LGAT will explore.

The remainder of this submission is organised around the broad themes explored in the
discussion paper, noting that we have not attempted to address every question
specifically.
1. Overview of Local Government

As noted in the paper, the roles and functions of councils, and the expectations of communities of councils, have increased significantly over the past few decades. The breadth and diversity of responsibilities are rarely well recognised outside the sector. Many of these new roles are driven by the policies and legislation of federal and State Government or as a result of gaps in services from those levels of Government. The broad functions of the Local Government Act 1999 (the Act) do little to promote what it is that councils must deliver to their communities and perhaps fail to acknowledge the importance of councils in place-based activities such as regional economic development, tourism, preventative health, social inclusion, emergency management and community recovery, to name a few areas. While wanting to avoid legislation that is too specific, which does not allow councils to adapt to emerging needs, perhaps there is a better opportunity in the legislation to clarify and promote the broad range of activities that councils are involved in.

When considering the roles and functions of councils, there must be parallel discussions on what communities are wanting in terms of engagement and representation, including the issues around the Planning Authority role as raised earlier.

2. Council Governance and Powers

There have been several recent significant reviews of the current Act and Regulations and as a result of this previous work it should be recognized that there is a solid base to move forward into a new legislative framework without major or wholesale changes. Any changes or additions made should reflect the ability of a council to do business within a new environment of technology, to remove unnecessary cost and requirements, and to address existing gaps within the principles of good governance. As stated earlier, a principles-based approach is supported, and the Act should establish expectations of a culture of good governance rather than be overly prescriptive in approach. It is not possible to legislate for personality and behaviour, it is possible to set standards. The Good Governance Guide is well supported and provides a valuable resource when it comes to thinking about key governance principles.

As with the Targeted Review of the Local Government Act (2016) most of LGAT’s Members feel that any new legislation should not be created to fix issues specific with individual councils rather than the sector as a whole and further that it is critical that the contemporary board style of governance is retained with a clear divide between the strategic (councillors) and operational (staff) components of council activity. Having said that, this style of governance should not allow elected members to abrogate their strategic and oversight responsibilities.
Relevant to this section is the following motion carried by LGAT Members:

- That the sector wide recommendations arising from the Gumeracha City Council Board of Inquiry (below) are not system issues and a legislative response is not supported;
  - Provide the Mayor with the power to approve the agenda prior to its release by the General Meeting;
  - Provide the Mayor with the power to approve the release of draft minutes to other councillors;
  - Provide the power to the Mayor to approve the General Manager's leave;
  - Mandatory requirement for all council meetings to have audio recordings;
  - The Minister may direct a council to terminate the employment of a General Manager; and
  - The General Manager is to consult with the Mayor and Councillors on senior executive appointments.

As was also raised during the 2016 review, the importance of and need for increased guidance on appropriate processes and behaviours is clear but that guidance does not need to sit in the legislation itself. It has been suggested that there should be stronger powers in the Act for the Director of Local Government to provide interpretative advice on legislation as necessary and that such advice be then made available to all councils.

It is worth noting that while Code of Conduct matters are out of scope, there has been a strong suggestion to remove the requirement to review the Code of Conduct within three months of an election owing to the largely prescriptive nature of the Code under current legislation. LGAT does note however that the original intent of the ‘review’ was to ensure that new councillors had a conversation around Code of Conduct obligations to build a common understanding in the early period following an election. It is possible the legislation could be amended to better reflect this purpose.

3. Democracy and Engagement

In relation to the themes outlined in the discussion paper, it is perhaps not surprising, given the proximity to Local Government elections, that there is significant commentary around democracy and engagement. This was evidenced before, during and after the election in the media and at LGAT Meetings and continued to feature in the face to face forums and submissions to LGAT from Member Councils.

It is LGAT’s view that community and candidate education is vital to strong election outcomes. This requires support across a broad range of stakeholders. The partnership work between State Government, the Electoral Commission and LGAT in relation to candidate sessions, resources and messaging, the advertising campaign and the strong
media encouragement to vote saw increases in candidate number and improved voter turnout last October. It is hoped that this work has also led to better informed candidates, more prepared to take on their new role, however only time will tell. LGAT believes there would be support from our Members for candidates to at least engage with some online training prior to nominating, to cover the basics of their roles, and in particular to help them better understand what will be required when they act as a Planning Authority.

The broader question of mandatory training for councillors which is often raised was considered as part of the Targeted Review and at that time, LGAT’s submission noted:

“The majority of responding councils felt there should be compulsory induction following elections and that even returning councillors should participate. Others felt that returning councillors might not require the full induction, more a tighter, tailored briefing in recognition of their experience. The focus of any compulsory training should be on governance, planning and meeting procedures and supported by an ongoing professional development program. At the July 2015 LGAT General Meeting a motion regarding compulsory training for councillors was amended and carried as follows:

That all councillors be encouraged to undertake training courses i.e. Planning, Legislation, Code of Conduct, Meeting Procedures etc.”

One council raised the suggestion that requiring a minimum number of electors to endorse a candidate nomination may have a positive impact through filtering out less committed individuals and reducing the size of ballot forms but this suggestion has not been tested more broadly. Anecdotally there would be support for standardisation of information contained in candidate’s statements. Another council raised the need to give some further consideration to the eligibility of councillors noting for example that the ASIC requirements for Directors prohibits those who have been convicted of various dishonesty related offences. There has also been significant conversation about how to treat accidental informal votes (such as double numbering) in the context of much longer ballot forms with a view that if the first 5 or 6 votes are compliant, they should be counted.

The Local Government sector has spent some time talking about how to encourage diversity of candidates. This is best summed up by our submission in relation to Councillor Allowances, included below:

It must be remembered that the role of councillor carries significant responsibility. It is complex with significant statutory, financial, custodial, representative and governance requirements. Communities have increasingly high expectations of those elected to Local Government as relates to their availability and skills set, what they
will deliver, how they will perform, and how much time they will give without expectation of recompense...
Councillors are constantly evolving. Some changes don’t fundamentally affect the role of the councillor. They lose assets and gain assets, lose services and gain services, lose statutory roles and gain them....

Questions around attraction and retention are not confined to councillors but apply broadly to other “volunteers”. Councillors are often compared with volunteers in terms of motivation and ethos. The 2016 State of Volunteering Report noted that volunteers are deterred because of lack of flexibility, personal expenses incurred, lack of reimbursement and burdensome administrative requirements. Research on volunteering shows that other calls on a person’s time is the key barrier to volunteering uptake and that particularly applied to those in paid work. Other research on altruistic or volunteer behaviours clearly signals that there are non-financial rewards that are critically important. Factors which influence a person’s self-worth are highly influential (recognition programs) and the high level of ill-informed public criticism of councillors, particularly through social media, is just as likely to be a barrier to running for council as other factors....

The majority of councillor respondents (44.8 per cent) to the 2015 census spent, on average, more than 15 hours a week on council business. 26.7 per cent spent between 6 and 10 hours per week and a further 21.9 per cent spent between 11 and 15 hours each week on council matters. Given that just over 60 per cent of respondents were self-employed or working full-time, council activity represented a considerable workload in addition to their other paid employment. Further, combined with high levels of involvement with organisations other than council, the commitment of respondents to their communities is exceptional.....These figures suggest that the barriers to participation on council, such as available time, influence the demographic make up of council. In general, it is easier for those who are retired, working part time or self-employed, and for those who don’t have caring responsibilities, to manage the time demands of a councillor’s role.

The matter of compulsory voting as a mechanism to enhance engagement with Local Government has been considered by Tasmanian Councils though LGAT General Meetings on a number of occasions over the last decade. Each time there has been insufficient support, and this has been particularly the case when compulsory voting has been considered in conjunction with ballot box voting. LGAT Members have, during those debates, expressed a number of concerns around compulsory voting, largely focused on a desire to keep voting meaningful and about true local representation. There has been concern that compulsory voting may potentially lead to a rise in party politics as well as in informal voting. There is also the matter of compliance and enforcement to consider; with
Members concerned about the potential cost impacts of making sure people do vote. Members are concerned that these compliance costs may drive up the cost of elections for communities, as Local Government pays for its own elections. However, when this matter was voted on in July 2016, the vote was extremely close.

While the majority of councils have shown a strong preference for postal voting over ballot box voting, an enabling facility for future electronic voting should be included in any new legislation.

As part of the Targeted Review of the Act councils provided significant feedback on the General Manager’s Roll. LGAT noted at that time that there was support for retaining the roll but with a review of eligibility criteria to minimise the risk of misuse. One strong theme was that while the General Manager’s Roll should ensure fairness and inclusion and maximise potential participation in the electoral process there should be application of a one vote, one value process and consideration of residency status going forward. There was also strong support for the review and ultimate management of the General Manager’s Roll to be undertaken by the Tasmanian Electoral Commission.

At the July 2015 iGAT General Meeting, the following motion was carried by Tasmanian Councils:

That the Local Government Association of Tasmania urge the State Government to support the transfer of the administration of the General Manager’s Roll to the Tasmanian Electoral Commission. Further Members also agreed, via motion, that the Local Government Association of Tasmania urge the State Government to review the eligibility for inclusion on the General Manager’s Roll by reviewing the definition of occupier to better capture all citizens, inclusive of refugees and permanent residents living in a Local Government area.

In considering proposed amendments to the electoral provisions in the Local Government Act (2013-14) councils supported removal of the requirements of a mayoral candidate to have first had a minimum of twelve months experience on council. This was in response to the shift from two yearly to four yearly elections, with four years seen to be a long apprenticeship. With two elections since those changes, there does seem to be a mood to re-introduce the requirement across a number of councils.

At that time, councils also contemplated matters related to popularly elected Mayors and the election of Deputy Mayors. While changes have not emerged as a strong formal theme during this initial process, anecdotally two issues arise regularly:

- The risk of a successful Mayoral/Deputy Mayoral candidate failing to be elected because they are not also elected as a councillor. LGAT believes there would be
strong support for the automatic election as a councillor of the Mayor and Deputy Mayor.

- The need to consider whether there are pathways around the election of Mayor and Deputy Mayor which would ensure a stronger leadership team for Council. This might include revisiting the idea of electing the Deputy Mayor from around the table or allowing Mayoral Candidates to also stand for Deputy Mayor.

In addition, the Local Government sector has a number of established policy positions, through endorsed motions, that we wish to be considered here. They are:

- Removal of the world alderman from the Act entirely, leaving only councillor;
- A Mayoral vacancy should not trigger a by-election if the vacancy occurs within twelve months of an election;
- Provisions should be included in the Act to enable a councillor to better access the electoral roll for their Local Government Area;
- All candidates should be required to disclose political donations; and
- A councillor who is standing for State or Federal Parliament should take a leave of absence from Council for the period between issuing of the writ and declaration of the poll.

There also appears to be increasing support with the Local Government sector for introduction of some form of caretaker provisions, although the design of what this might look like has not been widely tested. It is noted that Queensland legislation provides that, except in exceptional circumstances with approval from the Minister, a Council must not make a major policy decision during the election of caretaker period.

Caretaker provisions must be carefully designed to allow business to continue and must be particularly nuanced around land use planning decision making requirements under LUPPA.

LGAT Members also raised a number of concerns around the conduct of elections, and while these are more procedural than legislative they are worth noting:

- Administrative delays in posting of Local Government results;
- The speed of vote counting;
- Ballot sheet layout which lead to a high number of informal votes in some municipalities (A contemporary review of the instruction on the ballot form for clarity is also considered important);
- Compliance on advertising; and
- Election conduct of candidates, including disclosures.
Finally, a number of prescriptive provisions within the current Act are not contemporary and the Review should consider more modern and flexible approaches. For example, councils have raised that the public notification and community engagement processes (e.g. AGMs) do not reflect modern community expectations and engagement methodology. Similarly, the requirement to advertise in newspapers for a wide range of matters is seen as outdated.

4. Council Revenue and Expenditure

It is important to state here that LGAT does not support the concept of rate capping. In 2014, legislation to improve councils long-term financial and asset management planning was introduced and as can be seen through the annual reports of the Auditor General, there has been continuous improvement in the financial sustainability of councils since that time. Councils must be able to work with communities to determine how best to deliver and fund what is needed and wanted. Please see Attachment 1 (Rate Capping) for further information. The training and practice notes provided to councils through the federally funded LGAT Local Government Asset and Finance Reform Project has a strong focus on engaging communities in determining financial and asset pathways and LGAT is of the view that there is sufficient robustness in the legislation in this regard. We also note that a significant review of rating legislation was concluded in 2013 and would urge that strong consideration be given to the learnings of that process.

It must be remembered that rates are not a fee for service. The Valuation and Local Government Rating Review Reports comprehensively considered the principles and mechanisms around the collection of rates and should be given due consideration during this process.

Another pressing issue for LGAT Members is the issue of rates exemptions in relation to the new business models of charities which appear to be shifting the rates burden in a way which is inequitable and which was unintended when this legislation was written. Further information on this issue is at Attachment 2 (Rating Charitable Properties).

LGAT Members have resolved that there should be:

- An immediate review of Section 87(1)(d) of the Local Government Act 1993 relating to the provision of exemptions for payment of rates for land owned or occupied exclusively for charitable purposes.
- Section 87 of the Local Government Act 1993 should be amended to make commercial development in the exempt areas in sub-section (1) subject to the payment of general rates, special rates or averaged area rates and be specifically excluded from the exemption.
5. Performance Transparency and Accountability

With the introduction of the financial and asset reform legislation in 2014, including new financial sustainability indicators and the introduction of Audit panels, LGAT believes there is already a high degree of transparency and accountability for councils. In addition to the publication of annual reports, open council meetings, a raft of strategic documents which are available to the public and the annual consolidated data collection, there is also oversight by the Auditor General. The information is available for those who are interested, albeit in a voluminous form (when it comes to the consolidated data collection). While presenting data in an easily comparative way may be of interest, the business case for investment in this space must include consideration of both the cost (not just technology costs but time to provide and validate and explain the data) and outcomes - how will it drive improvement. It must be meaningful and useful to councils if there is to be performance driven change.

Having said that, our Members feel this would be a good opportunity to review and refine the role Audit Panels and performance monitoring more generally, including a review of the compliance process timeframes and offence provisions.

Previous relevant motions include:

- Review the various accounting methodologies being used by councils and develop standardised reporting, which addresses some of the complexities such as volume/length of reporting driven by disclosures required in the Local Government Act and International Accounting standards which are not necessarily relevant to Council operation.
- Allow a Mayor (or their delegate) to qualify a council or council committee agenda item that relates to the performance of or contractual arrangements with the General Manager.

In regard to this section, it has been noted that while “the suite of contemporary council planning and financial management arrangements” are out of scope of the review, if a key purpose of the review, namely to enhance accountability and transparency, is to be met then there must be consistent, transparent and effective monitoring of underpinning asset and financial data and assumptions that inform a council’s long-term financial plan. In addition to limiting the ability to compare across councils, deficits in these areas also impact on the ability to test the feasibility of council mergers effectively.

6. Other Matters

One other matter that has emerged through the consultation is the role of the General Manager as a “Person Conducting a Business or Undertaking” under Workplace Health and Safety legislation and how this relates to elected representatives (noting this matter has previously been raised with the Director of Local Government).
At this stage of the process to review the Local Government Legislative Framework, it is fair to say that councillors and council staff, who are in the thick of the day to day requirements of their roles, found it difficult to engage with the high-level paper. There is however a keenness to be involved, particularly in robustly testing ideas that come forward from the consultation. LGAT will continue to work with the Local Government Division to ensure that is possible.

Yours sincerely

Dr Katrena Stephenson
CHIEF EXECUTIVE OFFICER
Attachment 1: Rate Capping (from General Meeting November 2016)

Background
There has been some media speculation about the introduction of rate capping in Tasmania, particularly as it has recently been rolled out in Victoria and strongly canvassed in South Australia.

Rate capping has been suggested as a measure to improve the efficiency of councils but interstate experiences would suggest that it is not an appropriate mechanism for yielding efficiency dividends.

Evidence compiled by the Local Government Associations of New South Wales, Victoria and South Australia as well as ALGA suggest the following consequences:

- Loss of autonomy and flexibility in relation to determining local infrastructure and service requirements;
- A propensity to develop a back log of infrastructure maintenance and renewal requirements; and
- The potential for inter-generational transfer or burden.

While many services provided by Councils are legislatively mandated there are also distinct differences in services reflecting both needs and preferences of local communities. What councils are providing will vary according to:

- Demographic factors;
- Geography;
- Council’s financial circumstances;
- The offerings of other levels of government (and conversely service gaps); and
- The community’s ability and willingness to pay.

The Independent Local Government review panel in NSW found that rate capping comes at a significant cost to the Councils and involves unwarranted complexity, costs and constraints at both Council and State level to administer.

Further it has led to various other unintended consequences including:

- Unrealistic community expectations that rates should be contained indefinitely;
- Excessive cuts in expenditure on infrastructure leading to mounting asset renewal and maintenance backlogs;
- Despite the ability to apply to the independent pricing and regulatory tribunal (PART) for a special rates variation over and above the rate cap, there is a
resistance amongst Councils to do so as it is seen as politically risky and the process is too costly and complex, requiring a disproportionate effort for an uncertain gain; and

* Under utilisation of borrowing finances due in part to the uncertainty whether any increases in rates, needed to repay loans, would be approved by IPART (Connrie, 2015).

The review panel concluded that:

"...whilst there is certainly a case for improving efficiency and keeping rate increases to affordable levels, the rate [capping] system in its present form impacts adversely on sound financial management. It creates unwarranted political difficulties for councils that really can and should raise rates above the peg to meet genuine expenditure needs and ensure their long-term sustainability. The Panel can find no evidence from experience in other states, or from the pattern and content of submissions for Special Rate Variations, to suggest that councils would subject their ratepayers to grossly excessive or unreasonable impost if rate [capping] were relaxed (Independent Local Government Review Panel, 2013. Page 42)."

The panel was of the view that rate capping is very costly relative to the benefits it delivers. Millions of dollars are spent each year by Councils and state agencies on preparing, reviewing and determining applications when the actual cost impact of the proposed rate increases on households would often have been no more than one dollar per week (Independent Local Government Review Panel, 2013. Page 43).

It concluded that as a result of rate capping the financial sustainability of many Councils in NSW and their capacity to deliver the services that their communities need, had declined and a significant number were near crisis point (Independent Local Government Review Panel, 2013. Page 7).

There is considerable evidence to show that in NSW rate capping has produced decaying infrastructure with costs shifted to the next generation and additionally that councils have much higher fees and charges than are found in other States.

In Tasmania, and through LGAT, there has been significant investment in improving the sector’s approach to Long Term Financial and Asset Management planning, including new legislated requirements and a focus by the Auditor General. This in itself improves transparency, accountability and efficiency to a large extent.

A long term financial plan is a useful tool that enables a council to understand the impact on its rates and borrowings for the level of affordable services (including infrastructure renewal) that its community expects.
It is through those processes and in consideration of strategic goals and the communities ability to pay that rates should be set. Providing the Minister an unfettered power over councils financial management practices and assuming a one size fits all is not the best approach.

In general, councils follow a thorough and formal process to weigh up the range and level of services that residents and ratepayers want and are willing to pay for.

No one likes paying more than necessary but Councils strive through transparent consultative processes to get the balance right between services and revenue raising.

In addition, because Councils undertake their activities at the local level, the efficiency and value of what they do is far more visible and open to scrutiny and feedback. Their ratepayers (who are also their electors) ensure that Councils are necessarily constantly vigilant to opportunities to improve productivity and reduce costs and thus keep rates at levels no higher than necessary.

Limiting any tax may seem a good idea but at a local level, councillors are elected and Council pays the costs of those elections and ongoing governance. In essence this would be wasted as councils would lose accountability for revenue and community services.

The pressure on councils to perform and become more efficient may actually be removed as there is no longer control on rates and local accountability is largely gone.

The Henry Tax Review found the following in relation to Local Government:

"Local Governments are generally established under State legislation and have access to one tax — Local Government rates levied on properties within their municipality. Unlike State governments, Local Governments fund the majority of their expenditures through own-source revenue (83 per cent in 2005–06), with Local Government rates making up around 45 per cent of this.

The immobility of land makes rates based on land value an appropriate tax base for Local Governments. States should allow Local Governments a substantial degree of autonomy to set the tax rate applicable to property within their municipality."

See also:
Attachment 2: Rating Charitable Properties (from General Meeting December 2018)

Background
At the February 2018 LGAT General Meeting, the following motions were carried:

1. That Members note recent case law which suggests that although a property may be owned by a charitable institution, occupancy by private residents is not a charitable purpose; and

2. That Members agree to take a common and equitable approach to the rating of independent living units which takes as a core assumption that private residential occupancy is not a charitable purpose and is not exempt from general rates.

LGAT has continued to advocate for equity in the application of rating formulas.

A number of councils commenced charging rates on full cost independent living units operated by charitable organisations in 2016 based on established legal precedent. Southern Cross Care took the matter to the Magistrates Court involving Hobart City, Clarence City, Kingborough and Meander Valley Councils. The court upheld councils’ rights to charge rates on such properties on the basis that the land was not both owned and occupied exclusively for charitable purposes. Southern Cross Care then escalated action to the Full Court of the Supreme Court and on 12 November the court handed down its judgement finding that Southern Cross Care did not have to pay rates on the ILLUs and ordering councils to pay back rates collected.

The Supreme Court judgement notes there is different language in play in state legislation, with reference to ‘occupation’ in Tasmania and ‘use’ in other jurisdictions meaning that case law established in other parts of Australia is not necessarily applicable or supportive of councils’ arguments in Tasmania. “Section 87(1)(d) is silent as to the identity of the owner or occupier, focused on the purpose of ownership and occupation... (and) the requirement is satisfied if the occupation is exclusively on account of the owner’s charitable purpose, whether or not the owner is in occupation”.

This judgement raises concerns in relation to other types of properties such as social housing, particularly in light of the significant transfer of public housing dwellings to charitable providers. However, LGAT has been informally advised by Housing Tasmania that the Residential Management Agreement in such cases does confer an obligation to pay rates. Formal advice will be sought in due course, pending the decision of the four councils involved in court action. Regardless of the legal outcome, the judgement suggests this is a matter that should be clarified in legislation going forward and LGAT will advocate on that basis as appropriate.
There is a common misconception that council rates represent charges for services provided but under the Local Government Act 1993, rates are clearly identified as a form of taxation. As such they must balance the key taxation principles of efficiency and simplicity, sustainability, competitive neutrality and equity. Sometimes there are exemptions from paying rates but these decisions must be made carefully as they ultimately affect the burden of others in the community.

Removal of the general rates exemption from properties not used exclusively for charitable purposes is both a matter of law and equity. Until this recent judgement, under Tasmanian law, it was simply not enough that the landowner is a charitable institution if the purpose for the occupancy is also not charitable. It was deemed that the exemption provisions of the Local Government Act 1993 were not satisfied unless a property is not only owned by a charitable organisation but also occupied exclusively for charitable purposes.

Independent living units are, by their very definition, accommodation units designed for independent, active retirees who do not require special assistance with day-to-day living. What distinguishes them from aged-care facilities is that independent living units are used as normal and private residences, just like anyone else’s home.

Importantly, councils are not applying this change of policy to aged-care facilities, short-term welfare housing, administrative offices and other facilities associated with these providers’ operations, these will remain exempt from paying general rates. Further we would note pensioners can apply to receive a rates rebate like any other pensioner residing in their own home. Exactly the same principle applies to lifestyle villages, community housing and the transfer of public housing to charitable organisations.

The need for councils to ensure that general rate exemptions are appropriately applied is good governance. It is important for councils to implement up-to-date and equitable policies that consider the entire community and ensure ratepayers are being treated fairly and equally.
Energy Investment Important for region’s future

The Cradle Coast Authority (CCA) welcomes the Coalition Government’s investment in Tasmania towards the proposed second interconnector with the mainland.

The Coalition Government has pledged $56 million for the proposed second interconnector with the mainland, after the Tasmanian Government released a feasibility study highlighting the business case stocks up.

The recent finds the business case for a 1.200MW interconnector will unlock new generation and storage in Tasmania.

“This is great news for future investment and jobs in the region,” CCA CEO Dave Connelly said.

“We are engaged with TasNetworks, and all nine of the Cradle Coast councils are keen to progress renewables in the region.

“The Cradle Coast can not only provide clean, green power, but can provide the security of supply for Tasmania and mainland states and help support cheaper power prices,” it helped the Government’s $56 million investment would accelerate the delivery of the Marinus Link and builds on the $20 million already invested by the Australian and Tasmanian Governments, through the Australian Renewable Energy Agency and Tas Networks, into the initial feasibility report.

“We are already in discussion with TasNetworks, Hydro Tasmania and UPLC Renewables and we hope this will pave the way forward for certainty of investment as well as help secure guaranteed supplies of cleaner, cheaper energy across the nation,” Mr Connelly said.

End...

Media contact:
Carole Slaatsen - Ph: 6433 8434 / 0438 584 554 / Email: cgs@cradlecouncil.com
Communications & Media Manager, Cradle Coast Authority

Website: www.cradlecouncil.com
Facebook: www.facebook.com/cradlecouncilauthority

Making the Cradle Coast a better place to live, learn, visit, and invest

Cradle Coast Authority
13 Spring Street, Burnie
Tasmania 7320
MEDIA RELEASE
6 March 2019

Federal election campaign wish list focuses on region’s assets and values

With a Federal election imminent, the Cradle Coast Authority has released an election “wish list”.

“As the voice for all nine councils in the Cradle Coast, we know our region best and will present our perspective and advice on the region’s current and emerging priorities to the next Federal Government,” Cradle Coast Authority CEO Daryl Connolly said.

“The list of priorities focuses on further investment in industries that are already seeing the benefits of growth - such as our visitor economy - and in areas where we have identified a need for investment. If we are to meet the growing needs of new and emerging industries - such as an industry and employment awareness program.”

The Cradle Coast region boasts a range of competitive advantages and unique offerings. It is a major contributor to the Tasmanian economy, responsible for 21% of Tasmania’s gross state product.

Two of the state’s busiest ports (Devonport and Burnie) are in the Cradle Coast; 848 farms with a gross value of $567M are in the state’s north-west; and more than half of Tasmania’s dairy farms are in the Cradle Coast.

“The Cradle Coast Authority strives to make the Cradle Coast the place to live,learn,visit and invest,” Mr Connolly said.

“We believe investing in these priorities will help us to see that vision realised.”

Cradle Coast Tourism Growth Program

A $10M grants program to help small businesses, community organisations and councils deliver world-class visitor experiences and create jobs in the Cradle Coast region. The program would fund up to 50% of the cost of eligible projects. A minimum project size of $50K. For example, requiring $25K from the proponent will make this grant accessible to a larger range of businesses than similar programs have in the past.

Key benefits:

- New experiences and attractions developed in the region
- More visitors, staying longer and spending more
- Regional dispersal - ensuring visitor venture beyond Cradle Mountain to Circular Head, the West Coast, King Island and other areas in between
- Will help small businesses overcome the challenge of accessing capital

Commitment sought: At least $10M
State of The Art Organics Composting Facility to facilitate kerbside garden waste collection in the Cradle Coast region

One-off Federal Government Investment in a state-of-the-art organics-composting facility with a life span of more than 30 years. This implementation-ready project has been costed and scoped by Dulverton Waste Management and will allow for kerbside garden and kitchen organics collection for 40,000 households throughout the Cradle Coast region.

Key benefits:
- Convenient kerbside green waste collection for Cradle Coast residents
- Reduced greenhouse gas emissions
- Extended landfill life
- Valuable compost by-product for agricultural, nursery, government and residential re-use

Commitment sought: $3.65M.

Bass Highway Masterplan

A Bass Highway Masterplan will provide Cradle Coast residents and decision makers with the certainty they require, by delivering a detailed, up to date, costed long-term plan for improving and maintaining the Bass Highway from the Latrobe to Circular Head LGAs and in between.

Key benefits:
- Provides information about long term routing and road quality, giving industry confidence to invest in the region and allows councils to better address the long-term needs of their communities, including zoning and infrastructure requirements.

Commitment sought: $500K

Farm vehicle washdown and effluent dump facilities

Modern washdown and effluent dumping facilities are required at Smithton, Burnie, King Island and Devonport for livestock transport and other vehicles. Funding will make it easier for high volume users and other proponents to co-fund and operate new facilities.

Key benefits:
- Maintenance of Tasmania’s ‘clean, green’ image amongst locals and visitors
- Improved animal welfare
- Improved biosecurity outcomes
- Improved workplace health and safety outcomes
- Improved road safety and public amenity on the road

Commitment sought: $4M

Cradle Coast Alive Industry and employment awareness program

An initiative developed by the community as part of the Cradle Coast Regional Futures Plan, this program will raise awareness of regional employment opportunities and improve...
connections between young people, schools and employers, raising aspiration and matching local youth with local careers.

Key benefits:

- Stronger connections between schools, industry and families
- Better educational and employment outcomes for young people
- A skilled workforce to fuel economic growth

Commitment sought: $500K over two years.

Improve health - professional recruitment and retention

An initiative developed by the community as part of the Cradle Coast Regional Futures Plan, this project will help overcome health practitioner shortages in the region by working with medical practices, councils and others to attract health professionals to the region and retain them.

Key benefits:

- New jobs
- Shorter waiting times
- Better public health outcomes

Commitment sought: $503K over two years

End...

Media contact:
Cat Gole-Stanton - Ph: 6433 8434 / 0438 584 354 / Email: cgoleston@cradlecrosst.com
Communications & Media Manager, Cradle Coast Authority

Website: www.cradlecrosst.com
Facebook: www.facebook.com/cradlecrosstauthority

Cradle Coast Authority
1-3 Spring Street, Burnie
Tasmania 7320

Making the Cradle Coast a better place to live, learn, visit, and invest.
6 March 2019

Mr Mark Reckles
General Manager
Bluestone Mines Joint Venture Pty Ltd
PO Box 20
ZEEHAN, TAS 7469

Email: mark.reckles@bluestone.com.au

Dear Mr Reckles

RENTAILS PROJECT – RENISON BELL
EXTENSION OF TIMEFRAME FOR LOGGMENT OF A CASE FOR ASSESSMENT

I refer to your correspondence of 7 February, in reply to the Environment Protection Authority’s (EPA’s) correspondence of 24 January regarding the lodgment of a case for assessment for the above proposal.

In this case, I agree that an extension of time can be granted for lodging a case for assessment (a DPEMP). It is understood that surveys and assessments for the proposal are ongoing and that additional process flow information is required to support a change from a shelter to a lower temperature kiln.

In accordance with section 27F(1)(b) of the Environmental Management and Pollution Control Act 1994 (the EMPC Act), and acting under delegation from the Board of the Environment Protection Authority (the Board), I agree to grant an extension of 7 months to the period for lodgment of a case for assessment. Accordingly, a satisfactory case for assessment must be lodged by 7 October 2019 unless a further extension is agreed to by the Board or its delegate.

If you have any queries regarding the above please contact Edith O’Shea on (03) 6165 4514.

Yours sincerely

[Signature]

West Ford
DIRECTOR, ENVIRONMENT PROTECTION AUTHORITY
Delegated for the Board of the Environment Protection Authority

Cc: Ms Eleanor Strong, Acting General Manager, West Coast Council, PO Box 83, Queenstown TAS 7467 or@westcoasttas.gov.au
Mr Michael Bourke, Project Manager Rentails, Michael.Bourke@metalex.com.au
Director, Queensland, Victoria, Tasmania Assessments Section, Department of the Environment, epu.rentails@environment.tas.gov.au
Thank you for your generosity. Thank you so much.

We are so much appreciated. In June,

I just wanted to say a

Big Thank You!

From the Council of

Queenslands

Thank you.
Dear Councillors,

At the Council Meeting of 26 February Cr. Styles asked a question without notice in relation to a Australia Day Pool Party that was held at the Queenstown Pool.

**Background:**
Our aim is to run the operations of our sport and recreation facilities in a way that is responsive to community needs and maximises utilisation.

The first Queenstown Pool Party was held in 2018. At that time some members of the community approached the time Swimming Pool Coordinator to see if it was possible to run a Family Fun Day/Open Day at the Pool on Australia Day. The Swimming Pool Coordinator, in conjunction with Manager Corporate Services and Strategy, determine that it was a worthwhile activity given that the pool would be open anyway and the relevant staff had experience in youth programs and the relevant working with children requirements. As a part of the event Queenstown Amateur Swim Club (QASC) offered to cook a BBQ and sell drinks as a fundraiser for their club. A food licence was obtained and it was deemed not to be an issue as the club is so heavily involved in the pool. There were approximately 100 people who attended that event and it received positive feedback. This was conducted as part of normal pool operations although entry was gold coin similar to an open day.

In 2019, the Facilities Officer determined that as a normal part of pool operations an Australian Day at the pool would be a useful way to drive attendance at the pool. QASC again offered to cook a BBQ and sell drinks as a fundraiser for their club. The MC for the day was a volunteer who was previously the PE teacher at the High School who drove up from Ulverstone for the day to help run the games. There were approximately 50 people in attendance (due to weather).

**Responses to Specific Questions:**

*Note with interest that the Australia Day Pool Party, hosted by Queenstown Amateur Swim Club bears the West Coast Council logo as a sponsor. My question to the General Manager is:*

1. **Can you tell me what support Council provided for this event?** The pool open day/event was considered to be a part of normal operations and conducted using regularly rostered staff.

2. **From which budget was the support drawn?** Approximately $50 was spend on items for the pool in the lead up to the event, this came out of the pools operational budget.

3. **Why the support isn’t listed in this month’s Financial and in-kind support report?** It was not listed as it was considered to be a part of normal pool operations.

4. **Whether Council approved the support?** As it was not an event as such, but rather normal pool operations, which were conducted with the support of a pool based club, it was not considered that there was any in-kind or other support.

5. **Whether the support falls within Council’s Financial and In-Kind Support Policy?** As the event was ran as a part of pool operations it was not considered fall within the Financial and In-Kind Support Policy.
I also note that we are currently reviewing the Financial and In-Kind Support Policy and hope to bring something to Council in relation to this in the near future. I look forward to further engagement with you on this issue.

Kind regards,

David

David Milson
GENERAL MANAGER

Address: 11 Sicht Street (PO Box 63), Queenstown TAS 7467
Phone: (03) 6471 4721
Fax: (03) 6471 4720
Email: info@westcoast.tas.gov.au
Website: www.westcoast.tas.gov.au

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Hi West Coast Council and Mayor of West Coast Council.

Please see attached new Timetable that Tassielink will be operating under 7 days per week starting next week.

This is a great opportunity for any person on the West Coast to take a bus and stay over night at another West Coast town and go back the next day. It also means people on the North West Coast could come down stay over night in several towns on the West Coast over a number of days before returning home.

Could you please let me know whether Council will be advertising this new timetable and if so where?

Also what steps are been taken by Council to ensure tourism operators and/or other Councils are engaged with advertising this great new public transport access to the West Coast so that travellers from elsewhere might now come here more often and spend some time enjoying the West Coast experience via the bus?

with thanks,

Matthew Ryan-Sykes
Rosebery Tas 7470
15 February 2019

Roy Walsh
Australian Institute of Mining Pty Ltd
1668 Forest Road
Orange NSW 2800
Roy.Walsh@miners.com.au

Dear Mr Walsh

GROWING APPRENTICESHIPS AND TRAINEESHIPS PROGRAM SUBMISSION

Following on from our meeting on Thursday 7 February 2019, regarding a pilot training program for Pybar Mining at the Hesty Mine site, I am pleased to be able to provide this letter of support.

The mining industry and the employment that it brings to the West Coast community, is essential for the growth and economy of our region. The education, training and employment benefits your proposal would bring to our area is in line with West Coast Council’s Community Plan 2025, and would be warmly received by the community.

We wish you all the best with your proposal submission.

Yours sincerely,

Phil Vickers
MAYOR
Good afternoon Wendy,

I wish to advise that Council have discussed Council representation on the Health West Advisory Committee, and I am pleased to inform you that Councillor Kerry Graham has welcomed the opportunity to join your committee.

Please find below Councillor Graham's contact details so you can contact him directly with meeting details and relevant documentation.

Councillor Kerry Graham
kerry.graham@westcoast.tas.gov.au
0488 199 529

Kind regards,
Samantha Eley
Executive Assistant

Address: 11 Sticht Street (PO Box 63), Queentown TAS 7467
Phone: (03) 6471 4771
Fax: (03) 6471 4720
Email: ea@westcoast.tas.gov.au
Website: www.westcoast.tas.gov.au

Please consider the environment before printing.
28 February 2018

Anthony Coulson
Roam Wild
15 Cuten Street
QUEENSTOWN TAS 7467

Dear Mr Coulson

LAKE ST CLAIR – WEST COAST BUS SERVICE

Council is pleased to learn of your intention to apply to the State Government for approval to run a regular public passenger bus service from Lake St Clair to the West Coast.

We believe your intended partnership with Overland Track Transport to offer connections from their service four days a week will assist in alleviating concern from the West Coast community about loss of a direct bus service to Hobart. It is pleasing to see small businesses work together and be proactive in developing solutions.

Combined with the new seven day a week bus service to Burnie, your intended service will further move the West Coast region towards achieving the outcomes adopted in the West Coast Community Plan 2025.

We wish you well with your application and are pleased to support your endeavours.

Yours sincerely

Phil Vickers
MAYOR
4 March 2019

John Dawson
Department of State Growth
john.dawson@stategrowth.tas.gov.au

Dear John

WEST COAST BUS SERVICE

I am writing to you in relation to the decision of the State Government to transition to a seven day a week service between the West Coast and Burnie and to end the subsidised service between the West Coast and Hobart.

The West Coast Council unanimously supports the continuation of a seven day a week return service to Burnie. This service is undoubtedly beneficial for the community here on the West Coast.

However, you should be aware of the concerns held by the community in relation to the cessation of the Hobart Service. While the service was utilised by a small number of people, it was of importance to them and to the community.

In particular those who used the service included: students, travelling to and from Hobart for educational opportunities, tourists who are backpacking or otherwise have limited funds for transportation, and individuals travelling to Hobart to meet family or for other events and who do not have access to other transport.

The impact of losing this service will be felt most by those without other transport options, for example those without the means for private transport, or those without a licence. Both of these groups are larger on the West Coast than in many other areas of our State.

Additionally, the local tourism industry has concerns that losing this service may increase the perception that West Coast is a difficult destination to travel to or is isolated.

The Councillors ask that the Department of State Growth; continue to communicate with the community around the changes to public transport timetables to and from the West Coast, work with private transport providers to encourage the development of unsubsidised services between the West Coast and Hobart, work with the West Coast Council and other stakeholders to improve inter-town transport and increase ability of people to obtain drivers licences on the West Coast and, proactively communicate the benefits of a seven day a week service to Burnie to the local community and business.

Yours sincerely

Phil Vickers
MAYOR
7 March 2019

Tullah Progress Association
TULLAH TAS 7321

tullahprogress@gmail.com

To Whom it May Concern

LAKE ROSEBERY FORESHORE WALK

Council is pleased to provide in principal support for the proposed Lake Rosebery Foreshore Walk in Tullah.

The work undertaken by the Tullah Progress Association in developing opportunities in Tullah is exemplary and the proposed walk has the potential to become a "must-do" experience for visitors whilst also providing recreational space for locals, of varying abilities and purposes.

This walk will further move the West Coast region towards achieving the outcomes adopted in the West Coast Community Plan 2025, where provision of facilities and services to provide active, healthy lifestyles is key.

We wish you well in developing this project and are pleased to support your endeavours.

Yours sincerely

Phil Vickers
MAYOR
12 March 2019

Joe Grant
jon.grant@TasTAFE.tas.edu.au

Dear Mr Grant

TRAINING PROPOSAL

At the Ordinary Meeting of Council held on 26 March 2019, your proposal to have West Coast Council sponsor TasTAFE’s application for the Workforce Development Fund was discussed.

We are pleased to notify you that Council has agreed to be the sponsoring body for this application provided that:

- All places are occupied by West Coast residents and;
- No charges are incurred by Council in the sponsorship of this funding application

Should you need anything further from us to submit your funding application please contact the Community Development & Events Officer, Vikki Iwanički, at the above listed phone number or email.

Yours sincerely

Phil Vickers

MAYOR
14 March 2019

Mr Ian Wotherspoon
ZEEHAN TAS 7469

Dear Mr Wotherspoon

GRANVILLE HARBOUR – PROPOSED TOILETS

I refer to your question at the Ordinary Meeting of Council, held Tuesday 26 February 2019 in relation to the construction of a toilet block in Granville Harbour.

As detailed in previous correspondence, Council has been unable to identify a suitable site.

Liaison with the Granville community, Parks and Wildlife Service and other relevant agencies, will commence in the near future to identify a potential site.

We will continue to liaise with the Granville community and a Council representative will make contact once further details are available.

Should you have any queries in relation to above, I invite you to contact the Council office.

Yours sincerely

Phil Vickers
MAYOR
14 March 2019

Mr Wayne Brown
QUEENSTOWN TAS 7467

Dear Mr Brown

INTERSECTION – JAKINS & PENGhana ROAD, QUEENSTOWN

I refer to your correspondence to Council, received 12 February 2019.

I can confirm that Council will monitor and investigate the intersection of Jakins & Penghana Road, Queenstown.

Following an assessment all appropriate and feasible measures will be undertaken to provide safe driving conditions within the area identified. Council will also liaise with State Growth in relation to signage on Penghana Road, Queenstown if needed.

Should you have any queries in relation to above, I invite you to contact the West Coast Council office.

Yours sincerely

Phil Vickers
MAYOR
Purpose
This policy aims to give an overview and outline the process and details of Council Workshops.

Background
Council Policy Number 23 - Council Workshops was adopted on 11 November 2008, with the policy last updated on 16 March 2010.

Details
The Draft policy WCC.017 Council Workshops, had been updated to the new policy format and with consideration to supporting reference documentation has been included.

Statutory Implications
Two statutory requirements apply to Council Workshops;

- Section 8(2)(c) of the Local Government (Meeting Regulations) 2015, states that the date and purpose of any Council Workshop held since the last meeting is to be included in the Council Meeting Agenda.

- Section 72(1)(cc) of the Local Government Act 1993, states that a statement detailing the attendance of each Councillor at meetings of Council or any Council committee, during the preceding financial year be included in the Annual Report. West Coast Council includes the Workshop attendance tally as part of the Annual Report.

Both have been incorporated into the revised policy.

The policy will be due for review in January 2023.

Strategic Implications
Revision of the policy supports the achievement of the following strategic priorities.

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

The policy objective is to acknowledge the importance of Council Workshops, to provide an overview and to outline the associated processes. By doing so, it also demonstrates transparency in Council’s conduct and operations, while building trust with stakeholders and the community.

Financial Implications

There are no financial implications associated with the implementation of this policy.

Risk Implications

There are no risk implications associated with the implementation of this policy.

Consultation Process

The General Manager and Senior Leadership Team have discussed this policy review in line with the WCC.014 Policy Framework Policy. Councillors have been provided with a copy of the report and revised policy and have had the opportunity to make comment and provide feedback prior to the Report being presented to Council for adoption.

Comment

Nil

Recommendation

That Council approve and adopt the WCC.017 Council Workshops Version 3.

Moved/Seconded
## Council Policy (WCC.017)
### Council Workshops

**Responsible Officer:** GENERAL MANAGER

**Date of Issue:** March 2019

**Review Date:** March 2023

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<td>March 2019</td>
<td>Policy Number 23 Council Workshop V2</td>
<td>16 March 2019</td>
</tr>
</tbody>
</table>
CONTENTS

1 Purpose 1
2 Objective 1
3 Scope 1
4 Policy 1
  4.1 Workshop Schedules, Locations and Time 1
  4.2 Cancellation/ Addition of a Workshop or Change of Date from Approved Workshop Schedule 1
  4.3 Workshop Agenda and Supporting Documentation 2
  4.4 Recording of Workshops 2
  4.5 Invited Guests 2
5 Legislation and Related Documents 2
1 Purpose

This policy outlines the process and details of Council Workshops.

2 Objective

The West Coast Council holds Council Workshops for the purpose of conducting in-depth discussion of selected topics and issues.

Formal decisions are not made at workshops, but these sessions provide the time needed to explore important matters in detail.

3 Scope

This policy applies to Council Workshops held by West Coast Council for Councillors and Council staff.

4 Policy

4.1 Workshop Schedules, Locations and Time

Council Workshops will operate on a regular schedule in order to allow Councillors and staff to plan attendance.

The West Coast Council meeting schedule will be reviewed and approved by Council annually each year in December. This schedule will include approved Council Workshop dates.

A copy of the schedule is made available to the Councillors and Council staff.

To facilitate maximum attendance, Councillors and relevant staff will be sent a calendar invite by the Executive Assistant advising of the date and time of upcoming Council Workshops. Additionally, if there is to be a change to the Workshop regarding the date, time or location, Councillors and staff will be notified in advance prior to the Workshop.

Unless otherwise specified, the Council Workshops will be held in the Council Chambers Queenstown, to utilise the dedicated facilities for the delivery of presentations from staff and guest presenters.

4.2 Cancellation/ Addition of a Workshop or Change of Date from Approved Workshop Schedule

The Mayor may cancel a scheduled workshop if no Agenda items have been submitted by Councillors or staff for the Workshop Agenda.

The Mayor may decide to hold an extra Workshop in addition to the approved schedule or nominate an alternate Workshop date and time. These Workshops will be arranged as required.

Councillors and staff will be informed in advance, prior to the Workshop of any such changes.
4.3 Workshop Agenda and Supporting Documentation

Workshop Agendas and relevant supporting documentation will be provided to the Councillors for the purpose of the Workshop. Material may be in hard copy form or uploaded to the Councillor portal for access by the Councillors.

Councillors will be informed via email of any documentation uploaded to the Councillor portal for viewing and will be advised if specific documentation is required to be brought to the Workshop.

It is expected that Councillors will attend Workshops with their allocated iPad to access required Workshop documentation, with Council staff providing additional specific documents as required.

Councillors are required to send Agenda items for discussion to the Mayor and General Manager no later than 4 days prior to the Workshop. This will allow for inclusion into the Workshop Agenda and the collation of relevant supporting documentation.

4.4 Recording of Workshops

As formal decisions are not made at Council Workshops, formal recording of the sessions in minute form and/or audio recording are not conducted, however notes are taken to capture Action or Follow up Items.

As per Section 8(2)(c) of the Local Government (Meeting Regulations) 2015, any Council Workshops held since the last Council meeting are to be included in the next Council Meeting Agenda, stating the date and purpose of the Workshop.

In line with good governance and transparency, a tally of Councillors attendance at Workshops will be kept and included in the Annual Report.

Section 74(1)(cc) of the Local Government Act 1993, states that a statement detailing the attendance of each Councillor at meetings of Council or any Council committee, during the preceding financial year be included in the Annual Report. West Coast Council includes the Workshop attendance tally as part of the Annual Report.

4.5 Invited Guests

Guest speakers and presenters may be invited to attend Workshops as required.

Invitations and relevant information relating to the visit will be coordinated by the Executive Assistant.

5 Legislation and Related Documents

Local Government Act 1993

Local Government (meeting Procedures) Regulations 2015

West Coast Community Plan 2025

Code of Conduct

WCC.014 Policy Framework

Local Government Association of Tasmania- The Councillor Resource Kit
Title: Expression of Interest - Macquarie Heads Campground

Reporting Officer: General Manager

Date: 26 March 2019

Appendices: Minutes from Ordinary Meeting of Council – 26 March 2018
Motion Without Notice Moved Cr Gerrity/ Seconded Cr O’Grady
Expression of Interest
Business Case and Masterplan

Purpose
To update the Councillors on the information received from the community (via an Expression of Interest process) regarding interest in the expansion and current vacant sites at the Macquarie Heads campground.

Background
At the Ordinary Meeting of Council held on 28 March 2018, Council agreed to expand the Macquarie Heads Temporary Permit Campground from 97 to 150 sites. Appendix 1

At the Ordinary meeting of Council held on 25 September 2018, through a Motion without Notice, Council put a hold on construction of the expansion project until an Expression of Interest was advertised to see if there was sufficient demand to fill the existing 12 vacant sites and the proposed 53 new sites: Appendix 2

Details
An Expression of Interest (EOI) was created by the Facilities Officer, with input from the (then) Acting General Manager, Property Officer and Executive Assistant. Appendix 3

The Working Group met to discuss what information needed to be captured through the Expression of Interest Process. The final EOI form was agreed to by both the Acting General Manager and Mayor prior to distribution.

The final EOI was designed to capture the following information in order to assist with current and future planning for the facility:

- Name & Contact Details
- Location spread of expressions logged
- Age Demographic
- Temporary Permit Structures (How they would set up their sites)
- Future use of new toilets (Would they use onsite toilets)
- Preferred Length of Lease
- Site Usage (What would they bring onto site when visiting)
- Recreational Activities (What they would plan to do onsite).

The EOI was advertised throughout Tasmania; in all 3 Major Newspapers, on the Council Facebook Page, and on the Council Website.
Results

20 complete Expressions of Interest were received over a 72 day response period, below is the data collated from these expressions.

Mapped area from Expressions.
**Age Demographic**

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 yrs</td>
<td>8</td>
</tr>
<tr>
<td>5-10 yrs</td>
<td>12</td>
</tr>
<tr>
<td>11-15 yrs</td>
<td>11</td>
</tr>
<tr>
<td>16-20 yrs</td>
<td>13</td>
</tr>
<tr>
<td>21-25 yrs</td>
<td>20</td>
</tr>
<tr>
<td>26-30 yrs</td>
<td>15</td>
</tr>
<tr>
<td>31-35 yrs</td>
<td>12</td>
</tr>
<tr>
<td>36-40 yrs</td>
<td>11</td>
</tr>
<tr>
<td>41-45 yrs</td>
<td>8</td>
</tr>
<tr>
<td>46-50 yrs</td>
<td>8</td>
</tr>
<tr>
<td>51-55 yrs</td>
<td>2</td>
</tr>
</tbody>
</table>

**Temporary Permanent Structures to be onsite**

- Shed: 12
- Chem Toilet: 13
- Water Tank: 15
- Fixed Annex: 20
- No fixed Annex: 2

**Use of Onsite Toilet Block**

- NO: 8
- YES: 12

**Preferred Length of Lease**

- 7 years: 8
- 8 years: 11
- 9 years: 13
- 10 years: 15
- 11 years: 12
- 12 years: 10
- 13 years: 8
- 14 years: 6
- 15 years: 4
- 16 years: 2
What will be brought onto site

Total number of extra Vehicles, Boats, Trailers etc. on site at any one time would be 71 if we were to fill an extra 20 sites.

Recreational Activities

Statutory Implications
Nil

Strategic Implications
The Macquarie Heads Campground is a great recreational space for residents and visitors to enjoy. By conducting the Expression of Interest process, the data collated will assist Council in maintaining and upgrading the site in line with the West Coast Community Plan 2025.

Our People Our Community
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.
In line with the West Coast Community Plan 2025, Councils request for feedback on the demand and interest in the Macquarie Heads Campground, demonstrates Council’s responsibility in effectively managing costs and funding associated with the project.

**Our Partnerships Our Leadership**

5.3 Sound management of Council resources is undertaken

5.3.1 The Council meets statutory requirements

5.3.3 Revenue from grants and other income sources is maximised.

5.3.5 Council is recognised as a relevant, well managed, cost effective, and operationally efficient and customer focused organisation that connects will all its stakeholders.

**Policy Implications**

Nil

**Financial Implications**

To meet current operational and compliance requirements it is necessary to upgrade the following infrastructure prior to any future expansion:

- Upgrade the vehicle and boat parking area to an appropriate size and standard;
- Remove the current illegal toilet and build a compliant toilet facility, at the required distance from the harbour;
- Upgrade the waste compound.

The estimated cost for this is $350,000 (however it should be noted that a final figure can’t be known until the full detailed ‘Design and Construct Tender’ process is undertaken, following DA approval. Please see the attached Business Case. Appendix 4.

There is the potential for approved funding ($200k State Government, $350k borrowed funds) to be revoked or reduced if the site expansion process does not proceed.

*Grant Deed states: Item 1 (clause1.1) The Approved Purpose is to assist the Recipient with upgrading the facilities within the Macquarie Heads Camping Ground in accordance with the Macquarie Heads Camping Ground Expansion Project.*

**Risk Implications**

Operations – An addition 53 new sites will impact on the day to day operations of the site including but not limited to:

- Traffic Management
- Waste management (solid and liquid waste)
- Maintenance (wear and tear)
- Caretaker scope of work.

Emergency Management – A full emergency management plan must be designed and implemented to ensure the safety of the current Temporary Permit Holders and Day Camping Area and the new 53 sites, if this is to go ahead to ensure the safety of people using the site.

The opportunity for the public to access a temporary permit site at the Macquarie Heads camping ground will be reduced if the expansion does not proceed. Depending on Councils process for managing
the expansion and allocation of sites current site holders may find they are competing with potential site holders in the bid to retain their current site.

Any potential allocation method has the possibility for negative public reaction.

A report on potential allocation methods will be presented at the April 2019 Council meeting.

Consultation Process

Consultation around the Expression of Interest process has been with the Macquarie Heads Working Group, the (then) Acting General Manager, Mayor Vickers and the General Manager.

Comment

Currently construction works are on hold, while planning work continues. Planning is based on the project originally endorsed by Council. We seek Councils further guidance on the path forward.

Recommendation

This Report is presented to Council for noting.

Moved/Seconded
Appendix 1.

Minutes from Ordinary Meeting of Council – 26 March 2018

West Coast Council 26 March 2018 Page 245

That in relation to the Macquarie Heads Camp Ground, Council authorise the General Manager to:

1. Enter into the new Head Lease agreement being offered by the Crown;

2. Proceed with the Development Application (for the expansion project) and, once approval for the entire development is secured, proceed with the proposed expansion of the facility (Stage 1 only);

3. Report to Council before 30 June 2018, with a draft of the proposed new Temporary Permits to be offered to existing Permit Holders and potential new Permit Holders (in accordance with the new Head Lease and for use post 30 June 2018), for Council approval; and

4. Report to Council before 30 June 2018, with a draft of the proposed arrangement between the State Government and Council in relation Council’s involvement in the operations of the separate ‘day camping’ area at Macquarie Heads, for approval.

Mayor Vickers- noted the Business Plan is comprehensive, he said it was fine, tight, as most business plans.

Cr Gerrity- stated that stage 1 consists of 53 new sites she is concerned that we are not guaranteed to fill all the sites to get the extra income that is proposed, and all the additional sites will put a lot of pressure on the Macquarie Heads Road and Boat Ramp, which is not coping with existing use. There is nothing in the report addressing the environmental impact on the over fishing due to the additional people in the area.

Cr O’Grady- was concerned that we are spending money on something there is no demand for.

Deputy Mayor Pitt- stated there is a comprehensive management plan regarding the Macquarie Heads Road that GHD have included in the report and that there are comments that there will be talks with MAST to review the boat ramp.

Mayor Vickers- advised that the business plan is reasonable but by year 7, should return considerable funds to the Council. State Government has contributed $200,000 to the upgrade. Council made the decision to move forward therefore GHD was engaged to complete the business plan for Council.

West Coast Council 26 March 2018 Page 246

Cr Newman- believes we are heading down the right path now. This will be an asset for the West Coast visitors even though we have some way to go.

Deputy Mayor Pitt- will we be advertising the vacant sites when available and if they are not filled, is there a possibly to use them for day camping?

General Manager- advised that Council had not set a policy on the future waiting list, advertising of site, marketing and promoting the facility. The plan has always been to bring back to Council the plan moving forward.

Cr Shea- is concerned about the boat ramp situation.

Mayor Vickers- stated Council have certainly made MAST aware of the situation and hope they come on board with what is needed.
Cr Gerrity- questioned, what if MAST do not come on board.

Mayor Vickers- stated, at the end of the day the boat ramp does not form part of our business plan as it does not belong to Council, it belongs to the state.

Deputy Mayor Pitt- said he believes that if there is an increase in people who use the ramp, and/or if there is a safety issue they would look at it.

The Motion was Put and Carried 5/2

FOR Vickers, Pitt, Shea, Newman, Stringer

AGAINST- Gerrity, O'Grady

Absent Styles

1 Vacant Councillor Seat

Appendix 2

Motion Without Notice Moved Cr Gerrity/ Seconded Cr O'Grady

That Council postpone the construction of any further camp sites at the Macquarie Heads Campground until Council has confirmation that there is a demand for additional sites.

Cr Gerrity said there are currently 13 vacant sites. There is no one on the waiting list, no one is interested in taking them up and she would not like to see rate payer’s money spent on stage 1 if there is no demand for it.

Cr Shea agreed and said we need to think how much money Council is going to spend, considering we have 13 vacant sites and no waiting list.

Mayor Vickers said it was his understanding that there was no one currently on the waiting list. Executive Assistant confirmed the waiting list is currently vacant, but Council has not advertised to reopen the waiting list at this stage.

Cr Gerrity suggested that we start there by advertising an Expression of Interest to see what interest there is in the sites.

Cr O'Grady said she supported Cr Gerrity’s motion for the same reason she voted against it when it first came up, having camp sites that nobody wants and a waste of ratepayers and tax payer’s money.

Deputy Mayor Pitt said some of the money was earmarked for toilet upgrades and other works, are we able to move on that why we put out an expression of interest.

Mayor Vickers said Council has approved stage 1, which was the creation of 50 new sites and the construction of a new toilet block. He agrees that we test the waters before construction of the sites, but sees no reason that we could not proceed with the toilet blocks etc.

The Motion was PUT and carried Unanimously
Appendix 3

Expression of Interest
Macquarie Heads Camp Ground
Temporary Permit Holders

Please Note: This is an Expression of Interest Only. It will not; in any way, guarantee those who complete it a site at Macquarie Heads now or into the future.

A copy of the permit can be viewed at www.westcoast.tas.gov.au, you are encouraged to have a read of the permit to help fill in the EOI.

Personal Details

Name: 
Address: 
Email: 
Phone: 

Age Demographic – For use to get an understanding of who would be using the site please fill in below:

Please indicate which age groups would be frequently using the site if you were to occupy a site at Macquarie Heads

☐ 0-5 – Number _________  ☐ 6-10 – Number _________  ☐ 11-15  – Number _________ 
☐ 16-20 – Number _________  ☐ 21-29 – Number _________  ☐ 30-39 – Number _________ 
☐ 40-49 – Number _________  ☐ 50-59 – Number _________  ☐ 60+  – Number _________ 

Permit Brief

Each site is approximately 12m x 13m and currently the following approved items can be included on the site under the Temporary Permit. See page 3 for photos of what the sites will look like.

- Registered Van with an original annex or a free-standing, temporary solid walled annex.
- One approved water tank is permitted.
- A chemical toilet may be located on the Site.
- A small free-standing purchased storage shed will be permitted on each site for the storage of equipment

What would you have on site if you were to have a permit in the future.

☐ Caravan with no fixed Annex  ☐ Caravan with fixed Annex  ☐ Water Tank  ☐ Chemical Toilet  ☐ Free Standing Storage Shed

Toilet Facility

If the expansion was to have a public toilet facility – would you use this facility, or would you prefer to bring your own chemical toilet.

☐ Yes - I would use the Public Toilet Facility  ☐ No – I would prefer to bring a chemical toilet onsite.

Permit Terms
If you were to be approved as a Temporary Permit Holder, please indicate below your preferred length of permit

☐ 3 Months (Months of usage: July / August / September / October / November / December / January / February / March / April / May / June)

☐ 6 Months (Months of usage: July / August / September / October / November / December / January / February / March / April / May / June)

☐ 12 Months

☐ 2 Years

☐ 4 Years

**Site Usage**

If, in the future you are successful at obtaining a Temporary Permit, what type and number of vehicles would be on site.

☐ Cars / 4x4’s Number _________

☐ Boats Number _________

☐ ATV’s Number _________

☐ Motorbikes Number _________

☐ Jet Ski Number _________

☐ Trailers Number _________

☐ Other:__________________________ Number _________

**Recreational Activities Undertaken while on site:**

☐ Tents

☐ Caravans

☐ Fishing

☐ Four Wheel Driving

☐ Water Sports

☐ Bushwalking

☐ Beach Activities

*Thank you for taking the time to complete our expression of interest. This is an important step for Council to decide on the style and size of expansion if it is to go ahead. Return completed form to ea@westcoast.tas.gov.au*
Appendix 4.

West Coast Council

Macquarie Heads Campsite Expansion Business Case

March 2018
Table of contents

1. Introduction..............................................................................................................1
   1.1 Background ..................................................................................................1
   1.2 Scope and limitations ..........................................................................1

2. Context ..................................................................................................................2
   2.1 Current Operations ..................................................................................2
   2.2 Proposed Upgrade ..................................................................................2
   2.3 Proposed Maintenance of Macquarie Heads Road ...............................2

3. Financial Analysis ..............................................................................................4
   3.1 Expected Annual Revenue ..................................................................4
   3.2 Expenditure ..............................................................................................5
   3.3 Income .......................................................................................................8
   3.1 Expected Payback ................................................................................10
   3.2 Profit Loss ...............................................................................................10

Table index

Table 1 Ongoing Costs .........................................................................................7
Table 2 Ongoing Incoming Costs ......................................................................9
Table 3 Summary of financial analysis ............................................................10
Table 4 Profit/Loss .............................................................................................10

Figure index

Figure 1 Site Access and Road Details ..............................................................3
Figure 2 Site Details of Campsite ..................................................................3

Appendices

Appendix A – (West Coast Council Revenue)
Appendix B – DPIPWE Lease Rates
Appendix C – (VEC Construction Estimates)
Appendix D – (Macquarie Heads Campsite Expansion Master Plan)
1. **Introduction**

1.1 **Background**

The West Coast Council (WCC) owns and operates the current Macquarie Heads Campground, located southwest of Strahan. It is proposed to expand the current site to provide approximately 150 sites (from the current 97 sites), which will include additional works including construction of amenities blocks, road upgrades and construction of two carparks.

The purpose of this report is to provide a financial business case to WCC for the expansion of their Macquarie Heads Campground. This report is accompanied by the Macquarie Heads Campsite Expansion Master Plan, financial information supplied by WCC and high level construction costings provided by VEC Civil Engineering.

1.2 **Scope and limitations**

This report has been prepared by GHD for West Coast Council and may only be used and relied on by West Coast Council for the purpose agreed between GHD and the West Coast Council as set out in this report.

GHD otherwise disclaims responsibility to any person other than West Coast Council arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report. GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by West Coast Council and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

GHD has prepared the preliminary financial analysis set out in Section 4 of this report using information reasonably available to the GHD employee(s) who prepared this report and based on assumptions and judgments made by GHD.

The Cost Estimate has been prepared for the purpose of information only and must not be used for any other purpose.

The Cost Estimate is a preliminary estimate only. Actual prices, costs and other variables may be different to those used to prepare the Cost Estimate and may change. Unless as otherwise specified in this report, no desired quotation has been obtained for works/detailed in this report. GHD does not represent, warrant or guarantee that the [works/project] can or will be undertaken at a cost which is the same or less than the Cost Estimate.

Where estimates of potential costs are provided with an indicated level of confidence, notwithstanding the conservation of the level of confidence selected as the planning level, there remains a chance that the cost will be greater than the planning estimate, and any funding would not be adequate. The confidence level considered to be most appropriate for planning purposes will vary depending on the conservation of the user and the nature of the project. The user should therefore seek appropriate confidence levels to suit their particular risk profile.
2. **Context**

2.1 **Current Operations**

The current site is shown in Figure 2. There are 07 permanent campground sites; accommodation and office for the campground caretaker, a refuse point, and day camping area. The access road from Strahan is council owned (to the extents shown in Figure 1) and is currently unsealed (except for a small section of asphalt noted).

2.2 **Proposed Upgrade**

The proposed upgrade is to expand the campground to approximately 130 sites, with the site shown in Figure 2. With this expansion, the additional 53 permanent camp sites will be between 475 and 600 meters square and the site will include two amenities blocks (vented improved pit latrine). One located within the new expansion; the other located within the current camp site.

The expansion project also includes the site cleaning and landscaping associated with the 53 new permanent camp ground sites, and the construction of approximately 670 meters of unsealed access road, complying with the Tasmanian Forestry Code. Classification 4. Two new car parking sites have been proposed and are to be situated adjacent to the existing refuse area and caretakers office. The camparks consist of a large 27 meter x 13 meter car and boat parking area, and a 216 meter x 3 meter ‘on-street’ parallel parking area.

Due to the total number of sites which are available within the WCC nominated expansion site, the possibility of a ‘Stage 2’ expansion is achievable. This will allow an additional 68 sites and 700 meters of new access road. The Stage 2 expansion has not been included within the financial Analysis in Section 3.

VEC Civil Engineering assisted GHD with the construction costings associated with the expansion project.

2.3 **Proposed Maintenance of Macquarie Heads Road**

It is understood that due to the increased campsite users after the completion of the expansion project, that the Macquarie Heads road will encounter increased traffic volumes. Due to this, WCC have nominated that one sixth of the current maintenance budget figure (total maintenance budget for Macquarie Heads road is approximately $90,000), be funded by the new income of the campsite to aid with the ongoing maintenance of this road. This equates to $10,000.

Additionally, Sustainable Timber Tasmania contribute $11,000 to WCC for use of the Macquarie Heads road in order to access plantation. This figure has also been nominated by WCC to be put towards the annual maintenance fund to maintain the access road.

A financial summary (per annum) for the above is as follows –

- **Existing Maintenance budget for Macquarie Heads Road (funded by WCC)** $60,000
- **Proposed funding from Macquarie Heads Campsite** $10,000
- **Proposed funding from Sustainable Timber Tasmania** $11,000
- **Revised Maintenance budget for Macquarie Heads Road (funded by WCC)** $29,000
Figure 1  Site Access and Road Details

Figure 2  Site Details of Campsite
3. **Financial Analysis**

The financial analysis for this project has been based on the information provided by:
- West Coast Council
- YEC Civil Engineering.

Construction development costs have been estimated from the bottom up, and are based on the masterplan and plot sizes provided by council. In the absence of detailed design documentation, the construction estimate at this point in time is +/- 30% and does not account for latent risk (i.e. poor geotechnical conditions etc.).

### 3.1 Expected Annual Revenue

Revenue details have been sourced from the WCC (refer Appendix A)

Currently each campsite has an annual lease of $1,300. It has been proposed that the existing 97 sites be expanded to 150 sites. This number is a maximum, and was varied to alter the payback period of the camping ground upgrade.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of sites</td>
<td>$150</td>
</tr>
<tr>
<td>Annual revenue per site</td>
<td>$1,300</td>
</tr>
<tr>
<td>Total annual revenue from the campsites</td>
<td>$195,000</td>
</tr>
</tbody>
</table>

Revenue will also be generated from:

- Day camping / caravan fees and fines $22,458

Based on the figures presented above, the total yearly base revenue will be $217,458 excluding maintenance CF1.
3.2 Expenditure

3.2.1 Initial Development Costs

The initial cost for the development revolves around the fee associated with the planning and construction aspects of the project. Construction will not be possible without an Aboriginal Heritage Assessment and as such this has been itemised as a separate line item.

The assessment breakdown of the capital expenditure incurred with the campsite expansion has been provided below:

- Expansion Construction: $403,264
- Aboriginal Heritage Assessment: $7,750
- Planning Approvals: $994.26
- Engineering Design (in house by WCC): N/A
- Consultant Works (EC, Master Plan and DA): $44,118
- Pre-Clearance Survey*: $5,500
- Construction Environment Management Plan*: $6,000

*Costs from GHD, undertaken in-house by GHD

Costs associated with the construction of the expansion include, site preparation, clearing and grubbing, earthworks, road upgrades, parking upgrades, additions, and demolition. The estimates have been obtained from VEC (refer Appendix B).

Total initial cost will be $467,622.26

3.2.2 Operational Cost

In addition to the initial costs of developing the project outlined in Section 3.2.1, the operational cost of maintaining the park needs to be factored into the analysis. The base cost estimates for the operation and maintenance of the campsite were prepared based on information provided by WCC (refer Appendix A).

- WCC Expenses
  - Campsite Caretaker Salary: $50,000
  - Superannuation: $6,250
  - Caretaker Incidental Expenses: $1,000
  - Uniforms: $357
  - Consultants: $30,000
  - Advertising: $2,250
  - Contractor Services: $15,000
  - Energy (Gas and Electricity): $156
  - Materials: $2,598
  - Motor Vehicle Fuel: $7,140
  - Protective Clothing: $555
  - Plant Hire – Internal Charges: $2,200
  - Repairs – Plant and Equipment: $0
  - Staff Recruiting Expenses: $600
  - Telephone including Fax, Internet and Pagers: $1,500
  - Depreciation P&E: $633
  - Depreciation Buildings: $3,680
  - Loan Repayments (after first year): $51,226
  - Funding to maintenance of Macquarie Heads Road: $10,000
3.2.3 Ongoing Cost Forecast

For the forecasted period, the ongoing costs for each year have been outlined in Table 1. This was developed based on the base costs identified in Section 3.2.2. A CPI increase of 2.5% per annum was applied to WCC expenses.

The ongoing costs are the highest in the first year ($811,021.26). This is due to the construction costs associated with the campsite expansion. Each year after this, the total ongoing costs reduce to between $212,000 and $222,000, increasing per annum (after year 3) by approximately $3300 until year 7. Year 7 has the lowest total ongoing costs ($172,474.78), as the loan will be fully repaid in year 6 and loan repayments are no longer required by year 7.

The largest ongoing expense (after the Council loan repayments) is the campsite caretaker’s salary.
<table>
<thead>
<tr>
<th>Table 1</th>
<th>Ongoing Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital expenditure (Year 1 Capital costs)</strong></td>
<td><strong>Year 1</strong></td>
</tr>
<tr>
<td>WCW Expenses</td>
<td>$487,622.26</td>
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<tr>
<td>Campsite Caravans*</td>
<td>$50,000.00</td>
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<tr>
<td>Supemutual*</td>
<td>$6,250.00</td>
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<td>Caravans Incidental Expenses*</td>
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<td>Contractor Services*</td>
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<td>Energy (Gas and Electricity)*</td>
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<td>Heat**</td>
<td>$0.00</td>
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<td>Motor Vehicle Fuel*</td>
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<td>Protective Clothing*</td>
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<td>Plant Hire - Internal Charges*</td>
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<td>Maintenance contribution to Macquarie Heads Road</td>
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<td>Loan repayments</td>
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<td></td>
<td>N/A</td>
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<tr>
<td>Total</td>
<td>$811,021.26</td>
</tr>
</tbody>
</table>

*DIPWE Lease repayments to be reviewed by the Office of the Valuer-General after year 5.
3.3 Income

3.3.1 Initial Income

The Department of Premier and Cabinet has awarded WCC a $200,000 grant, which will be put towards the campsite expansion.

WCC will also receive a loan worth $267,622 to help cover the costs of the capital expenditure. No repayment to this loan will be made in the first year. After the expansion is complete, the loan will be paid over 3 years, with 0% interest.

The returns from the existing permanent campsites and day camping rates is expected to provide a combined total of $148,554 per annum.

WCC anticipate diverting $3,667 of road maintenance budget paid by Sustainable Timber Tasmania for their use of main access road entering the site.

In summary, the initial income for the project includes:

- Government Grant $200,000
- Council Loan $267,622
- Existing Permanent Campsites (97 sites) $126,100
- Day Camping Costs $22,454

Overall the expected total initial income will be $616,176.

3.3.2 Operational Income

After the expansion has been completed, revenue will be generated from:

- Campsites (150 sites) $195,000
- Day camping $22,454

3.3.3 Ongoing Income Forecast

Ongoing income has been outlined in Table 2 below. This was developed using the base income identified in Section 3.3.1.

The greatest source of income is the campsite lots annual leases ($195,000 per year), amounting to 79.8% of the total income received (at year 7).

No CPI increase or rate increase was applied to the permanent camp site rates or the day camping rates. Therefore from year 2 onwards, there is no increase in income for the site.

Additional income may be achieved by pay and display car parking and/or annual review of day camping fees.
<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
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<tbody>
<tr>
<td>Grant from Government</td>
<td>$200,000.00</td>
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<tr>
<td>Council Loan</td>
<td>$256,122.20</td>
<td></td>
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<tr>
<td>Existing Permanent Camps (Year 1 = 57 lots, Ongoing = 108 lots)</td>
<td>$126,100.00</td>
<td>$105,000.00</td>
<td>$105,000.00</td>
<td>$105,000.00</td>
<td>$105,000.00</td>
<td>$105,000.00</td>
<td>$105,000.00</td>
</tr>
<tr>
<td>Day Camp Costs</td>
<td>$22,454.10</td>
<td>$23,456.10</td>
<td>$22,456.10</td>
<td>$22,456.10</td>
<td>$22,456.10</td>
<td>$22,456.10</td>
<td>$22,456.10</td>
</tr>
<tr>
<td>Total</td>
<td>$628,343.03</td>
<td>$217,454.10</td>
<td>$217,454.10</td>
<td>$217,454.10</td>
<td>$217,454.10</td>
<td>$217,454.10</td>
<td>$217,454.10</td>
</tr>
</tbody>
</table>
3.1 Expected Payback

Table 3 provides a summary of the financial analysis and expected payback period. The annual revenue expected to be generated from the site is in the order of $242,948 per year. With an initial cost outlay of $467,622 and an ongoing cost of $195,892, the payback period for the 0% interest loan is 5 years.

Table 3 Summary of financial analysis

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Cost/Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual revenue (not including CPI increase)</td>
<td>$217,454/year</td>
</tr>
<tr>
<td>Initial Cost</td>
<td>$467,622</td>
</tr>
<tr>
<td>Ongoing Costs (average)</td>
<td>$207,009 year</td>
</tr>
<tr>
<td>Expected payback</td>
<td>5 years</td>
</tr>
</tbody>
</table>

3.2 Profit Loss

Over the forecasting period, profit increases each year.

Year 1 has the lowest profit margin because of the costs associated with the campsite expansion. Year 7 has the highest profit margin because no more loan repayments need to be made (the loan has been fully repaid by year 6). Please note that the payback period begins in year 2.

Table 4 Profit/Loss

<table>
<thead>
<tr>
<th>Year</th>
<th>Profit/loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$5,156</td>
</tr>
<tr>
<td>Year 2</td>
<td>$12,801</td>
</tr>
<tr>
<td>Year 3</td>
<td>$4,505</td>
</tr>
<tr>
<td>Year 4</td>
<td>$1,734</td>
</tr>
<tr>
<td>Year 5</td>
<td>-$1,807</td>
</tr>
<tr>
<td>Year 6</td>
<td>-$5,033</td>
</tr>
<tr>
<td>Year 7</td>
<td>$44,079</td>
</tr>
</tbody>
</table>
Appendix A – (West Coast Council Revenue)
Salary increase to $50,000

Superannuation increase to $6,250

Caretaker Allowance per annum is $1,000
Appendix B – DPIPWE Lease Rates
Mr Dirk Dowling
General Manager
West Coast Council
PO Box 63
QUEENSTOWN TAS 7457
d.dowling@westcoast.tas.gov.au

Dear Mr Dowling

Thanks for your email of 5 February 2018 regarding the rent arrangements for the Macquarie Heads Camp Ground lease.

I considered your request and have approved a staged introduction of rent during the first three years on the following basis:

- Rent during the 1st year of the Term is to be set at 50% of the rate as determined by the Office of the Valuer-General (OVG) and payable monthly, being $770.83 (exc. GST) – Annual total $9,281.96 (exc. GST).

- Rent during the 2nd year of the Term is to be set at 75% of the rate as determined by the OVG and payable monthly, being $1,156.25 (exc. GST) – Annual total $13,875.00 (exc. GST).

- Rent during the 3rd year of the Term and for the remainder of the Term is to be set at 100% of the rate as determined by the OVG and payable monthly. Rent during the 3rd year will be $1,541.66 (exc. GST) – Annual total $18,500.00 (exc. GST). After the third year the rent will be reviewed by the OVG.

Amber Smith at the Crown Solicitor’s office has been asked to amend the draft lease to reflect the new arrangements. I understand we have also received comments from the council’s solicitor about the draft lease and we will consider the comments shortly. Once the draft lease has been further reviewed by us we will forward you a revised copy for your consideration.

I note your email of 22 January asking about the arrangements for the camping area to the north of the current lease area, which I understand the council looks after as part of an informal arrangement with the Parks and Wildlife Service (PWS). It would be good to formalise management arrangements of the area, but the PWS will need to undertake further assessment before an agreement can be considered for issue. Ideally, given timeframe around the granting of funds to the council, we should both continue progressing the campground lease and work on an agreement for the additional area during this year.
Should you have any questions about the draft lease, please contact Anne Tilmurtz, Manager, Leases and Licences, by telephone on 6165 4687 or by email to anne.tilmurtz@parks.tas.gov.au

Yours sincerely

Jason Jacobs
GENERAL MANAGER
PARKS AND WILDLIFE SERVICE

16 February 2018
Appendix C – (VEC Construction Estimates)
## Macquarie Heads Campsite Expansion - Construction Costs

<table>
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<th>Stage 1</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Establishment</td>
<td>$5,561</td>
</tr>
<tr>
<td>Cleaning and Grubbing</td>
<td>$52,488</td>
</tr>
<tr>
<td>Earthworks</td>
<td>$22,309</td>
</tr>
<tr>
<td>Pavements (670m) sub 2 as subgrade - 200mm</td>
<td>$127,334</td>
</tr>
<tr>
<td>Pavements (670m) subbase - 100mm</td>
<td>$75,940</td>
</tr>
<tr>
<td>Ablutions</td>
<td>$52,940</td>
</tr>
<tr>
<td>Parking bays (27 No. x 8m length x 3m width)</td>
<td>$38,355</td>
</tr>
<tr>
<td>Car and boat trailer (5 No. x 13m length x 3m width)</td>
<td>$20,776</td>
</tr>
<tr>
<td>Demobilisation</td>
<td>$6,561</td>
</tr>
<tr>
<td><strong>Total Stage 1</strong></td>
<td><strong>$403,264</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 2</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Establishment</td>
<td>$6,561</td>
</tr>
<tr>
<td>Cleaning and Grubbing</td>
<td>$52,488</td>
</tr>
<tr>
<td>Pavement (700m length) Sub 2 as subgrade - 200mm</td>
<td>$133,035</td>
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<tr>
<td>Pavement (700m length) subbase - 100mm</td>
<td>$79,341</td>
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<tr>
<td>Ablution</td>
<td>$28,244</td>
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<tr>
<td>Demobilisation</td>
<td>$6,561</td>
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<tr>
<td><strong>Total Stage 2</strong></td>
<td><strong>$304,230</strong></td>
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</tbody>
</table>
Appendix D – (Macquarie Heads Campsite Expansion Master Plan)
GHD

23 Paterson Street
T: 61 3 6332 5500  F: 61 3 6332 5555  E: lstmail@ghd.com

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Document Status

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<th>Author</th>
<th>Reviewer</th>
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<td>Signature</td>
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</tr>
<tr>
<td>1</td>
<td>Abbey Lutrell</td>
<td>Tom Dillon</td>
<td>On File</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Brad Dave</td>
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<tr>
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<td>21/03/18</td>
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Local Government (Meeting Procedures) Regulations 2015; Regulation 15

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

Section (2) A part of a meeting may be closed to the public when any one or more of the following matters are being, or are to be, discussed at the meeting:

(a) personnel matters, including complaints against an employee of the council and industrial relations matters;

(b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business;

(c) commercial information of a confidential nature that, if disclosed, is likely to –
   (i) prejudice the commercial position of the person who supplied it; or
   (ii) confer a commercial advantage on a competitor of the council; or
   (iii) reveal a trade secret;

(d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;

(e) the security of –
   (i) the council, councillors and council staff; or
   (ii) the property of the council;

(f) proposals for the council to acquire land or an interest in land or for the disposal of land;

(g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential;

(h) applications by councillors for a leave of absence;

(i) matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;

(j) the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.

Moved/Seconded

Recommendation

That items 80/19 — 85/19 be discussed in Closed Session.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Matter</th>
<th>Local Government (Meeting procedures) Regulations 2015 (Meeting Closure Reference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>80/19</td>
<td>Leave of Absence Request</td>
<td>Nil</td>
</tr>
<tr>
<td>82/19</td>
<td>Planning &amp; Building Report</td>
<td>15(2)(i)</td>
</tr>
<tr>
<td>83/19</td>
<td>Correspondence</td>
<td>15(2)(g)</td>
</tr>
<tr>
<td>84/19</td>
<td>Cradle Coast Authority Minutes</td>
<td>15(2)(g)</td>
</tr>
<tr>
<td>85/19</td>
<td>Wilson Street/ Prangley Street Strahan</td>
<td>15(2)(f)</td>
</tr>
</tbody>
</table>
79/19 CLOSED MEETING

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

Recommendation

That Council RESOLVES BY ABSOLUTE MAJORITY to go into Closed Session to consider the following matters, the time being:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Matter</th>
<th>Local Government (Meeting procedures) Regulations 2015 (Meeting Closure Reference)</th>
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<td>85/19</td>
<td>Wilson Street/Prangley Street Strahan</td>
<td>15(2)(f)</td>
</tr>
</tbody>
</table>

Moved/Seconded

80/19 OPEN MEETING

Recommendation

That Council now revert to Open Council.

Moved/Seconded

81/19 PUBLIC RELEASE ANNOUNCEMENT

Local Government (Meeting Procedures) Regulations 2015; Regulation 15 (8)(9)

Pursuant to Regulation 15(8)(9) of the Local Government (Meeting Procedures) Regulations 2015 and having considered privacy and confidential issues relating to discussions, decisions, reports or documents considered in the closed meeting, Council will authorise the below closed meeting information to be released to the public.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Subject</th>
<th>Discussions/ Documents</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Moved/Seconded

82/19 CLOSE OF COUNCIL MEETING