



AGENDA

COUNCIL MEETING

16 JANUARY 2023

Commencing at 5:00 pm

NOTICE is hereby given that the next Ordinary Meeting of the Latrobe Council will be held at the Latrobe Council Chambers on Monday 16 January 2023 at 5:00 pm.

Council meetings are currently open to public attendance, however attendance limits may still be considered due to Council's Workplace Health & Safety obligations. **It is recommended that members of the public wishing to attend a Council meeting RSVP prior to each meeting by calling Council on 6426 4444.**

Members of the public who would prefer not to attend but would like to ask questions of the Council that would normally be heard during Public Question Time, can provide their question/s to the General Manager by **12:00 noon on the day of the meeting**, by emailing council@latrobe.tas.gov.au or post to PO Box 63, Latrobe Tas 7307

CERTIFICATE OF QUALIFIED ADVICE

Background

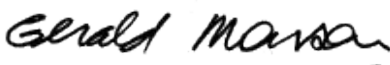
To comply with section 65 of the *Local Government Act 1993*:

1. A general manager must 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.
2. 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. 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.

Certification

I certify that:

- i. the advice of a qualified person has been sought where required;
- ii. this advice was taken into account in providing general advice to the council or council committee; and
- iii. a copy of the advice, or a written transcript or summary of advice provided orally, is included with the agenda item.



Gerald Monson
GENERAL MANAGER

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1 APOLOGIES / LEAVE OF ABSENCE

2 PECUNIARY INTEREST - LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2015 - DIVISION 1 (8)

The Chairperson is to request whether Councillors have a Pecuniary Interest in any Item on the Agenda.

3 CONFIRMATION OF MINUTES

3.1 Confirmation Of Minutes - Ordinary Meeting - Held 12 December 2022

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Latrobe Council, held at the Council Chambers, Latrobe on 12 December 2022, be taken as read and confirmed.



MINUTES

COUNCIL MEETING

**Held on
12 December 2022
at 5:00 pm**

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MINUTES of the Ordinary Meeting of the Latrobe Council held at the Latrobe Council Chambers and online, on Monday 12 December 2022 at 5:00 pm.

ATTENDANCE AT THE CHAMBERS:

Councillors: Mayor P Freshney in the Chair, Deputy Mayor V Mead, Crs S Metske, J Martin, G Brown, G Sims, G Wicks, D Fidler and C Baldock.

Council Officers: Mr G Monson (General Manager), Mrs J Febey (Manager Development and Regulatory Services), Mr W Young (Manager Corporate and Business Services), Mr J Magor (Manager Infrastructure and Assets) and Mrs S Cairns (Executive Assistant).

1 APOLOGIES / LEAVE OF ABSENCE

Nil.

2 PECUNIARY INTEREST - LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2015 - DIVISION 1 (8)

Nil.

3 CONFIRMATION OF MINUTES

3.1 Confirmation Of Minutes - Ordinary Meeting - Held 14 November 2022

Cr Garry Sims moved and Cr Gerrad Wicks seconded:

That the Minutes of the Ordinary Meeting of the Latrobe Council, held at the Council Chambers, Latrobe on 14 November 2022, be taken as read and confirmed.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

4 PRESENTATION

Nil

5 NOTICES OF MOTION

Nil

6 PETITIONS

Nil

7 PUBLIC PARTICIPATION - QUESTIONS ON NOTICE FROM THE PUBLIC

General Manager's Comments

Questions on Notice provided to the General Manager at least seven (7) days before the meeting and Council's proposed responses are as follows:

J.H Redgrave – PO Box 225, Deloraine

(Q)1

Will the new Council of Latrobe please advise the Ratepayers, Residents and Business owners if they are going to have seasonal workers in the newly built Camp banksia facility in the next four years of their term in office?

Proposed Response

There is presently no proposal to house Seasonal Workers in any Council owned or controlled facility going forward. It's a matter of public record that the previous council stated it no longer intended to house workers going forward. The present council hasn't expressed a desire to revisit or amend that position.

(Q)2

Could Council please confirm that none of the 2022/23 infrastructure projects budgets are being revisited due to rising costs and blowouts?

Proposed Response

A mid-year budget review of all projects will be undertaken in February 2023.

(Q)2a

The Port Sorell Caravan park stage two upgrade looks as though the cabins are out of the question and it's now going back to caravan spots with the infrastructure covered over for the cabins. The services now need to be re-run after being removed for these caravan lots. Can Council please advise how much this new works will cost and why was Stage two not completed as advised several months ago?

Proposed Response

The installation of cabins has been paused on account of significant increases in costs associated with the purchase of prefabricated cabins. Council is presently undertaking work on a revised business plan for the cabins to determine if they are still financially viable. It's incorrect to assume that the associated underground infrastructure needs to be 're-run' as it will be utilised to provide for the sites to be used in the interim as powered sites for camping. The construction contract for Stage 2 of the Caravan Park redevelopment was budgeted at \$677,558 with a \$50,000 contingency. Practical completion is expected late 2022. At present Council isn't expecting a material variation on the original contract budget.

(Q)3

Council must advise why they believe they have the right to amend and edit questions on notice from the public?.....

General Manager's comment – Mr Redgrave has repeated information provided at previous Council meetings.

Proposed Response

Council has a policy titled *Public Participation and Question Time - Council Meetings* which details that "The Mayor may refuse to accept a question on notice to be listed in the agenda or refuse to respond to a question put at a public meeting without notice that:

- a) Are comments, questions or submissions that relate to items listed in the Planning Authority agenda;

- b) Is unlawful in any way;
- c) Contains defamatory remarks, offensive or improper language;
- d) Questions the competency of Council staff or Councillors;
- e) Relates to the personal affairs or actions of Council staff or Councillors;
- f) Relates to confidential matters, legal advice or actual or possible legal proceedings;
- g) Relates to any matter which would normally be discussed in the Closed Section of a Council meeting pursuant to Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015;
- h) Is, in the opinion of the Mayor, proffered to advance a particular point of view rather than making a genuine enquiry;
- i) Is vague in nature or irrelevant to Council activities;
- j) Are questions that have been substantively asked (and responded to) at any previous Council meeting.

If the Mayor refuses to accept a question from member of the public, reasons are to be provided and recorded in the minutes of the meeting.”

Some of the grounds for refusal which relate to the previous questions asked by Mr Redgrave include:

- (e) relates to the personal affairs or actions of Council staff or Councillors
- (f) relates to confidential matters, legal advice or actual or possible legal proceedings
- (h) is, in the opinion of the Mayor, proffered to advance a particular point of view rather than making a genuine enquiry
- (j) are questions that have been substantially asked (and responded to) at any previous Council meeting.

(Q) 4.....

Proposed Response

This question has previously been answered and contains negative imputations relating to the Mayor and General Manager.

(Q) 5 Can Council please confirm that the majority of new developments south east of Gilbert street behind the Latrobe Cemetery and Dog park has all their storm water running north into Kings Creek? This has recently come to light through an engineering audit conducted into stormwater flows into Kings creek.

Proposed Response The area described does not have stormwater running north into Kings Creek.

Where does this area’s stormwater run to, if not to Kings Creek?

Proposed Response

The area drains to a mostly open watercourse that runs under Cotton, Alberta, Percival, Fenton, Laura, Bradshaw, Lewis, James and Hamilton Streets (all south of Gilbert Street).

Hayley Crawford – President, Protect Open & Green Spaces (POGS)

(Q) What is the long term plans for “Hawley Beach Reserve”?

Proposed Response

This question was asked at the last Council meeting and further clarification was requested on what was meant by “Hawley Beach Reserve”.

The reference is to the large Crown Reserve located at Hawk Hill Road. The land is not under Council management and there are no long term plans for the Reserve.

Cr David Fidler moved and Cr Gerrad Wicks seconded:

That the Questions on Notice be received and noted.

CARRIED UNANIMOUSLY
9 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

8 PUBLIC PARTICIPATION - QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

Mayor Freshney read out the following statement:

"Prior to the commencement of Public Question Time, I take the opportunity, as chairman of this meeting, to advise that I have had cause to reflect on and reconsider a previous ruling relating to my refusal to allow questions from Mr James Harvey Redgrave. Mr Redgrave (also known as James Harvey, Jim Redgrave, Dr James Harvey Redgrave & registered under the name "Shaun Johnston" at Council's most recent Port Sorell Community Meeting) has advised council that he is a licensed private & commercial enquiry agent acting on behalf of a client and/or clients in the Latrobe Municipality.

I have previously ruled that it was, in my view, inappropriate for Mr Redgrave or any other person acting in that capacity, to conduct their investigations during a properly constituted meeting of Council, conducted with-in the guidelines set out in the Tasmanian Local Government Act 1993.

Upon reflection I still believe that to be the case but further, I have formed the view that Mr Redgrave's use of Public Question Time provisions is politically motivated with the intent to call into question the professional and personal integrity of The General Manager, members of Council's management team, staff and elected members. It is also my view that Mr Redgrave has used question time to knowingly make statements, claims and accusations that cannot be immediately tested or validated, given the time constraints and meeting provisions applicable and, as such, has sought to undermine the credibility of council and its relationship with the ratepayers and residents it is elected to represent. I have also formed the view that the health and wellbeing of those directly and indirectly impacted by Mr Redgrave's claims and accusations must be a priority when considering my ruling and in doing so, I recognise and acknowledge the angst and harm caused to our employees and their families.

Given the concerns outlined, I inform the meeting present that I will not be allowing questions without notice from Mr Redgrave at this or future formal meetings of Council.

Mr Redgrave can, if he chooses, write to, or make an appointment with the General Manager to raise his concerns on any appropriate issue, and I humbly suggest he do so.

I encourage Mr Redgrave to enter into constructive dialogue with council in an effort to bring about positive change in our community and to use his skills and experience where our residents and ratepayers can be the beneficiaries. For example, the efforts to assist Veterans of our Defence Forces that he and his colleague Peter Clarke undertake through the Ulverstone based first responder's group Due South, would undoubtedly prove beneficial to our local RSL and its members. Likewise, the role Mr Redgrave fills as a Deloraine Lions Club member & District Chair of Environment could be beneficial to our local Lions Clubs and underpin the opportunity for Council and those clubs to work collaboratively to derive community benefits from the soon to be implemented container deposit scheme.

I thank those present for their patience and understanding and now ask if there are any other members of the public who have questions".

Linda Harris - 9 Earl Grove, Latrobe

Question regarding water channel behind her property.

Q - Who is responsible for the maintenance of the water channel, land, flora and fauna behind the properties backing onto it on the Earl Grove side where some subsidence to fencing has occurred?

Q - What maintenance happens currently to that area?

Mayor Freshney asked the General Manager to respond.

The General Manager advised the question would be taken on notice and then further commented that Council is responsible. The land was taken as public open space many years ago and referred to Council's Manager Infrastructure & Assets, Jonathan Magor for further information.

Mr Magor commented that part of the stormwater network is within Council's urban area, so Council does have some responsibility to ensure that there is capacity within that drainage network and with those responsibilities comes other responsibilities in terms of looking after it. It is depending on what the actual exact issue is. Council did do some works near the sewerage pump station in Earl Grove approximately 5 years ago. Originally it was a State Government responsibility, but the Urban Drains Act changed in 2013 and now it's Councils and would need to be looked at on that basis.

Mayor Freshney sought confirmation from Ms Harris that her concerns related to maintenance and the current state of the drains at Earl Town?

Ms Harris confirmed it was and commented that it was drainage as well as the subsidence of the fences which is on Council property and seems to be impacting on quite a few houses.

Mayor Freshney confirmed the questions would be taken on notice and a written response provided. He also commented he would personally attend on-site to meet with Ms Harris and discuss her concerns.

Neale McClymont - 16 Taroona Street, Hawley Beach

Mr McClymont commented he was wanting to revisit an ongoing drainage issue that he has previously raised.

Request - On the top side of his boundary the water comes off the road, across the nature strip and down either side of the boundary fences of his property. He would like Council to address the ceasing of water coming off the road, across the nature strip and down onto this property.

He referred to the Drainage Act that states you can't allow water off your property onto a neighbouring property and commented he believes this situation is no different.

Request - The road surface has a step down of the bitumen. It is a trip hazard for those getting off the road when the buses come up the street. There is no footpath/kerb and channel. The issue needs to be addressed by Council and perhaps when Council addresses the issue, they could put a spoon drain in to fix the step down issue and the stormwater issue.

Mayor Freshney commented that he appreciates this has been a long standing issue and he is aware Council has corresponded with the bus company expressing they believe it is inappropriate to use Taroona Street and the adjoining Streets (Sankey and Hugh Street). Council is working with the company to try and find a solution. He further commented that he will attend on-site to inspect the step down of the side of the road.

Mayor Freshney then asked Council's Manager Infrastructure & Assets, Jonathan Magor, to comment on any planned works to further enhance the stormwater issues in Taroona Street.

Mr Magor commented that Council is aware of Mr McClymont's concerns. There are other drainage issues in the Hawley area which Council is concentrating its efforts on in terms of design work at the moment. Council is currently looking at drainage north of Sankey Street that will potentially change the look and feel of Hawley, so the consultation done for that area will fall on what Council does in other areas. Kerb and channel is the most practical way to capture water run off before it leaves the road. As the Road Authority, Council can obviously put drains where needed in addition to kerb and channel. There is potentially other works Council would need to do in addition to kerb and channel.

Mr McClymont commented that since the Hawley Estate subdivision was developed, there has been drainage issues and flooding in various streets/areas.

Mr McClymont commented that he doesn't know what is meant by the "look and feel of Hawley".

Q- What's Council's policy relating to caravans on private blocks where the people are living/holidaying in them? Council is aware of the property he refers to and now there are two caravans set up ready for holiday accommodation. There is a particular property that had one caravan on it and now has two, ready for them be lived/holidayed in. There is another property in Hawley Estate with a caravan on it.

Council's Manager Development & Regulatory Services, Jan Febey advised a permit is not required for a short term period. There is a property in Taroona Street that now has the relevant approvals.

Mr McClymont commented that there are two on a property in Wilmot Street.

Mrs Febey advised she would ask Council's Compliance Officer to inspect the area.

Mayor Freshney advised that was the end of Public Question Time.

9 PLANNING AUTHORITY

Nil

10 DEVELOPMENT AND REGULATORY SERVICES DEPARTMENT

10.1 BUILDING DEPARTMENT REPORT - NOVEMBER 2022

Cr Garry Sims moved and Cr Vonette Mead seconded:

That the report advising of Building and Plumbing Applications and Notifications received for the month of November 2002 be received.

CARRIED UNANIMOUSLY
9 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead
AGAINST: Nil

10.2 PLANNING DEVELOPMENT APPLICATION STATUS REPORT - NOVEMBER 2022

Cr Vonette Mead moved and Cr Jacki Martin seconded:

That the status report of development applications for the month of November 2022 be received.

CARRIED UNANIMOUSLY
9 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

10.3 NAMING OF NEW ROADS CREATED BY 125 LOT SUBDIVISION 69 REIBEY STREET AND 25 GERRAND STREET, LATROBE

Cr David Fidler moved and Cr Gerrad Wicks seconded:

That the report by the Planning Officer concerning Naming of new roads created by 125 lot subdivision 69 Reibey Street and 25 Gerrand Street, Latrobe, be received and Council name the new road off Stanley, Joseph and Gerrand Street - Magnolia Avenue.

CARRIED UNANIMOUSLY
9 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

11 OFFICE OF THE GENERAL MANAGER

11.1 2023 MEETING DATES

Cr Garry Sims moved and Cr Gerrad Wicks seconded:

That the report by the General Manager concerning 2023 Meeting Dates, be received and:

1. the following Latrobe Council Meeting and Workshops dates for 2023, as presented, be endorsed:

<u>Council Meeting</u>	<u>Council Workshop</u>
16 January (Third Monday)	30 January
13 February	27 February
14 March (Tuesday)	27 March
12 April (Wednesday)	24 April
8 May	22 May
13 June (Tuesday)	26 June
10 July	24 July
14 August	28 August
11 September	25 September
9 October	23 October
13 November	27 November
11 December (including Council's AGM - tbd)	-

and;

2. Council consider the location, dates and frequency of Community Information Evenings at a Workshop in early 2023.

CARRIED UNANIMOUSLY
9 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

11.2 COUNCILLOR REPRESENTATION ON COUNCIL COMMITTEES, CONTROLLING AUTHORITIES AND WORKING GROUPS

Cr Gerrad Wicks moved and Cr Vonette Mead seconded:

That the report by the Executive Assistant concerning Councillor Representation on Council Committees, Controlling Authorities and Working Groups, be received and Council endorse the membership/representatives/delegates to various Special Committees, Controlling Authorities and internal and external working groups as detailed below:

Section 24 Local Government Act, 1993- Special Committees

NAME	CURRENT REP	NEW REP
Australian Axeman's Hall of Fame Management Committee Merged with Bells Parade Development Committee	<ul style="list-style-type: none"> • Cr McLaren • Deputy Mayor Brown • General Manager • Building & Facilities Coordinator/Officer 	<ul style="list-style-type: none"> • Cr Brown • Cr Fidler • Cr Wicks
Banksia Facilities Management Committee	<ul style="list-style-type: none"> • Cr Sims • Cr Metske • Cr Young • Team Leader Community & Economic Development • Building & Facilities Coordinator/Officer 	<ul style="list-style-type: none"> • Cr Sims • Cr Baldock
Port Sorell Performing Arts Development Hub – Sub-Committee of Banksia Facilities Management Committee Absorbed into Banksia Facilities Management Committee	<ul style="list-style-type: none"> • Cr Allison • Cr Sims • Performing Arts Consultant, Simon Baldock • Community Member, Helen Jaffray 	Not required at this time - the need for a sub-committee to be reviewed through the Banksia Facilities Management Committee.
Bells Parade Development Committee	<ul style="list-style-type: none"> • Cr Wicks • Cr McLaren • General Manager • Building & Facilities Coordinator/Officer 	Not required - merged with Australian Axeman's Hall of Fame Management Committee
Elderly Persons Units Advisory Committee	<ul style="list-style-type: none"> • Cr Sims • Cr McLaren • Cr Mead (Proxy) • Building & Facilities Coordinator/Officer • Community Development Officer 	<ul style="list-style-type: none"> • Cr Sims • Cr Brown • Cr Baldock (Proxy)
Latrobe Cemetery Committee	<ul style="list-style-type: none"> • Deputy Mayor Brown • Cr. Wicks 	<ul style="list-style-type: none"> • Cr Brown • Cr Wicks
Latrobe and Districts Youth Centre Management Committee	<ul style="list-style-type: none"> • Deputy Mayor Brown • Cr Young • Building & Facilities Coordinator/Officer 	<ul style="list-style-type: none"> • Cr Brown • Cr Martin

Attachment 3.1.1 Minutes Open Council 12 December 2022

NAME	CURRENT REP	NEW REP
Latrobe Disability Committee	Abolished due to DDA and Building Act legislation negating the need	
Latrobe Sport and Recreation Management Committee	<ul style="list-style-type: none"> • Cr Wicks • Cr Mead • Cr Allison (Proxy) • Building & Facilities Coordinator/Officer • Green Spaces Groundsman 	<ul style="list-style-type: none"> • Cr Fidler • Deputy Mayor Mead • Cr Wicks (Proxy) <p>Council suggests the Committee review its Terms of Reference to ensure the Bosworth Park area is represented and assess whether there is a need for a representative of the LBRC.</p>
Latrobe Swimming Pool Management Committee	No meetings since 2013 – abolished	
Latrobe Tree Planting Committee	<ul style="list-style-type: none"> • Cr McLaren • Cr Metske • Cr Young (Proxy) • Team Leader Green Spaces 	<ul style="list-style-type: none"> • Cr Metske • Cr Martin • Deputy Mayor Mead (Proxy) <p>Council suggests the Committee considers inviting Ex Cr Mike McLaren to be a community rep on the Committee</p>
Moriarty Hall Committee	Cr Sims	<ul style="list-style-type: none"> • Cr Sims
Port Sorell Community, Recreation and Performing Arts Centre Management Committee	Committee merged into Banksia Facilities Management Committee	
Port Sorell Advisory Committee	<ul style="list-style-type: none"> • Mayor Freshney • Cr Allison • Cr Metske (Proxy) 	<ul style="list-style-type: none"> • Cr Martin • Cr Fidler • Cr Metske (Proxy)
Port Sorell Caravan Park Committee	<ul style="list-style-type: none"> • Cr Wicks • Cr Mead • Building & Facilities Coordinator/Officer 	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Mead • Cr Wicks (Proxy)
Latrobe Council Economic Development Committee	<ul style="list-style-type: none"> • Cr Young • Cr Mead • Cr Metske • Cr Allison (proxy) 	<ul style="list-style-type: none"> • Deputy Mayor Mead • Cr Metske • Cr Martin

NAME	CURRENT REP	NEW REP
	<ul style="list-style-type: none"> • Mayor Freshney (proxy) 	<ul style="list-style-type: none"> • Mayor Freshney (Proxy)
Latrobe Memorial Hall and Hamilton Hub Advisory Special Committee	<ul style="list-style-type: none"> • Cr Young • Community Development Officer • Building Facilities Coordinator/Officer 	<ul style="list-style-type: none"> • Cr Sims • Mayor Freshney (Proxy)

Section 29 Local Government Act, 1993 – Controlling Authorities

NAME	CURRENT REP	NEW REP
Port Sorell Memorial Hall Controlling Authority	<ul style="list-style-type: none"> • Cr. Metske 	<ul style="list-style-type: none"> • Cr Metske • Cr Martin (Proxy)

Section 30 Local Government Act, 1993 – Joint Authorities

NAME	CURRENT REP	NEW REP
Cradle Coast Authority	<ul style="list-style-type: none"> • Mayor Freshney • General Manager • Deputy Mayor Brown (Proxy) 	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Mead (Proxy)
Dulverton Regional Waste Management Authority	<ul style="list-style-type: none"> • Cr McLaren • General Manager • Cr Mead (Proxy) 	<ul style="list-style-type: none"> • Deputy Mayor Mead • Mayor Freshney (Proxy)

Section 34 Local Government Act, 1993 – Body Corporate

NAME	CURRENT REP	NEW REP
Local Government Association of Tasmania	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Brown (Proxy) 	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Mead (Proxy)

Section 85 Local Government Act, 1993 – Audit Panels

NAME	CURRENT REP	NEW REP
Latrobe Council Audit Panel	<ul style="list-style-type: none"> • Deputy Mayor Brown • Cr Young • Cr McLaren (Proxy) 	<ul style="list-style-type: none"> • Cr Brown • Cr Baldock • Deputy Mayor Mead (Proxy)

Section 21 Emergency Management Act, 2006

NAME	CURRENT REP	NEW REP
Mersey Leven Emergency Management Committee	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Brown (Proxy) • Manager Infrastructure & Assets 	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Mead (Proxy)

Section 11 Water and Sewerage Corporation Act 2012

NAME	CURRENT REP	NEW REP
TasWater Owner Representatives	<ul style="list-style-type: none"> • Mayor Freshney • Cr McLaren (proxy) 	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Mead (Proxy)

Internal Working Groups

NAME	CURRENT REP	NEW REP
Australia Day Awards	<ul style="list-style-type: none"> • Deputy Mayor Brown • Cr Sims • Cr Wicks • Cr Metske • Community Development Officer 	<ul style="list-style-type: none"> • Cr Brown • Cr Sims • Cr Wicks • Cr Fidler
Community Development Grants	<ul style="list-style-type: none"> • Cr Wicks • Cr Sims • Cr Young • Cr Allison • Community Development Officer 	<ul style="list-style-type: none"> • Cr Sims • Cr Martin • Cr Fidler • Cr Metske • Cr Wicks (Proxy)
Finance	No longer meets	
General Managers Evaluation Group	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Brown • Cr McLaren • Cr Mead (Proxy) 	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Mead • Cr Brown • Cr Martin (Proxy)
Municipal Alliances Committee	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Brown • Cr McLaren • Cr Allison (Proxy) • General Manager 	<ul style="list-style-type: none"> • Mayor Freshney • Deputy Mayor Mead • Cr Brown • Cr Baldock (Proxy)
Kentish and Latrobe Community Road Safety Partnership Committee	<ul style="list-style-type: none"> • Cr Young • Cr Allison • Manager Infrastructure & Assets 	Council suggests the Committee reviews its Terms of Reference before appointing Councillors

Attachment 3.1.1 Minutes Open Council 12 December 2022

NAME	CURRENT REP	NEW REP
Wild Mersey Mountain Bike Trails Advisory Committee	<ul style="list-style-type: none"> • Deputy Mayor Brown • Cr Mead • Trail Project Manager 	<ul style="list-style-type: none"> • Deputy Mayor Mead • Cr Brown <p>Council suggests the Committee reviews its Terms of Reference to include community representatives.</p>
Review of Council Owned Land Ownership Committee	<ul style="list-style-type: none"> • Deputy Mayor Brown • Cr McLaren • Cr Mead • Cr Allison • General Manager 	Committee abolished. Reports to be provided to Council.

External Working Groups

NAME	CURRENT REP	NEW REP
Kings Park Working Committee	<ul style="list-style-type: none"> • Cr Young • Cr Wicks 	Heldover at this time.

Council Nominations to Community Groups

NAME	CURRENT REP	NEW REP
Cement Australia Railton Community Consultation Committee	<ul style="list-style-type: none"> • Cr Allison • Cr McLaren (Proxy) 	No Councillor nomination at this time. Kentish Deputy Mayor Lane to provide a report for each Council.
Latrobe Landcare	No longer meets	
Latrobe National Trust	<ul style="list-style-type: none"> • Cr McLaren 	No Councillor nomination at this time. Ex Cr Mike McLaren to be asked if he would stay.
Latrobe Neighbourhood Watch	<ul style="list-style-type: none"> • Cr McLaren 	No Councillor nomination at this time. Ex Cr Mike McLaren to be asked if he would stay.
Pardoe District Fire Committee	<ul style="list-style-type: none"> • Cr Brown 	No longer exists.
Port Sorell Neighbourhood Watch	Recess	Recess
Rubicon Coast and Landcare	<ul style="list-style-type: none"> • Cr McLaren • Cr Mead (Proxy) 	No Councillor nomination at this time. Council will support Friends of the Rubicon.

Councillor Liaison Officers

NAME	CURRENT REP	NEW REP
Andrews Creek Primary	• Cr Sims	• Cr Martin
Geneva School	• Cr Mead	• Cr Baldock
Latrobe High School	• Mayor Freshney	• Mayor Freshney
Latrobe Primary School	• Deputy Mayor Brown	• Cr Brown
Port Sorell History Group	• Cr Allison	• Deputy Mayor Mead
Port Sorell Men's Shed	• Cr Allison	• Cr Sims
Port Sorell Primary School	• Cr Metske	• Cr Metske
Port Sorell U3A	No longer required	
Sassafras Primary	• Cr Young	• Deputy Mayor Mead
St Patricks School	• Mayor Freshney	• Mayor Freshney

CARRIED UNANIMOUSLY
9 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

12 CORPORATE AND BUSINESS SERVICES DEPARTMENT

12.1 FINANCE REPORT - NOVEMBER 2022

Cr Vonette Mead moved and Cr Gerrad Wicks seconded:

That the financial report for the period ending 30 November 2022 as provided by the Accountant be received.

CARRIED UNANIMOUSLY
9 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

13 INFRASTRUCTURE AND ASSETS DEPARTMENT

Nil

14 OPERATIONS DEPARTMENT

Nil

15 INFORMATION

15.1 COUNCIL WORKSHOPS

Cr Sommer Metske moved and Cr David Fidler seconded:

That information on topics discussed at the 9, 14 and 28 November, 2022 Council Workshops be received.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead
AGAINST: Nil

15.2 DELEGATES REPORT

Cr Gerrad Wicks moved and Cr Sommer Metske seconded:

That the Delegates Reports be received and noted.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead
AGAINST: Nil

15.3 COUNCIL DECISION STATUS REPORT - NOVEMBER 2022

Cr David Fidler moved and Cr Vonette Mead seconded:

That the November 2022 status report of Open Council Meeting decisions be received.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead
AGAINST: Nil

16 COMMITTEES OF COUNCIL

16.1 PORT SORELL ADVISORY COMMITTEE - MINUTES - 22 NOVEMBER 2022

Cr Vonette Mead moved and Cr Garry Sims seconded:

That the minutes of the Port Sorell Advisory Committee meeting held on 22 November 2022, be received.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead
AGAINST: Nil

16.2 PORT SORELL ADVISORY COMMITTEE - AMENDED MINUTES - 17 AUGUST 2022

Cr David Fidler moved and Cr Sommer Metske seconded:

That the amended minutes of the Port Sorell Advisory Committee meeting held on 17 August 2022, (agenda item 9.1 amended), be received.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead
AGAINST: Nil

16.3 LATROBE COUNCIL AUDIT PANEL MEETING MINUTES AND KENTISH-LATROBE JOINT AUDIT PANEL MEETING MINUTES - 29 NOVEMBER 2022

Cr Graeme Brown moved and Cr Garry Sims seconded:

That the minutes of the Latrobe Council Audit Panel meeting and the Kentish-Latrobe Joint Audit Panel meeting held on 29 November 2022, be received and the following recommendations endorsed:

1. The revised Audit Panel Charter be recommended to Council for adoption.
2. The Code of Conduct for Audit Panel Members be recommended to Council for adoption.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead
AGAINST: Nil

16.4 LATROBE COUNCIL AUDIT PANEL ANNUAL REPORT TO COUNCIL FOR YEAR ENDED 30 JUNE 2022

Cr Graeme Brown moved and Cr Jacki Martin seconded:

That the Latrobe Council Audit Panel Annual Report to Council For Year Ended 30 June 2022, be received.

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

17 COUNCIL JOINT AUTHORITIES AND OTHER COMMITTEES

Nil

18 URGENT BUSINESS

Nil.

19 CLOSED MEETING

Cr Garry Sims moved and Cr Gerrad Wicks seconded:

That the following items be discussed in Closed Session:

Item No. 1 *Apologies*

Item No. 2 *Leave of Absence*

(Section 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

Item No. 3 *Confirmation of Minutes – Closed Meeting – Held 14 November 2022*

(Section 34 Local Government (Meeting Procedures) Regulations 2015)

Item No. 4 *Closed Council Decision Status Report – November 2022*

(Section 34 Local Government (Meeting Procedures) Regulations 2015)

**CARRIED UNANIMOUSLY
9 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Graeme Brown, Cr Jacki Martin, Cr Sommer Metske and Cr Vonette Mead

AGAINST: Nil

Council held a short recess at 5:42 pm and moved into Closed Session at 5.46pm.

19.1 Release Of Report Material To The Public

Having resumed the meeting in Open Council, the Mayor advised the meeting of the following decisions made in Closed Session that Council determined were to be released to the public:

Nil.

20 CLOSURE

Having resumed the meeting in Open Council the Mayor advised as there was no further business, the meeting was declared closed at 5.49pm.

Confirmed: _____ MAYOR

3.2 Latrobe Council Annual General Meeting - Held 15 December 2022

RECOMMENDATION

That the Minutes of the Annual General Meeting of the Latrobe Council, held at the Memorial Hall, Latrobe on 15 December 2022, be noted.



MINUTES

ANNUAL GENERAL MEETING

**Held on
15 December 2022
at 5:00 pm**

MINUTES of the Ordinary Meeting of the Latrobe Council held at the Latrobe Council Chambers and online, on Thursday 15 December 2022 at 5:00 pm.

ATTENDANCE AT THE MEMORIAL HALL:

Councillors: Mayor P Freshney in the Chair, Crs G Sims, G Wicks, D Fidler and C Baldock.

Council Officers: Mr G Monson (General Manager), Mrs J Febey (Manager Development and Regulatory Services), Mr W Young (Manager Corporate and Business Services), Mr J Magor (Manager Infrastructure and Assets), Mr J Bellchambers (Manager Operations), Mr A Cock (Team Leader Finance) and Mrs S Cairns (Executive Assistant).

ATTENDANCE ONLINE:

Councillors: Deputy Mayor V Mead and Cr J Martin.

1 WELCOME BY MAYOR

Mayor Freshney welcomed attendees to the Annual General meeting and thanked them for taking the time to attend. He acknowledged the presence of Councillors in the room, the Management team and Cr Mead and Cr Martin who joined the meeting virtually.

2 APOLOGIES / LEAVE OF ABSENCE

Cr Gerrad Wicks moved and Cr Garry Sims seconded:

That Cr Graeme Brown, Cr Sommer Metske be granted an apology for the meeting.

**CARRIED UNANIMOUSLY
7 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Jacki Martin and Cr Vonette Mead

AGAINST: Nil

3 CONFIRMATION OF MINUTES

3.1 Confirmation Of Minutes - Annual General Meeting - Held 13 December 2021

Cr Garry Sims moved and Cr Gerrad Wicks seconded:

That the Minutes of the Annual General Meeting of the Latrobe Council, held at the Memorial Hall, Latrobe on 13 December 2021, be taken as read and confirmed.

**CARRIED UNANIMOUSLY
7 / 0**

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Jacki Martin and Cr Vonette Mead

AGAINST: Nil

4 PUBLIC PARTICIPATION - RESPONSE TO QUESTIONS TAKE ON NOTICE AT PRIOR ANNUAL GENERAL MEETING

4.1 Public Participation - Response To Questions Taken On Notice At Prior Annual General Meeting

General Manager's Comments

At the Annual General Meeting held on 13 December 2021 at the Memorial Hall, Latrobe, the following questions were taken on notice from members of the community during the public participation item of the agenda.

Council noted the following answers to the questions take on notice in the agenda of their Ordinary Council Meeting held on 17 January 2022:

Cr Allison

Q – Cr Allison asked how Council can go from a \$121,000 deficit into a \$446,000 surplus?

Response – Council provided a response to Cr Allison via email dated 24 December 2021, advising the following:

“Council did not approve an Annual Plan & Budget that has an underlying deficit of \$121,000 as you stated in your question. It appears that the \$121,000 deficit you refer to may have come from a draft 2021-22 budget document presented to a Council Workshop on 21 June 2021, however this amount was the draft 2021-22 underlying budget deficit at that time, not a 2020-21 forecast. It is assumed that what you want is an explanation for the difference between the forecast underlying result for 2020-21 as presented in the final 2021-22 budget papers and the actual underlying result for 2020-21.

Also, the implication made when asking your question, that the forecasts were made almost at the end of the financial year and therefore should be more accurate appears to ignore the written response provided to you and all other Councillors on 10 November in response to a similar query you raised at the November Council Meeting which advised “While the 2021 forecast figures were provided to Council on 28 June, the forecasts were made earlier in the budget process initially based on year to date figures as at April 2021 with some forecast estimates updated during May”.

The table below shows that the overall underlying revenue was only 4% (\$517,000) higher than forecast and the overall underlying expenses were only 4% (\$538,000) lower than forecast. Due to both of these variances being favourable, when combined, they resulted in a total \$1.06 million favourable variance in the underlying result. Because the net surplus figure is a much smaller amount than the income and expense items, percentage variances from forecast for this line item are often much higher than the percentage variances in income and expenses.

One of the main reasons why the actual result is so much better than the forecast is that, as is prudent and appropriate, the fundamental accounting principle of conservatism was applied when making the forecasts. Under this basic accounting principle, all probable unfavourable budget variances are adjusted in the forecasts when discovered, but favourable variances are only adjusted in the forecasts once they are virtually certain. Following this principle often leads to conservative forecasting, however this is considered by the accounting fraternity to be better than providing overly optimistic forecasts. An example of the reason for this principle in the current context, in relation to revenue, relates to the uncertain impact of Covid 19 on revenues. While year to date revenues across a range of Council's activities were running

ahead of budget at the end of April, there was still a very real risk of sudden strict lock-downs leading to activity and related income “dropping off a cliff”.

Comparison of 2020-21 Income Statement to 2020-21 Forecast in 2021-22 Budget Papers					
	Actual 2020/21	2020-21 Forecast per 2021- 22 Budget Papers	\$Variance	% Variance	Comments
Underlying revenue	13,389	12,872	517	4.02%	Overall favourable variance
Underlying expenses	12,943	13,481	-538	-3.99%	Overall favourable variance
Net underlying surplus/(deficit)	446	-609	1,055	-173.23%	Combined overall favourable variance

Simon Baldock – 181 Summer Hill Drive, Port Sorell

Q – Who gave Council permission to accommodate 137 Seasonal workers last season? Was it DESE, was it Latrobe Council or was it Jobs Australia?

Response – Council provided a written response to Mr Baldock dated 23 December 2021, advising the following:

“The Australian Government’s Department of Education, Skills and Employment approved Accommodation Plan AP02394 at 1 Anderson Street, Port Sorell for Jobs Australia Enterprises Ltd (ABN 81673634329) for Seasonal Workers to be accommodated at Camp Banksia last season”.

Cr Garry Sims moved and Cr David Fidler seconded:

That the response to questions from Cr Allison and Simon Baldock at the Annual General Meeting held 13 December 2021, be received and noted.

CARRIED UNANIMOUSLY
7 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Jacki Martin and Cr Vonette Mead

AGAINST: Nil

5 PUBLIC PARTICIPATION - QUESTIONS ON NOTICE FROM THE PUBLIC

General Manager's Comments

Questions provided in writing to the General Manager by 12.00 noon on Monday 12 December 2022 and Council's responses are as follows and will be taken as read. Neither questions asked or answers provided will be subject to further debate or discussion as per the *Local Government (Meeting Procedures) Regulations 2015*:

Codie Hutchison

1. **Between January 2020 and November 2022, has River Road Consulting (ABN: 81 643 107 724) ever been contracted by Latrobe Council to undertake work or provide services?**

Proposed Response

Yes.

2. **If so, can Council please provide:**
 - a) **the start date/(s), and if relevant the finish date/(s) of the contract(s)/consultancy;**
 - b) **the amount paid to this consulting entity for the contract(s), and in which financial year/years these were paid;**
 - c) **the process by which the entity was contracted, either by selection by Council Officers, a tender process brought to Councillors, or otherwise; and**
 - d) **the nature of the work or services provided to Council.**

Proposed Response

The Chairperson, Mayor Freshney, has advised the General Manager that a response to these questions from Mr Hutchison has been refused as they relate to contractual arrangements between River Road Consulting and the Council. Under regulation 15(2)(d) of the Meeting Procedure Regulations, matters relating to contracts and tenders for the supply of goods and services are matters that may be discussed in closed Council meetings. As the information requested is commercial in confidence, Mayor Freshney has determined that the questions be refused on that basis.

Mr Hutchison will be advised that the appropriate method to request the information sought is via a right to information application.

J. H. Redgrave – PO Box 225, Deloraine 7304

(Q)1

Can Council please advise how much to date has been spent on Techone since 2017?

Proposed Response

Previous to the decision to implement a new IT system, both councils were operating on platforms which were outdated and no longer fit for purpose. Following an extensive procurement process TechOne, a cloud-based system, was determined to be the preferred IT solution for the future.

This cloud-based system has provided significant benefit to the Councils during implementation and the COVID-19 lockdown, as staff and TechOne specialist have been able to operate remotely through flexible working arrangements.

The TechOne Implementation was completed over two stages with a total project cost payments to Technology One for Latrobe since November 2017 of \$798,000

The first stage included the finance and records management modules which included payments of \$239k to TechOne. This phase was substantially completed by April 2019.

Stage 2 included the property and rates modules which included payments of \$505k to TechOne for implementation and data migration. This stage was substantially completed in June 2022 when the property and rates modules went 'live'.

There have been additional employee costs to implement the new system, however many of the shared services currently being implemented would not have been possible without a shared IT platform.

(Q)1a

How many Techone modules from 2017 are still not working?

Proposed Response

The TechOne system purchased by the councils has six core modules, all of which have now been implemented.

There are some applications within these modules which still require further refinement to optimise their performance, however this is not unusual at this stage of implementing a new IT system.

The Request Management applications within the Property and Rates Module have not as yet been implemented and the eServices application which will provide a customer interface is in the process of being configured ahead of end user testing.

(Q)1b

How many Techone modules have since been taken offline?

Proposed Response

None.

(Q)1c

Can Council confirm that it's true that there's no promise that Techone can be made to work. With the only potential fix is either start again or amalgamate two councils?

Proposed Response

This premise of this questions is incorrect - the TechOne system is working as it was designed and configured to.

(Q)1d

Is it true that Council staff must solve the problems with Techone and come up with the solutions and recommendations? Then Techone just invoices on a monthly basis for all Council staff's hard work?

Proposed Response

The premise of this question is incorrect. TechOne only charge the councils for the work they are requested to complete. All work completed by TechOne is authorised and is closely monitored and managed.

(Q)2

Last Month's Council general meeting held on 14th November 2022 a question was asked if the current Levee plan being implemented went out for public consultation that was not the case. Council stated in its answer this was untrue? Was it really untrue?

((Q)1b Is it true that Council after two years of public consultation on the Latrobe Levee? Then decided at the eleventh hour to go with an option that had not gone out to public consultation? Proposed Response It is untrue.)

Proposed Response

Yes, it is untrue.

(Q)2a

The bypass of Kings creek diversion has not appeared in any official form out to the public. Has Council knowingly deceived the Ratepayers, Business owners and Residents?

Proposed Response

Consultation and advice to the community centred around a community information drop-in session held on 12 August 2021. The session was considered particularly successful where the plans showing the diversion culvert were on display and the concept discussed with individuals and small groups. The feedback was generally positive. Council has not knowingly deceived anyone and the decision to proceed with the alternative was made public.

(Q)2b

Has Council and it's local contractor on the Levee project encountered any unforeseen issues?

Proposed Response

A project of such magnitude is expected to encounter some unforeseen issues, although there has been nothing that has put the project at risk or put into doubt Councils decision to proceed.

(Q)2c

Can Council confirm that the Levee project will stay on budget of \$15,000,000:00?

Proposed Response

The major change to date has been the relocation of the levee under Cotton Street which was not part of the initial estimated cost and was initiated through community consultation. Other than that, the variations to date fit within the project contingency allowed for within the budget.

(Q)2d

Lismore in NSW with its failed levee eight months on shows most businesses affected are not up and running and most are selling and moving out. The federal and state governments have implemented a buyback of nearly one billion dollars to purchase affected properties.

If as Council stated that the affected properties amount to 12 Million dollars why are we building a levee which costs more and may make matters worse? When 12 Million would have solved the problem and purchased the affected properties?

Proposed Response

The Latrobe levees are designed to protect properties from flood scenarios up to a design flood of 0.33% Annual Exceedance Probability in the Mersey River combined with a 1% AEP flood in the Kings Creek catchment. This is significantly less frequent than every eight months. Purchasing the affected properties should be a last resort and those displaced residents are likely to find it problematic to readily relocate in the current housing market shortage.

(Q)3

It is clear that Kings Creek has no data ever collected on flow rates so why has the levee plan decided that the best over topping spot is at Kings creek carpark?

Proposed Response

It is unsure what is meant by over topping, however the bypass culvert alignment available and utilised captures the majority of the Kings Creek catchment. The design work undertaken by Entura allowed the concept to be proven and culvert size determined based on the achievable water levels differences between Kings Creek and in the Mersey River flood plain.

(Q)3a

Attached is a 2016 photo of how much water was coming down kings and Latrobe creeks at Bradshaw bridge before evacuations were ordered on the night of June 6th 2016. Council has now stated that Latrobe creek is an artificial creek what facts does Council have to state that Latrobe creek is artificial?



Proposed Response

Most watercourses in urban areas have been modified over many decades and are no longer in a completely natural state. The open waterways in Latrobe remain very real rather than artificial.

(Q)3b

Why should the Ratepayers, Residents and Business owners trust anything that Council has placed in the Levee reporting to be based on Factual evidence?

On June 6th 2016 Both Police and SES went door to door to alert and instruct residences along the banks of Kings and Latrobe Creeks. That the retention Dam on the North east side of Bass HWY in the Catchment of Kings Creek may collapse due to the amount of pressure on the dam wall. Council has continued to deny this Fact. This Dam has no release valve or any way to empty other than to have an external pump. It does have a over topping pipe to allow it when full to run back into Kings Creek.

Council still has not shown any study to the East of Moriarty Road on Kings Creek. They admit in their Dam approvals application that no study or any data on water flows of Kings Creek Catchment have ever been done or collected.

How Can Council seriously expect that they have the residence, ratepayers and business owners best interests in this Levee when there are very serious Facts and Data missing to get this right?

Proposed Response

Most ratepayers, residents and businesses do not doubt that Council has the best interest of the municipal area at the fore.

The Kings Creek detention basin has a spillway constructed at the south-eastern end and did not overtop during the 2016 flood event. The basin has an outlet pipe at the base but no overtopping pipe. It is not intended to pump water out of the basin.

It is assumed any doorknocking advice given in 2016 was precautionary and not based on fact or advice from Council. This basin was constructed following analysis of the Kings Creek catchment. All data necessary for the flood mitigation project has been obtained.

(Q)3c

Could Council please name the Construction Phase Engineer for the Levee project as this is the person responsible for construction ITP's

And also the verification project Engineer for the Levee as This person is ultimately responsible for the entire project's ITP's and its final outcome along with the primary owner being Council? Council has stated they do not have anyone within Council who has these qualifications.



Proposed Response

Three significant companies with considerable expertise are engaged in this project including RARE, BridgePro and Entura. The project is being overseen by a project manager engaged by Council. ITP's (Inspection and Test Plans) have been developed with input from all four parties and integrated into quality control systems.

(Q) 4

The recent floods in Latrobe showed us that it's beyond doubt that Frogmore Lane is the main reason why Latrobe floods because it creates a weir that sends water to flood Latrobe. There is good evidence now out there. What is Council doing to ensure that the right plan is in place for the Mersey River coming into Latrobe?

Proposed Response

The plan currently in place has been designed and analysed to work. A report investigating the Miles Ford causeway is available on our website. There is potential for an increased level of protection in the longer term through additional works, although these are not currently a priority for Council.

(Q) 5

Below is a cut from November 14th 2022 financial report. Could Council please explain the almost 200% increase in Trade and other receivable in depth please?

As it doesn't reflect as well in the Total?

Balance Sheet for Latrobe Council as at October 2022 Report Run Date: 09-Nov-2022 YTD Actual Draft

**PY Actual Full Year 2021/22 ASSETS Current Assets Cash and cash equivalents 15,904,857
15,955,758**

Trade & Other Receivables 3,097,698 1,143,930

Inventories 124,144 113,661

Current Assets - Other 768,310 1,176,048

Total Current Assets 19,895,010 18,389,398

Proposed Response

The increase in Trade and other receivables is due to 2022/2023 Rates notices issued in July 2022. Under accounting standards, rates income is recognised when the rates notice is issued rather than when rates instalments are received. For this reason, each year, the Trade and other receivables balance is highest in July and gradually declines over the financial year as rates instalments are paid. The \$3,098,000 of receivables at 31 October 2022 included \$2,874,000 of rates not yet collected (the majority of which were 2022/2023 rates instalments not yet due. Trade and Other Receivables of \$1,144,000 at 30 June 2022 included only \$166,000 of outstanding rates (including overdue 2021/22 rates and rates outstanding from prior years).

The other significant amounts receivable at 30 June 2022 included \$742,000 receivable from Kentish Council (\$531,000 of this was Latrobe's share of Wild Mersey Mountain Bike Trails Grants and the balance was labour hire and expense sharing reimbursements), \$149,000 GST receivable and \$87,000 sundry debtors.

Trade and Other Receivables of \$3,098,000 at 31 October 2022 included \$2,874,000 of outstanding rates as outlined above, \$217,000 GST receivable and \$7,000 sundry debtors.

(Q) 6

What advice did Latrobe Council seek and receive on sharing the current General Manager with neighbouring Kentish Council? The reason being is that the enormous perceived conflicts and potential conflicts that exist are a breach of the Local Government Act 1993 and the Regulations around it are very concerning. How does the General Manager report his conflicts and assets within the both LGA's and how are they treated by both Councils?

Proposed Response

The Kentish Council approached the Latrobe Council in 2010 seeking to share the services of the General Manager.

The contract of employment is between the General Manager and the Latrobe Council. The Latrobe Council and the Kentish Council have an agreement whereby the General Manager is to provide 'general manager services' to the Kentish Council.

The State Government through the Office of Local Government is aware of and supports the 'shared services' which operate between the Latrobe and Kentish councils including the 'shared General Manager'.

Conflicts of interest are managed in accordance with normal protocols which operate within local government.

(Q) 7

In Council agenda for 14th November 2022 General meeting the report around the audit committee is very concerning for the following reasons.

- 1. Duly elected councillors were elected to represent the municipality and this includes the audit committee. Why would there be a recommendation to go to outside so called independents that may or may not be hand-picked by the General Manager or the Mayor to possibly do their bidding can council please justify this?**
- 2. The audit committee is the most important committee on Council as in the terms of many quotes ("keeps the Bastards honest") because with the largest ever infrastructure spend and capital works program now is the time that Council wants to outsource the audit committee? In fact this Committee should never be outsourced and should never even be considered ever!. What is behind the push to outsource the one function that Council should always keep in house?**

Proposed Response

Councils are required to establish an audit panel under Section 85 of the *Local Government Act 1993*. Per Section 85B the Minister for Local Government can make orders as to the constitution and remit of audit panels. At present the Minister has ordered that a Council must have one independent panel member and that they must be the chair of the panel. The Minister has also recently communicated to the sector that their intention is to issue a new directive, most likely when the Act is amended, requiring councils to have a minimum of two independent panel members. Considering this information Council is in the process of moving to that model as part of our best practice approach to corporate governance.

Cr David Fidler moved and Cr Garry Sims seconded:

That the Questions on Notice be received and noted.

CARRIED UNANIMOUSLY
7 / 0

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Jacki Martin and Cr Vonette Mead

AGAINST: Nil

6 PUBLIC PARTICIPATION - QUESTIONS WITHOUT NOTICE AND MOTIONS FROM THE FLOOR

6.1 Public Participation - Questions Without Notice And Motions From The Floor

Nil.

7 ELECTORS SUBMISSIONS TO THE ANNUAL REPORT

7.1 Electors Submissions To The Annual Report

Nil.

8 PRESENTATION AND ADOPTION OF ANNUAL REPORT

8.1 Presentation And Adoption Of Annual Report

A formal presentation of the 2021/22 Annual Report will be made by the Mayor and General Manager.

RECOMMENDATION

That the Annual Report for the financial year 2021/22 be adopted and the 2021/22 financial statements as submitted to the Audit Office be received.

Mayor Freshney, personally, and on behalf of the elected members, thanked the General Manager, Gerald Monson, the management team and staff for their commitment and dedication over a very difficult twelve-month period. Councillors are often in oar of the effort staff put in and their contribution not only to support Councillors, but also the community. Often the work of staff goes unnoticed and quite often unappreciated, but not so by Councillors, who very much appreciate the work that staff do on Councillor's behalf.

Mayor Freshney also took the opportunity to thank First Responders and highlighted the contribution made by First Responders during the recent floods, particularly the Police, SES, Tasmanian Ambulance, Fire Brigade, Swift Water Rescue crews, and those who assisted both in a professional and volunteer capacity. He commented how incredible it was to see the number of volunteers being involved again, and particularly the local Fire Brigade. Volunteers are very much the heart and soul of the community and Council acknowledges and appreciates their efforts in supporting the community, but also, they really are the corner stone on which this community's social fabric has been built over many, many years.

Mayor Freshney handed over to the General Manager to present.

A formal presentation of the 2021/22 Annual Report was made by the General Manager covering the following topics:

- Council's Planning Process
- Key Challenges identified in Council's Strategic Plan 2020-2030
 - Covid-19
 - Shared Services Implementation
 - The future of local government review
 - Former Port Sorell Landfill Rehabilitation
- Priority Projects identified in Council's Strategic Plan 2020-2030
 - Latrobe Flood Protection and Stormwater Plan
 - Wild Mersey Mountain Bike Trails
 - Port Sorell Caravan Park Upgrade
 - Banksia Facilities Redevelopment
- Highlights
 - Australia Day Awards
 - Recognising Volunteers
 - Hydrotherapy Pool
 - Funding Announcements
- Annual Plan Achievements
 - Governance
 - Community & Economic Development
 - Infrastructure & Assets
 - Development & Regulatory Services
- Financial Overview
 - Financial result compared to budget
 - Material changes since mid-year budget review
 - Cash and investments
 - Borrowings
 - Revenue and Expenditure
 - Capital expenditure by asset class
 - Capital expenditure by new and existing infrastructure

The General Manager acknowledged and thanked community volunteers, the management team and the staff involved in preparing the Annual Report and who assisted in the set-up of the evening.

Mayor Freshney asked for any questions from the floor relating to the Annual Report.

Melissa Jamison - 18 Bryan Street, Shearwater

Q - where actually is Council financially as at today? Does Council owe a lot?

Mayor Freshney advised the reporting period is for the financial year. The information provided tonight, is where Council stood as at 30 June 2022. The information for this current financial year will be provided at the end of this year, at the next AGM.

Q - does Council have cash? Is Council in debt?

Mayor Freshney advised Council has both. As the General Manager reported, Council extended their cash holdings throughout the financial year, up to just over \$15 million as at 30 June 2022. Council has a debt in borrowings for projects.

The General Manager provided further clarification, referring to the presentation.

Q - so Council does have cash on hand?

The General Manager advised, yes, Council does have cash on hand.

Q - do you know how much cash on hand Council has?

The General Manager advised Council has just over \$4 million as previously mentioned during the presentation. He went on to explain that Council would have more than that now, as of today, and referred to Council's Team Leader Finance, Andrew Cock, to advise how much cash on hand Council has as at today. Mr Cock was not certain of the amount of cash on hand as at today.

Mayor Freshney advised it is difficult to give an exact, day-to-day balance of the amount of cash on hand as it changes every day. He further commented that Council can report on the financial year just completed as Council has done.

Ms Jemison commented that she understands that, she is just interested to know that Council does have some cash. Mayor Freshney advised that the answer is yes, we do.

The General Manager advised it is estimated to be \$4 million at the end of June 2023, but it is more than that at the moment. He further advised he would take Ms Jemison's question on notice and provide a written response advising of the cash on hand as at today's date.

James Redgrave

Mr Redgrave made several attempts to ask questions.

Mayor Freshney referred to back to his ruling to refuse any questions without notice or motions from Mr Redgrave, as outlined in the agenda and repeatedly denied Mr Redgrave to ask any questions.

Cr Sims called a Point of Order that the motion be put.

Cr Garry Sims moved and Ray Tollefsen (75 Hamilton Street, Latrobe) seconded:

That the Annual Report for the financial year 2021/22 be adopted and the 2021/22 financial statements as submitted to the Audit Office be received.

CARRIED UNANIMOUSLY
23 / 2

FOR: Mayor Peter Freshney, Cr Claudia Baldock, Cr David Fidler, Cr Garry Sims, Cr Gerrad Wicks, Cr Jacki Martin, Cr Vonette Mead and 16 community members

AGAINST: 2 community members

9 CLOSURE

The Mayor thanked attendees and declared the meeting closed at 5.45pm.

Confirmed: _____ MAYOR

4 PRESENTATION

Nil

5 NOTICES OF MOTION

Nil

6 PETITIONS

Nil

7 RESPONSE TO QUESTIONS RAISED AT PRIOR ORDINARY COUNCIL MEETING

General Manager's Comments

At the Ordinary Council Meeting held on 12 December 2022 at the Council Chambers, Latrobe, the following questions were taken on notice from Linda Harris during Public Participation Time.

Council provides the following answer to the question(s) taken on notice:

Linda Harris – 9 Earl Grove, Latrobe

Q - Who is responsible for the maintenance of the water channel, land, flora and fauna behind the properties backing onto it on the Earl Grove side where some subsidence to fencing has occurred?

Q - What maintenance happens currently to that area?

Response

Mayor Freshney, Deputy Mayor Mead and the General Manager met Ms Harris on site and subsequent correspondence is being prepared.

RECOMMENDATION

That the responses to the questions from Linda Harris, at the Council meeting held 12 December 2022, be received and noted.

8 PUBLIC PARTICIPATION - QUESTIONS ON NOTICE FROM THE PUBLIC

General Manager's Comments

Questions on Notice provided to the General Manager at least seven (7) days before the meeting and Council's proposed responses are as follows:

1) DOOLEY'S HILL / KING PARK: FIRE RISK

On a normal day it's lovely to hear strong breezes soughing through the trees thickly covering Dooley's Hill. However, to a non-professional like me, Dooley's Hill, and its luxuriant growth, look like ideal fodder for a fire racing along the ridge. If a fire took hold of it, its proximity to Latrobe township could mean a major hazard through it and preceding ember showers. I believe it's not if, but when, Latrobe will face fire in this era of growing extremes.

- . following heavier rain, has the Dooley's Hill and surrounding terrain (eg, King's Park) been surveyed for excess growth and any other material that should be removed to starve a fire?
- . given ember showers can race ahead to township rooves and gutters, are steps being taken (preferably close to but pre, summer fire seasons) to inform Latrobe residents the best practices to fireproof properties? If so, how is this information being promulgated? Although social media is possessed by, and is a good means of communicating to many, Latrobe's population has a significant number of elderly who might benefit from such information being issued in the community newspaper, and a post box drop of leaflets.

Proposed Response

A bushfire mitigation strategy exists for the Dooleys Hill area in Latrobe. The area has also been split up into 5 nominal treatment sections by the Fuel Reduction Unit of the Tasmanian Fire Service.

The lower sections of Dooleys Hill nearer the town are west facing and stay relatively damp. Past burning in this area has generally been unsuccessful because of this. The fuel load and associated risks are not considered high.

The more elevated area which is exposed to drying winds and more sunlight is currently listed by the Fuel Reduction Unit for treatment in the coming spring period but is subject to favourable conditions and other potentially higher emerging priorities in the region.

Council's community development officers will look at how to best to share information from the Tasmanian Fire Service about preparatory measures for nearby residents to consider actioning.

2) LATROBE SEATING

Latrobe justly should be proud of the significant amount of street seating provided in Gilbert Street. However, existing seats, particularly the older styled park bench seats (the green metal seats, less so but still a little low) are at height probably right for folk closer to 5 ft (152.4cm??), than my 170cm. Because of existing joint and skeletal issues, lowering myself to the height of the existing seats has been very painful, and resulted in my heavy flopping on the seat. This isn't much fun for me, and not good for the seat's longevity, either. Seating spaced along Gilbert Street would be a godsend in helping me traverse all of Gilbert Street with rest breaks, if I could take advantage of it, from the chemist and doctors' surgery at one end, and The Reject Shop, hospitality outlets and Council Chambers at the other. But, the closeness of the seating to the ground and consequent pain I suffered trying to sit, means either pushing myself to my limits to do shopping, or covering only a small portion of the street per trip. (I am a walker, trying to keep as active as I can and don't want to use an exercise-less mobility scooter until absolutely forced to.)

I would ask, if additional seating is planned or endowed, and / or existing seating is replaced, that consideration be given to installing seating a few inches higher from the ground. This would help people a few centimetres taller, without causing discomfort to their 152.4cm friends.

QUESTIONS FROM DELL FINDLAY SUBMITTED BY EMAIL FRIDAY 6 JANUARY FOR 16/1/23 MEETING.

I emailed two items I'd like Council to consider. The first item, Dooley's Hill/King Park /Latrobe: fire risk, remains unamended and I look forward to Council's views at the 16 January meeting.

The second item asked that Latrobe's street seats be raised higher from the ground to be more user friendly for a greater range of leg lengths, especially where infirmity / mobility issues and pain make sitting down or standing up a struggle. Based on personal painful experience, there are several more elements that would lessen those struggles.

1. Raising seat height
2. Installing sturdy heavy duty metal grab rails "HOOP" DESIGN BOTH ENDS IN PAVEMENT
3. Flat, not sloping (from front to rear) seating
4. Adding several "high chair" single seats (with arm rests) throughout the shopping area.

RAISE SEAT HEIGHT by lifting existing seat feet/base onto secure plinths 6-12cm thick

INSTALL FREE STANDING GRAB RAILS next to, but not attached to, each end of existing seats.

INSTALL (green metal slatted seats) THIRD GRAB RAIL, one sitting width in from end grab rail, first removing one or two slats to make space for rail to be fixed to pavement.

A THIRD GRAB RAIL (park bench style seats) may not be suitable. Instead, one sitting width in from end grab rail, on upright seat back, securely attach a hand grip. It would sit flush with the back and be pulled when needed.

The INSTALLATION OF FREE STANDING GRAB RAILS should NOT HINDER REMOVAL OF THE EXISTING SEATS for workshop repair or upgrade. A "LIFT AND SLIDE" motion above the grab rails' height should allow removal. Installing free standing grab rails, should make this part of the project a one-off requirement resulting in less future labour and material costs.

FLAT / LEVEL SEATING lessens sitting down and standing up struggles and pain, whereas sloping down seats (currently on both park benches and green metal ones) increase struggle and pain.

SINGLE TALLER HIGH CHAIRS WITH ARM RESTS COULD BE A SEATING OPTION IN SHOPPING AREA.

FUTURE SEATING BE INSTALLED WITH THE ABOVE CONSIDERATIONS IN MIND AND CONSULTATION WITH GROUPS WHERE THESE SEATING ISSUES ARE IMPORTANT

HEALTH AND SAFETY REQUIREMENTS involved in any changes would, of course, have to be considered.

OTHER MUNICIPALITIES or CITY LIVEABILITY THINK TANKS may already be exploring upgrading everyday facilities such as street seats to better accommodate those who need "sit down" breaks most. Even small liveability steps such as improved street seating benefits not only Latrobe own residents; groups of tourists often prefer to spend their money in locals that openly cater to their comfort levels.

Proposed Response

Thank you for your observations with regards to the existing seating in Latrobe. Once the infrastructure of the flood mitigation project can be clearly seen Latrobe Council intends to commence a Latrobe

Central Business District study. This will include the future development of the Gilbert Street shopping strip and adjacent areas that support the CBD. The study will include an assessment of street furniture and seating including any potential changes or additional infrastructure that may be appropriate.

J.H Redgrave – PO Box 225, Deloraine

(Q)1

At the Latrobe Council AGM held on 15th December 2022. The General Manager walked those in attendance through the Annual Report. Several slides on the screen behind him that he referred too about the cash on hand and loans which did not appear in the annual report.

One slide showed the loan amounts with interest figures and dates. One showed how much cash on hand with three lines.

Could the Council please explain why they chose to use slides to showcase the annual report yet they were not in the report itself? And confirm where and when these particular slides had been developed, dated and who was the author?

Proposed Response

The majority of the information was extracted from the Annual Report and was prepared by the General Manager in Consultation with Councils accountant Mr Andrew Cock.

The slides were prepared to highlight to the public that the Council was in a strong financial position in response to the allegations made during the October 2022 Council election campaign that the Council was not financially sustainable into the future.

The slides were prepared earlier on the day of the Annual General meeting.

(Q)1a

Last year Council admitted to making a mistake in their accounting practices for 2021 Annual report when questioned early in 2022 General meetings. Council now states that Tech one (Technology one) costings for IT was not able to be depreciated over the future financial years hence why there is a \$896,000:00 deficit from 2022 financial year. Could Council please be more specific and detail exactly what was not allowed to be depreciated and why did Council believe they could have depreciated these items?

Proposed Response

The change in accounting treatment for the cost of configuring and customising Council's cloud-based TechnologyOne software systems was confirmed by Tasmanian Audit Office not to be an error, but rather to be a change in accounting policy resulting from a change in interpretation of accounting standards. Council staff became aware of this issue on attending a Tasmanian Audit Office update on 17 May 2022 and the issue was reported to Council's Audit Panel on 31 May 2022 and reported in the commentary section of the May 2022 Finance Report to Council.

As advised in Note 11.1 to the 2021-22 Financial Report, in December 2021 the International Financial Reporting Standards Interpretations Committee (IFRIC) issued a decision clarifying its interpretation of the application of international accounting standards to costs of configuration and customisation of cloud-based software systems. This decision rejected the approach Council had taken in the past, in consultation with Tasmanian Audit Office, of recognising the customisation and configuration costs as an intangible asset to be depreciated over the life of the software-as-a-service (SaaS) agreement. The basis for Council's treatment of these costs as an intangible asset to be depreciated was that the costs represented a benefit to Council over the future time of use of the TechnologyOne system which was estimated at 10 years. The approach taken by Council was accepted by Tasmanian Audit Office prior to the IFRIC decision referred to above. The main reason that IFRIC rejected Council's approach is that

the software code was stored in the cloud so Council has no control over it and therefore cannot claim ownership of it as an asset.

The IFRIC decision did allow some of the costs formerly depreciated to be written off over the term of the Software-as-a-Service (SaaS) agreement with Technology one. The same amount of configuration and customisation costs are ultimately allocated as expenses under both the old policy and the new changed policy but with different timing.

The \$896,000 underlying deficit for 2022 was not entirely due to this change in accounting policy. Factors leading to the deficit are listed on page 16 of Council's Annual Report with the impact of costs relating to this change in accounting policy listed, totalling \$287,000.

(Q)2

The loans were approved with support from the FMS and the LTFP. Could council please advise who was the author of the Financial Management Strategy which replaced the Long Term Financial Plan? And how much was spent on this Strategy and who currently reviewed it the last two times in order for council to create the last two budgets?

Proposed Response

Council's Financial Management Strategy (incorporating the Long-Term Financial Plan) was prepared by consultants, River Road Consulting during the 2020/21 annual budget process based on information provided by Council Finance and Asset Management staff at a cost of \$16,291 which included setting up models and templates for future use. River Road Consulting also reviewed and updated the Financial Management Strategy during the 2021/22 budget process at a cost of \$4,142 and during the 2022/23 budget process at a cost of \$4,357.

(Q)3

Council's strategic plan is supported by the FMS and was financially supported by the loan borrowings and grants for the following projects.

Port Sorell Caravan Park Camp Banksia redevelopment

Council has stated that both these projects are under review or have been paired back due to funding being spent before the entire completion of the projects.

Given the funding for these was based on the final project build. How will Council fund the agreed completion of these public assets? Where will the funds come from to do so?

Proposed Response

The project scope for the Banksia Facilities Redevelopment and the Port Sorell Caravan Park Redevelopment have been altered and the revised scope of works will be delivered with the originally budgeted grant funds, borrowings and Council funds. The only additional funding needed over and above the original planned expenditure needed is \$350,000 additional costs for playground and landscaping costs for the Banksia Facilities Redevelopment to be included in the mid-year budget review and funded from Council's cash reserves. There are no current plans to deliver any of the portions of these projects that were removed from the project scope. Any decisions about funding future projects to deliver items removed from the scope of this project would need to be considered as part of future budget and long-term financial planning deliberations of Council.

(Q) 4

Is Council making Latrobe residents safer with the River road Levee as it was quite clear from the flood in October 2022 that Frogmore Lane is a long levee that ensures the Mersey River when in

Flood rises on the Southside but not the Northside. As there is no release valve for the river road levee how can council ensure the safety of residences from flood?

Proposed Response

The Kings Creek Diversion Culvert, Cotton Street Levee, and work on the 'upstream' side of the Miles Ford Bridge and causeway prevents a design flood from topping Gilbert Street and flowing towards River Road. This in turn allows the River Road levee to be installed to prevent water from the downstream side of the bridge from backing up into the urbanised area. The 'town' side of the River Rd levee will drain into Mersey River through a large pipe with a one-way flow valve. If the Mersey is in flood localised town runoff will temporarily store on the town side of this outlet. It will only store up to a similar depth as that on the outside of the levee before pushing out into the flood plain. The two levee road crossings for Bells Parade are lower than the balance of the levee to act as a spillway should the design event be exceeded.

(Q)5.....

Proposed Response

Mr Redgrave's has commented on the statement read out by Mayor Freshney prior to the commencement of Public Question Time at the meeting held on Monday, 12 December 2022.

Mayor Freshney, as Chair of the meeting, has determined that it would be inappropriate to respond on the comments made by Mr Redgrave as Mr Redgrave has threatened legal action taking place without further notice.

RECOMMENDATION

That the Questions on Notice be received and noted.

9 PUBLIC PARTICIPATION - QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

General Manager's Comments

Council meetings are currently open to public attendance, however limits exist on the number of attendees due to the public health requirements for physical distancing. **It is recommended that members of the public wishing to attend a Council meeting RSVP prior to each meeting.**

Members of the public who would prefer not to attend but would like to ask questions of the Council that would normally be heard during Public Question Time, can provide their question/s to the General Manager by **12:00 noon on the day of the meeting.**

Members of the public are invited to ask questions in accordance with Council's *Public Participation and Question Time Policy* (Min No. 16364) which refers:

- At each Ordinary Council meeting, if required, at least 15 minutes will be provided at a time determined by the Mayor for public questions. During the 15 minutes provided, the Mayor will address questions on notice submitted by the public and questions without notice from any person present at the meeting (other than a Councillor), which relate to the activities of the Council.
- A member of the public who wishes to ask a question at a meeting must firstly identify themselves by stating their name and address prior to asking their question and inform the meeting of the subject they wish to ask a question on.
- A question by any member of the public and the answer given are not to be debated.

- The Mayor may refuse to accept a question on notice to be listed in the agenda or refuse to respond to a question put at a meeting without notice that:
 - a) Are comments, questions or submissions that relate to items listed in the Planning Authority agenda;
 - b) Is unlawful in any way;
 - c) Contains defamatory remarks, offensive or improper language;
 - d) Questions the competency of Council staff or Councillors;
 - e) Relates to the personal affairs or actions of Council staff or Councillors;
 - f) Relates to confidential matters, legal advice or actual or possible legal proceedings;
 - g) Relates to any matter which would normally be discussed in the Closed Section of a Council meeting pursuant to Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*;
 - h) Is, in the opinion of the Mayor, proffered to advance a particular point of view rather than making a genuine enquiry;
 - i) Is vague in nature or irrelevant to Council activities;
 - j) Are questions that have been substantively asked (and responded to) at any previous Council meeting.

10 PLANNING AUTHORITY

Nil

11 DEVELOPMENT AND REGULATORY SERVICES DEPARTMENT

11.1 BUILDING DEPARTMENT REPORT - DECEMBER 2022

REPORT AUTHOR: Jan Febey, Manager Development and Regulatory Services

Note: The Report Author does not have a pecuniary interest in the subject matter

REPORT CLASS: Public/Open

DATE OF REPORT: 11 January 2023

ATTACHMENTS: Nil

PURPOSE OF REPORT

To update Council on the number of building and plumbing applications and notifications received during the month of December 2022.

BACKGROUND

A total of 26 building and plumbing applications and notifications were received by Council during the month of **December 2022**. The conservative construction cost for these works is **\$16,979,000**. The following are the categories of which the applications and notifications comprise – dwellings; dwelling extensions; outbuildings and industrial/commercial.

Dwellings

Number of permit applications (Category 4 works)	1 Latrobe – 1 (0 Dwellings & 0 Units) Port Sorell – 0 (0 Dwellings & 0 Units)
Number of notifications (Category 3 works)	7 Latrobe – 3 (3 Dwellings & 0 Units) Port Sorell – 4 (4 Dwellings & 0 Units)
Estimated cost of construction	\$3,625,000

Dwelling Additions/Alterations

Number of permit applications (Cat 4)	0
Number of joint applications	0
Number of notifications (Cat 3)	0
Number of joint notifications	0
Estimated cost of construction	\$0

Outbuildings

No. outbuilding only applications (Cat 4)	0
No. outbuilding only notifications (Cat 3)	4
Number of Joint applications	1
Total number of outbuildings	5
Estimated cost of construction	\$343,000

Commercial & Industrial

Number of applications (Cat 4)	1
Number of applications (Cat 3)	0
Estimated cost of construction	\$13,000,000

Demolition

Number of permit applications (Cat 4)	0
Number of notifications (Cat 3)	0
Estimated cost of works	\$0

Plumbing

Number of applications - Category 4	6
Number of notifications - Category 3	5
Low Risk – Category 2	0

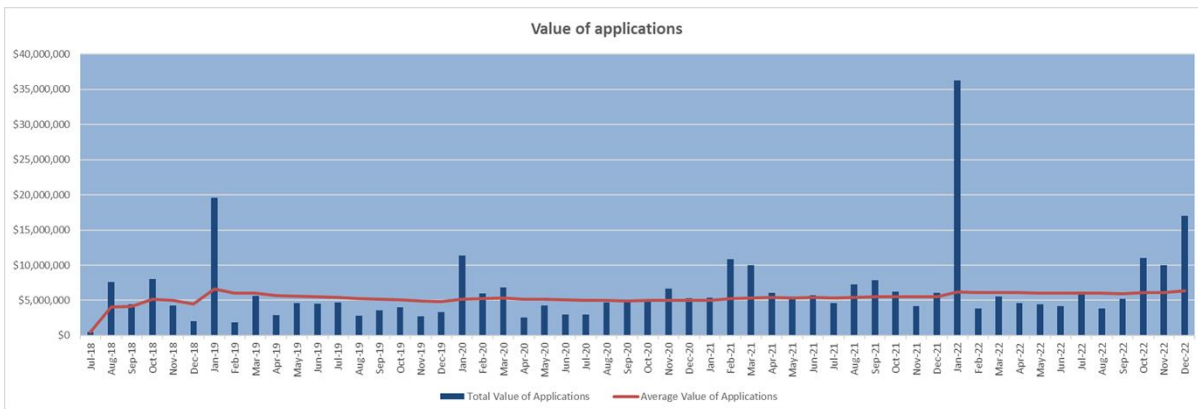
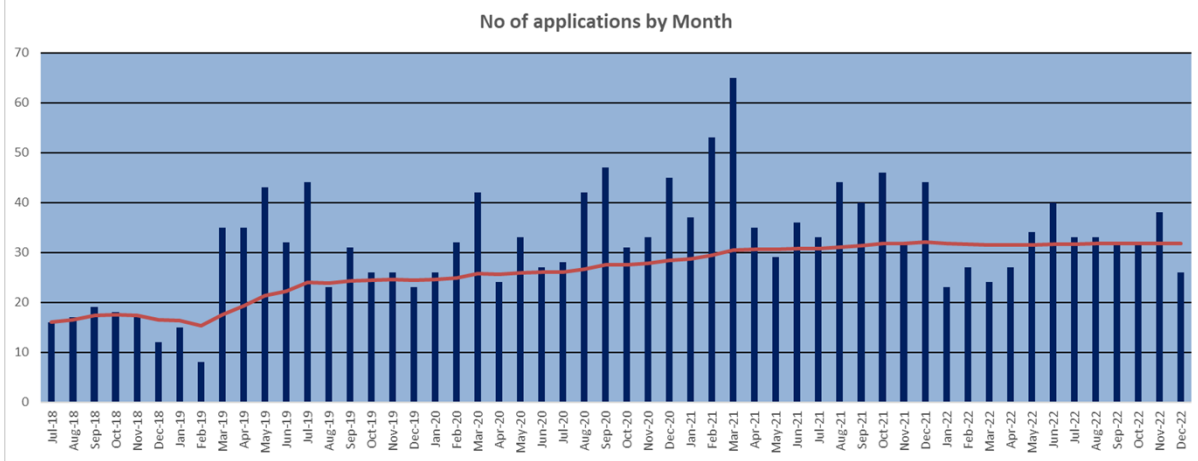
Other

Low Risk Building	0
Change of Use	0
Building Certificates	0
Solar Panels	1
Substantial Compliance Application	1
Estimated cost	\$11,000

Total applications/notifications 26

Commercial/Industrial

Applicant	Address	Development detail	Est. Cost
Cova Thinking	145 Youngmans Road, Railton	Waste Processing Facility	\$13,000,000



RECOMMENDATION

That the report advising of Building and Plumbing Applications and Notifications received for the month of December 2022 be received.

11.2 PLANNING DEVELOPMENT APPLICATIONS STATUS REPORT - DECEMBER 2022

PURPOSE

The purpose of this report is to update the Council on the development applications received for the month of December 2022 and their status. Details of these applications are attached.

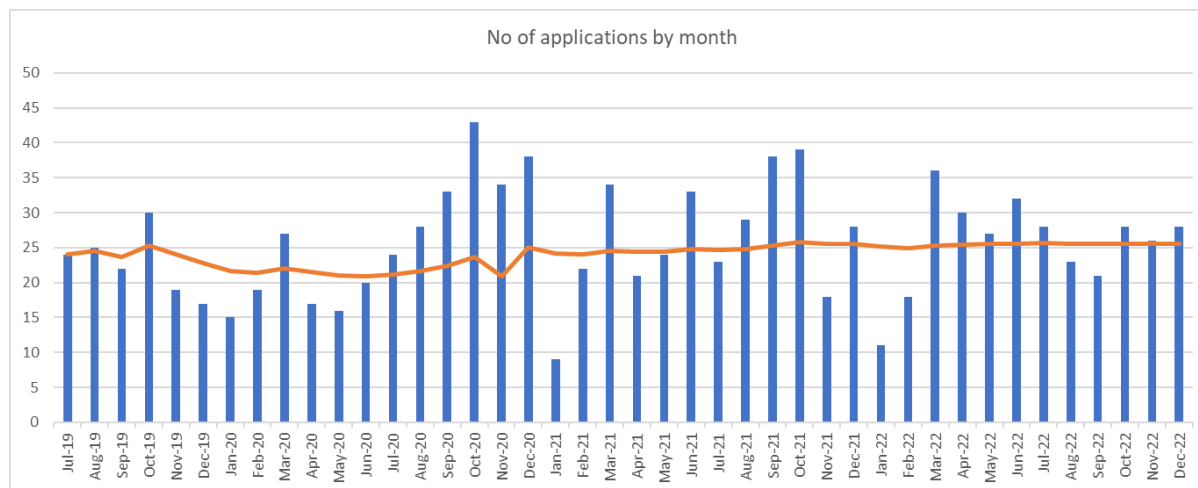


Image: Monthly rolling planning development applications

RECOMMENDATION

That the status report of development applications for the month of December 2022 be received.

ATTACHMENTS

1. Monthly Planning Report December 2022 [11.2.1 - 3 pages]

Attachment 11.2.1 Monthly Planning Report December 2022

PLANNING – DEVELOPMENT APPLICATIONS–STATUS REPORT – DECEMBER 2022

The following details the development applications received and their status:

New applications				
Number L-DA	Developer	Address	Proposal	Decision
276/2022	6ty Degrees	Bass Highway, Henry St & Forth Street Latrobe	Construction of road over Culvert	Pending
277/2022	6ty Degrees	Bass Highway Latrobe	Cool Store Warehouse	Pending
278/2022	N J Brandsema	12 Topaz Place Hawley Beach	Dwelling & outbuilding	Pending
279/2022	N J Brandsema	24 Mason Place Shearwater	Dwelling & Outbuilding	Pending
280/2022	B L & P K Burbury	31 Paradise Place Hawley Beach	Carport	Pending
281/2022	PDA Surveyors	8 Torquay Road Latrobe	Subdivision (18 lots), 1 Private open space lot & new road lot	Pending
282/2022	Cancelled			
283/2022	A D & P J Marshall	4 Burgess Way Shearwater	Storage Sheds (X3)	Pending
284/2022	P J Marshall	4a Burgess Way Shearwater	Storage sheds (x3)	Pending
285/2022	Optimo Awnings	9 Bryan Street Shearwater	Awning	Pending
286/2022	T R Bean	99 Last Street Latrobe	Outbuilding	Pending
287/2022	Honed Architecture	26 Bushland Avenue Hawley Beach	Dwelling & Outbuilding	Pending
288/2022	Wilson Homes	6 Lapwing Close Shearwater	Dwelling	Pending
289/2022	Design to Live	66 Jefkins Drive Port Sorell	Dwelling and conversion of existing dwelling to ancillary dwelling	Pending
290/2022	IDesign	6 Chardonnay Drive Hawley Beach	Dwelling	Pending
291/2022	Lachlan Walsh Design	87 Moorings Drive Squeaking Point	Dwelling & Outbuilding	Pending
292/2022	Plans to Build	33 Joyce Street Hawley Beach	Dwelling Extension	Pending
293/2022	D W & M P Russell	230 Valleyfield Road Sassafras	Dwelling Extension	Pending
294/2022	C T Ling & Z M Knight	32 Rosemort Drive Squeaking Point	Dwelling & Outbuilding	Pending
295/2022	PDA Surveyors	89 Cornicks Road Spreyton	Subdivision (3 lots)	Pending
L-PC 011/2022	Lachlan Walsh	1 Ayrshire Avenue, Latrobe	Dwelling	Approved
012/2022	Nick Brandsema	Lot 89 Joseph Street, Latrobe	Dwelling	Pending
13/2022	Nick Brandsema	Lot 87 Joseph Street, Latrobe	Dwelling	Pending
14/2022	Platinum Pro	Lot 83 Gerrand Street, Latrobe	Dwelling	Approved
15/2022	Platinum Pro	Lot 84 Gerrand Street, Latrobe	Dwelling	Approved
16/2022	Building Surveying Services	18 Magnolia Avenue Latrobe	Dwelling	Approved

Attachment 11.2.1 Monthly Planning Report December 2022

17/2022	Building Surveying Services	15 Magnolia Avenue Latrobe	Dwelling	Approved
18/2022	Building Surveying Services	17 Magnolia Avenue Latrobe	Dwelling	Approved
Existing Applications				
49/2020	Metier Planning & Development	380 Chapel Road Sassafras	Intensive animal husbandry 2x broiler sheds	Pending
80/2021	Tasmanian Consulting Services	2/41 Shearwater Blvd Shearwater	Extension to Existing Elevated Deck	Pending
83/2021	Michell Hodgetts & Assoc	346 Mersey Main Road Spreyton	Subdivision (1 lot)	Pending
169/2021	6ty Degrees	16 Port Sorell Road, Wesley Vale	Amended Planning Scheme & Subdivision	Pending
189/2021	M A & S J Rocca	8108 Bass Highway Sassafras	COU _ Existing dwelling to visitor accommodation & develop existing barn to dwelling	Approved
6/2022	Jochro Pty Ltd	Burgess Drive Shearwater	Subdivision (70 lots) and Associated Roads	Pending
117/2022	E J Scott	8 Topaz Place Hawley Beach	Dwelling	Pending
123/2022	Eclo Design	Lot 50 Bushland Avenue Hawley Beach	Dwelling & Outbuilding	Pending
125/2022	HD Farming Trust	563 Mersey Main Rd, Spreyton	Placement of fill (retrospective)	Pending
158/2022	Lachlan Walsh	9043 Bass Highway Latrobe	Dwelling Additions	Pending
177/2022	L V Adams	88 Moorings Drive Squeaking Point	Dwelling & Outbuilding	Approved
201/2022	T C Archer	Thompsons Road Latrobe	Storage Shed	Approved
203/2022	Michell Hodgetts & Assoc	2 Broadwater Crt Shearwater	Subdivision & Consolidation	Pending
208/2022	J A & P J Fraser	8 Colin Court Shearwater	Dwelling	Approved
209/2022	D McKellar	14 Jasmine Drive Port Sorell	Dwelling Extension	Pending
213/2022	Platinum Pro Construction P/L	93 Elphin Drive Squeaking Point	Dwelling & Outbuilding	Approved
223/2022	Michell Hodgetts & Assoc	5 Beechwood Close Port Sorell	Subdivision (2 lots)	Pending
233/2022	J F Latta	63-65 Gilbert Street Latrobe	COU – Hotel Industry	Approved
235/2022	iDesign	15 Westwind Drive Wesley Vale	Outbuilding	Pending
242/2022	Bison Constructions	4 Bush Haven Drive Port Sorell	Outbuilding	Approved
243/2022	JDA Planning	260 Appleby Road Thirlstane	Dwelling	Approved
246/2022	Prime Design (Tas) P/L	3 Wilmot Street Port Sorell	Outbuilding	Approved
247/2022	Design to Live	Arthur Street (CT239196/6) Shearwater	Dwelling & Outbuilding	Pending
248/2022	A K Stott	34 Rubicon Rise Northdown	2x Outbuildings (1 retrospective)	Approved
249/2022	E A Carmichael	Lot 103 Stanley St Latrobe	Dwelling	Approved
250/2022	6ty Degrees	325 Mersey Main Road	Function & Event	Pending

Attachment 11.2.1 Monthly Planning Report December 2022

		Spreyton	Facility and Visitor Accommodation	
251/2022	J M Bone & S R Wilkins	55 East Glen Drive Port Sorell	Outbuilding	Pending
253/2022	Woolcott Surveys	40 Hawley Esplanade Hawley Beach	COU to Visitor Accommodation	Approved
254/2022	Woolcott Surveys	226 Mill Road Wesley Vale	Subdivision (3 lots)	Approved
255/2022	Prime Design	125 Wilmot Street Port Sorell	Additional Dwelling	Pending
256/2022	PDA Surveys	104 Hamilton Street Latrobe	Boundary Adjustment	Approved
257/2022	C J Anderson	121 Shannon Drive Port Sorell	Outbuilding	Approved
258/2022	D K Murfett	16 Garnet Place Hawley Beach	Retaining Wall & Fill	Pending
259/2022	S Russell	11 Hawley Esplanade Hawley Beach	COU to Visitor Accommodation	Approved
260/2022	CPD	353 Port Sorell Road Wesley Vale	Subdivision (2 lots) & Harness & Greyhound Racing Facility	Pending
261/2022	J W Coggan	15 Haven Drive Shearwater	Outbuilding & Gazebo	Approved
262/2022	Engineering Plus	24 Burgess Way Shearwater	Extension to warehouse	Pending
263/2022	Wilson Homes	38 Chardonnay Dr Hawley Beach	Dwelling	Approved
264/2022	6ty Degrees	108 Tarleton Road Latrobe	Conversion of existing building to Dwelling	Pending
265/2022	L G Ramsay & M Brown	194 Beer Street Wesley Vale	Outbuilding	Pending
266/2022	J & D K Biewer	442 Lades Road Harford	Dwelling Extension	Pending
267/2022	PDA Surveyors	174 Marana Drive Bakers Beach	Subdivision (2 lots)	Pending
268/2022	Starbox Architecture	4 Correa Court Hawley Beach	Additional Dwelling	Approved
269/2022	Optimo Awnings North Pty Ltd	11 Belmont Close Port Sorell	Awning	Approved
270/2022	Optimo Awnings North Pty Ltd	110 Panatana Drive Port Sorell	Awning	Approved
272/2022	Michell Hodgetts & Associates Pty Ltd	7 East Esplanade Port Sorell	Boundary Adjustment	Pending
274/2022	N A & T J Milbourne	359 Brooke Street East Devonport	Dwelling Extension	Pending
275/2022	A J & N O Clarke	6 Bushland Avenue Hawley Beach	Dwelling, ancillary Dwelling and Outbuilding	Pending

NB: Shaded areas are complete and will be deleted off the next report

12 OFFICE OF THE GENERAL MANAGER

12.1 PUBLIC QUESTIONS - DEALING WITH DIFFICULT CUSTOMERS OPTIONS

REPORT AUTHOR: Gerald Monson, General Manager

Note: The Report Author does not have a pecuniary interest in the subject matter

REPORT CLASS: Public/Open

DATE OF REPORT: 10 January 2023

ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to outline potential options available for dealing with the unrelenting and time consuming actions of one particular individual relating to public questions addressed to the Council.

BACKGROUND INFORMATION

Over several months the Council at its regular monthly meetings have received both 'Questions on Notice' and follow up 'Questions without Notice' from Mr James Redgrave.

At the Council meeting on 12 December 2022, Mayor Freshney provided a statement prior to Public Question Time which outlined his concerns in relation to Mr Redgrave. An excerpt of his statement was as follows:

"I have had cause to reflect on and reconsider a previous ruling relating to my refusal to allow questions from Mr James Harvey Redgrave. Mr Redgrave has advised council that he is a licensed private and commercial enquiry agent acting on behalf of a client and/or clients in the Latrobe Municipality.

I have previously ruled that it was, in my view, inappropriate for Mr Redgrave or any other person acting in that capacity, to conduct their investigations during a properly constituted meeting of Council, conducted within the guidelines set out in the Tasmanian Local Government Act 1993.

Upon reflection I still believe that to be the case but further, I have formed the view that Mr Redgrave's use of Public Question Time provisions is politically motivated with the intent to call into question the professional and personal integrity of the General Manager, members of Council's management team, staff and elected members. It is also my view that Mr Redgrave has used question time to knowingly make statements, claims and accusations that cannot be immediately tested or validated, given the time constraints and meeting provisions applicable and, as such, has sought to undermine the credibility of council and its relationship with the ratepayers and residents it is elected to represent. I have also formed the view that the health and wellbeing of those directly and indirectly impacted by Mr Redgrave's claims and accusations must be a priority when considering my ruling and in doing so, I recognise and acknowledge the angst and harm caused to our employees and their families.

Given the concerns outlined, I will not be allowing questions without notice from Mr Redgrave at this or future formal meetings of Council.

Mr Redgrave can, if he chooses, write to, or make an appointment with the General Manager to raise his concerns on any appropriate issue..

I encourage Mr Redgrave to enter into constructive dialogue with Council in an effort to bring about positive change in our community and to use his skills and experience where our residents and ratepayers can be the beneficiaries”.

PROPOSAL/SUMMARY

In light of the Mayor’s determination, it now seems appropriate for the Council to consider any corresponding actions which should be taken in relation to future dealings with Mr Redgrave, including what to do (if anything) about the plethora of Questions on Notice received each month.

There is no easy answer to how to address the unreasonable demands the actions that one person can have on the operational activities of the Council.

Whatever action the Council may deem appropriate for dealing with Mr Redgrave, there is every likelihood he will be dissatisfied.

Councils are expected to be ‘open and transparent’ and by limiting a member of the public the access/ability to ask questions through the formal meeting processes should not be done lightly.

Allowing the current situation to continue is not considered conducive to a productive and healthy work environment.

RELATIONSHIP WITH STRATEGIC PLANNING AND POLICY

The Latrobe Council Strategic Plan 2020-2030 provides the following objectives and strategies:

1.2 Governance - Provide consistent, accountable, transparent and effective governance

- 1.2.7 Communicate the rationale and outcome of Council’s decisions, policies and activities through appropriate communication channels

LEGAL AND RISK IMPLICATIONS

Meeting Regulations

The *Local Government (Meeting Procedures) Regulations 2015* states:

31. Public question time

- (1) *A member of the public may give written notice to the general manager at least 7 days before an ordinary council meeting of a question to be asked at that meeting.*
- (2) *The chairperson of an ordinary council meeting may –*
 - (a) *address questions on notice submitted by members of the public; and*
 - (b) *invite any member of the public present at the meeting to ask questions relating to the activities of the council.*
- (3) *The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.*
- (5) *The chairperson of an ordinary council meeting may –*
 - (a) *refuse to accept a question from a member of the public; or*
 - (b) *require a question from a member of the public asked without notice to be put on notice and in writing to be answered at a later ordinary council meeting.*
- (6) *If the chairperson of an ordinary council meeting refuses to accept a question from a member of the public, the chairperson is to give reasons for doing so.*
- (7) *A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.*
- (8) *The period referred to in sub-regulation (1) includes Saturdays, Sundays and statutory holidays, but does not include –*
 - (a) *the day on which notice is given under that sub-regulation; and*
 - (b) *the day of the ordinary council meeting.*

It is the Chairperson's prerogative to either 'accept' or 'refuse' to answer a question provided to a Council meeting (either 'on-notice' or 'without notice'). If a question is 'refused' the Chairperson is to provide reasons for the refusal; and the reasons are to be recorded in the minutes.

The Regulations provide that a Council '*is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting*'.

Council adopted its 'Public Participation and Question Time – Council Meetings – Policy' at its meeting in July 2020. This policy is now due for review.

The section of the Policy relating to Questions on Notice states:

A member of the public may give written notice to the General Manager at least seven (7) days before an Ordinary Council meeting of a question to be asked at that meeting.

Questions are to be lodged by:

Mail: PO Box 63, Latrobe 7307

Email: council@latrobe.tas.gov.au

In person: 170 Gilbert Street, Latrobe

The question and a proposed response (if appropriate) will be included in the agenda for the scheduled meeting.

A question by any member of the public and the answer given are not to be debated.

Further the Policy outlines:

The Mayor may refuse to accept a question on notice or refuse to respond to a question put at a meeting without notice:

- (a) Are comments, questions or submissions that relate to items listed in the Planning Authority agenda;*
- (b) Is unlawful in any way;*
- (c) Contains defamatory remarks, offensive or improper language;*
- (d) Questions the competency of Council staff or Councillors;*
- (e) Relates to the personal affairs or actions of Council staff or Councillors;*
- (f) Relates to confidential matters, legal advice or actual or possible legal proceedings;*
- (g) Relates to any matter which would normally be discussed in the Closed Section of a Council meeting pursuant to Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015;*
- (h) Is, in the opinion of the Mayor, proffered to advance a particular point of view rather than making a genuine enquiry;*
- (i) Is vague in nature or irrelevant to Council activities;*
- (j) Are questions that have been substantively asked (and responded to) at any previous Council meeting.*

Legal Advice

The Council has received legal advice from Mr David Morris of Simmons Wolfhagen Lawyers specifically relating to public questions and the ability of the Council to refuse to answer questions. The first advice was in January 2022 and specifically related to the Mayor's response to Mr Redgrave at the Annual General Meeting in December 2021.

Relevant sections of the advice are:

The advice I provided to Mayor Freshney was focused on how he might manage foreshadowed questions and comments that might be made by the private investigator Redgrave in the course of the Annual General Meeting.

My advice to Mayor Freshney in short was that as Chairperson of the AGM, the Mayor was entitled to determine any course of action he considered appropriate including refusing to allow comment from the private investigator. My opinion given to the Mayor was that the matters of apprehension he raised with me would be sufficient for him to refuse comment from the private investigator during the course of an Annual General Meeting.

I hold to that advice.

The Mayor has asked though whether I can now confirm to him that he can refuse questions from the private investigator at future ordinary meetings of the Council. This is slightly different to the discussion had with the Mayor concerning the AGM. The meeting procedures for the AGM are not governed by the Meeting Procedures Regulations which relate to ordinary Council meetings and Council committee meetings.

At an AGM, the Chairperson retains the inalienable right to determine and control the conduct of the AGM subject to overarching principles of meeting procedure and procedural fairness. None of those principles would have prevented the Mayor acting in the way that he did as identified in the minutes of the AGM concerning refusing to allow the private investigator to comment.

The meeting procedures for an ordinary meeting of the Council regarding questions on notice and questions without notice bring into consideration different principles to those that apply to the AGM. In the case of the Latrobe Council, the meeting procedures regulations apply to the conduct and response to questions with and without notice, supplemented by the Council's policy relating to public participation and question time at Council meetings. I have been provided with a copy of that policy.

Having reviewed the questions on notice that have been furnished by Mr Redgrave, I reach the view consistent with that of the General Manager that there is an obligation and indeed a reason to be responsive to these questions if they are able to be answered. There is no restriction that such questions need to be provided to the Council by a ratepayer and nor could the fact that they have come from a private investigator be a reason to refuse to answer them on notice.

It seems to me that the Mayor apprehends that the private investigator may seek to ask further questions without notice at future ordinary meetings of the Council. There are many reasons to refuse to allow a question without notice and those reasons are not confined to the reasons that are set out in the Council's policy relating to public participation and question time. It seems to me that the apprehended concerns that the Mayor has regarding Mr Redgrave's motivations and the basis for asking the questions would be reason enough to refuse to allow any questions without notice from Mr Redgrave at an ordinary meeting of the Council.

Mr Morris has provided further advice to the General Manager that:

- 1. it is the role of the Chair to refuse a question from a member of the public (Reg 31(5) Meeting Procedure Regulations);*
- 2. in practice, if you as General Manager receive a controversial question on notice from a member of the public that you consider ought to be refused, you should, if possible, consult with the Mayor prior to settling the agenda;*
- 3. the Mayor will then have opportunity to consider the question and make a decision about whether the question will be accepted or refused;*
- 4. if the Mayor decides to refuse to accept the question, the question, decision to refuse and reasons should be included in the agenda;***
- 5. at the council meeting, the Chair should confirm that the public question submitted on notice has been refused, providing reasons, noting that Reg 31(4) of the Meeting Procedure Regulations provides that there is to be no debate in relation to a question or its answer;***
- 6. in the interests of transparency and public trust and confidence, a decision to not include a question on notice in the agenda would only be made in exceptional circumstances, for example where the question was defamatory or offensive; and***

7. *if you consider that a question on notice ought not be published in the agenda (for example, because it is defamatory or offensive), then the Chair should make that decision and the agenda record that a decision was made to that effect.*

Director Local Government

The Director of Local Government, Mr Mathew Healey wrote to Council in November 2022 to clarify advice he had previously provided to Mr Redgrave in relation to a complaint lodged with his office in relation to the documentation of public questions and answers and refusal of questions at council meetings. Relevant parts of Mr Healey's correspondence were:

The intent of council meeting minutes is to document what occurred at the meeting and the decision-making process, and ultimately to ensure and promote transparency and community trust in the council. In this regard, I wish to highlight certain elements in this circumstance that are worth considering in the interests of promoting transparency, as outlined below.

It is the role of the chairperson to refuse a question. Where a question on notice is refused, then it might be a good idea to include a sentence in the agenda to document that the chairperson advised the general manager that the question was to be refused. Otherwise, it may appear that the general manager is making these decisions.

It is my position, in keeping with the Regulations, that any question, whether on notice or without notice, should be included in the agenda and/or minutes (as relevant) in all but exceptional circumstances. Such circumstances may include if a question included offensive language or was defamatory.

The decision whether a question is defamatory or not is a matter for council. However, in such circumstances I believe it to be reasonable and best practice to provide a summary of the question so that the reader of the minutes understands the context of the question without the inclusion of offensive or defamatory words.

FINANCIAL IMPLICATIONS

It is noted that over the last twelve months Mr Redgrave has asked approximately 140 questions at the Council's annual general meetings and ordinary meetings. Many of these questions have required considerable research while others have only required a brief response.

If the 140 questions took on average 1 hour to record, provide a response in the agenda and respond to, an estimate of the cost to Council is approximately \$14,000 (140 questions @ \$100 per hour).

PUBLIC/CUSTOMER IMPLICATIONS

Council adopted a 'Dealing with Difficult Customer Behaviour Policy' in November 2021. The aim of the Policy was to:

- To provide Councillors and staff with support for dealing with difficult customer behaviour.
- To ensure that all customers are treated fairly and equitably.
- To ensure that Council resources are used efficiently and effectively.

The Policy Statement includes:

- Latrobe Council is a customer focused organisation, dedicated to ensuring that all customers are treated fairly and reasonably. Council is committed to balancing the rights of customers to make complaints, with the rights of Councillors and staff to respect and safety, and also the equitable allocation of time and resources to all customers.

Specific parts of the Policy which may be relevant to Mr Redgrave and his exhibited behaviours are:

- Council expects its customers will treat all Councillors and staff with respect and courtesy. Council will not accept:

- threatening or aggressive behaviour by customers towards Councillors and staff; or
- behaviours that place unreasonable demands on Council resources.

Difficult Customer Behaviour if a customer continues to make unrelenting or insatiable demands after Council has already replied, the behaviour may be termed difficult. The General Manager will need to be provided with compelling evidence that the customers behaviour has become intolerable before determining they will be subjected to this Policy.
Examples of Difficult Behaviour	<p>a) Those who cannot let go – i.e. people who are unreasonably persistent and who:</p> <p>(iii) engage in lengthy or continual correspondence.</p> <p>b) Those who cannot be satisfied – i.e. people who:</p> <p>(iii) disagree with the action Council has taken in relation to complaint/s or concern/s.</p> <p>c) Those who make unreasonable demands – i.e. people who make unreasonable demands on Council whether by:</p> <p>(i) the amount of information; or</p> <p>(ii) the value and scale of services they seek; or</p> <p>(iii) the number of approaches they make.</p> <p>d) Those who are rude and abusive – i.e. people who:</p> <p>(i) engage in personal abuse; or</p> <p>(ii) make inflammatory statements or comments; or</p> <p>(iii) make statements or comments clearly intended to intimidate.</p>
Zero Tolerance of Aggressive Behaviour	Council has a zero tolerance with regard to aggressive, intimidatory, or violent behaviour towards Councillors and staff. Similarly for abusive, humiliating and bullying behaviour.
Principles for Limiting Access	<p>The General Manager may limit the nature and scope of customer access, when of the opinion the following circumstances may occur:</p> <p>a) where full access may compromise Council's obligations as an employer;</p> <p>b) where full access may compromise any statutory obligations to which Council is subject to;</p> <p>c) where full access is likely to waste Council resources, whether through excessive contact or use of services; or</p> <p>d) where full access may encourage or allow rude and abusive behaviour.</p>
Limiting Access in particular circumstances	<p>a) Not replying to written communications:</p> <p>Where Council receives a written communication that contains substantial and clearly inappropriate content such as:</p> <ul style="list-style-type: none"> • abusive or threatening language; or • adverse personal reflections on individuals;

	<p>a written notification will be sent to the author requesting they refrain from using the inappropriate content and advising that in the event that a further clearly inappropriate communication is received, Council will not give a substantive reply other than to the extent that such communication provides evidence of or alerts Council to a matter of public safety, criminal act, a failure to comply with a legal duty on behalf of Council.</p> <p>d) Excessive access</p> <p>Where a customer:</p> <p>(iii) engages in excessive written communications,</p> <p>the General Manager may nominate a member of staff to deal with all contact with the customer in the future and shall inform the customer in writing of these arrangements.</p>
<p>If demands are unreasonable</p>	<p>In general Customer demands should not divert Council's resources away unreasonably from other functions or create an inequitable allocation of resources to other customers. Such demands may result from the amount of information requested, the nature or standard of services sought or the number of approaches seeking information, assistance or service.</p> <p>If in the opinion of the General Manager a customer is making unreasonable demands on Council and the customer continues to write, email, telephone and /or visit the offices the following actions may be taken:</p> <p>a) the General Manager may write to the customer advising them of Council's concern and requesting that they limit and focus their requests and that if the customer continues to place unreasonable demands, Council may:</p> <p>(i) not respond to any future correspondence and only take action where, in the opinion of the General Manager the correspondence raises specific, substantial and/or serious issues; or</p> <p>(ii) only respond to a certain number of requests in a given period.</p> <p>b) if the customer continues to contact Council after being advised of Council's proposed course of action, the General Manager may, after considering representations from the customer, advise the customer that either or both of points (i) and (ii) above will apply.</p>

The demands placed upon Council resources to respond to Mr Redgrave's questions appears unreasonable. 'Council's Dealing with Difficult Customers Policy, under the heading '*If demands are unreasonable*' states '*In general Customer demands should not divert Council's resources away unreasonably from other functions or create an inequitable allocation of resources to other customers*'.

SOCIAL/ENVIRONMENTAL IMPLICATIONS

There are no significant social or environmental implications.

CONSULTATION

Council has sought the advice of its Solicitor and the Director of Local Government in relation to this matter. The Mayor has publicly expressed his views in relation to the potential impacts that Mr Redgrave's actions are having on the health and wellbeing of staff and councillors.

OPTIONS FOR COUNCIL TO CONSIDER

1. Continue to respond to Mr Redgrave's questions at an appropriate level.

Continue to respond to Questions on Notice in a similar manner to previously. Staff continues to respond to Questions on Notice but will only provide brief/succinct answers to any new questions. Where responses have previously been provided to a similar (or same) question it will be noted this question has previously been responded to and that no further response is proposed.

In relation to Questions Without Notice – the Mayor as Chairperson will respond in a manner to which he believes appropriate. Refusal to accept questions from Mr Redgrave will require the question to be included within the minutes and the Mayor's reasons for refusal.

2. Formally advise Mr Redgrave that the Council views his actions as contravening the 'Dealing with Difficult Customer Behaviour Policy'.

This will alert Mr Redgrave to the intention to identify him as a 'Difficult Customer' and the steps that may be taken in accordance with the Policy in relation to all future interactions he has with Council unless he desists from his current modus operandi.

3. Review the 'Public Participation and Question Time – Council Meetings – Policy' limiting the number of questions that Council will accept 'on-notice'.

By limiting the number of questions the Council will accept from individuals each month may reduce the current burden placed upon staff to respond to multiple questions, and in many cases, repeat questions, from Mr Redgrave.

OFFICER'S COMMENTS/CONCLUSION

Based on the advice outlined within this report, the actions of the Mayor to date in relation to Mr Redgrave appear to have been appropriate, particularly as it relates to the conduct of the Annual General Meeting.

In refusing to accept questions (both 'on-notice' and 'without notice') the Director of Local Government and Mr Morris both confirmed there is still a requirement for the question/s and the reasons for refusal, to be included in the agenda and/or minutes.

The issue for Council to consider is how future interactions with Mr Redgrave are to be dealt with. At present the Mayor can maintain his position and refuse to answer any questions provided by Mr Redgrave (both 'on-notice' and 'without notice') for similar reasons to those he stated at the most recent Council meeting on 12 December 2022. This is clearly the prerogative of the Mayor as Chairperson of the Council.

It is worth noting that if there is to be a consistent approach whereby all questions provided by Mr Redgrave are refused, this may be counterproductive as Mr Redgrave's statements, comments, etc. may go unanswered, while at the same time they become part of the permanent record of Council.

Mr Redgrave may be in breach of a number of the clauses included within the Council's 'Dealing with Difficult Customer Behaviour Policy'. Prior to limiting access or formally deciding his demands have become unreasonable, the Policy requires the General Manager to write to Mr Redgrave advising him that his conduct is unacceptable and outline the actions he proposes to take if he does not refrain from such behaviour in the future. To date formal advice under Council's 'Dealing with Difficult Customer Behaviour Policy' has not been provided to Mr Redgrave.

There may be an opportunity for the Council to amend its 'Public Participation and Question Time – Council Meetings – Policy' to stipulate the maximum number of Questions on Notice which Council will

accept from an individual for each Council meeting be restricted to two (2). Further the Policy could include a statement to the effect that if more than two (2) questions are submitted, the additional questions will be listed on subsequent agendas until such time as they have all been answered. This may alleviate the current circumstances where Mr Redgrave provides multiple questions on notice for each Council meeting. The Policy could also make it clear that questions with multiple parts will not be accepted, with each part being considered a question in its own right.

As indicated earlier there is no easy answer to how to address the unreasonable demands the actions of one person can have on the operational activities of the Council.

On balance it is recommended to Council that Options 2 and 3 as outlined be implemented concurrently.

RECOMMENDATION

That the report by the General Manager concerning Public Questions - Dealing with Difficult Customers Options, be received and Council:

1. formally advise Mr Redgrave that the Council views his actions as contravening the 'Dealing with Difficult Customer Behaviour Policy' and that it plans to initiate steps to enact the requirements of the Policy in relation to all future interactions with him.
2. review its 'Public Participation and Question Time – Council Meetings – Policy' to provide for a limit of two questions only 'on-notice' from individuals being accepted at each meeting.

13 CORPORATE AND BUSINESS SERVICES DEPARTMENT

13.1 WORK HEALTH AND SAFETY AND RISK QUARTERLY UPDATE

REPORT AUTHOR: WHS RISK OFFICER – Chris Godman

Note: The Report Author does not have a pecuniary interest in the subject matter

AUTHORISING MANAGER: MANAGER CORPORATE & BUSINESS SERVICES –
Wes Young

REPORT CLASS: OPEN

DATE OF REPORT: 1 JANUARY 2023

ATTACHMENTS: NIL

PURPOSE OF REPORT

To provide an update to elected members on the status of Council's Priority Plan for work health and safety (WHS) compliance in line with legislative requirements.

BACKGROUND INFORMATION

Under the *Work Health and Safety Act 2012* (WHS Act), Council has a primary duty of care to ensure, as far as reasonably practicable, the health and safety of its workers (including contractors, sub-contractors, and volunteers).

The WHS legislation provides a framework to protect the health, safety, and welfare of all workers at work and of other people who might be affected by the work.

To ensure an orderly risk-based approach to tasks identified, a three-year WHS Priority Plan has been developed to achieve improvements to risk management and work health and safety for workers, volunteers, and the community. The WHS Priority Plan will assist in meeting the Council's requirements for compliance with legislation including its duty of care to workers and other people affected by its operations.

SUMMARY

This report covers the second quarter (Q2) of 2022/23 financial year, being the period October to December 2022.

Incident/Hazard Category Definitions

The following table gives a brief explanation for each of the different incident and hazard categories:

Incident/Hazard category	Definition
Hazard	A situation or thing that has the potential to cause harm to a person / people or the environment.
Environmental	An unplanned event where there is damage or potential damage to the environment or is likely to unreasonably interfere with a person's enjoyment of the environment.
Near Miss	An unplanned event that does not result in an injury/illness or damage but had the potential to do so.

Illness	A work-related illness
Injury – no treatment	An injury not requiring first aid or other medical treatment (but may require monitoring).
Injury – First Aid	An injury or illness requiring a single First Aid treatment and follow-up, involving only minor injury.
Injury – Medical Treatment	An injury, illness or disease that resulted in a certain level of treatment (not First Aid treatment) given by a physician, or other medical personnel under standing orders of a physician.
Notifiable Incident	As defined in Sections 35-39 of the WHS Act, a notifiable incident means - (a) The death of a person; or (b) a serious injury or illness of a person; or (c) a dangerous incident. Council must notify the regulator (i.e., WorkSafe Tasmania) when a notifiable incident occurs.
Plant Damage – Minor	An incident resulting in damage, with an estimated value less than or equal to \$1000, to Council mobile plant or machinery.
Plant damage – major	An incident resulting in damage, with an estimated value greater than \$1000, to Council mobile plant or machinery.
Property damage – minor	An incident resulting in damage, with an estimated value less than or equal to \$1000, to private property.
Property damage – major	An incident resulting in damage, with an estimated value greater than \$1000, to private property.
Other	Any other incident involving staff and/or contractor(s) not included in the above categories.

Council Staff/Contractor Incident and Hazard Reports

The table below identifies staff and contractor related hazard and incident reports received during Q2 2022/23 (combined Latrobe/Kentish workforce):

Incident/Hazard Category	Open	Closed
Hazard	3	1
Environmental		
Near Miss		1
Illness		
Injury – no treatment		
Injury – First Aid		
Injury – Medical Treatment	1	
Notifiable Incident		
Plant Damage – Minor		1
Plant Damage – Major		
Property Damage – Minor		
Property Damage - Major		
Other		1
Period Total	4	4

Two staff/contractor incidents, one of which resulted in a workers compensation claim, one near miss, and five hazards were recorded, with general details including:

- A workers compensation claim when a staff member fell backwards and received a leg injury.
- A staff member was abused by a member of public while clearing culverts.
- A near miss where a truck had to brake hard to avoid a collision with a contractor's truck which was turning into Latrobe Depot.
- A slip hazard due to a leaking roof during the storm which preceded the flood event.
- It was noted that the Sheffield Arts Centre had no current evacuation plan.
- A damaged truck step was noted during a vehicle safety audit.

- A hazard regarding storage / housekeeping.
- A general hazard regarding the flood event.

Public Hazard / Incident Reports

The table below identifies public hazard and incident reports received Q2 2022/23:

Incident/Hazard Category	Open	Closed
Hazard		
Environmental		
Near Miss		
Illness		
Injury – no treatment		
Injury – First Aid		
Injury – Medical Treatment		
Notifiable Incident		
Plant Damage – Minor		
Plant Damage – Major		
Property Damage – Minor		
Property Damage – Major		
Other	1	
Period Total	1	-

One public incident was recorded in this period:

- a member of public requested the use of Council’s automatic external defibrillator (AED) at Latrobe Office (see details below). The AED was not used as Ambulance personnel arrived on the scene in the meantime.

Automatic External Defibrillators (AEDs)

Two HeartSine 500P automatic external defibrillators (AEDs) were purchased in Q1 2022/23 and installed at Latrobe Office and Latrobe Depot.

On 5 December 2022 a member of public came to the front counter at Latrobe Office and requested an AED as there was an emergency with another member of public off-site.

The AED was not used in that incident, but following the incident, and discussion at the December WHS Committee meeting, the following actions have been raised:

- A spare battery/pad pack has been ordered, to ensure AEDs can be immediately made available again after use, as these packs are a single-use item.
- Procedures are to be developed for various AED ‘what if’ scenarios for staff, and these are to be included in the First Aid in the Workplace Procedure.
- The AED which is currently in the kitchen area at Latrobe Office is to be moved to the covered area outside the front foyer, to allow 24/7 public access. Once re-positioned, the AED will be registered with Ambulance Tasmania for their AED Locator app.
- An instructional video for the HeartSine 500P AED is included in the Tech One Training module, and this video will be played at the next staff meeting.

Due to the close proximity of publicly available AEDs at another nearby business and Ambulance Tasmania’s Wattle Hill Station, and lower population density in that area, it was decided the AED at Latrobe Depot would remain inside the depot.

Covid-19 Management Update

Three Latrobe/Kentish staff are known to have tested positive to Covid-19 since 1 September 2022. There are currently no staff known to be Covid-positive.

Through most of Q2 2022/23 the level of Public Health's Covid-19 risk rating in Tasmania was 'Low to Moderate', however this was raised to 'Moderate' on 25 November 2022.

Council continues to actively manage the risks of COVID-19, by administering the following controls:

- Actively monitoring Public Health advice and risk levels.
- Maintaining Covid-19 as a standing agenda item for WHS Committee meetings. The Covid-19 Incident Management Team (IMT) stood down in this quarter, with Covid-19 issues now discussed by the WHS Committee. The WHS Committee continues to meet as required to discuss Covid-19 issues, including when there are changes in Public Health directives or significant changes in case numbers, and to consult with staff.
- Rapid Antigen Tests (RATs) are kept at each office and depot.
- Stock control - maintaining suitable levels of PPE stock. This includes stock of surgical and P2/N95 masks, RATs, sanitizer, and sanitizing wipes.
- Regular review of mask-wearing and other Covid-19 requirements based on risk, including trends in case numbers for Northwest Tasmania.
- Voluntary mask wearing on most sites, including the provision of disposable masks. Mask-wearing remains compulsory in all medical-related facilities.
- Council's Covid-19 Safety Plan – changes are made to the combined Latrobe and Kentish plan as required.
- Ongoing review of departmental Business Continuity Plans.
- Ongoing review of policies and procedures to ensure they capture Covid-19 requirements.
- Implementation of the Offsite Working Policy, to complement procedures already in place, to maintain business continuity in the case of staff being Covid-19 positive, or being a close contact, but able to work from home, or in the event of future lockdown(s).
- Reminders to staff to avoid complacency.

Employee Assistance Program (EAP)

The WHS Officer had discussions with Council's Employee Assistance Program (EAP) provider regarding confidentiality, and any trends or themes that might appear. The provider noted that while discussions were confidential, they could supply high level data such as whether counselling visits were regarding private or work issues. They also advised that if any trends or problem areas appeared they would let us know, without disclosing any confidential information.

Floods

No staff incidents or issues with fatigue were recorded during the flood response.

General WHS Updates

Notable WHS activities that have occurred during Q2 2022/23 include:

- Review / development and consultation of draft policies and procedures:
 - o Work Health and Safety Policy
 - o Anti-discrimination, Bullying and Harassment Procedure
 - o Hybrid Remote Working Procedure
 - o Alcohol and Other Drugs Policy
 - o Fitness for Work Policy and Procedure

- Hybrid Remote Working Procedure
- Ongoing review of Isolated and Remote Working Procedures including:
 - A two-way satellite messenger has been purchased and is undergoing trials in areas with no two-way radio or mobile phone coverage. The satellite messenger should allow staff in black spots to send emergency messages to a 24-hour monitoring service and to send and receive text messages.
- Electrical safety audit conducted at Latrobe Office.
- Training provided:
 - Provide First Aid / CPR
 - Health and Safety Representative (HSR) refresher
 - Chemcert
 - Chainsaws – operation and maintenance
 - Construction Industry White Card
 - Competitive Systems and Practices (Lean management)
 - Implement Traffic Management Plan and Control Traffic with Stop/Slow Bat
 - Staff online induction packages for inside and outside staff
 - Defibrillator operation (video training)
- Development of a load restraint training package.
- TechOne business processes for hazard and incident reporting finalised. Aiming to go 'live' in January.
- Call for expressions of interest from staff for Return to Work Coordinator position/responsibilities (part time along with their regular role).
- Improvement of documentation and procedures regarding workers compensation cases and return to work plans.
- Indoor air quality monitoring at Latrobe Office and Depot.
- Participation of two staff members in 'Movember' to raise awareness and funding for men's mental health and suicide prevention, and prostate and testicular cancer.
- Regular meetings of the WHS Committee.
- Monthly WHS reporting to Leadership Team meetings.
- Staff consultation, including:
 - Regular WHS contributions continued in the in-house newsletter 'Fortnight in Review', to improve staff communication and consultation regarding WHS matters. Item topics included discussion about review of policies and procedures, first aid procedures and training, defibrillator locations and operation, monthly safety themes, vehicle safety, summer safety, chainsaw training, Movember, traffic management, safety hazards, electrical safety, and Covid-19 risk levels.
 - Bureau of Meteorology extreme weather alerts and weather warnings forwarded to all staff (where relevant).
 - All staff update regarding increase in Covid-19 risk level.
 - WHS discussion in staff meetings.
- Commenced review of Operational Risk Register with outside crew Team Leaders.
- Ongoing training gap analysis.
- Ongoing review of Covid-19 Safety Plan.

Planned WHS Events/Activities

Notable WHS events/activities planned for Q3 2022/23 include:

- Approval and implementation of new/revised policies and procedures:
 - o Work Health and Safety Policy
 - o Alcohol and Other Drugs Policy
 - o Anti-discrimination, Bullying and Harassment Procedure
 - o Hybrid Remote Working Procedure
- Continued review of Isolated and Remote Working Procedures, including continued trial of satellite messenger and training.
- Site safety audits at:
 - o Latrobe Depot, focusing on chemical storage and emergency procedures.
 - o Latrobe Swimming Pool.
- Training planned:
 - o Certificate III in Civil Construction (commence)
 - o Certificate IV in Competitive Systems and Practices (continue)
 - o First Aid / CPR
 - o Working safety near live electrical appliances
 - o Load restraint (internal)
- Go 'live' with TechOne hazard and incident reporting.
- Development of a Personal Protective Equipment Procedure.
- Nomination of a staff member for Return to Work Coordinator position/responsibilities.
- Investigation of options for a staff health and wellbeing program.
- Ongoing promotion of the TechOne Training module including SafetyHub online video training, and self-enrolment for upcoming training courses.
- Continuation of workplace emergency plan development with Wardens and HSRs.
- Continuation of Operational Risk Register review with HSRs and subject matter experts.
- Continuation of training gap analysis.
- Assessment of duress alarm options for Latrobe Office.
- Installation of fob access for Latrobe Office upstairs and Mayor's office.
- Produce safety bulletins and/or other information regarding monthly safety themes:
 - o January – Chemical storage and use
 - o February – Personal protective equipment (PPE)
 - o March – Workplace emergency
- Movement of Latrobe Office automatic external defibrillator (AED) to outside wall for 24/7 public access, and registration with Ambulance Tasmania / AED Locator app.
- Continued monitoring of COVID-19 situation and Covid-safe protocols.

RELATIONSHIP WITH STRATEGIC PLANNING AND POLICY

The purpose of Council's WHS Priority Plan and this quarterly review is to assist in meeting the following objective of Council's strategic plan – Our Place, Our Plan, Latrobe Council's Strategic Plan 2020-2030:

"1.5 Risk Management objective: Committed to risk management and building community capacity and resilience."

LEGAL AND RISK IMPLICATIONS

Council is required to comply with all Acts, Regulations and Codes of Practice regarding work health, safety, and welfare. The principal act is the Work Health and Safety Act 2012. By developing a systematic approach through the implementation of Council's WHS Priority Plan, Council will show responsible management through improvements in risk management and work health and safety, and therefore Council's risk exposure will be minimised.

FINANCIAL IMPLICATIONS

An annual allocation for risk management and work health and safety is provided within Council's budget.

PUBLIC/CUSTOMER IMPLICATIONS

This report is simply an update to Council on the WHS status within the business of the Council, therefore no public or customer implications.

SOCIAL/ENVIRONMENTAL IMPLICATIONS

There are currently no significant social or environmental implications.

CONSULTATION

The 2021/24 WHS Priority Plan has been developed by the WHS Officer in consultation with the Council's Senior Leadership Team, Team Leaders, WHS Committee, Health and Safety Representatives (HSRs), and other staff.

Corporate and Operational Risk Registers have been formed and continually updated through consultation with the Council's Senior Leadership Team, team leaders, and team staff.

WHS Committee meetings are now held monthly. This ensures that staff representatives are consulted regarding WHS issues, are included in the review of relevant WHS processes, and are provided the opportunity to raise new items and updates.

Health and Safety Representatives (HSRs) in each workplace are responsible for consultation with staff, including providing updates and relevant information. After the HSR recruitment/election process, there is now an HSR for the Latrobe Depot workgroup and two HSRs who each represent both the Latrobe and Sheffield Offices workgroups. This ensures adequate representation for workers and the fulfillment of legislative requirements.

OPTIONS FOR COUNCIL TO CONSIDER

The focus into Q3 2022/23 is to:

- Continue the Safety Audit Schedule and to keep it 'on track'.
- Continue training gap analysis, and rollout of training options to staff.
- Go 'live' with TechOne Hazard and Incident reporting.

- Commence training for and operation of the satellite messenger system for working in radio and telephone 'black spots'.
- Further improvement of WHS consultation with staff.
- Continue monitoring of the COVID-19 situation and adjustment of risk controls as necessary.

RECOMMENDATION

That the report by the Council's WHS Officer dated 1 January 2023, concerning Q2 (September to December) of 2022/23 update on work health and safety matters be received and noted.

13.2 CAMP BANKSIA MANAGEMENT COMMITTEE MEMBERSHIP

REPORT AUTHOR: Chris Clark, Team Leader - Community & Economic Development

Note: The Report Author does not have a pecuniary interest in the subject matter

AUTHORISING MANAGER: Wesley Young, Manager Corporate and Business Services

REPORT CLASS: Public/Open

DATE OF REPORT: 23 December 2022

ATTACHMENTS: Nil

PURPOSE OF REPORT

For Council to consider the appointment of two user group representatives and two community representatives to the Banksia Centre Management Committee.

BACKGROUND INFORMATION

At its meeting on 8 August 2022, Council adopted the revised terms of reference for the Banksia Facilities Management Committee. The terms of reference updated the membership of the committee, adding two user group representatives.

At the time the terms of reference were being reviewed, community representatives Mrs Glenn Miles and Mr Robert Atkinson, who had served on the committee for several years resigned from the committee. This required the appointment of two new community representatives to the committee.

To fill the two user group and two community representative positions, advertisements were placed in two editions of the Council's newsletter, website and on Council's Facebook page.

At the conclusion of the advertising period, two nominations were received for the user group representative positions and two nominations for the community group positions.

User Group Representatives

Mr Steve Christiansen was nominated as a Port Sorell Table Tennis Club representative.

Mr Jim Rudling was nominated as a Port Sorell University of the Third Age representative.

Community Representatives

Mr Peter Sherriff was nominated as a community representative. Mr Sherriff has a background in accounting and finance and is a Port Sorell resident.

Mr Jackson Howell was nominated as a community representative. Mr Howell has a background in the construction industry and is a Port Sorell resident.

At its meeting on 14 December 2022, the Banksia Facilities Management Committee supported the appointment of Mr Steve Christiansen and Mr Jim Rudling as user group representatives and Mr Peter Sherriff and Mr Jackson Howell as community representatives.

PROPOSAL/SUMMARY

It is proposed that Council appoint Mr Steve Christiansen and Jim Rudling as user representatives, and Mr Peter Sherriff and Mr Jackson Howell as community representatives to the Banksia Facilities Management Committee

RELATIONSHIP WITH STRATEGIC PLANNING AND POLICY

The Latrobe Council Strategic Plan 2020-2030 provides the following objectives and strategies:

2.4 Community Facilities/Services - Provide a range of quality community facilities and services which engage and empower the community to participate

2.4.1 Improve community facilities at Port Sorell, to meet changing needs

LEGAL AND RISK IMPLICATIONS

The appointment of members to the Banksia Facilities Management Committee is pursuant to Section 24 of the Local Government Act 1993.

Establishing a committee holds negligible risk for Council. The committee will have no authority to implement recommendations without the approval of the Council.

FINANCIAL IMPLICATIONS

There are no financial implications for Council related to this report.

PUBLIC/CUSTOMER IMPLICATIONS

The addition of user group representatives will enable a greater understanding of the impacts of recommendations made by the Committee on customers that hire the facilities.

SOCIAL/ENVIRONMENTAL IMPLICATIONS

The inclusion of user group and community representatives to the Committee will provide advice on the social implications of recommendations made by the committee.

CONSULTATION

The committee vacancies were advertised via the Council's newsletter, social media pages and website.

The Banksia Management Committee discussed and supported the appointments to the committee at its meeting on 14 December 2022.

OPTIONS FOR COUNCIL TO CONSIDER

Council has one option to consider:

1. Appoint the user group and community members to the Banksia Facilities Management Committee as per the recommendation.

OFFICER'S COMMENTS/CONCLUSION

The Banksia Facilities Management Committee has an important role in overseeing the transition to a new operating model at the redeveloped Banksia Centre and Camp Banksia.

The appointment of the user group and community representatives will assist with providing the committee with a broader range of perspectives and assist in decision making. The appointment of the representatives is supported.

RECOMMENDATION

That the report by the Team Leader - Community & Economic Development concerning Camp Banksia Management Committee Membership, be received and:

1. That Council appoint Mr Steve Christiansen and Jim Rudling as user representatives and Mr Peter Sherriff and Mr Jackson Howell as community representatives to the Banksia Facilities Management Committee.

13.3 FINANCE REPORT - DECEMBER 2022

REPORT AUTHOR: Sean Johnson, Accountant

Note: The Report Author does not have a pecuniary interest in the subject matter

AUTHORISING MANAGER: Wesley Young, Manager Corporate and Business Services

REPORT CLASS: Public/Open

DATE OF REPORT: 10 January 2023

ATTACHMENTS: 1. Finance Report - December 2022 [13.3.1 - 15 pages]

RECOMMENDATION

That the financial report for the period ending 31 December 2022 as provided by the Accountant be received.



Latrobe Council

Financial Report

December 2022

Table of Contents

<u>Report Title</u>	<u>Page No.</u>
Commentary including dashboard	3-4
Income Statement and Balance Sheet	5-6
Monthly Reports	
Investment Schedule	7-8
Rates Collection Report	9
Debtors Outstanding Report	10
Capital Expenditure Report and Program	11-15

Preliminary Financial Management Reports
For the Period Ending December 2022
Commentary

The following information is provided to give a preliminary indication of the financial performance of Council for the period ended December 2022. Cut-off for this report was 10 January 2023 and any invoices processed after this date will not be reflected in this report.

Prior period information contained in this report is subject to the potential for changes during the annual audit process.

Operating Budget Variances

Comparing the December year to date actuals to the year-to-date budget, there are only minor or timing variances as noted in the Income Statement.

The year-to-date income of \$12.787 million at the end of December 2022 is above the year to date budget of \$12.728 million by \$58,988 or 0.46%. A timing variance in the budget for rates compared to the actual year to date rates revenue includes a provision for new rates from growth of \$182,000, however these rates will be received gradually throughout the year through supplementary rate processing. This is offset by favourable variances for Statutory Fees and Fines, User Charges and Fee, Operating Grants and Interest Revenue.

Expenses year to date of \$8.503 million is above the \$8.361 million year to date budget to December 2022 by \$141,796 or 1.70%. The variance for employee costs will be investigated during the mid-year budget review to determine what portion of the variance is likely to be a timing variance relating to leave provision movements and other employee on-costs and what portion may result in a budget variance due to higher than budgeted overtime and other staff costs

Please see the Income Statement for other explanations for variances.

Capital Expenditure

Refer to the attached Capital Expenditure Report for detail of capital expenditure to date.

Year to date capital expenditure for 2022/23 is \$7.341 million compared with \$7.279 million year to date budgeted expenditure. A contributing factor to the variance is due to a number of car park reseal projects and the phone system upgrade. It was forecast that these would be completed by 30 June 2022, but have carried forward into 2022/23. Budgets for these will be amended through the budget review process. A budget overrun for the purchase of a vegetation chipper has also contributed to the variance. This was due to supply issues, sourcing the correct model required and increased prices.

Rate Collections

As at 31 December 2022, rate collections are slightly below the same time last year with 24.8% of rates outstanding compared to 21.5%.

Cash

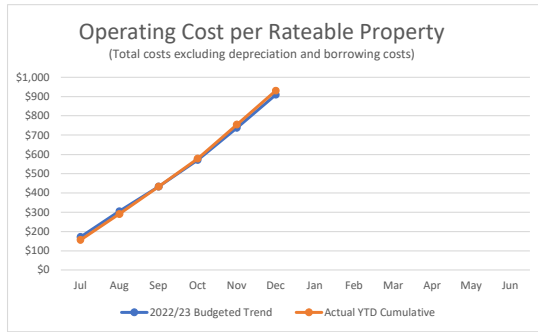
Closing cash balance as at 31 December 2022 is \$12.366 million. Average return on fixed term deposits is 3.46%pa, which is above the benchmark Bank Bill Swap Rate (BBSW) for 90 days of 3.26%. The average return at month end has increased by 0.46% from 3.00% last month.



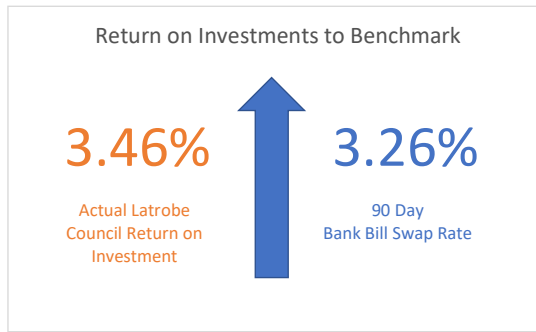
Latrobe Council

Financial Report

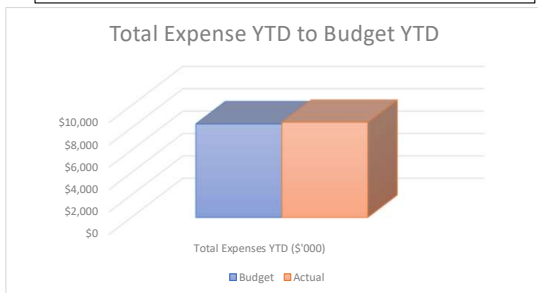
31 December 2022



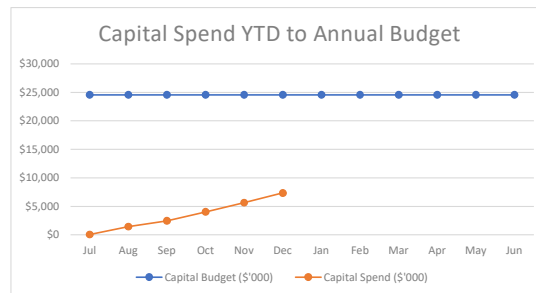
Comment: The trend line will show actual YTD cumulative operating costs per rateable property against the budget. If the actual YTD line trends in line with the budget then spending is consistent with budget. The operating costs include all costs except depreciation and borrowing costs.



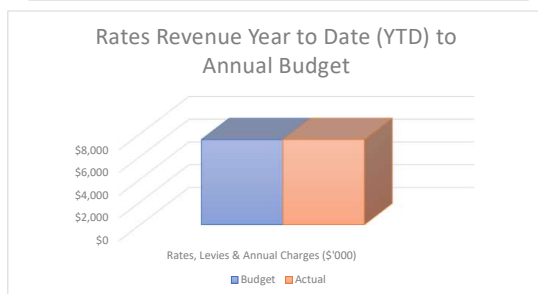
Comment: This graphic presents the annual weighted return on Latrobe's investments (fixed term deposits) against the 90 day BBSW rate. This is an indicator whether Latrobe is performing well against the market.



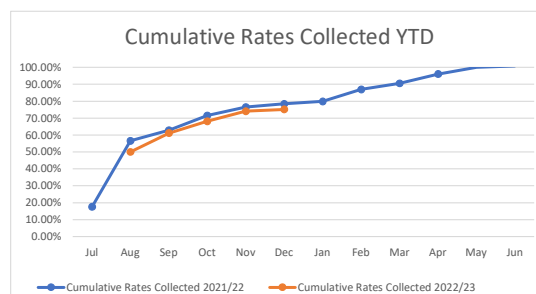
Comment: This graph presents actual total expenses YTD against revised budgeted total expenses YTD. If the actual spend is consistent with the revised budget then the bars should be similar. The variance between total expense YTD and budget YTD is explained in the commentary on page 3.



Comment: This graph presents actual total capital spend YTD against budgeted annual total capital spend. As the year progresses the actual YTD capital spend should rise and end in-line with the budget.



Comment: This graph presents the YTD revenue against the complete annual budgeted revenue for 2022/23. As additional revenue is claimed during the year we expect the YTD revenue column to grow.



Comment: The trend line will show actual YTD cumulative rates collected as a percentage of total rates against the 2021/22 actual trend. This will provide a comparison with how the Council is progressing with collecting rates compared with the prior year.

Income Statement for Latrobe Council for the Period 31 December 2022

Report Run Date: 10-January-2023

	Draft Prior Year Actual	Original Budget	Year To Date Budget	Year To Date Actual	Movement	Year To Date Variance	Year To Date Variance %	F/U	Commentary on Significant Variances
	2021/22	2022/23	2022/23	December		+ / (-)	%		
Recurrent Income									
Rates, Levies & Annual Charges	8,802,343	9,588,993	9,588,993	9,391,172	50,739	(197,821)	-2.06%	U	Timing Variance-A provision for growth (\$182K) is a contributor to the timing variance.
Statutory fees and fines	623,738	580,900	335,700	368,842	25,915	33,142	9.87%	F	Variance due to more than expected animal registration fees and increased building and plumbing activity.
User charges and fees	1,927,459	1,560,950	830,025	936,621	160,041	106,596	12.84%	F	Increased building activity and usage of the Port Sorell Caravan Park has seen a favourable variance.
Grants, subsidies, contributions and donations - Operating	2,990,247	1,942,033	240,502	311,951	-	71,450	29.71%	F	Receiving more than expected Financial Assistance funding has seen a favourable variance for operating grants.
Interest & Investment Revenue	47,607	264,250	132,125	178,882	39,395	46,757	35.39%	F	Favourable variance due to higher than budgeted average interest rates and higher than budgeted average cash balances.
Other Income	394,240	378,563	180,313	183,322	16,147	3,009	1.67%	F	Minor Variance
Investment Income from Water Corporation	458,400	446,400	223,200	191,000	95,500	(32,200)	-14.43%	U	Less than expected TasWater dividend
Share of net profits/(losses) of associates and joint ventures	279,944	728,437	-	-	-	-	0.00%	F	Will be brought to account at year end after Dulverton results are finalised.
	15,623,977	15,490,526	11,530,858	11,561,791	387,738	30,933	0.27%		
Capital Income									
Grants, subsidies, contributions and donations - Capital	2,672,212	10,220,186	1,187,000	1,203,579	433,000	16,579	1.40%	F	Minor Variance
Contributions - cash (Capital)	104,637	10,000	10,000	21,476	-	11,476	114.76%	F	Unexpected additional public open space contributions
Contributions - non monetary assets	3,325,591	2,000,000	-	-	-	-	0.00%	F	Will be brought to account at year end.
	6,102,440	12,230,186	1,197,000	1,225,055	433,000	28,055	2.34%		
Total income from continuing operations	21,626,417	27,720,712	12,727,858	12,786,845	820,738	58,988	0.46%		
Expenses from continuing operations									
Employee Costs	4,473,003	4,808,273	2,656,835	2,846,013	425,924	189,178	7.12%	U	The variance for employee costs will be investigated during the mid-year budget review to determine what portion of the variance is likely to be a timing variance relating to leave provision movements and other employee on-costs and what portion may result in a budget variance due to higher than budgeted overtime and other staff costs
Materials & Contracts	5,531,311	4,942,726	2,743,708	2,698,468	611,476	(45,240)	-1.65%	F	Minor Variance
Impairment	94,972	-	-	-	-	-	0.00%	F	
Depreciation & Amortization	3,849,589	3,945,258	1,972,628	1,972,628	328,771	-	0.00%	F	
Interest & Investment Losses	76,200	319,455	160,187	160,188	124,250	1	0.00%	U	
Net gain/loss on disposal of property, infrastructure, plant and equipment	282,893	-	-	-	-	-	0.00%	F	
Other Expenses	1,486,367	1,548,010	827,590	825,447	163,338	(2,143)	-0.26%	F	Minor Variance
	15,794,336	15,563,721	8,360,948	8,502,744	1,653,759	141,796	1.70%		
Result from continuing operations	5,832,082	12,156,990	4,366,909	4,284,102	(833,021)	(82,808)			
Net result for the year	5,832,082	12,156,991	4,366,909	4,284,102	(833,021)	(82,808)			
Adjustments for underlying surplus/deficit									
Less non-operating income									
Contributions - non monetary assets	(3,325,591)	(2,000,000)	-	-	-	-			
Contributions - cash (Capital)	(104,637)	(10,000)	(10,000)	(21,476)	-	-			
Grants, subsidies, contributions and donations - Capital	(2,672,212)	(10,220,186)	(1,187,000)	(1,203,579)	-	-			
Grants received in advance - current year	(1,532,791)	(1,411,092)	-	-	-	-			
This year's grants included in prior years income	908,178	1,532,791	766,396	766,396	-	-			
Restoration Provision Expense	-	-	-	-	-	-			
	(894,971)	48,504	3,936,305	3,825,443					

Balance Sheet for Latrobe Council as at December 2022

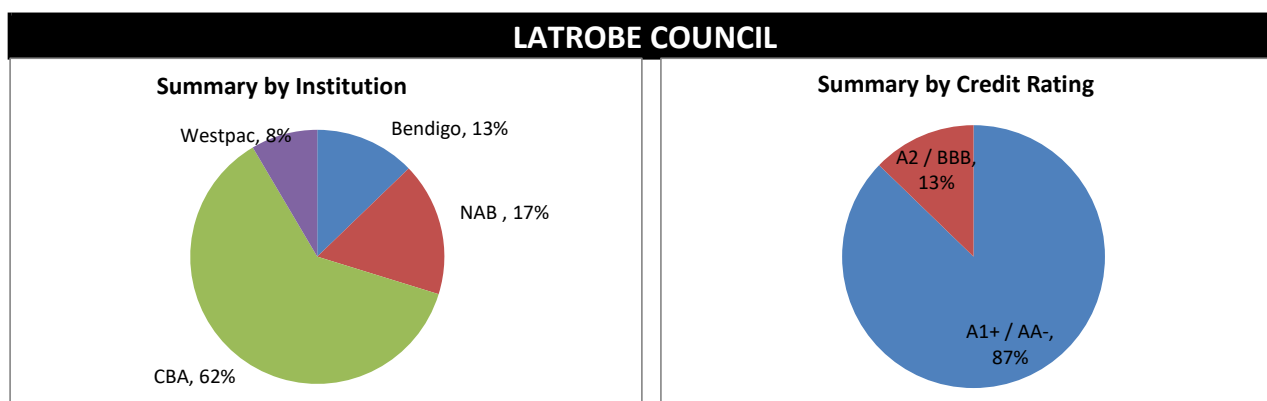
Report Run Date: 10-Jan-2023

	YTD Actual	PY Actual Full
	2022/23	2021/22
ASSETS		
Current Assets		
Cash and cash equivalents	12,366,126	15,955,758
Trade & Other Receivables	2,247,283	1,143,930
Inventories	148,639	113,661
Current Assets - Other	832,720	1,045,550
Total Current Assets	15,594,767	18,258,900
Non Current Assets		
Infrastructure, Property, Plant and Equipment	242,517,666	236,306,549
Investments accounted for using the equity method	2,909,102	2,909,102
Investment Property	29,792,742	29,792,742
Right of Use Assets - Non-Current	15,992	15,992
Total Non Current Assets	275,235,501	269,024,385
TOTAL ASSETS	290,830,268	287,283,284
LIABILITIES		
Current Liabilities		
Current Payables	603,835	2,260,196
Current Borrowings	37,883	0
Current Provisions	1,007,308	1,165,197
Trust Funds and Deposits	498,282	524,212
Contract Liabilities - Current	500,000	500,000
Lease Liabilities - Current	6,664	6,664
Suspense Items to be Reallocated	9,420	0
Total Current Liabilities	2,663,392	4,456,269
Non Current Liabilities		
Non Current Borrowings	11,175,152	11,250,000
Non Current Provisions	13,378,839	18,204,840
Non Current Trust Funds	71,086	95,346
Non Current Lease Liabilities	6,662	6,662
Total Non Current Liabilities	24,631,739	29,556,847
TOTAL LIABILITIES	27,295,130	34,013,116
NET ASSETS	263,535,138	253,270,168
EQUITY		
Retained Earnings	114,194,772	108,232,192
Asset revaluation Reserves	145,056,263	144,207,695
Current Year Surplus / (Deficit)	4,284,102	830,281
TOTAL EQUITY	263,535,138	253,270,168

LATROBE INVESTMENT REPORT								
Investment Details								
Investment Body	Investment Rating (S&P Short / Long Term)	Date Lodged	Maturity Date	Amount Invested	Term (Days)	Quoted Interest Rate	Effective Annual Interest	Balance
Bendigo	A2 / BBB+	1/04/2022	6/01/2023	\$500,000	280	1.30%	1.30%	\$500,000
CBA	A1+ / AA-	29/06/2022	6/01/2023	\$1,000,000	191	3.19%	3.19%	\$1,000,000
NAB	A1+ / AA-	1/04/2022	20/01/2023	\$500,000	294	1.37%	1.37%	\$500,000
CBA	A1+ / AA-	20/04/2022	3/02/2023	\$500,000	289	1.95%	1.95%	\$500,000
CBA	A1+ / AA-	29/06/2022	17/02/2023	\$1,000,000	233	3.40%	3.40%	\$1,000,000
CBA	A1+ / AA-	22/08/2022	3/03/2023	\$500,000	193	3.51%	3.51%	\$500,000
CBA	A1+ / AA-	22/08/2022	17/03/2023	\$500,000	207	3.58%	3.58%	\$500,000
CBA	A1+ / AA-	22/08/2022	31/03/2023	\$500,000	221	3.64%	3.64%	\$500,000
CBA	A1+ / AA-	31/08/2022	14/04/2023	\$500,000	226	3.75%	3.75%	\$500,000
CBA	A1+ / AA-	31/08/2022	28/04/2023	\$500,000	240	3.80%	3.80%	\$500,000
CBA	A1+ / AA-	2/09/2022	12/05/2023	\$500,000	252	3.92%	3.92%	\$500,000
CBA	A1+ / AA-	2/09/2022	26/05/2023	\$500,000	266	3.95%	3.95%	\$500,000
CBA	A1+ / AA-	30/09/2022	9/06/2023	\$500,000	252	4.27%	4.27%	\$500,000
CBA	A1+ / AA-	30/09/2022	23/06/2023	\$500,000	266	4.31%	4.31%	\$500,000
NAB	A1+ / AA-	11/11/2022	7/07/2023	\$500,000	238	4.10%	4.10%	\$500,000
Bendigo	A2 / BBB+	11/11/2022	21/07/2023	\$500,000	252	4.15%	4.15%	\$500,000
Bendigo	A2 / BBB+	11/11/2022	4/08/2023	\$500,000	266	4.20%	4.20%	\$500,000
NAB	A1+ / AA-	2/12/2022	18/08/2023	\$1,000,000	259	4.10%	4.10%	\$1,000,000
Westpac	A1+ / AA-	2/12/2022	1/09/2023	\$1,000,000	273	4.12%	4.12%	\$1,000,000
ANZ	A1+ / AA-		at call	\$10,305	365	3.05%	3.05%	\$10,305
CBA	A1+ / AA-		Working a/c	\$260,802	365	0.00%	0.00%	\$260,802
Totals				\$11,771,107				\$11,771,107

Weighted Average Interest Rate	3.46%
RBA Cash Rate	3.10%
BBSW 90 Day Swap Rate	3.26%

Reconciliation	
Investment Balance Above	\$11,771,107
Cash Floats & Petty Cash	\$970
Special Committee Balances	\$594,049
Bank Reconciliation - reconciling items	\$0
Closing Cash	\$12,366,126



CASH AND INVESTMENTS BY INSTITUTION AS AT 31 December 2022

Institution	Investment Rating (S&P short/long term)	Number of Term Deposits	Current Amount Invested	Interest Accrued To Date	Average Term (Days)	Average Interest Rate	% of Total Funds	Investment Policy Maximum
ANZ	A1+ / AA-	1	\$ 10,305	\$ -	365	3.05%	0%	80%
Bendigo	A2 / BBB	3	\$ 1,500,000	\$ 10,616	266	3.22%	13%	20%
NAB	A1+ / AA-	3	\$ 2,000,000	\$ 11,227	264	3.19%	17%	80%
CBA	A1+ / AA-	13	\$ 7,260,802	\$ 96,057	246	3.33%	62%	80%
Westpac	A1+ / AA-	1	\$ 1,000,000	\$ 3,273	273	4.12%	8%	80%
Total Funds			\$ 11,771,107	\$ 121,174			100%	

CASH AND INVESTMENTS BY RISK CATEGORY

Investment Rating (S&P Short term)	Current Amount Invested	% of Total Funds	Investment Policy Maximum
A1+ / AA-	\$ 10,271,107	87%	100%
A2 / BBB	\$ 1,500,000	13%	60%
Total Funds	\$ 11,771,107	100%	

RATE COLLECTION REPORT				
31-December-2022				
	CURRENT		PRIOR	
	31-Dec-22		31-Dec-21	
	\$	%	\$	%
Arrears - 1 July 2022	\$ (76,535)		\$ (10,803)	
Rates & Charges Levied	\$ 9,449,929		\$ 8,586,383	
Supplementary Rates	\$ 1,534		\$ 136,738	
Total Demanded	\$ 9,374,928		\$ 8,712,317	
Refunds	\$ 18,715		\$ 18,963	
Receipts	\$ 6,529,606	69.6%	\$ 6,292,782	72.2%
Pensioner Remissions	\$ 527,854	5.6%	\$ 488,287	5.6%
Council Remissions/Adjustments	\$ 11,365	0.1%	\$ 25,752	0.3%
Discount	\$ -	0.0%	\$ 30,995	0.4%
Rates Outstanding (including credit balances)	\$ 2,324,817	24.8%	\$ 1,874,502	21.5%

OUTSTANDING DEBTORS REPORT		
31 December-2022		
	ACCOUNTS RECEIVABLE	
Balance brought forward	\$ 100,421.23	
Levied during month	\$ 490,821.20	
Less paid during month	\$ 467,219.02	
Adjustments/Credit notes	\$ -36,531.00	
Refunds/Reversal	\$ -	
Current balance	\$ 87,492.41	
Current	\$ 52,469.34	
30 days	\$ 2,028.82	
60 days & over	\$ 32,994.25	
	\$ 87,492.41	
Difference	\$ -	

Latrobe Capital Expenditure Year to Date for December as at 10-Jan-2023

Project Description	Project Number	Year To Date Actual	Year To Date Budget	Year To Date Variance	Full Year Budget	Budget Remaining	Comments
Capital Expense Type: BUILD - Buildings							
C_10 BLD EPU Refurbishment - annual Shower Replacements	108059	24,481	15,000	-9,481	15,000	-9,481	Minor budget over runs will be offset by project 108163.
C_10 BLD Banksia Facilities Centre redevelopment	108063	1,582,393	1,590,000	7,607	3,865,000	2,282,607	
Port Sorell Memorial Hall-Side Door Air Lock	108113	0	0	0	25,455	25,455	
Building Latrobe Recreation Ground - Access Control System	108157	0	0	0	16,172	16,172	
Building Port Sorell Waste Transfer Station Temp. Upgrade	108162	9,825	10,000	175	32,343	22,518	
Building EPU Vacated Units - Annual Refurbishment	108163	95,374	95,000	-374	224,000	128,626	
Building Latrobe Recreation Ground Changeroom Redevelopment	108165	26,441	26,000	-441	1,993,020	1,966,579	
Building Latrobe Youth Centre Redevelopment Concept Designs	108166	34,715	35,000	285	28,572	-6,143	When the contract was agreed it was higher than originally budgeted due to market demand and higher prices. Total output for this design contract is complete.
Public Amenities Priority Works	108195	26,853	27,000	147	50,409	23,556	
EPU Refurbishment - Annual Air-conditioning Installation	108239	0	0	0	15,000	15,000	
EPU Boundary Fence - Laura Street	108240	8,197	9,000	803	15,000	6,803	
Latrobe Depot - Truck Shed - Upgrades	108241	0	0	0	20,000	20,000	
Port Sorell Caravan Park - Camp Kitchen & Minor Amenities	108242	0	0	0	175,000	175,000	
Sub Total		1,808,278	1,807,000	-1,278	6,474,971	4,666,693	
Capital Expense Type: CPARK - Car Parks							
C_10 RDS Fairway Cres (East) - Seal	108051	21,971	0	-21,971	0	-21,971	It was forecast that this project would be completed by 30 June 2022 but has carried forward into the 2022/23 financial year. Budgets will be amended through the budget review process.
C_10 Club Drive Carpark resurfacing	108053	6,831	0	-6,831	0	-6,831	It was forecast that this project would be completed by 30 June 2022 but has carried forward into the 2022/23 financial year. Budgets will be amended through the budget review process.
C_10 RDS Freer St/ Shearwater Esp. car park	108055	1,488	0	-1,488	0	-1,488	It was forecast that this project would be completed by 30 June 2022 but has carried forward into the 2022/23 financial year. Budgets will be amended through the budget review process.
C_10 RDS Car Park - South Esplanade	108056	11,948	12,000	52	25,000	13,052	
C_10 RDS Quinlan Cres (East) Car Park-Seal	108110	13,168	0	-13,168	0	-13,168	It was forecast that this project would be completed by 30 June 2022 but has carried forward into the 2022/23 financial year. Budgets will be amended through the budget review process.
Sub Total		55,406	12,000	-43,406	25,000	-30,406	
Capital Expense Type: FE - Furniture & Equipment							
Buildings Camp Banksia New Bunk Beds	108160	33,187	33,000	-187	43,677	10,490	
Annual IT Workstation Replacements	108176	0	0	0	19,550	19,550	
I-Pad Replacements (30) - Latrobe Share 55%	108177	11,669	12,000	331	21,940	10,271	
Printer Replacement - Large Multifunction Printer	108181	1,555	2,000	445	3,163	1,608	
IT Server/Switch/UPS Replacements (Latrobe Share)	108247	0	0	0	25,744	25,744	
IT Video Conferencing Upgrades (Latrobe Share)	108248	17,071	17,000	-71	28,463	11,392	
Council Chamber Chairs - Re-gas/Replace	108249	0	0	0	10,000	10,000	
Sub Total		63,482	64,000	518	152,537	89,055	

Latrobe Capital Expenditure Year to Date for December as at 10-Jan-2023

Project Description	Project Number	Year To Date Actual	Year To Date Budget	Year To Date Variance	Full Year Budget	Budget Remaining	Comments
Capital Expense Type: FPATH - Footpaths							
C_10 FOOT Hawley Esplanade Pedestrian & Cycling Facili	108043	10,903	11,000	97	956,000	945,097	
Bells Parade to River Road Footpath Link to Coastal Pathway	108153	0	0	0	95,875	95,875	
Sub Total		10,903	11,000	97	1,051,875	1,040,972	
Capital Expense Type: KC - Kerb & Channel							
C_10 K&C Hamilton St from Cotton St to Thomas St (Eastern)	108046	0	0	0	105,513	105,513	
C_10 K&C Hamilton St from Thomas St to Reiby St (Eastern)	108047	0	0	0	89,727	89,727	
C_10 K&C Port Sorell Main Rd / Alexander St existing roundab	108049	405	0	-405	221,850	221,445	
Kerb & Channel Percival St - Moriarty Rd to past Stephenson	108155	0	0	0	72,773	72,773	
Sub Total		405	0	-405	489,863	489,458	
Capital Expense Type: LIMP - Land Improvements							
C_10 PKS Port Sorell Tennis Club Redevelopment	104266	1,298	0	-1,298	0	-1,298	This expenditure is for consulting work in relation to the Tennis Club toilet redevelopment project in 2020/21. The work was required to connect the toilets for use and therefore can be capitalised. The budget variance will be amended through the budget review.
PSAC Memorials - Seat or Signage	108032	5,781	6,000	219	7,590	1,809	
C_10 PKS Port Sorell Landfill Site	108068	64,199	64,000	-199	185,177	120,978	
C_10 PKS Port Sorell Caravan Park Refurbishment	108069	620,807	621,000	193	1,869,913	1,249,106	
C_10 PKS Bosworth Park-Learn to Ride Bike Path	108072	7,848	8,000	152	37,258	29,410	
C_10 PKS Freers Beach accesses adjacent Shearwater Park	108073	45	0	-45	17,841	17,796	
C_10 PKS Latrobe CBD Bins	108080	33,718	34,000	282	50,000	16,282	
C_10 PKS Port Sorell Drinking Fountains	108081	0	0	0	6,165	6,165	
Bells Parade Interpretation Signage	108140	0	0	0	10,757	10,757	
Port Sorell History Project-Interpretive Signs	108141	0	0	0	15,465	15,465	
Latrobe Depot - New Automated Entry Gate	108167	0	0	0	29,109	29,109	
Land Latrobe Tennis Club Court & Fence Upgrades	108168	0	0	0	207,469	207,469	
Land Perkins Park Cricket Net Upgrades	108169	13,805	14,000	195	38,812	25,007	
Land Information Bay, Alexander St - Refresh & Update	108171	0	0	0	9,703	9,703	
Land - Bradshaw Street - Chromy Estate Playground	108244	0	0	0	30,000	30,000	
Land - Panatana Playground	108245	0	0	0	50,000	50,000	
Port Sorell Waste Transfer Station - New Site/Use of Exist.	108246	0	0	0	50,000	50,000	
Sub Total		747,501	747,000	-501	2,615,259	1,867,758	
Capital Expense Type: MISC - Miscellaneous							
C_10 PRG Mens Shed and Adjacent Storage Area	104270	0	0	0	23,727	23,727	
Land Development Alberta St/Cotton St	108143	275,325	275,000	-325	582,169	306,844	
Wide Area Network (WAN) Upgrade - Stage 2	108180	0	0	0	12,938	12,938	
Wi-Fi Access Point Replacement	108182	822	0	-822	5,930	5,108	
Phone System Upgrade (Latrobe Share 55%)	108183	4,872	0	-4,872	0	-4,872	It was forecast that this project would be completed by 30 June 2022 but has carried forward into the 2022/23 financial year. Budgets will be amended through the budget review process.
Sub Total		281,018	275,000	-6,018	624,764	343,745	

Latrobe Capital Expenditure Year to Date for December as at 10-Jan-2023

Project Description	Project Number	Year To Date Actual	Year To Date Budget	Year To Date Variance	Full Year Budget	Budget Remaining	Comments
Capital Expense Type: MV - Motor Vehicles							
Fleet SES 2008 Ute Replacement	108185	0	0	0	43,144	43,144	
Fleet New Pool Vehicle	108186	0	0	0	22,051	22,051	
Sub Total		0	0	0	65,195	65,195	
Capital Expense Type: PL - Plant							
C_10 FLT Nissan Truck	104287	0	0	0	183,642	183,642	
C_10 PLANT Replace 110hp tractor	108096	0	0	0	51,400	51,400	
C_10 PLANT Purchase of Industrial vac/ blower	108100	0	0	0	10,297	10,297	
Waste Truck inc Bin Lifter	108142	99,951	100,000	49	100,000	49	
Plant - Replace Town Services Builders Truck - L55	108188	0	0	0	100,000	100,000	
Plant - Replace Green Spaces Pool Ute - L70	108190	0	0	0	65,000	65,000	
Plant - Replace Small Vegetation Chipper - L75	108191	53,949	40,000	-13,949	40,000	-13,949	This budget was carried forward from 2021/22 financial year and was not updated to allow for changes since the original estimate was sourced. The budget overrun is due to supply issues, sourcing the correct model required and increased prices. Budgets will be amended through the budget review process.
3 Yard Tip Truck - L56	108250	0	0	0	80,000	80,000	
4x2 Extra Cab Diesel Ute - L72	108251	0	0	0	21,000	21,000	
72" Ride on Mower - L77	108252	0	0	0	25,000	25,000	
7x4 Single Axle Trailer - PL 513	108253	0	0	0	4,500	4,500	
8x5 Tandem Trailer - PL 512	108254	0	0	0	8,000	8,000	
Cricket Wicket Roller	108255	0	0	0	40,000	40,000	
Plant 1 - Community Services	108256	0	0	0	15,000	15,000	
Plant 5 - General Manager	108257	0	0	0	22,000	22,000	
Plant 6 - Planning & Regulatory Services	108258	0	0	0	15,000	15,000	
Plant 77 - Parks Mower	108259	0	0	0	22,000	22,000	
Plant 9 - Manager Development & Regulatory Services	108260	0	0	0	22,000	22,000	
Replacement of 2.5t Roller - L19	108261	0	0	0	40,000	40,000	
SES 4x4 - 2008 Ford Ranger Ute	108262	0	0	0	49,000	49,000	
Sub Total		153,900	140,000	-13,900	913,839	759,939	

Latrobe Capital Expenditure Year to Date for December as at 10-Jan-2023

Project Description	Project Number	Year To Date Actual	Year To Date Budget	Year To Date Variance	Full Year Budget	Budget Remaining	Comments
Capital Expense Type: RRECON - Road Reconstructions							
C_10 RDS Tarleton Rd	108034	23,414	23,000	-414	39,006	15,592	
Roads Darling St Upgrades - Caravan Park Entrance Redevelop.	108147	0	0	0	200,000	200,000	
Roads Tarleton Road- Localised Reconstruction	108148	11,993	12,000	7	386,375	374,382	
Roads Squeaking Point Road Safety Improvements	108149	47,876	48,000	124	100,076	52,200	
Priority Bus Shelters & Laybys	108235	4,516	5,000	484	20,000	15,484	
Squeaking Point Road (Frankford Road to Appleby Road)	108264	17,816	18,000	184	600,000	582,184	
Sub Total		105,616	106,000	384	1,345,457	1,239,841	
Capital Expense Type: RSEAL - Road Reseals							
Roads Annual Reseal Allocation	108151	28,116	28,000	-116	350,000	321,884	
Port Sorell Surf Life Saving Club - Carpark Upgrades	108234	24,739	25,000	261	35,000	10,261	
Sub Total		52,855	53,000	145	385,000	332,145	
Capital Expense Type: SWATER - Stormwater							
C_10 SW 20/21 Latrobe flood mitigation project	108058	4,029,352	4,030,000	648	9,267,056	5,237,704	
Kerb & Channel Sankey Street - Addressing Flood Issues	108233	1,295	2,000	705	800,000	798,705	
Stormwater Gilbert Street/Hamilton Street Junction	108236	13,435	14,000	565	30,000	16,565	
Stormwater Port Sorell Golf Course - Stormwater Study	108237	15,809	16,000	191	25,000	9,191	
Stormwater Sankey Street - Detention Basin	108238	0	0	0	84,000	84,000	
Sub Total		4,059,891	4,062,000	2,109	10,206,056	6,146,165	
Capital Expense Type: WILD - Wild Mersey							
C_10 PKS Wild Mersey Mountain Bike Trails	107262	0	0	0	133,423	133,423	
C_10 WILD Wild Mersey MTB - Bridge	108077	2,209	2,000	-209	71,263	69,054	
Sub Total		2,209	2,000	-209	204,686	202,477	
Grand Total		7,341,464	7,279,000	-62,464	24,554,501	17,213,037	

14 INFRASTRUCTURE AND ASSETS DEPARTMENT

14.1 LOT 1 PERCIVAL STREET, LATROBE - KINGS CREEK MODELLING

REPORT AUTHOR: Jonathan Magor, Manager Infrastructure and Assets

Note: The Report Author does not have a pecuniary interest in the subject matter

AUTHORISING MANAGER: Gerald Monson, General Manager

REPORT CLASS: Public/Open

DATE OF REPORT: 21 December 2022

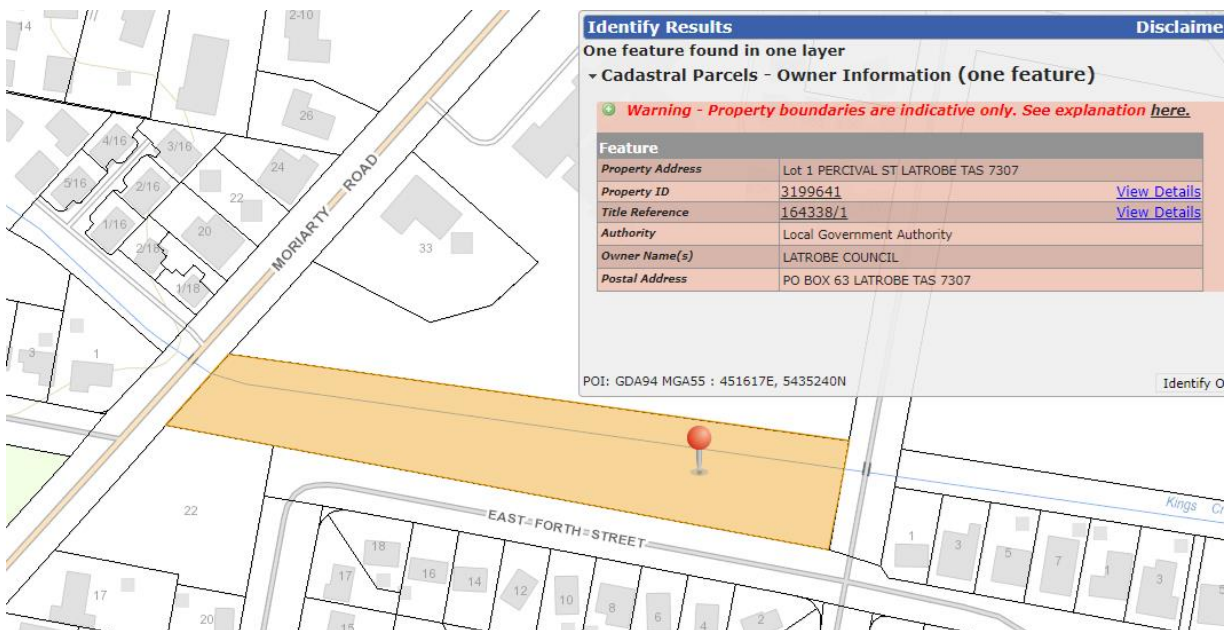
ATTACHMENTS: 1. Entura Lot 1_Percival St Flood Study 202200808
[14.1.1 - 73 pages]

PURPOSE OF REPORT

For Council to determine if and how it wishes to progress with the potential sale of Lot 1 Percival Street, Latrobe.

BACKGROUND INFORMATION

Council owns Lot 1 Percival Street (title reference 164338/1), Latrobe as depicted below:



At the August 2021 meeting of Council the following report and motion was unanimously carried:

DISPOSAL OF PUBLIC LAND – LOT 1 PERCIVAL STREET (CORNER OF EAST FORTH STREET) LATROBE:

Cr McLaren moved and Cr Young seconded that the report by the General Manager dated 2 August 2021, concerning Disposal of Public Land – Lot 1 Percival Street, Latrobe, be received and Council:

- 1. note the objection submitted by Glynn Williams Legal on behalf of Insight (Tas) Pty Ltd;*
- 2. considers the matters raised in the objection insufficient reason why Council would not proceed to sell the Land; and*

3. *advise the objector of the Council's decision.*
4. *engage Entura to update its modelling of this area of Kings Creek prior to proceeding to sell the Land.*

Entura was subsequently engaged and has produced the attached report to assist Council in making a determination whether to proceed or not.

PROPOSAL/SUMMARY

The attached Entura report is considered comprehensive. It is not practical or necessary to duplicate the bulk of it within this report, however the following is the executive summary and provides a useful background and summary:

Latrobe Council intend to sell Lot 1 on Percival Street for construction of a new residential development. Entura has been engaged to undertake a flood study of the area to assess potential flood risks and recommend flood mitigation work options for a suggested development to consider during detailed design.

Flood modelling of the existing system shows that the development site is inundated due to flooding in Kings Creek and local catchment runoff during rain storms. Greater flood depths are observed on the western, lower lying area of the lot, whilst the eastern is fairly dry. This is due to the natural gradient of the development site and the comparatively small capacity of Kings Creek immediately upstream of Moriarty Road. The flood hazard through the conceptual residential development site and the associated access for each unit would be unsafe for vehicles, children and the elderly.

Potential flood mitigation design options that ensure the proposed development maintains dry habitable areas and safe access in the event of a 1 in 100 annual exceedance probability (AEP) flood for a 2100 climate include:

1. *Levee wall with pump station*
2. *Raised site levels with pump station*
3. *Widening of creek, levee wall and pump station*
 - a. *As for 3, with 3 additional culverts under Moriarty Road.*

The levee wall or raised site will protect the allotment, with the widening and extra culverts helping reduce the wall and/or site fill. These options require a headwall upstream of Moriarty Road from the site to continue north along the road far enough to avoid waters flowing back to New Street.

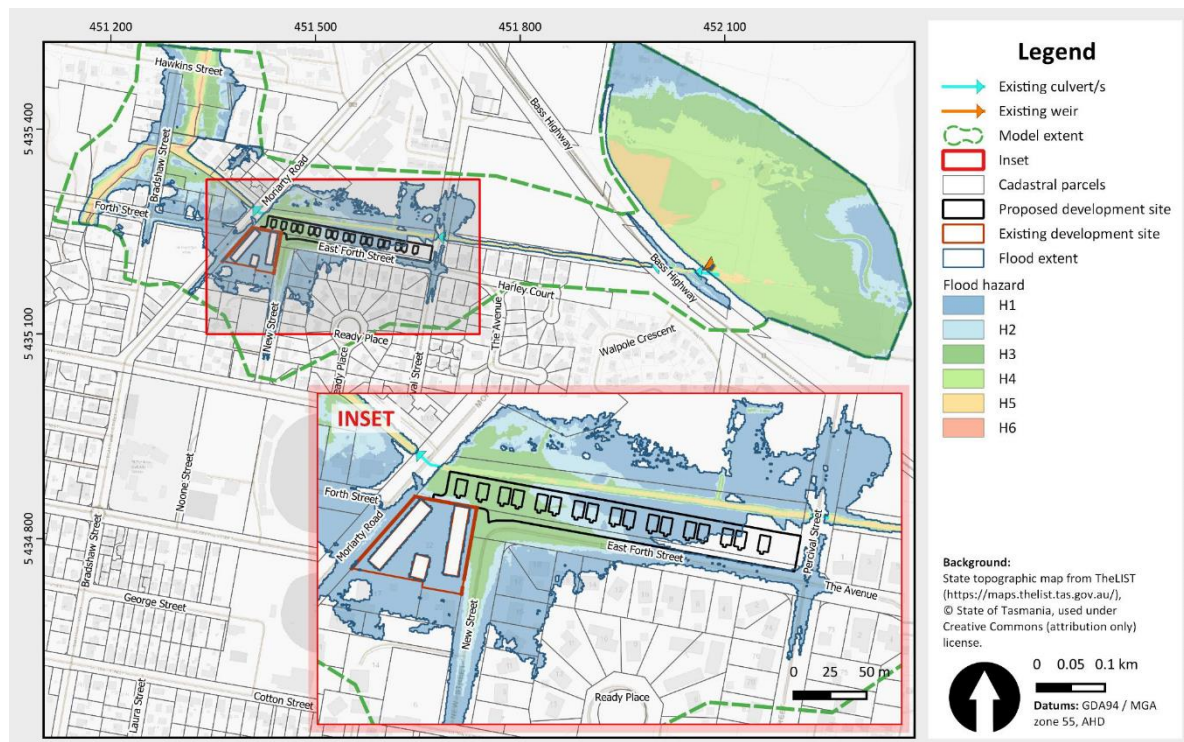
The pump station is required to keep the access safe from local flood water, which can't drain to Kings Creek as the creek's level is too high during a 1 in 100 AEP flood. To be effective, water from Kings Creek must be blocked from getting to access on the south of the development (hence the headwall described above). The pump station is one possible solution to the flooding in New Street and East Forth Street, other design solutions may arise during detailed design. These could include an alternative property access arrangement which avoided the unsafe areas.

The proposed design solutions have a negligible impact on the surrounding properties and land uses, and in the New Street / East Forth side of Kings Creek, the existing flood protection is improved by the inclusion of a pump station.

Out of the modelled flood mitigation design options, the most cost effective is option 3. However, during detailed design further detailed technical and costing analysis is recommended to determine the most cost effective flood mitigation design option which may be one or a combination of mitigation options. Additional modelling is also recommended to understand the impact on the existing overland flow paths by the proposed levee/site fill during events rarer than the 1 in 100 AEP design event assessed in this flood study, in a particular the 1 in 500 AEP event required for structural design of buildings on the site.

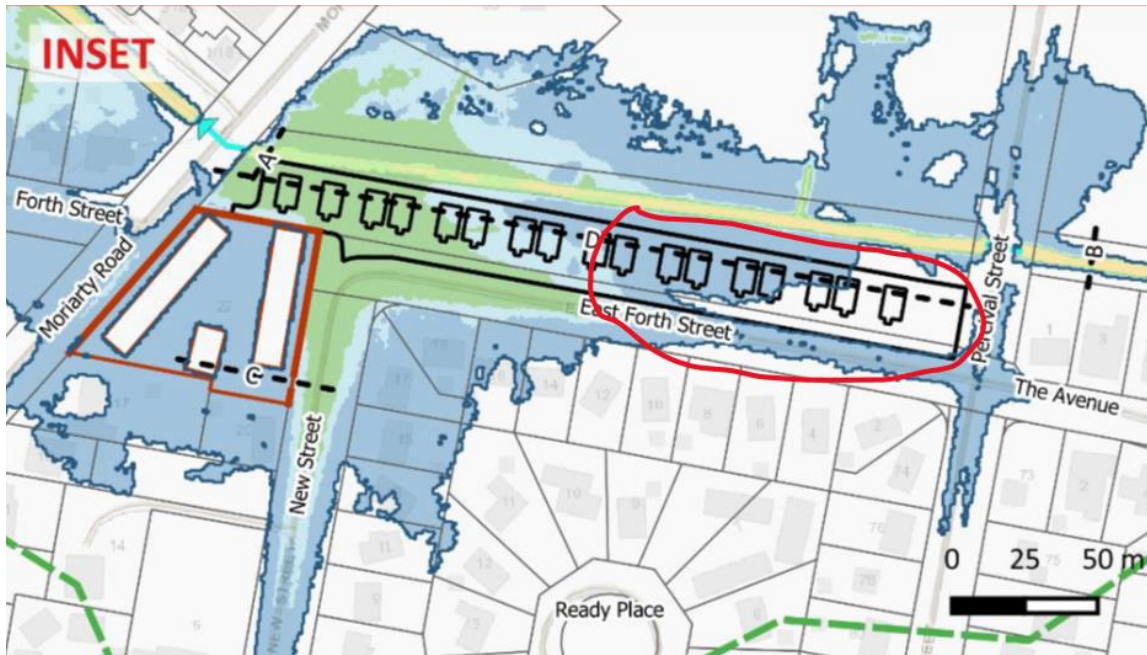
Overall, there are feasible solutions to provide flood protection for a suggested unit development on Lot 1 Percival Street that have a tolerable flood risk to events up to and including the 1 in 100 AEP rain storm with the impact of climate change to 2100. The impact of these works on the neighbours is beneficial or negligible.

The report's recommendations are based on pursuing the proposed level of residential development from Moriarty Road through to Percival Street. As identified within the report and executive summary there are challenges and costs associated with fully developing the land as first intended. The image below (*Figure 5.4: Existing system model results – hazard category*) indicates that in its current form and with minimal investment or ongoing complexity that, other than Kings Creek, the eastern 50% or thereabouts of the title is currently limited to a H1 or lesser flood hazard risk for the 1 in 100 annual exceedance probability (AEP) flood for a 2100 climate prediction. H1 is considered a 'safe' hazard.



Prior to undertaking any further work, it is suggested that Council considers the extent of potential land to be offered for sale by limiting such to an area with a current H1 flood hazard or less. If agreeable by Council this would be subdivided from the balance and ultimately marketed for residential development, with floor levels required higher than the predicted water levels. In any case Kings Creek should remain under Council ownership and access to it for ongoing maintenance purposes ensured.

The insert together with the identified potential area to subdivide is lassoed in red below and forms an area approximately 125m long and 20m deep (ie 2500 square metres).



RELATIONSHIP WITH STRATEGIC PLANNING AND POLICY

The Latrobe Council Strategic Plan 2020-2030 provides the following objectives and strategies:

2.4 Community Facilities/Services - Provide a range of quality community facilities and services which engage and empower the community to participate

- 2.4.12 Support the affordable housing needs of elderly residents and other vulnerable members of the community

LEGAL AND RISK IMPLICATIONS

Whilst treatable, the biggest risk in developing this land has been identified as a risk to flooding. This has been extensively investigated by Entura. This risk can be mitigated against if the development footprint is reduced and the land generally modelled with a flood risk category greater than H1 is not developed for residential use and remains in Council ownership.

FINANCIAL IMPLICATIONS

Costs associated with the preparation this reduced area of land for residential development would be more than met by the sale price. The development would see additional ongoing rate revenue for a relatively low capital investment by Council.

PUBLIC/CUSTOMER IMPLICATIONS

The area is currently considered underutilised and unlikely to be developed as parkland or formalised for public use. The development has potential to improve the visual amenity of the area and reduce ongoing maintenance obligations incurred by Council.

SOCIAL/ENVIRONMENTAL IMPLICATIONS

The main social and environmental implications are outlined below:

- The alternative reduced level of development is expected to have a largely insignificant impact on Kings Creek and access to it.

- In addition to supporting affordable housing and the housing shortfall, Council has a documented strategy to support affordable housing needs of elderly residents and other vulnerable members of the community.

CONSULTATION

The potential sale of this land has previously been advertised. A reduced area of residential development may be a well-received alternative.

OPTIONS FOR COUNCIL TO CONSIDER

Options are to:

1. Not progress with the potential disposal of this public land;
2. Progress the recommendations within the Entura report;
3. Pursue the subdivision and sale of the eastern portion of the title so that any residential development will be located on land that has been assessed by Entura with a H1 or lesser flood risk; or
4. An alternative discussed by and agreed to by Council.

OFFICER'S COMMENTS/CONCLUSION

The investment required plus ongoing complexity to develop and maintain a flood mitigation system for a relatively small area predicted to have a flood hazard of greater than H1 is not considered warranted, and that the area of subdivision and sale by Council should be reduced to that indicated approximately on Figure 5.4 of the Entura report as having a flood risk category of H1 or less.

RECOMMENDATION

That the report by the Manager Infrastructure and Assets concerning Lot 1 Percival Street, Latrobe - Kings Creek Modelling, be received and Council:

1. Receive the 8 August 2022 report prepared by Entura titled Lot 1 Percival St, Latrobe – Flood Study; and
2. Pursue the subdivision and sale of the eastern portion of the title so that any residential development will be located on land that has been assessed by Entura with a current H1 or lesser flood risk.



**LOT 1 PERCIVAL ST,
LATROBE**

Flood Study

**ENTURA-1FAE3B
8 August 2022**

Prepared by Hydro-Electric Corporation
ABN48 072 377 158

t/a Entura, 4 Elizabeth Street, Hobart TAS
7000, Australia



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Attachment 14.1.1 Entura Lot 1_ Percival St Flood Study 202200808

Lot 1 Percival St, Latrobe
ENTURA-1FAE3B




Revision No: 1.1
8 August 2022

Document information




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Attachment 14.1.1 Entura Lot 1_ Percival St Flood Study 202200808

Lot 1 Percival St, Latrobe
ENTURA-1FAE3B

Revision No: 1.1
8 August 2022

Revision 0.1

Revision description	Draft report for client review		
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Distributed to	Jonathan Magor	Latrobe Council	09/06/2022
	(name)	(organisation)	(date)

Executive Summary

Latrobe Council intend to sell Lot 1 on Percival Street for construction of a new residential development. Entura has been engaged to undertake a flood study of the area to assess potential flood risks and recommend flood mitigation work options for a suggested development to consider during detailed design.

Flood modelling of the existing system shows that the development site is inundated due to flooding in Kings Creek and local catchment runoff during rain storms. Greater flood depths are observed on the western, lower lying area of the lot, whilst the eastern is fairly dry. This is due to the natural gradient of the development site and the comparatively small capacity of Kings Creek immediately upstream of Moriarty Road. The flood hazard through the conceptual residential development site and the associated access for each unit would be unsafe for vehicles, children and the elderly.

Potential flood mitigation design options that ensure the proposed development maintains dry habitable areas and safe access in the event of a 1 in 100 annual exceedance probability (AEP) flood for a 2100 climate include:

1. Levee wall with pump station
2. Raised site levels with pump station
3. Widening of creek, levee wall and pump station
 - a. As for 3, with 3 additional culverts under Moriarty Road.

The levee wall or raised site will protect the allotment, with the widening and extra culverts helping reduce the wall and/or site fill. These options require a headwall upstream of Moriarty Road from the site to continue north along the road far enough to avoid waters flowing back to New Street.

The pump station is required to keep the access safe from local flood water, which can't drain to Kings Creek as the creek's level is too high during a 1 in 100 AEP flood. To be effective, water from Kings Creek must be blocked from getting to access on the south of the development (hence the headwall described above). The pump station is one possible solution to the flooding in New Street and East Forth Street, other design solutions may arise during detailed design. These could include an alternative property access arrangement which avoided the unsafe areas.

The proposed design solutions have a negligible impact on the surrounding properties and land uses, and in the New Street / East Forth side of Kings Creek, the existing flood protection is improved by the inclusion of a pump station.

Out of the modelled flood mitigation design options, the most cost effective is option 3. However, during detailed design further detailed technical and costing analysis is recommended to determine the most cost effective flood mitigation design option which may be one or a combination of mitigation options. Additional modelling is also recommended to understand the impact on the existing overland flow paths by the proposed levee/site fill during events rarer than the 1 in 100 AEP design event assessed in this flood study, in a particular the 1 in 500 AEP event required for structural design of buildings on the site.

Overall, there are feasible solutions to provide flood protection for a suggested unit development on Lot 1 Percival Street that have a tolerable flood risk to events up to and including the 1 in 100 AEP rain storm with the impact of climate change to 2100. The impact of these works on the neighbours is beneficial or negligible.

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1. Introduction

1.1 Background

Latrobe Council intend to sell Lot 1 on Percival Street for construction of a new residential development. A flood study of the area is required to assess potential flood risks and recommend flood mitigation work options for the proposed development to consider during detailed design.

1.2 Scope

The scope of this flood study includes:

- Survey of Kings Creek corridor including culverts, stormwater pipes from just upstream of Bass Highway (including the detention basin pipes) to Latrobe Creek.
- Hydraulic model build of the existing site and scenario with proposed unit development building pad and up to Bass Highway.
- Modelling runs for the existing system and the proposed development for future climate (2 scenarios).
- Estimation of safe habitable level which provides 0.3 m freeboard to the 1:100 annual exceedance probability (AEP) 2100 event.
- Single grade civil site earthwork surface modelling and approximate fill calculations.
- Reporting with flood maps.

2. Site investigation

Lot 1 Percival Street is located in Latrobe, 12 km south-east of Devonport, as shown in the locality map (Figure 2.1). The proposed development site is situated on the southern bank of Kings Creek in between Moriarty Road and Percival Street.

As illustrated by the flow paths for a 1 in 500 AEP storm event shown in Figure 2.2, flow down Kings Creek at Lot 1 Percival Street is originated from a large catchment upstream of the detention basin, east of the Bass Highway. Further downstream, smaller flows are discharged into Kings Creek from the local catchment north of the creek. Runoff from the catchment south of Kings Creek flows west over Moriarty Road, and north down New Street, through the proposed development site, into Kings Creek. This indicates Lot 1 Percival Street has the potential to be flood prone. Given the flow lines cross Kings Creek near the site it's likely Kings Creek has been constrained to follow property boundaries at some point in the past (and isn't always in the natural low point of the valley).

From the detention basin, Kings Creek flow is conveyed through a series of hydraulic structures which joins Latrobe Creek downstream of Moriarty Road. Kings Creek and Latrobe Creek, now called Kings Creek, then flow out into the Mersey River shown in Figure 2.1. The hydraulic structures, identified in Figure 2.1, that convey flow from the detention basin down Kings Creek include:

- An inlet channel from Kings Creek into the detention basin upstream of Bass Highway,
- A small channel and weir back into Kings Creek upstream of the detention basin wall,
- An outlet pipe conveying flow upstream of the detention basin to the downstream creek bed,
- Several culverts conveying flow to the west towards Latrobe Creek at the following road crossings:
 - Bass Highway (refer to Figure 2.3)
 - Moriarty Road (refer to Figure 2.4)
 - Percival Street (refer to Figure 2.5).

To improve the accuracy of the hydraulic modelling of the proposed development site, a survey of the Kings Creek corridor, delineated in Figure 2.1, was carried out by Entura. Data obtained from the survey included:

- Size (geometry) and invert levels of outlet pipes, culverts and weirs in the study area,
- Geometry of Kings Creek (bed and bank levels),
- Bed elevations of the surrounding terrain; and
- Photos of study area.

All data, aside from the photos, was digitised into an AutoCAD file. Measured elevations of the surveyed area was merged and exported into a 100 mm resolution Digital Elevation Model (DEM) used in the hydraulic model.

Site photos of the surveyed area, included in Appendix 0, were used to estimate hydraulic roughness of Kings Creek, further discussed in Section 4.3.1.

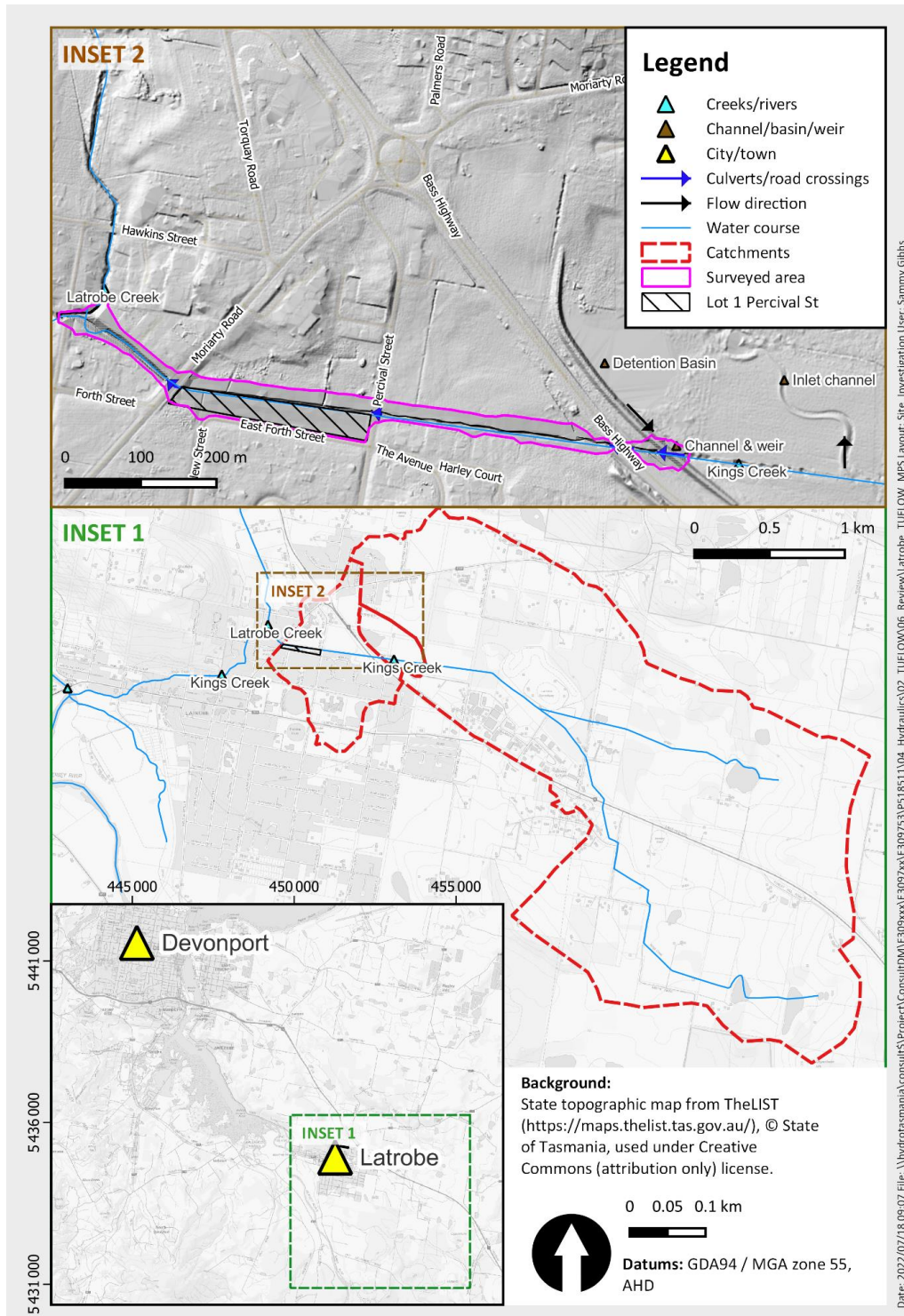


Figure 2.1: Locality map and surveyed extents

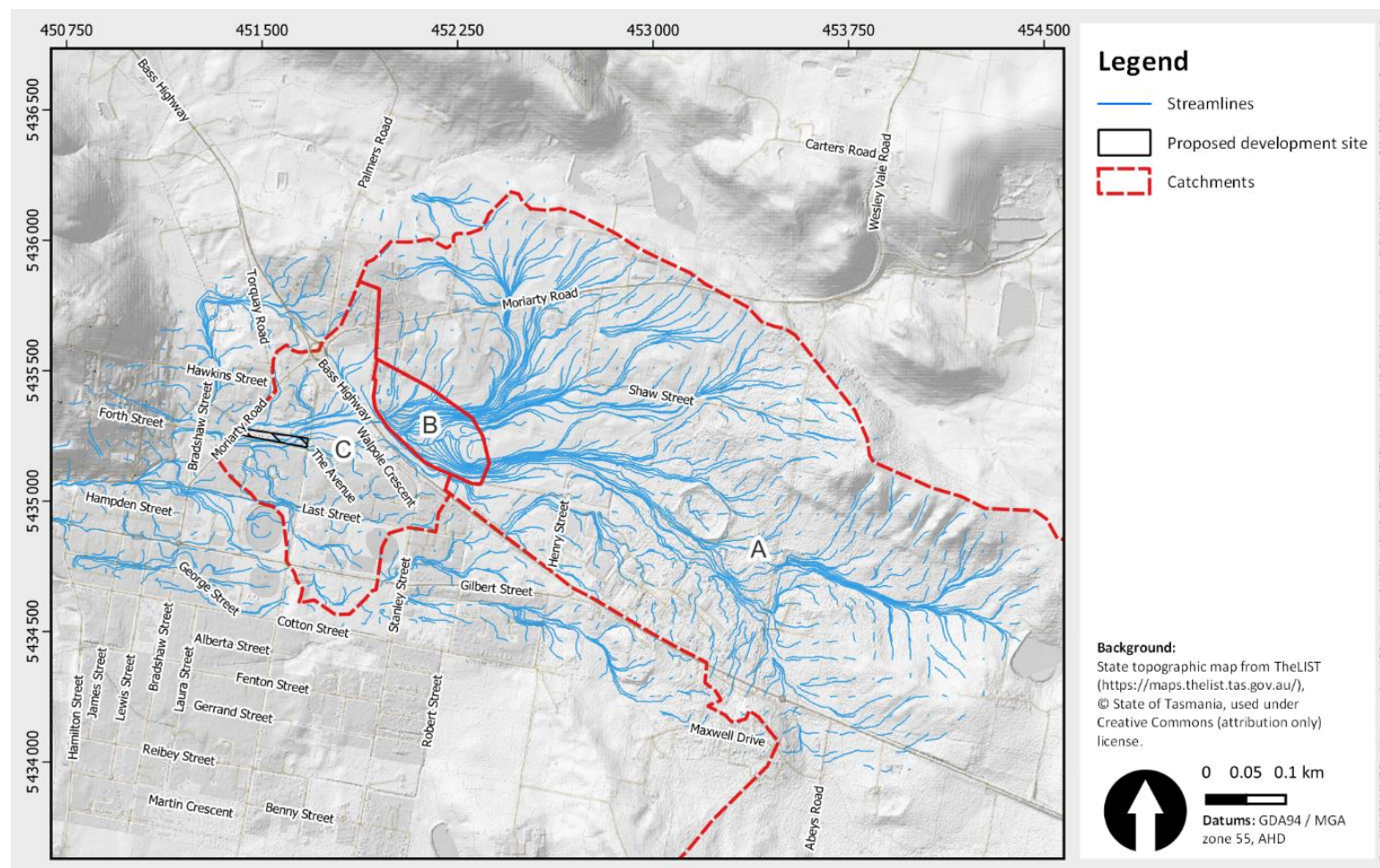


Figure 2.2: Flow paths through the site for a 1 in 500 AEP event



Figure 2.3: Outlet pipe under Bass Highway



Figure 2.4: Moriarty Road crossing (looking downstream)



Figure 2.5: Percival Street crossing (looking downstream)

3. Proposed and recent developments

3.1 Proposed development

Figure 3.1 and Figure 3.2 show the outcome of a suggested residential development on Lot 1 Percival Street. The concept has been developed to determine if the flood modelling for the area impacts Lot 1. The conceptual development comprises of:

- 17 unit dwellings on approximately 0.6 hectares of land.
- Street access off East Forth Street with individual driveways for each dwelling, except for the 2 far western dwellings which share the same street access.
- Two carparks for each dwelling.
- Private outdoor spaces at the back of the driveway/car park for each dwelling (refer to Figure 3.2).

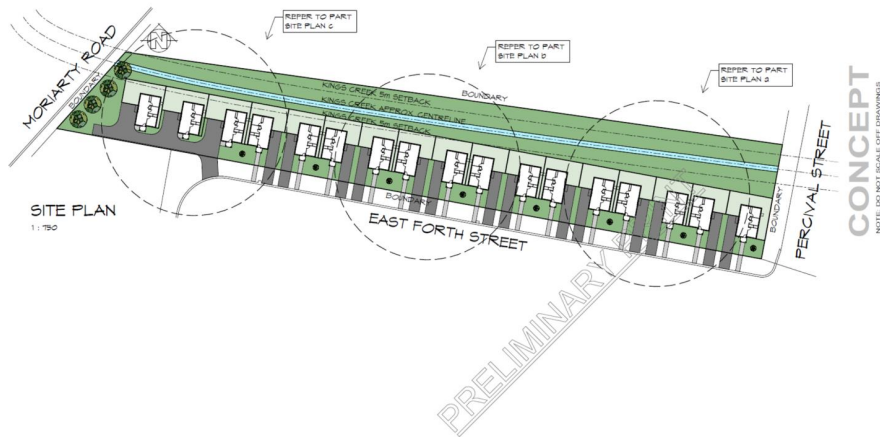


Figure 3.1: Proposed development concept design



Figure 3.2: Proposed development dwelling layout

3.2 Recent development at 22 Moriarty Road

Development works have recently commenced at 22 Moriarty Road, south west of Lot 1 Percival Street, in between Moriarty Road and New Street. Drawings of the development, produced by Donal S. Anderson Consulting Engineer, were provided to Entura in a series of PDFs to include in the hydraulic model. The development shown in Figure 3.3 is comprised of:

- 15 two bedroom units on 0.33 hectares of land.
- A porch and carport for all units with the exception of unit 8 which shares a carport with Unit 7.
- One driveway off New Street providing street access for all units.
- 1.8 m high colorbond fence on the northern perimeter.
- 1.2 m high fence on the west and eastern perimeters.

Elevations indicated in Figure 3.3 and Figure 3.4 are based on a local datum set as 0.0 m in the north east corner of the development. To convert the levels back to the Australian Height Datum, the 0.0 elevation was estimated to be 11.52 m AHD based on LiDAR and survey data.

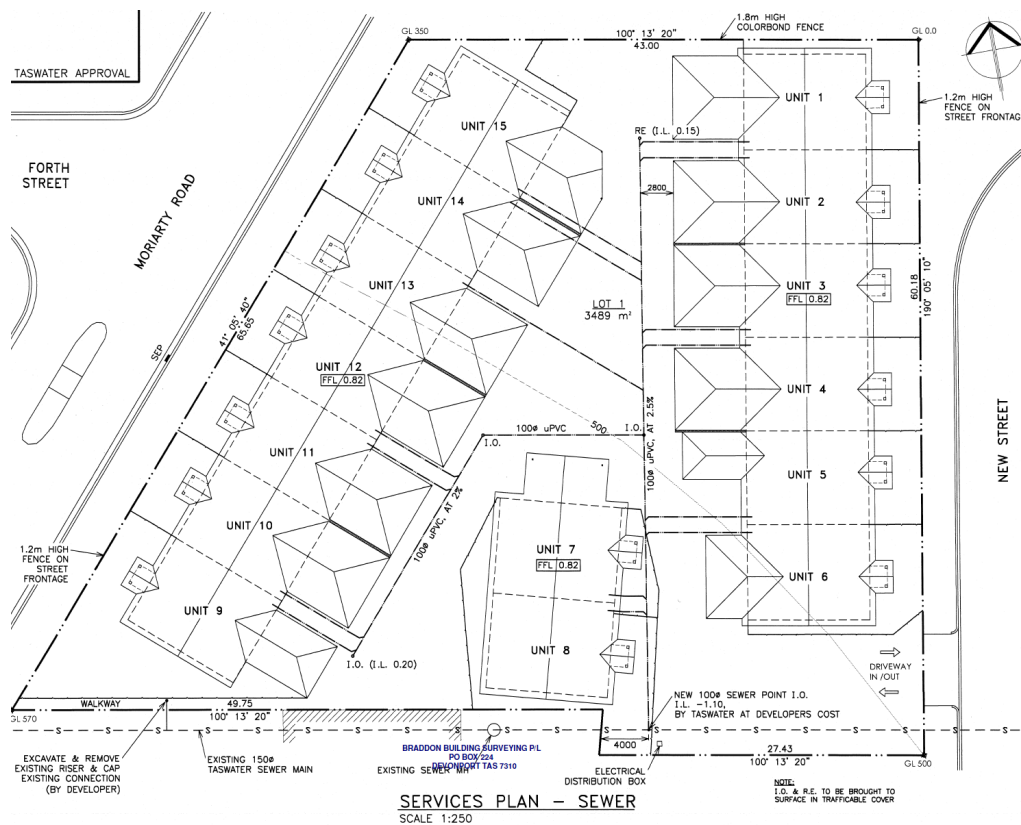


Figure 3.3: Recent development at 22 Moriarty Road

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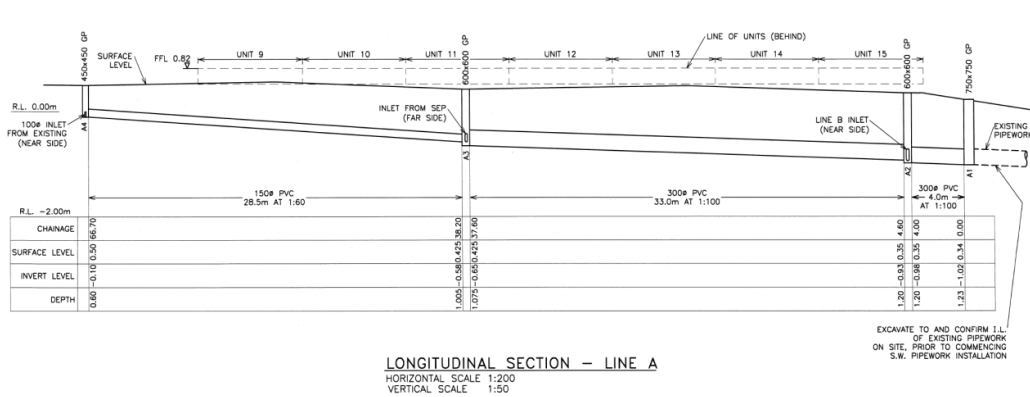


Figure 3.4: 22 Moriarty Road longitudinal section

4. Flood study methodology

An assessment of the flood risks at Lot 1 Percival Street was undertaken with a two dimensional hydraulic computer model. The model software (TUFLOW HPC) was used to estimate the flood risks of the existing system and the proposed development.

4.1 Flood protection criteria

To quantify flood risk, the important parameters of flood behaviour are flood depth, velocity and timing of its waters. The potential hazard from deeper and faster moving is drowning and damage to property. Flood risk/hazard is quantified using Australian Rainfall and Runoff (ARR, 2019a), which suggests categories of flood risk based on the depth and velocity of the water as shown in Figure 4.1.

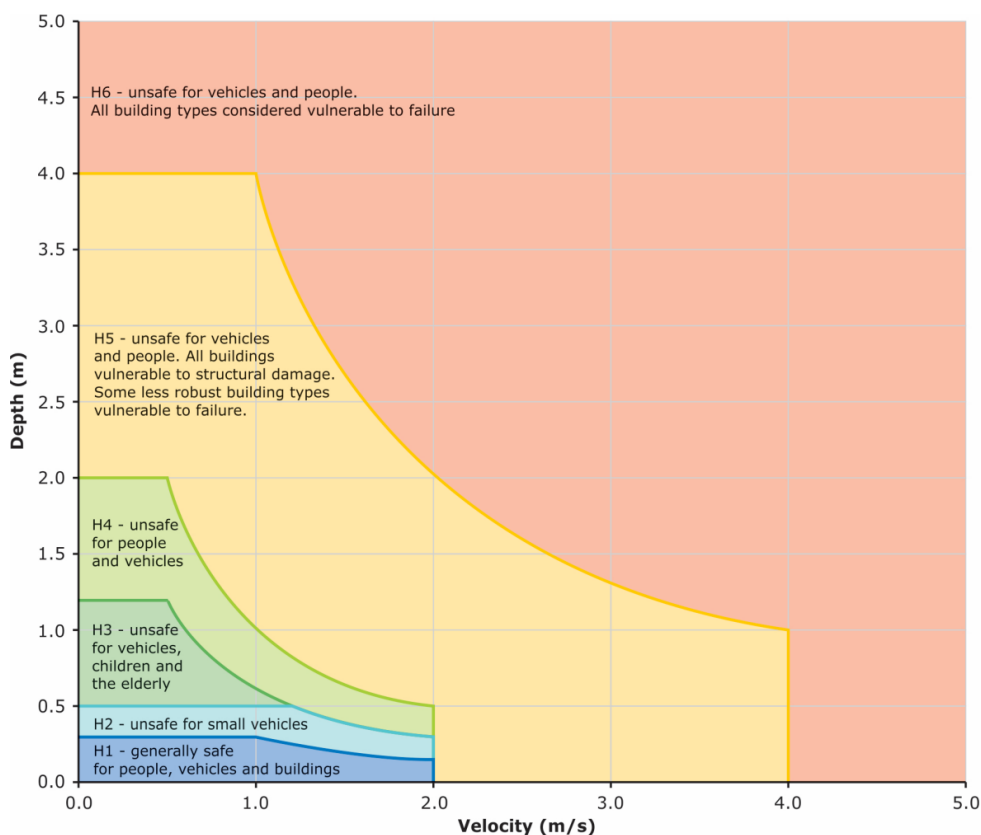


Figure 4.1: Flood hazard categories (ARR, 2019a)

Using the flood hazard categories in Figure 4.1, the flood protection criteria for the proposed residential development under a 1 in 100 AEP 2100 flood event is:

- Dry habitable areas with adequate freeboard (0.3 m) for the 1 in 100 AEP 2100 flood event.
- Low level of hazard for outside areas and access:
 - Driveway areas to be low hazard for vehicles (H1 as per Figure 4.1).
 - Private open space vehicles to be low hazard for children (H1 or H2 as per Figure 4.1).
 - Access to site is low hazard when the site is isolated for more than 0.25 hour (H1 as per Figure 4.1).
- No significant incremental impact to surrounding properties, uses or land.
- Residual risk can be managed with administrative controls such as emergency response planning or regular maintenance.

4.2 Model scenarios

To assess the flood risks of the study area for the existing system and the proposed development, the following 1 % AEP flood scenarios were modelled.

1. Existing system with future climate (2100).
2. Proposed development with future climate (2100) and flood mitigation options.

For the existing system, the model included the existing culvert infrastructure and recent development at 22 Moriarty Road (refer to Section 3.2). The same model was used for the proposed development scenario, but was modified to include the conceptual development at Lot 1 Percival Street, as described in Section 3.1, with potential design flood mitigations.

4.3 Data sources

The data sources used in this study are provided in Table 4.1.

Table 4.1: Data sources used in flood study

Item	Source
Topographic data	0.1 m resolution Digital Elevation Model (DEM) developed from surveyed area. Geoscience Australia 2017, 1 m resolution LiDAR from Photomapping Services of Mersey Project Area.
Commenced development at 22 Moriarty Rd	Drawings by Donal S. Anderson Consulting Engineer (2021).
Conceptual development design surface	Concept design drawings provided by Latrobe Council.
Land use	TheList layer <i>Land Use 2019 and Building Points</i> (Tasmanian Government, 2008a) (Tasmanian Government, 2008b).
Aerial imagery	Topographic and Orthophoto basemap from TheList (Tasmanian Government, 2008c).
Storm rainfall data	Bureau of Meteorology (BOM, 2016), Appendix Error! Reference source not found.
Temporal patterns and rainfall losses	Australian Rainfall and Runoff (ARR, 2019b).
Stormwater infrastructure (culverts, weirs etc.)	Geometry and invert levels assigned based on survey.

4.3.1 Hydraulic roughness and losses

Manning's n hydraulic roughness coefficients were assigned to different land use categories based on Chow (1959), AR&R Project 15 guidelines (Babister et al., 2012) and photos of the study area taken during the survey by Entura included in Appendix 0. Adopted Manning's n values are tabulated in Table 4.2.

Infiltration losses for the catchments in the hydraulic model were separated by land use and are provided in Table 4.2.

Table 4.2: Adopted Manning’s n hydraulic roughness values

Land use category	Manning’s n	Initial loss (mm)	Continuous loss (mm/hr)
Pasture, no brush, short grass	0.035	11	3
Roads	0.022	2	0
Buildings	3	0	0
Vegetated creek	0.04 – 0.08	5	1.5

4.3.2 Climate change assumptions

To model future climate conditions, a storm rainfall increase of 20% was adopted. This percentage is was adopted based on:

- A 16.3% increase in storm rainfall by 2090 was adopted for the Kings Creek catchment in accordance with Australian Rainfall Runoff (ARR, 2019). This is indicative of the 8.5 W/m2 representative concentration pathway (RCP) climate change scenario. Note 2090 is the limit of current climate projections and while this does not cover the full 100 year asset life it is considered suitable for this level of assessment.
- A more conservative 20% increase in storm rainfall by 2090 was adopted for the Kings Creek Catchment to account for smaller catchments that are considered likely to be more susceptible to climate change having shorter critical duration storm events. Noting there will be greater increase in rainfall intensity for shorter duration events from climate change (Fowler et al., 2021).

4.4 Hydraulic model

A conceptual illustration of the hydraulic model used in this assessment is provided in Figure 4.2. Key features of the model including geometry, hydraulic roughness, boundary conditions and climate data are described below.

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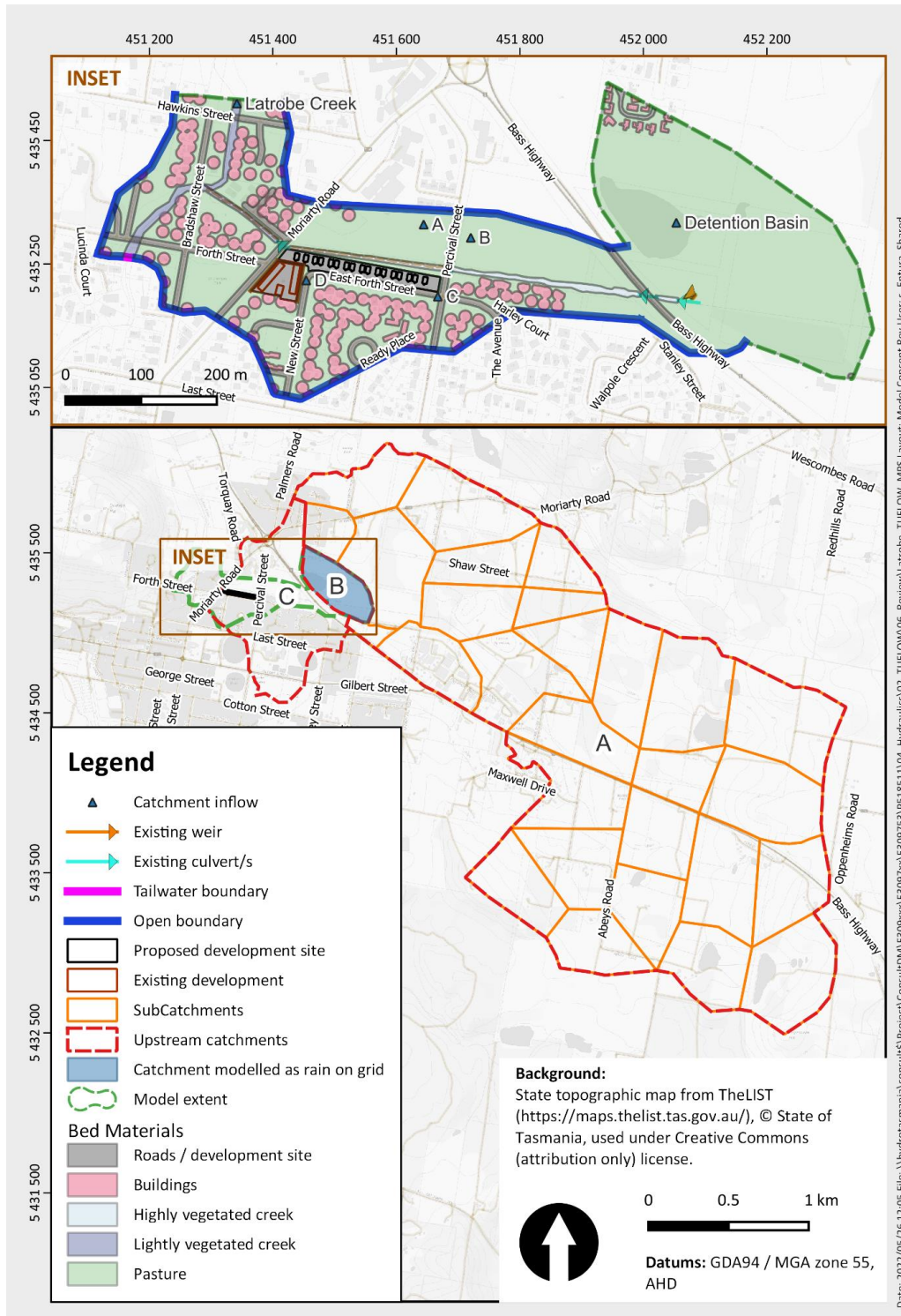


Figure 4.2: Hydraulic model concept

4.4.1 Model geometry

The hydraulic model extent was delineated to capture the surveyed area, detention basin and potential inundation area based on preliminary model run results. A cell size of 1 m was adopted to capture the resolution of the Kings Creek survey, whilst maintaining manageable run times.

Inflow hydrographs from Catchments A and C were modelled separately, then input into the hydraulic model. Catchment A was modelled using hydrological software RORB, whilst Catchment C was modelled as a separate rain on grid TUFLOW model, as flow paths were not clearly defined by the LiDAR data. Hydrographs at four locations where runoff was observed to flow towards the study area, were extracted from the rain on grid model results and inputted into the model in Figure 4.2. As these catchments are modelled separately, they are excluded from the hydraulic model extent.

4.4.2 Terrain modifications

The bed elevation of the model was adjusted to model the existing and proposed developments, described in Section 3.

The recent development at 22 Moriarty Road was modelled by:

- Raising the current site elevations along the northern, eastern and western perimeter by 1.8 m and 1.2 m to represent the fences around the development.
 - A 6 m break in the fence was modelled on the southern end of the eastern fence to model the driveway.
- Raising the site pad elevation to 11.07 m AHD (0.55 m local datum). 0.55 m was estimated based on the surface level in the longitudinal section shown in Figure 3.4.
- Raising the building pad elevations up to the floor level of 11.34 m AHD (0.82 m local datum) (refer to Figure 3.3).
- Raising site levels by 3 m around the perimeter of each unit to model the building walls.

The Lot 1 conceptual residential development was included in the model by:

- Raising the site levels up to 20 m around the perimeter of the development¹, to create a “glass wall” effect as a base mitigation measure. Adopting this modelling approach ensures the development area is completely dry and allows the user to estimate the required fill level to maintain 0.3 m of freeboard using one model result.
- Raising the bed elevation around the perimeter of each dwelling up to 20 m to create a “glass wall around the building walls.
- Assigning a smaller Manning’s n roughness to the development site area to represent a smooth surface, such as concrete. The existing area is currently pasture with short grass and no weeds.

All model scenarios included the 22 Moriarty development terrain adjustments and the design scenarios included the proposed development terrain modifications.

¹ The footprint of the proposed development site, including building pads, was scaled off drawings from Prime Design (2021) using AutoCAD and imported into the hydraulic model.

4.4.3 Hydraulic roughness

Manning’s n roughness values were assigned to different land use classifications as per Table 4.2 and shown in Figure 4.2 as “bed materials”.

4.4.4 Boundary conditions

Model boundary conditions include:

- Inflow lines and points representing flow down Latrobe Creek and runoff from the upstream and local catchments, as detailed in Section 4.4.5.
- Tailwater level boundary at the outlet of the model. A tailwater level of 9.26 m AHD was adopted based on previous modelling undertaken as part of the Latrobe Levee project with the alternative design assumed to be installed.

4.4.5 Storm rainfall

The hydraulic model utilised rainfall in two ways – by accepting inflow hydrographs for the surrounding catchments and Latrobe Creek flows; and using a rain on grid approach for the detention basin (Catchment B in Figure 4.2) within the hydraulic model extent. The methodology for deriving inflow hydrographs from the surrounding catchments and Latrobe Creek are described in the following sub sections.

4.4.5.1 Inflow from Kings Creek catchment

An inflow hydrograph for the large Kings Creek catchment (Catchment A in Figure 4.2), was generated using RORB (HARC, 2019), a hydrological run-off routing software, using the sub catchments delineated in Figure 4.2. Storm durations up to 168 hours were modelled using 1% AEP rainfall data (BOM, 2016) and 10 temporal patterns (ARR, 2019b). Initial and continuous losses were adopted based on Australian Rainfall and Runoff data and the routing parameter “kc” was calibrated to achieve a peak flow estimate of 11.1 m³/s recommended by Regional Flood Frequency Analysis (RFFA) for the catchment. All hydrological inputs are summarised in Table 4.3.

Table 4.3: Hydrological parameters

Hydrological parameter	Unit	Value
Initial loss	mm	14
Continuous loss	mm/hr	4.5
Kc		4.44
m		0.8

The critical storm duration was adopted as 6 hours as this duration reported a median peak flow rate of 11.3 m³/s for the current climate. The hydrological model was then run with a 20% increase in rainfall to model the future climate in accordance with the assumptions described in Section 4.3.2. The inflow hydrographs extracted from RORB for the 6 hour storm with current and future climate are shown in Figure 4.3.

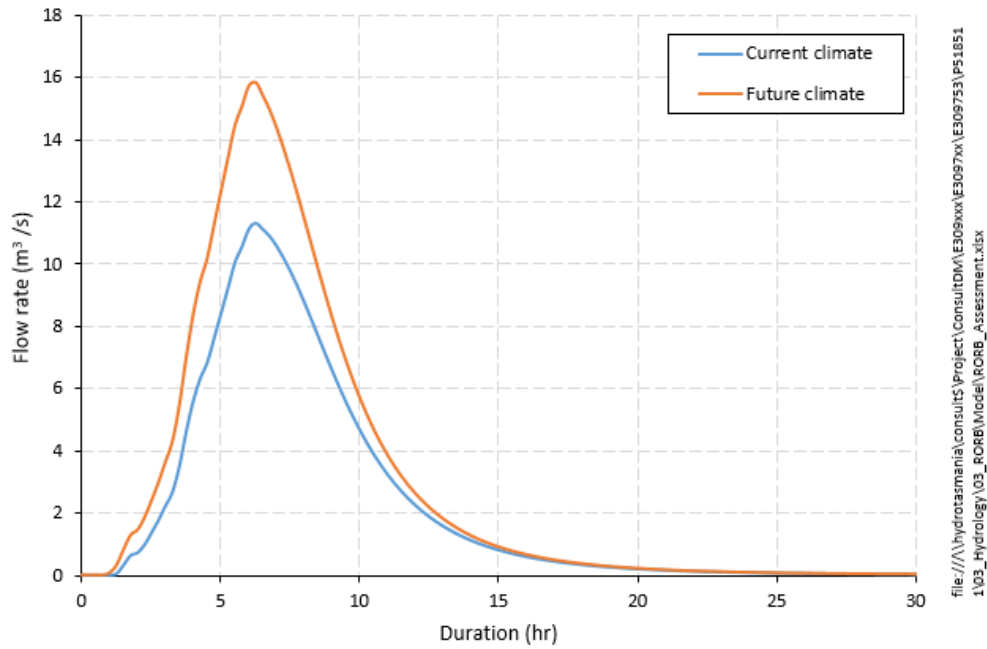


Figure 4.3: Kings Creek inflow hydrograph into detention basin

4.4.5.2 Inflow from surrounding local catchments

Inflow hydrographs for the local catchments north and south of Kings Creek (Catchment C) were generated using a separate TUFLOW rain on grid model. This modelling approach was adopted as the urban catchment is relatively flat and flow paths are not clearly defined, as shown in Figure 2.2. Inflow hydrographs were estimated based on the runoff passing through the flow lines illustrated in Figure 4.4, for the 1 in 100 AEP 6 hour 2100 storm event. These hydrographs shown in Figure 4.5, were extracted from the rain on grid model and were inputted into the model as shown in Figure 4.2.

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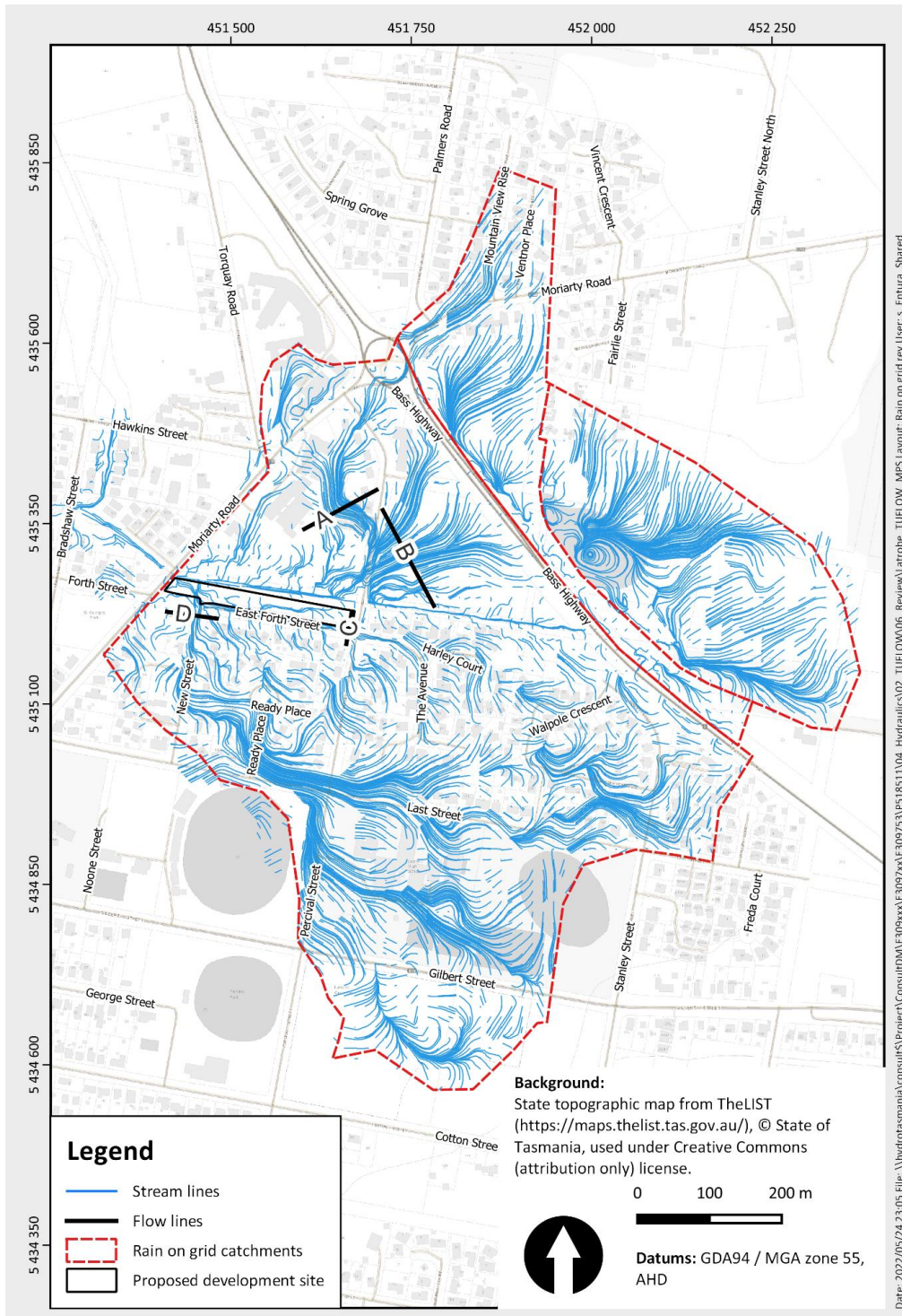


Figure 4.4: Local catchment flow paths

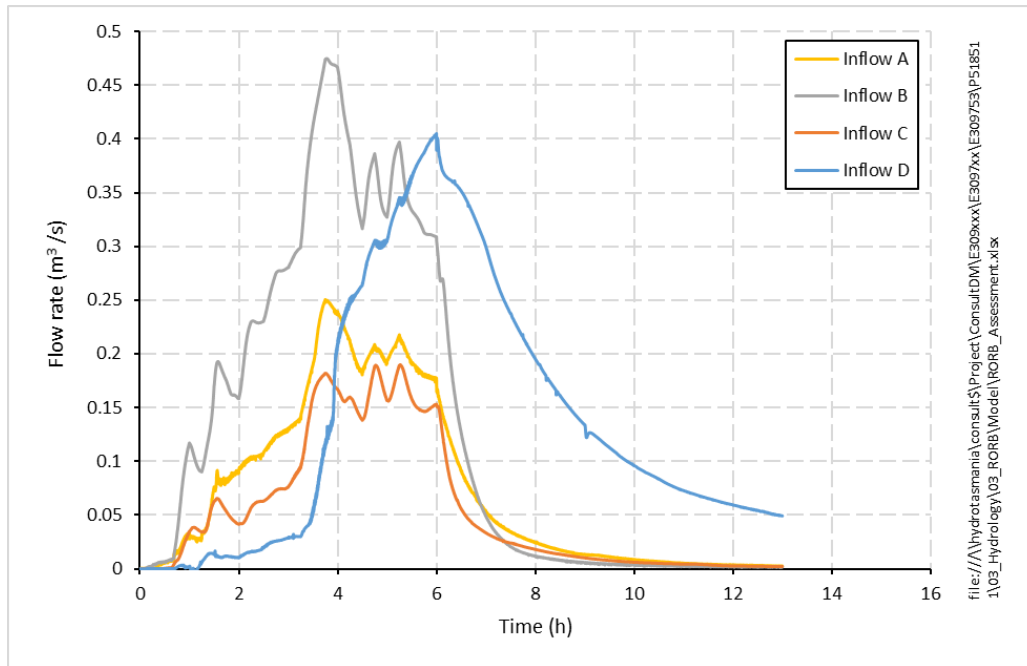


Figure 4.5: Local catchment inflow hydrographs

4.4.5.3 Latrobe Creek inflows

Flow down Kings Creek for the 1 in 100 AEP, 6 hour 2100 event was modelled with a constant peak flow rate of 37.4 m³/s. The flow rate was estimated using a hydrologic model developed as part of the Latrobe levee project.

A constant peak flow rate was used, opposed to a time varying flow rate, as this negates the need to model the timing of the peak flow rates down Kings Creek and Latrobe Creek.

4.5 Sensitivity analysis

A range of model sensitivity checks were carried out including:

- Grid cell size,
- Manning’s n; and
- Latrobe Creek inflow.

Sensitivity of the model cell size was conducted by increasing the cell size from 1 m to 2 m. A longitudinal section of Kings Creek, comparing water levels and velocities for a 1 m and 2 m model cell size, is illustrated in Figure 4.6. As shown, an increase in cell size to 2 m reduced water levels by 0.3 m and increased flow velocity by approximately 0.15 m/s upstream of Moriarty Road. Note the head loss through the Moriarty Road culvert with the 1 m grid model is about 0.6 m.

Sensitivity of the Manning’s n roughness values assigned to the various land uses, included in Table 4.2, was assessed by increasing the roughness values by 20%. Results of the sensitivity run, indicated that a 20% increase in roughness, resulted in an increase of water level up to 70 mm, and a reduction in flow velocity up to 0.1 m/s.

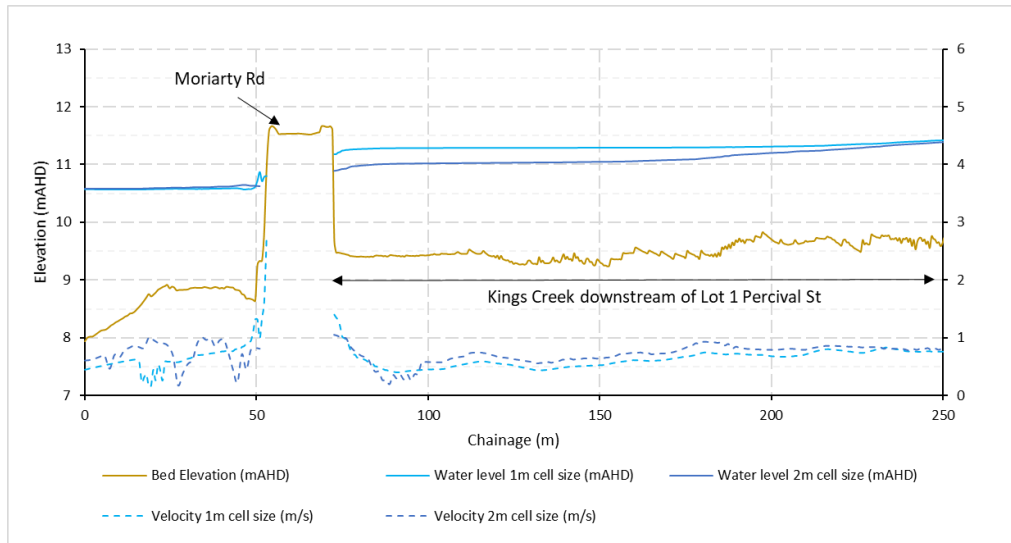


Figure 4.6: Model sensitivity to grid cell size

Sensitivity of the model to flow down Latrobe creek was modelled by running the hydraulic model with half the peak flow rate ($18.7 \text{ m}^3/\text{s}$). Comparison of the model results indicated that halving the peak flow rate reduced water levels in Kings Creek by 160 mm upstream of Moriarty Road.

4.6 Model limitations

The modelling undertaken as part of this flood study is subject to the following limitations:

- No calibration of the hydraulic models was undertaken to historical events as no data² was available.
- Existing minor road side drainage and underground stormwater infrastructure has not been modelled (assuming its capacity is exceeded) but some larger underground drainage infrastructure has been included to demonstrate practical engineering solutions.
- Wind waves and run up were not modelled. Local hydraulic phenomena, just as hydraulic jumps around smaller structures will also not be modelled.
- Developments considered in this study are limited to 22 Moriarty Road and the proposed residential development at Lot 1 Percival Street.
- A full range of durations and events were not modelled in the hydraulic model as a time of concentration of 6 hours for developed of catchment peak flow rate had been established with a hydrological model. Local catchment inflow were added to the to the in creek flow.

² The flood event in 2016 in Latrobe was not suitable for comparison as flooding occurred further downstream in the Mersey River, and duration of that event was much longer than the Kings Creek critical duration

5. Results

The hydraulic model simulated the flood hazards arising from the existing system and the conceptual development on Lot 1 Percival Street. The model produced time varying two-dimensional data that has been simplified into a set of static maps and graphs. These figures have been used to assess the proposed development with the flood criteria included in Section 4.1.

A summary of the results is provided in the following sub sections and model maps are included in Appendix B.

5.1 Existing system

Outcomes of the hydraulic model results of the existing system, presented in Figure 5.3 and Figure 5.4, include:

- The capacity of Kings Creek is exceeded downstream of Lot 1, causing the southern bank to be overtopped, inundating the proposed residential development site. Flow down Kings Creek is approximately 6.7 m³/s (future climate) downstream of the lot.
- The proposed development site is on a gradient, as illustrated in Figure 5.1, sloping from east to west. As a result, flood depths up to 0.9 m are observed on the western, lower lying area of the lot, whilst the far eastern side is fairly dry.
- The cross sectional area of the Kings Creek channel is 24% smaller upstream of the culverts under Moriarty Road (cross section A in Figure 5.3), compared to the channel upstream of Percival Street (cross section B in Figure 5.3), which contributes to greater flooding in the western part of the proposed development site.
- Majority of Kings Creek flow (6.2 m³/s) is able to pass through the two 1.4 m wide x 1.67 m high box culverts under Moriarty Road with the remaining flow observed to overtop Moriarty Road at a notable dip in the road, south west of the proposed development site.
- Flooding in Kings Creek, combined with local catchment inflows in New Street and East Forth Street, causes flow to back up into New Street into the recent development at 22 Moriarty Road through the driveway. Flood depths are approximately 200 mm in the recent development as illustrated by cross section C in Figure 5.2.
- As shown by Figure 5.4, the maximum flood hazard through the proposed development and access street, East Forth Street, is H3.

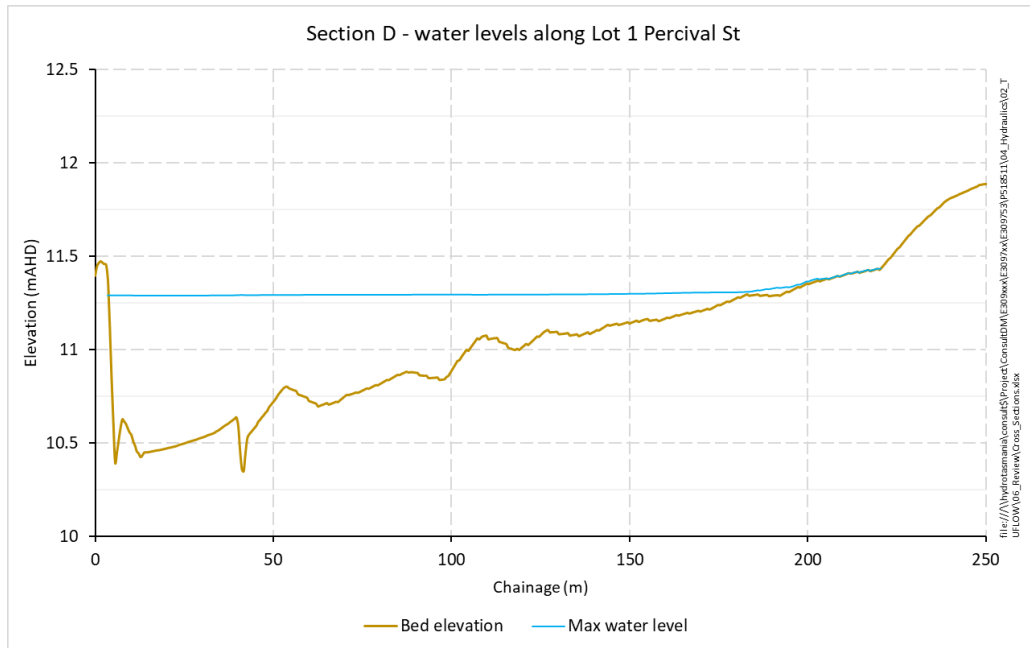


Figure 5.1: Existing system - water level along proposed development site (Section D)

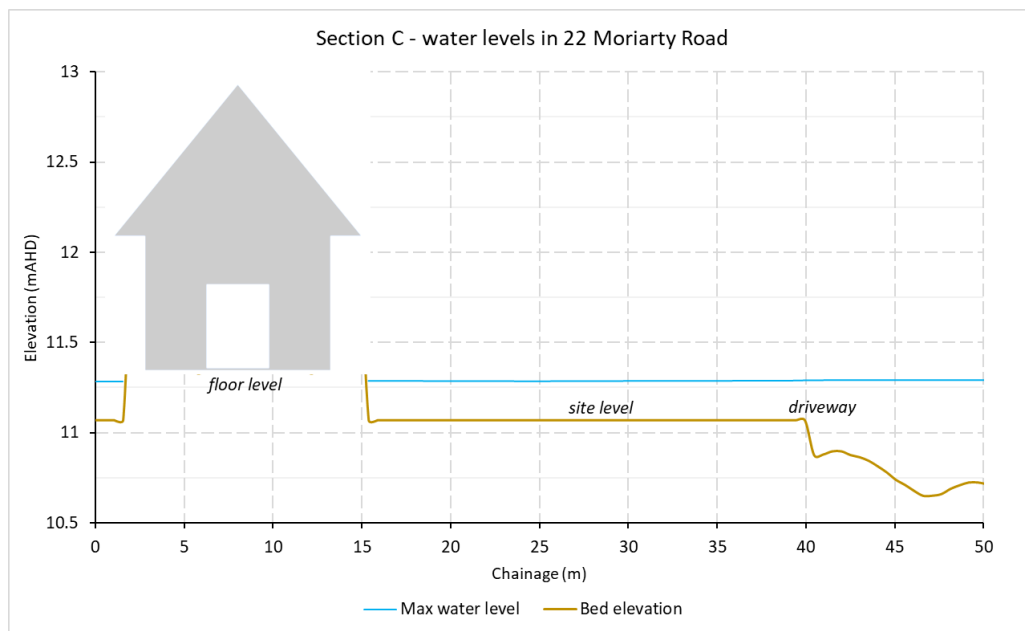


Figure 5.2: Existing system - flooding in 22 Moriarty Road

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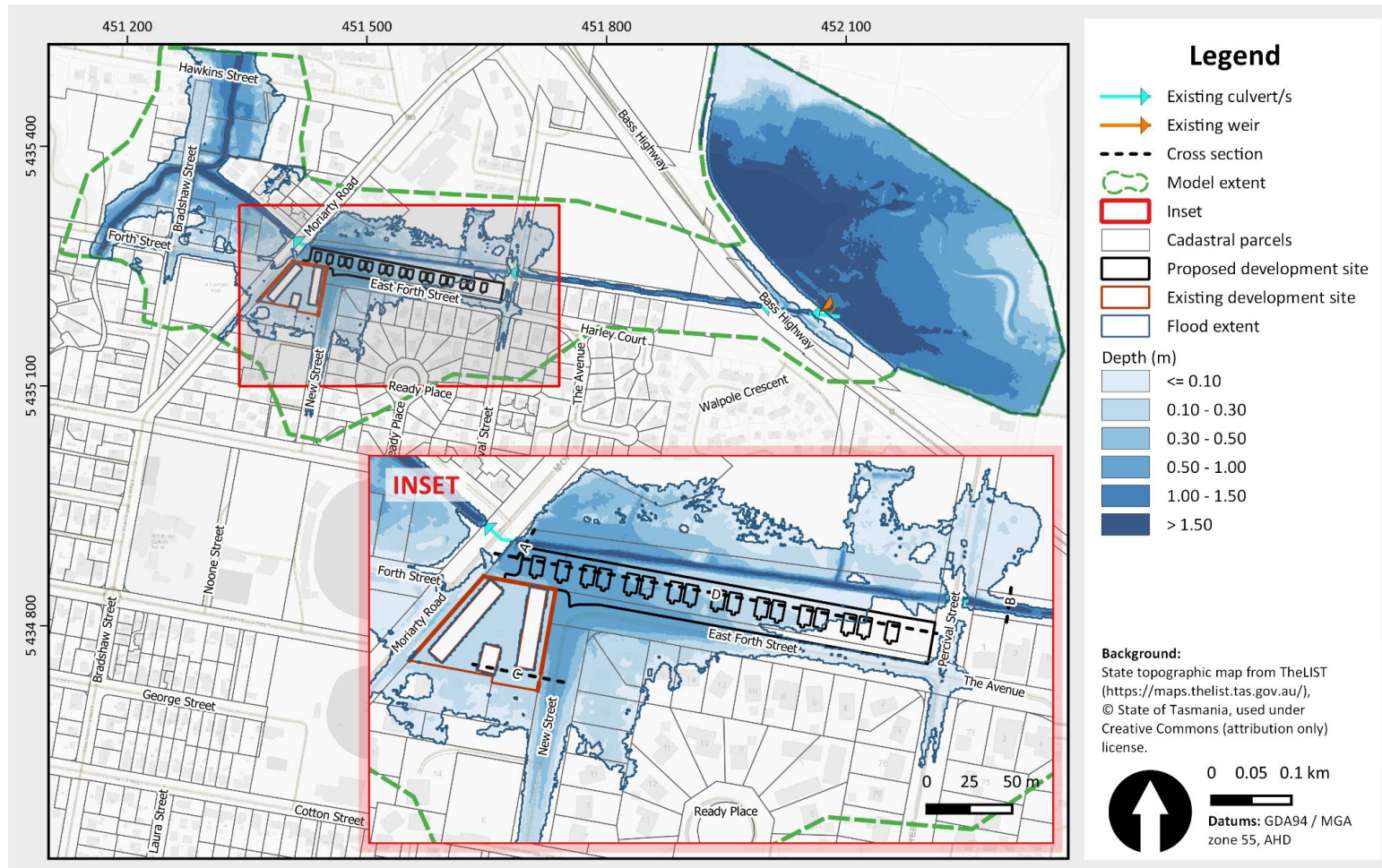


Figure 5.3: Existing system model results – flood depth

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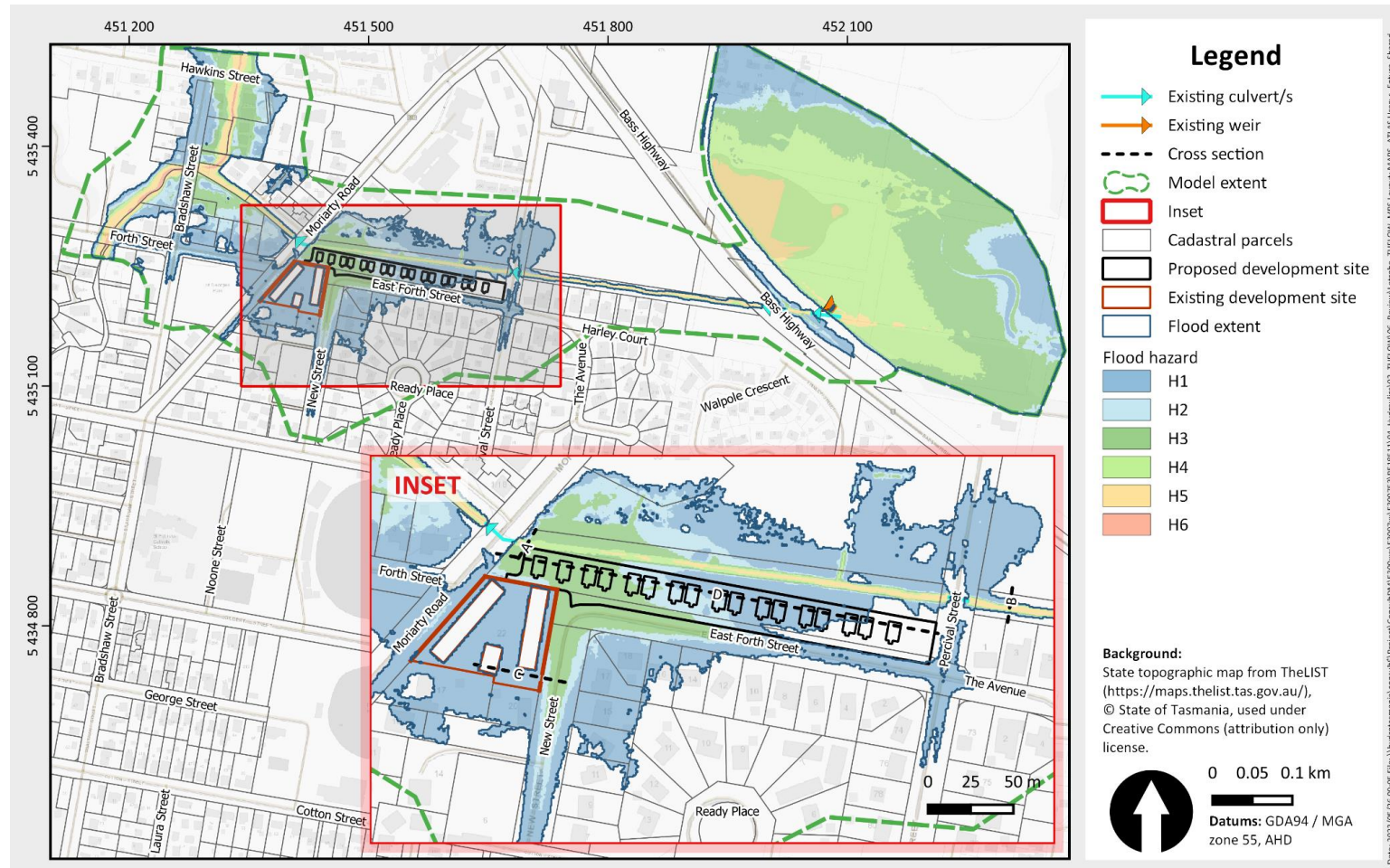


Figure 5.4: Existing system model results – hazard category

5.2 Conceptual development with base flood mitigation

As shown by the existing system results, the dwellings are inundated if site levels are unchanged. Therefore, the proposed development has been modelled with raised site levels around the perimeter as a base flood mitigation measure.

Outcomes from the modelling results proposed development with base mitigation, shown in Figure 5.6, include:

- Water levels increase in Kings Creek upstream of the Moriarty Road by approximately 60 mm, as shown in Section E in Figure 5.5, compared to the existing system as the proposed development constricts flow in Kings Creek. Flow is still able to break out around the proposed development in the western corner of the lot where no units are proposed.
- There is a minor increase in water levels in New Street and recent development at 22 Moriarty Road (approximately 4 mm). As a result, there is negligible incremental impact to the surrounding properties and land uses.
- Flooding in the western corner East Forth Street is observed, consistent with results for the existing system. Flows along the western part of East Forth Street are categorised as H3, presenting access issues for the western half of the units (8 conceptual dwellings total).
- Water levels in Kings Creek are approximately 50 mm higher than water levels in New Street as shown in Figure 5.7.

As shown in Table 5.1, the base flood mitigations measure has not met flood acceptance criteria due to flooding in New Street/East Forth, which prevents access for 8 conceptual dwellings on the western side of the lot. Therefore, further mitigation measures are required for safe access and to set fill levels for flood protection.

Table 5.1: Base flood results compared to flood acceptance criteria

Flood protection criteria	Criteria met?	Comment
Habitable areas are dry with adequate freeboard (0.3 m) for the 1 in 100 AEP event 2100 flood event.	Yes	Raised site levels can achieve dry habitable areas.
Low level of hazard for outside areas and access	No	Flood hazard category for driveways and site access is H3 (unsafe for vehicles, children and the elderly).
No significant incremental impact to surrounding properties, uses or land.	Yes	Increase in water levels are negligible, flood hazard category is unchanged and is unlikely to impact surrounding land uses.
Residual risk can be managed with administrative controls such as emergency response planning or regular maintenance.	No	Flooding in East Forth Street cannot be practically managed with administrative controls.

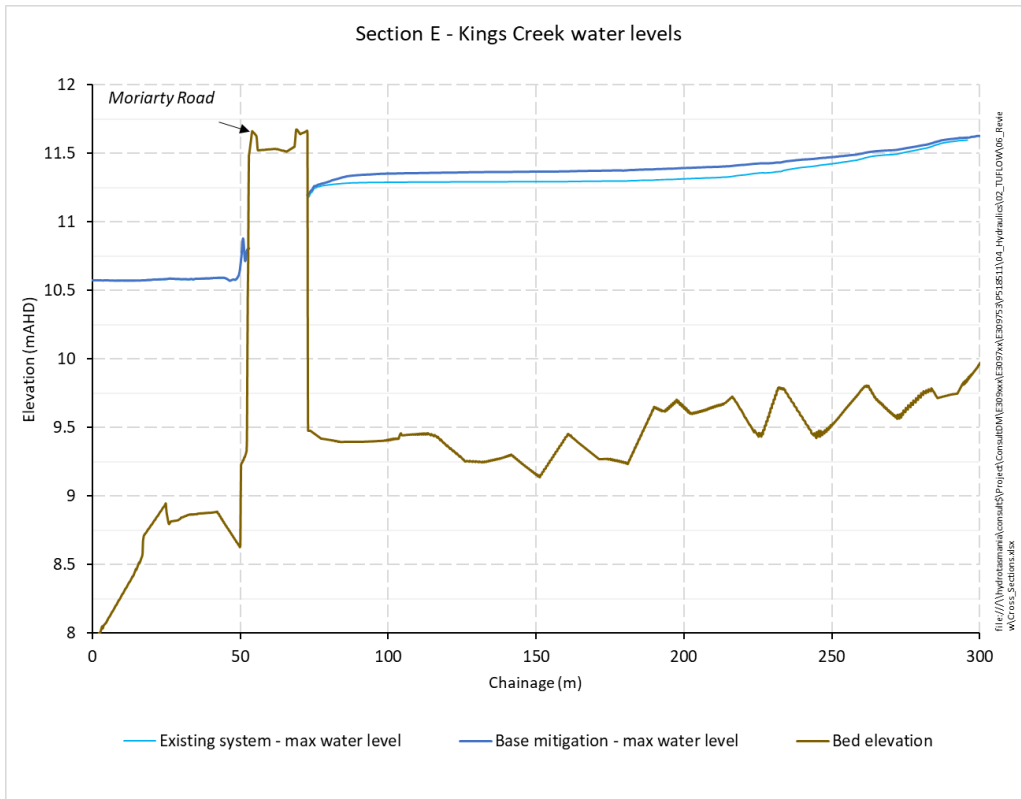


Figure 5.5: Proposed development - Kings Creek water levels (Section E)

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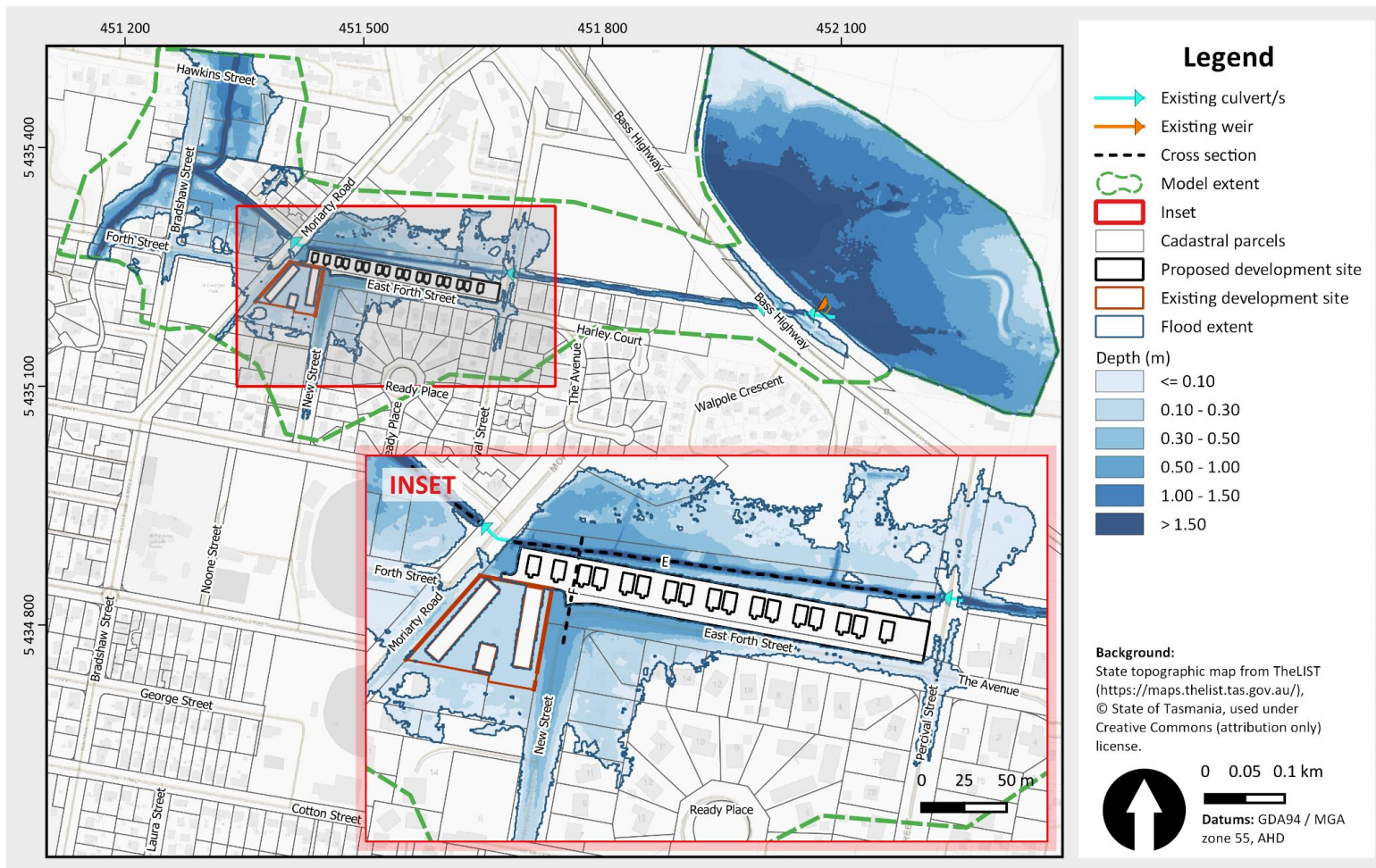


Figure 5.6: Proposed development model results with base mitigation works – flood depth

5.3 Further mitigation design options beyond the base

Further mitigation options beyond the base mitigation are required to achieve safe access during a 1 in 100 AEP 2100 flood event, and to define the required flood protection levels of the site.

Safe access could potentially be achieved by reconfiguring the driveway design however this is beyond the scope of this study. For this study, safe access will be provided with a pump solution that discharges local flows down New Street /East Forth Street into Kings Creek. As water levels are similar in Kings Creek compared to New Street (see Figure 5.7), a diversion channel or culvert is not an appropriate solution as water will back up the channel/culvert into the site; hence the need for a pump solution.

Potential mitigation solutions that ensure the conceptual development has dry habitable areas and maintains safe access during a 1 in 100 AEP 2100 event include:

1. Construction of a levee wall with pump station.
2. Raised site levels with pump station.
3. Widening of Kings creek with pump and levee wall,
 - a. With three additional culverts under Moriarty Road.

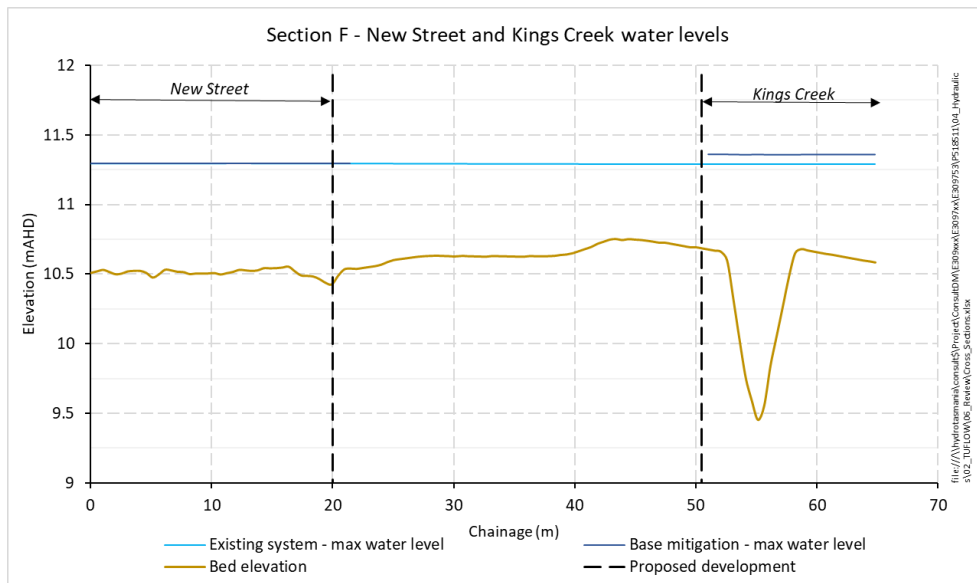


Figure 5.7: Existing system and proposed development with base mitigation - New Street and Kings Creek water levels (Section F)

5.3.1 Construction of levee wall with pump station (option 1)

A levee wall is a potential mitigation design option that will protect the conceptual development against flooding in Kings Creek and ensure dry habitable areas. The levee, likely constructed as a reinforced concrete wall, would be accompanied with a pump station to prevent flow in New Street/East Forth Street from flooding the site and cutting off access as discussed in Section 5.3.

To model a pump station, the following was included in the hydraulic model:

- Underground pipes and pits along New Street and East Forth Street to convey flow to the pump station,
- An underground pump station located north-west of the East Forth and New Street corner
- Headwall on Moriarty Road far enough north to avoid water flowing back into New Street.

The required flow rate of the pump to mitigate flooding in New Street / East Forth Street was estimated by testing a range of pump flow rates including, 10 L/s, 100 L/s and 600 L/s. As shown by the inundation results in Figure 5.9, a pump with a discharge rate of 600 L/s was able to provide safe access to the site, achieving a flood hazard category of H1 along East Forth Road. This pump size has been included in alternative design solutions 2 and 3.

Outcomes of the model results for the levee with the pump station included in Figure 5.10 include:

- Water levels in Kings Creek increase by 170 mm, compared to the existing system, as flow is contained in the creek due to the levee wall. Additional flow from the pump also contributes to the increase in water level.
- As shown by longitudinal Section G in Figure 5.8, the levee wall requires a height ranging from 11.6 to 11.88 m AHD (up to 1.4 m high based on the lowest bank elevation) to achieve 0.3 m dry freeboard.
- Maximum flood depths in East Forth Street are <0.3 m, with a hazard category of H1.
- Water levels on the north side of Kings Creek are within 150 mm of the edge of Moriarty Road. As a result, continuation of the levee wall for another 40 m along the road is likely required to protect the road from flooding.

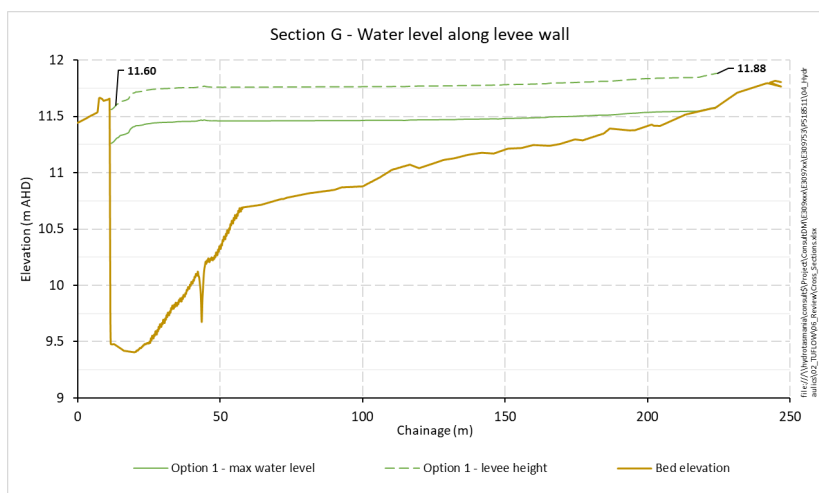


Figure 5.8: Mitigation design option 1 – proposed levee height

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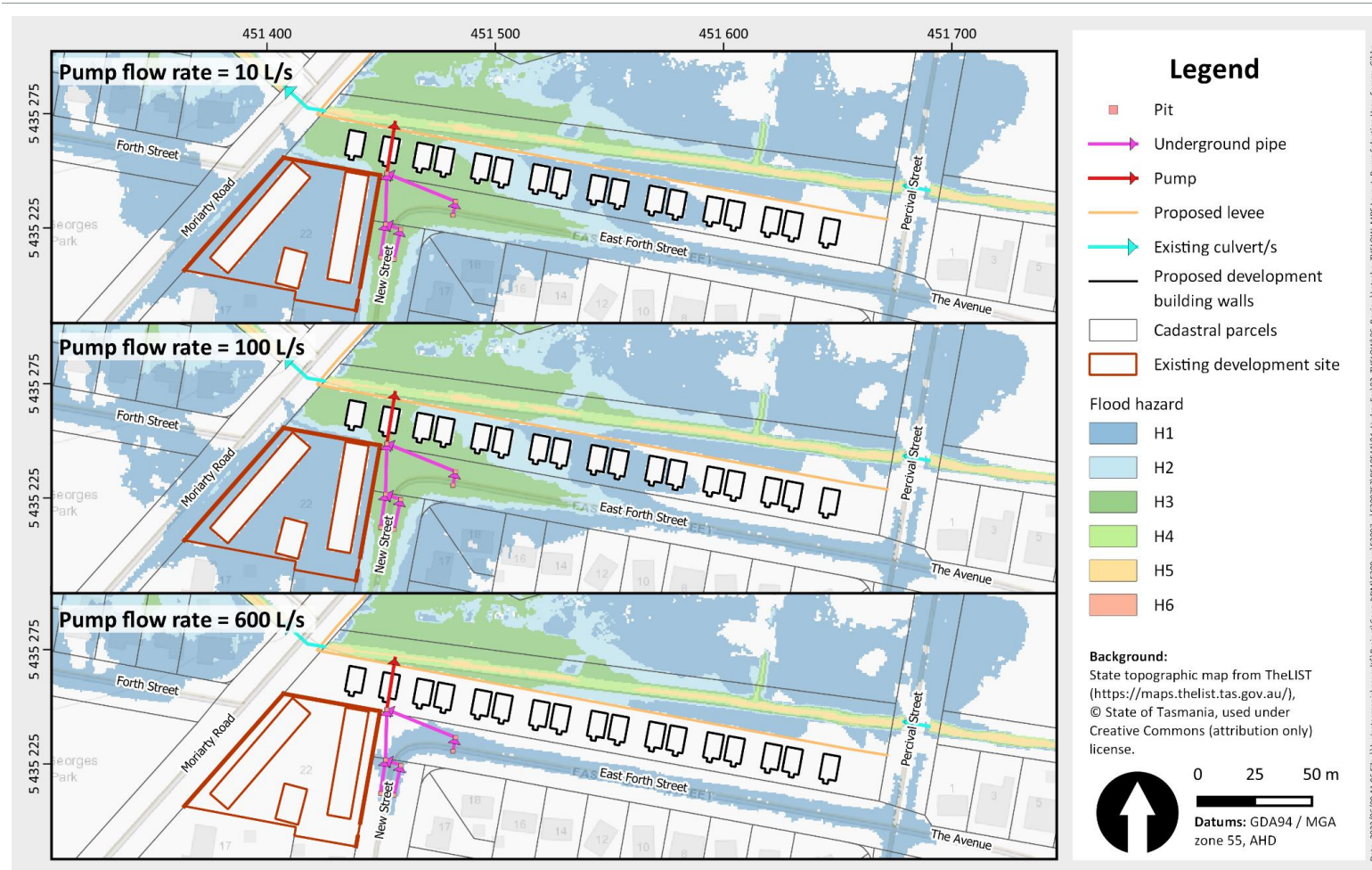


Figure 5.9: Pump size selection – mitigation design option 1

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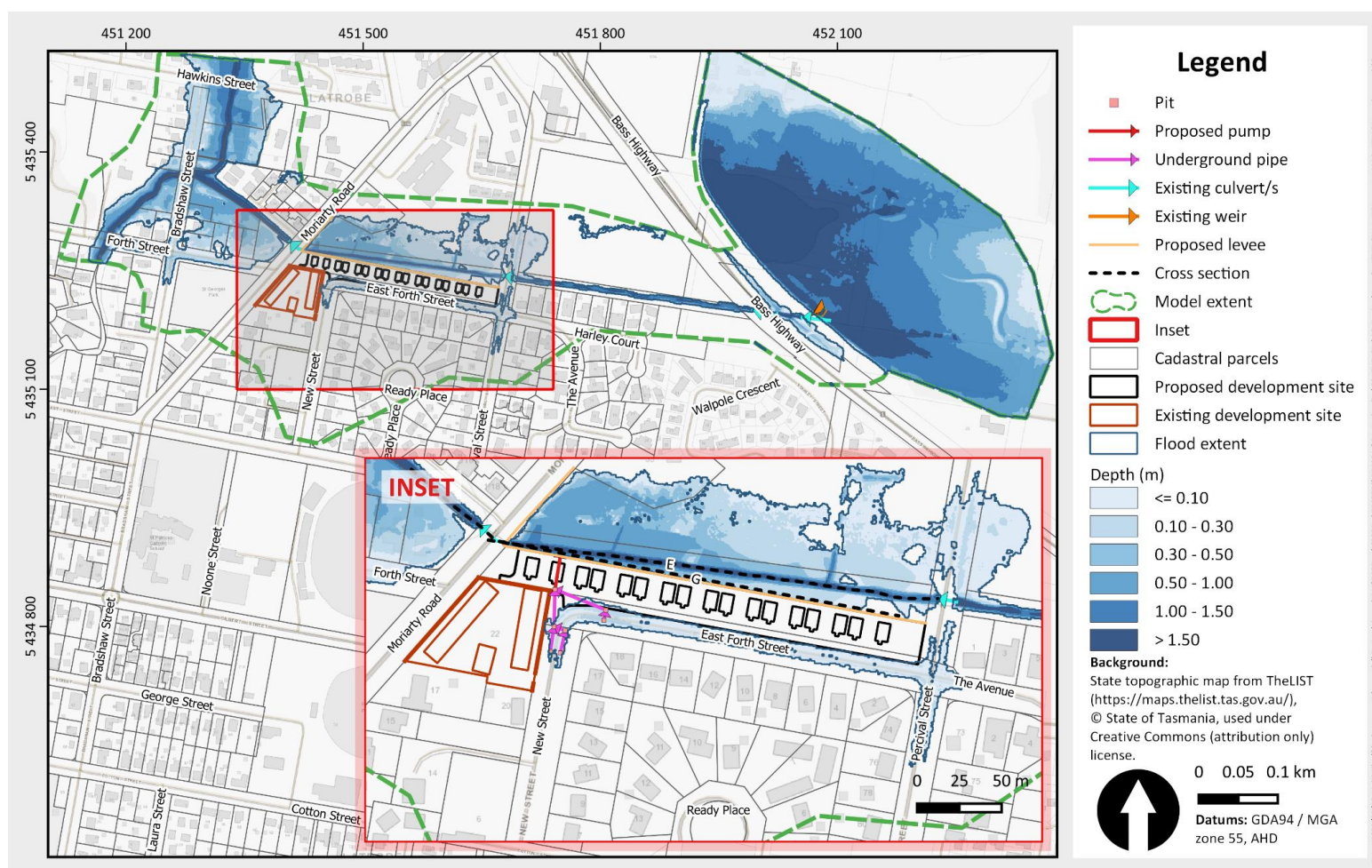


Figure 5.10: Proposed development with mitigation design option 1 model results – depth

5.3.2 Raised site levels with pump station (option 2)

Carrying out earthworks to raise site levels in the development area is another possible design option to ensure dry habitable areas. To model the raised site with a pump station, the vacant space on the western corner of the development, adjacent to Moriarty Road, was raised to ensure flow is contained in Kings Creek and unable to flow back towards the site via Moriarty Road, and re-enter the pump station.

The hydraulic model results of the development site extended and raised with a pump station, included in Appendix C, indicates the same flooding extent to the results shown in Section 5.3.1. The maximum water level along the proposed development is 11.58 m AHD, meaning the site requires filling up to 11.88 m AHD (up to 1.4 m in depth based on the lowest bank height) to achieve 0.3 m of dry freeboard, consistent with the maximum levee height shown in Figure 5.8. Outcomes are per Figure 5.10.

5.3.3 Widening of Kings Creek with levee and pump station (option 3)

Increasing the capacity of Kings Creek by widening the channel was considered as a potential design option as flow is contained in the creek upstream of Percival Street as shown in Figure 5.3.

As discussed in Section 5.1, the cross-sectional area of Kings Creek is larger upstream of Percival Street compared to Moriarty Road, which causes water levels to overtop the banks of Kings Creek and into the development site. The bed slope of Kings Creek in between Bass Highway and Percival Street is also slightly steeper than the channel in between Percival Street and Moriarty Road, resulting in shallower and faster flows. To replicate this effect and increase the storage capacity of Kings Creek downstream of Lot 1, the creek was widened by 2 m from the right bank (looking downstream) further to the west. The creek was also widened between Moriarty and Bradshaw Street to reduce water levels downstream and promote flow through the culverts under Moriarty Road.

Whilst results for this option include a levee wall to protect the site from Kings Creek flooding, raised site levels would also be suitable instead of, or combined with the levee wall.

Results for mitigation design option 3 are illustrated in Figure 5.11. As shown by Figure 5.12, the levee height required to provide 0.3 m of freeboard ranges from 11.35 m AHD to 11.76 m AHD. This is a 120 - 250 mm smaller than option 1 but up to 1.2 m in height based on the lowest bank height. Water levels on the north side of Kings Creek for this design solution are approximately 0.3 m lower than the edge of Moriarty Road and therefore may not require an extension of the levee wall, mentioned in Section 5.3.1.

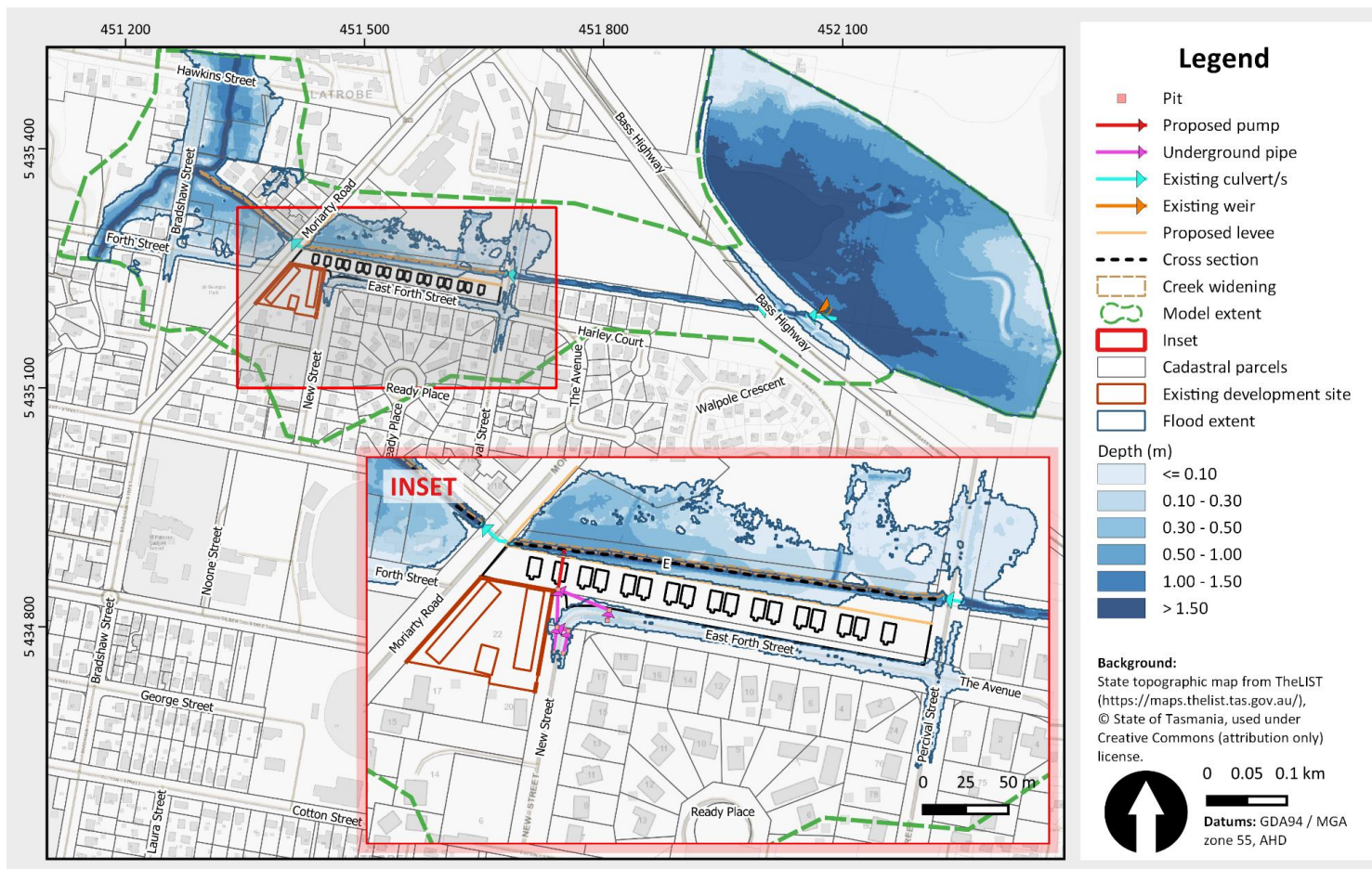


Figure 5.11: Proposed development with mitigation design option 3 model results – flood depth

5.3.3.1 Additional Culverts under Moriarty Road (option 3a)

Additional culverts under Moriarty Road was assessed as part of design options 1 and 2 in order to reduce water levels in Kings Creek and therefore the required levee/fill height. However, increasing the number of culverts from 2 to 3 was found to have a negligible impact, only reducing upstream water levels by 120 mm and then a further 40 mm with an additional 2 culverts (5 in total). This is attributed to the high water levels downstream of the culvert and the narrow width of the existing Kings Creek channel, which is just wide enough for 2 culverts (refer to Figure 2.4). As a result, the model with a widened creek, as described in Section 5.3.3, was run with three additional culverts under Moriarty Road (5 in total).

Hydraulic results with a widened creek, pump station and additional culverts under Moriarty Road are included in Figure 5.16. Outcomes of the results include:

- Water levels in the widened creek are reduced by a further 300 mm with additional culverts under Moriarty Road, as shown in Figure 5.12 by comparing option 3 and 3a maximum water levels.
- Constructing additional culverts under Moriarty Road is effective in reducing water levels immediately upstream of Moriarty Road, but tapers off further upstream near Percival Street as shown by comparing Figure 5.13 and Figure 5.15.
- Flow depths over the southern bank of Kings Creek increase further downstream of Section H, in Sections I and J, with depths exceeding the southern bank by 0.16 m and 0.32 m (see Figure 5.14 and Figure 5.15).
- Maximum water levels in Kings Creek are 0.4 m lower than design solutions 1/2 along Sections I and J (refer to Figure 5.14 and Figure 5.15).
- The required levee height reduces to 11.05 m AHD to 11.7 m AHD with a maximum height of roughly 0.9 m based on the lowest bank elevation.
- Water levels on the north side of Kings Creek are approximately 0.5 m lower than the edge of Moriarty Road. As a result, an extension of the levee well onto Moriarty Road, as mentioned in Section 5.3.1, may not be required.

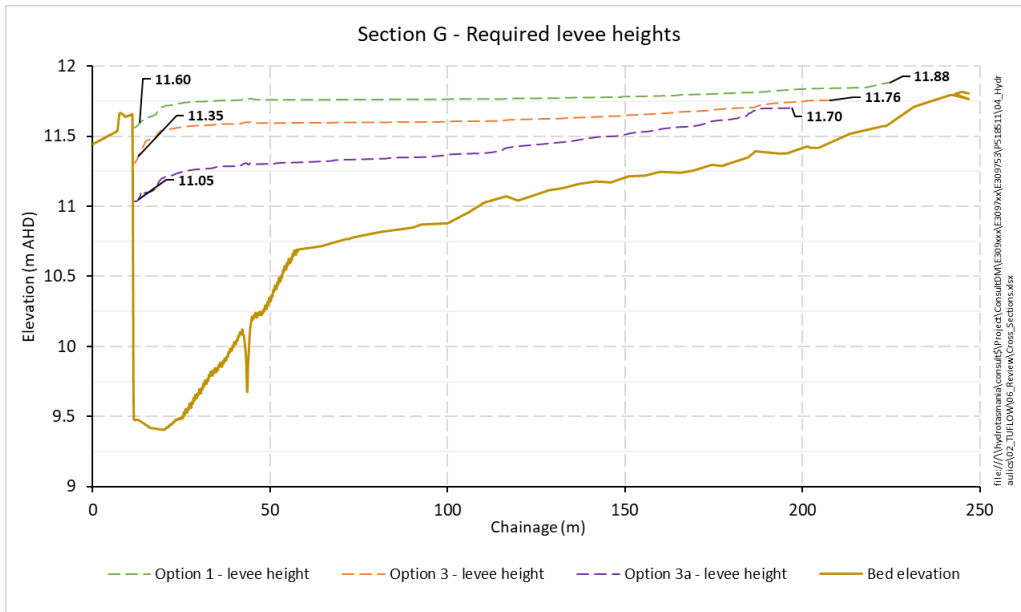


Figure 5.12: Levee heights for all mitigation design options

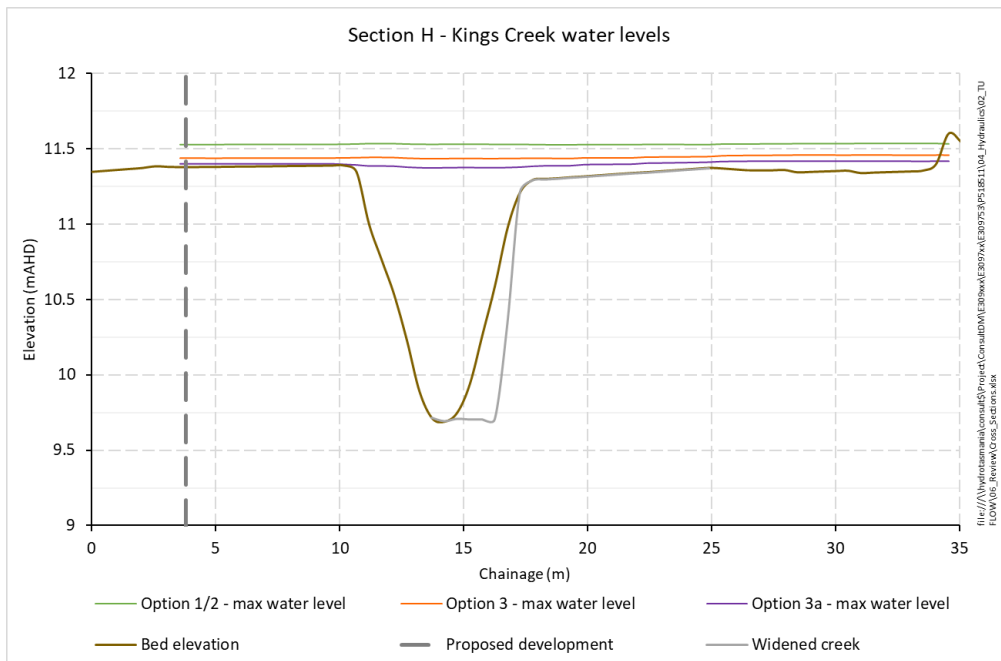


Figure 5.13: Kings Creek water levels for all mitigation design solutions (Section H)

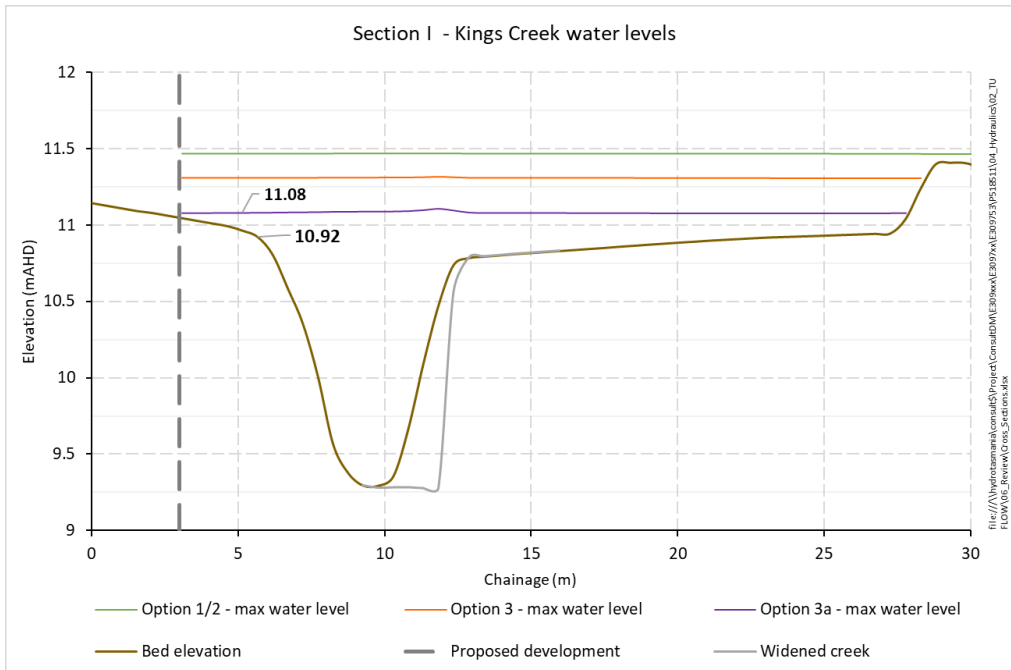


Figure 5.14: Kings Creek water levels for all mitigation design options (Section I)

Figure 5.15: Kings Creek water levels for all mitigation design options (Section J)

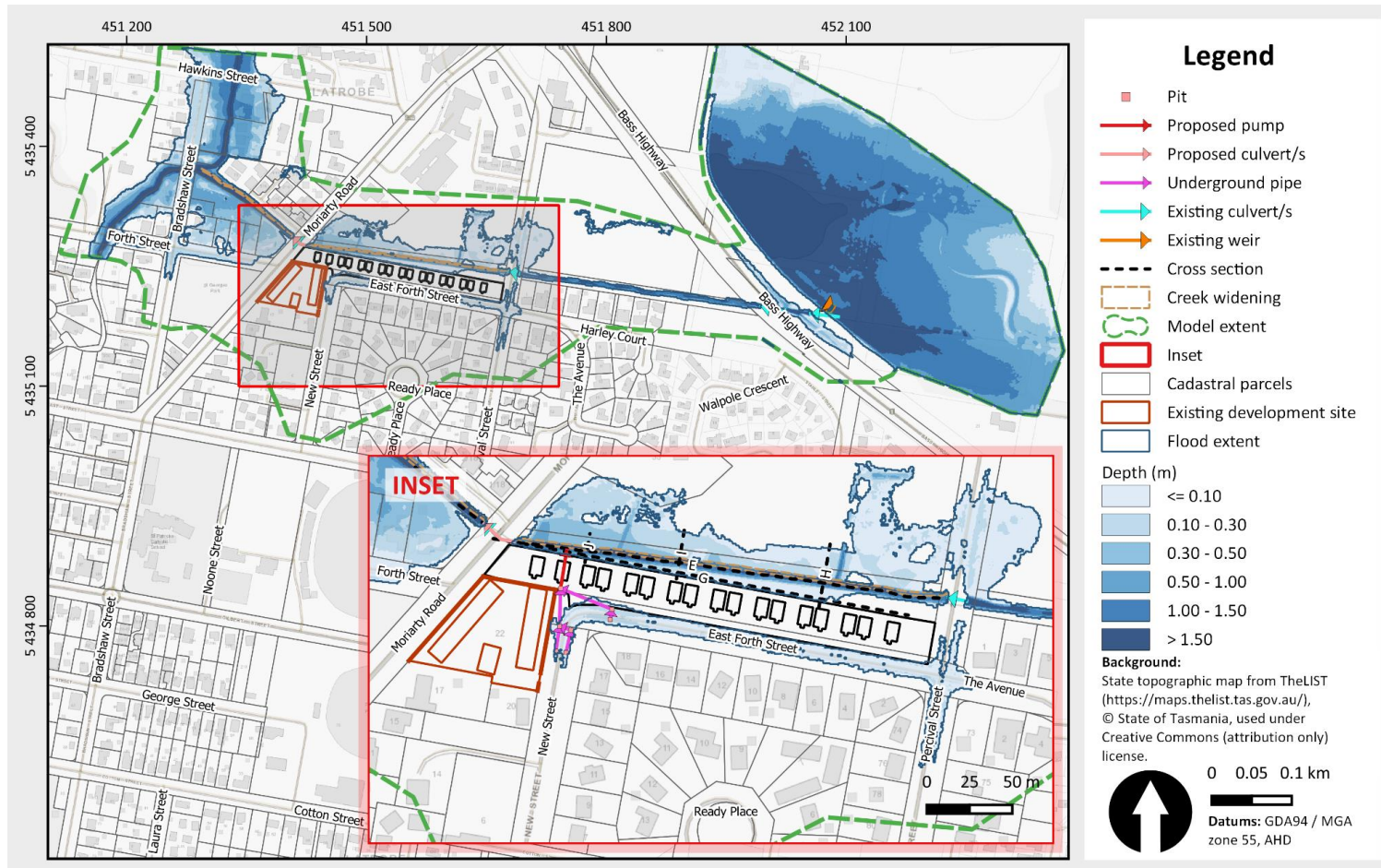


Figure 5.16: Proposed development design solution 3a model results – flood depth

5.3.3.2 Blockage of culverts under Moriarty Road

During a full range of flood events frequencies there is potential for debris to be dislodged and block the inlet of the culverts under Moriarty Road. Using guidance from Australian Rainfall and Runoff, based on the creek side vegetation in Kings Creek, illustrated in the site photos in Appendix 0, a blockage factor of 20% was applied to the Moriarty culverts for design solution 3 (widened creek, levee and pump station) to estimate the impact on the upstream water levels. As shown by Figure 5.17, water levels immediately upstream of Moriarty Road are observed to increase by 120 mm from a 20% blockage in the culvert. The impact of the culvert blockage on Kings Creek water level is negligible further upstream, near Percival Street.

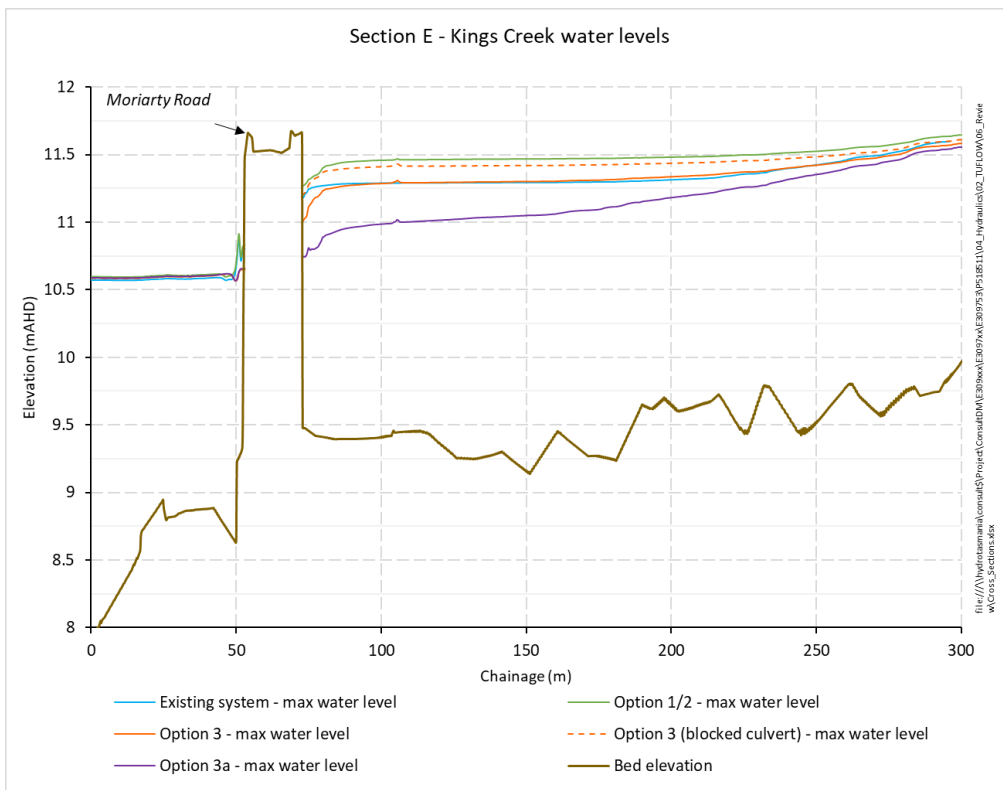


Figure 5.17: Kings Creek water levels for all design solutions

5.4 Summary of flood mitigation design options

There are two functional requirements of the flood mitigation measures:

1. Dry habitable areas and safe site achieved with a levee, and/or site fill, potentially with additional culverts under Moriarty Road and or/widening of Kings Creek (to reduce the height of the levee/fill).
2. Safe access achieved with a pump station in New Street / East Forth Street.

The flood mitigation design options achieve the above, adhering to the flood protection criteria in Table 5.1 as detailed in Table 5.4.

A comparison of the indicative costs for each flood mitigation design option is included in Table 5.2, using rates from the *Construction Cost Guide 2022* by Rawlinsons (2022) and other sources is tabulated in Appendix C. As shown, the most cost-effective option that was modelled is option 3 which includes a levee wall, pump station and a 2 m wide cut down Kings Creek.

Whilst the flood mitigation design options have been modelled as complete solutions, some solutions may be staged. The earthwork option is likely more capable of staging than the walled options (as the entire wall would need to be built to protect any development on the site, whilst the earthworks could be partially build with the area developed). The options with wall and creek excavation may also be staged in time to allow for the change in climate (wall could be build first and creek widened when required due to the impact of climate change).

Table 5.2: Summary³ of flood mitigation design options – quantities

Item	Wall length (m)	Wall area (m ²)	Site fill (m ³)	Creek cut (m ³)	Extra culverts	Pump station
Option 1	300	320	-	-	-	1
Option 2	-	-	6,000 ⁴	-	-	1
Option 3	260	225	-	515	-	1
Option 3a	260	150	-	515	3	1

Table 5.3: Summary of flood mitigation design options – costs excluding GST

Item	Base cost (\$)	Contingency (%)	Total (\$)
Option 1	517,776	100	1,035,552
Option 2	1,239,170	100	2,478,340
Option 3	488,632	100	977,264
Option 3a	665,865	100	1,331,730

³ No contingency has been accounted for quantities in table

⁴ Volume was calculated based on the 0.1 m resolution DEM, with additional 20% for slope battering

Table 5.4: Final flood results compared to flood acceptance criteria

Flood protection criteria	Criteria met?	Comment
Habitable areas are dry with adequate freeboard (0.3 m) for the 1 in 100 AEP event 2100 flood event.	Yes	Raised site levels can achieve dry habitable areas.
Low level of hazard for outside areas and access	Yes	Flood hazard category for driveways and site access is H1
No significant incremental impact to surrounding properties, uses or land.	Yes	Increase in water levels are negligible, flood hazard category is unchanged and is unlikely to impact surrounding land uses.
Residual risk can be managed with administrative controls such as emergency response planning or regular maintenance.	Yes	Solution works for 1 in 100 AEP, but emergency response required for rarer events or if more blockage than expected

6. Conclusions

This flood study has created a two-dimensional hydraulic model of the conceptual residential development site, Lot 1 Percival Street. Inflows from Latrobe Creek, the large catchment upstream of the detention basin adjacent to the Bass Highway, as well as local catchments around the proposed development site were incorporated into the model for a 1 in 100 Annual Exceedance Probably (AEP) 2100 storm event. A survey of the site was conducted to determine the Kings Creek channel dimensions, surrounding terrain elevations and geometry of key hydraulic structures in the study area. This data was then used in the hydraulic model. Flood hazards were assessed for the existing system and with the proposed development.

During the 1 in 100 AEP 2100 flood under the existing system, the following was observed:

- Flood overtopping of the southern bank of Kings Creek inundating the proposed development area
- Greater flooding in the western, lower lying area of the development site
- Flooding in the yard of 22 Moriarty Road and along a low lying section in Moriarty Road
- Flows categorised as H3 in New Street and East Forth Street.

During the 1 in 100 AEP 2100 flood under the existing system with the proposed development and base flood mitigation, the following was observed.

- Negligible incremental impact to surrounding properties from proposed development, however events that are severer than the 1 in 100 AEP, or where the culvert blocks more than expected, there may be impacts to the overland flow path and upstream and downstream properties
- Flood protection from Kings Creek can be achieved by raising site levels
- Significant flooding in New Street and East Forth Street presents access issues for 8 dwellings.

Potential flood mitigation design options that ensure the proposed development maintains dry habitable areas and safe access in the event of a 1 in 100 AEP 2100 flood include:

1. Levee wall with pump station.
2. Raised site levels with pump station.
3. Widening of creek, levee wall and pump station,
 - a. As for 3, with 3 additional culverts under Moriarty Road.

The proposed design solutions have a negligible impact on the surrounding properties and land uses, and in the New Street / East Forth side of Kings Creek, the existing flood protection is improved by the inclusion of a pump station.

The cost-effective solution out of those modelled was option 3. However, further detailed technical and costing analysis is recommended to determine the most cost effective flood mitigation design option which may be one or a combination of mitigation options with consideration to environmental and social requirements. Additional modelling is also recommended to understand the impact on the existing overland flow paths by the proposed levee/site fill during events rarer than the 1 in 100 AEP design event assessed in this flood study.

The pump station is one possible solution to the flooding in New Street and East Forth Street, other design solutions may arise during detailed design. These could include an alternative driveway arrangement which avoided the unsafe area of New Street and East Forth Street.

Overall, there are feasible solutions to provide flood protection for the residential development on Lot 1 Percival Street that have a tolerable flood risk to events up to and including the 1 in 100 AEP rain storm with the impact of climate change to 2100. The impact of these works on the neighbours is negligible.

7. Recommendations

Based on the outcomes and limitations of this study, the following is recommended during the next phases of design and operation:

- Geotechnical, natural values and heritage survey assessment of the study area to inform the feasibility of proposed flood mitigation design options.
- Detailed technical analysis, staging and costing assessment to determine the most cost effective solution, which may be one or a combination of the proposed design solutions.
- Reconfiguration of the access or raising of East Forth Street and surrounding land following discussions with emergency authorities, considering the potential impact on properties in East Forth Street, to negate the need for a pump solution.
- Hydraulic modelling of a range of storm durations to size the pump station in New Street / East Forth Street or other flood mitigation solutions in this area.
- Detailed modelling of additional storm events, such as the 1 in 500 AEP, to support the detailed (structural) design of the residential dwellings.
- Consideration of further widening of Kings Creek (greater than 2 m) and additional culverts under the road crossings along Kings Creek to further reduce water levels and so wall or fill levels.
- Modelling of future developments upstream and on the northern bank of Kings Creek opposite to Lot 1 Percival St to determine impact on Kings Creek water levels.
- Regular maintenance and cleaning of upstream and downstream culverts, with special consideration to the box culverts under Moriarty Road, to prevent debris blockages and maintain flow capacity.
- Development of emergency management plans with SES and Tas Police for Latrobe which includes the outcomes of development of the Lot 1 Percival site.
- Prepare an estimate of costs to determine the preferred flood mitigation design option.

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Appendices

Site photos



Figure A.1: Kings Creek between Bass Highway and Percival Street



Figure A.2: Kings Creek between Bass Highway and Percival Street



Figure A.3: Kings Creek between Bass Highway and Percival Street



Figure A.4: Kings Creek between Percival Street and Moriarty Road



Figure A.5: Kings Creek between Percival Street and Moriarty Road



Figure A.6: Kings Creek between Moriarty Road and Bradshaw Road



Figure A.7: Kings Creek between Moriarty Road and Bradshaw Road

A Rainfall data

Duration	Annual Exceedance Probability (AEP)						
	63.2%	50%	20%	10%	5%	2%	1%
1 min	1.42	1.59	2.17	2.6	3.05	3.69	4.22
2 min	2.55	2.86	3.85	4.55	5.26	6.13	6.78
3 min	3.36	3.77	5.09	6.03	6.99	8.21	9.15
4 min	4.01	4.49	6.08	7.23	8.41	9.98	11.2
5 min	4.55	5.1	6.92	8.25	9.62	11.5	13.1
10 min	6.5	7.28	9.93	11.9	14	17.1	19.7
15 min	7.88	8.82	12	14.5	17.1	20.9	24.1
20 min	9.01	10.1	13.8	16.5	19.5	23.8	27.4
25 min	9.98	11.2	15.2	18.3	21.5	26.1	30
30 min	10.8	12.1	16.5	19.8	23.2	28.2	32.2
45 min	13.1	14.6	19.9	23.7	27.6	33.1	37.5
1 hour	14.9	16.7	22.6	26.8	31.1	36.9	41.6
1.5 hour	17.9	20.1	27	31.9	36.7	43.1	48
2 hour	20.4	22.9	30.7	36	41.2	48.1	53.3
3 hour	24.4	27.3	36.5	42.6	48.5	56.2	61.9
4.5 hour	28.9	32.4	43	50.1	56.8	65.7	72.3
6 hour	32.5	36.3	48.1	55.9	63.3	73.3	80.9
9 hour	37.8	42.2	55.7	64.7	73.4	85.5	94.9
12 hour	41.7	46.4	61.2	71.2	81	94.9	106
18 hour	47.2	52.4	69	80.5	92.1	109	123
24 hour	51.2	56.6	74.4	87.1	100	119	135
30 hour	54.2	59.9	78.5	92.2	106	127	145
36 hour	56.7	62.5	81.9	96.3	111	134	153
48 hour	60.8	66.7	87.2	103	119	144	164
72 hour	67.1	73.4	95.5	113	131	157	179
96 hour	72.7	79.3	103	121	140	166	188
120 hour	78	85.2	110	128	148	174	195
144 hour	83.6	91.2	117	135	155	180	201
168 hour	89.3	97.5	124	143	162	187	206

B Inundation maps

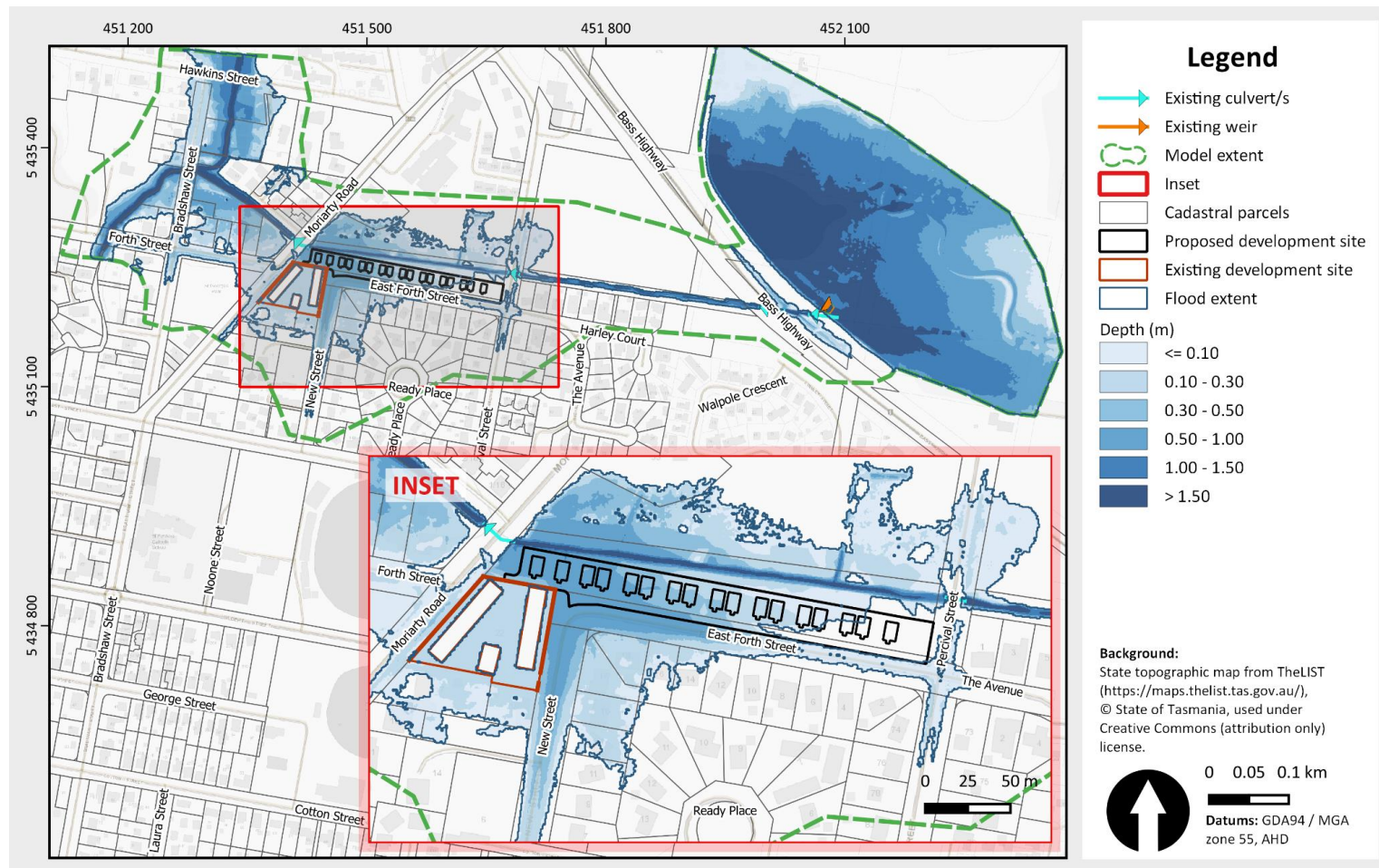


Figure B.1: Existing system model results – flood depth

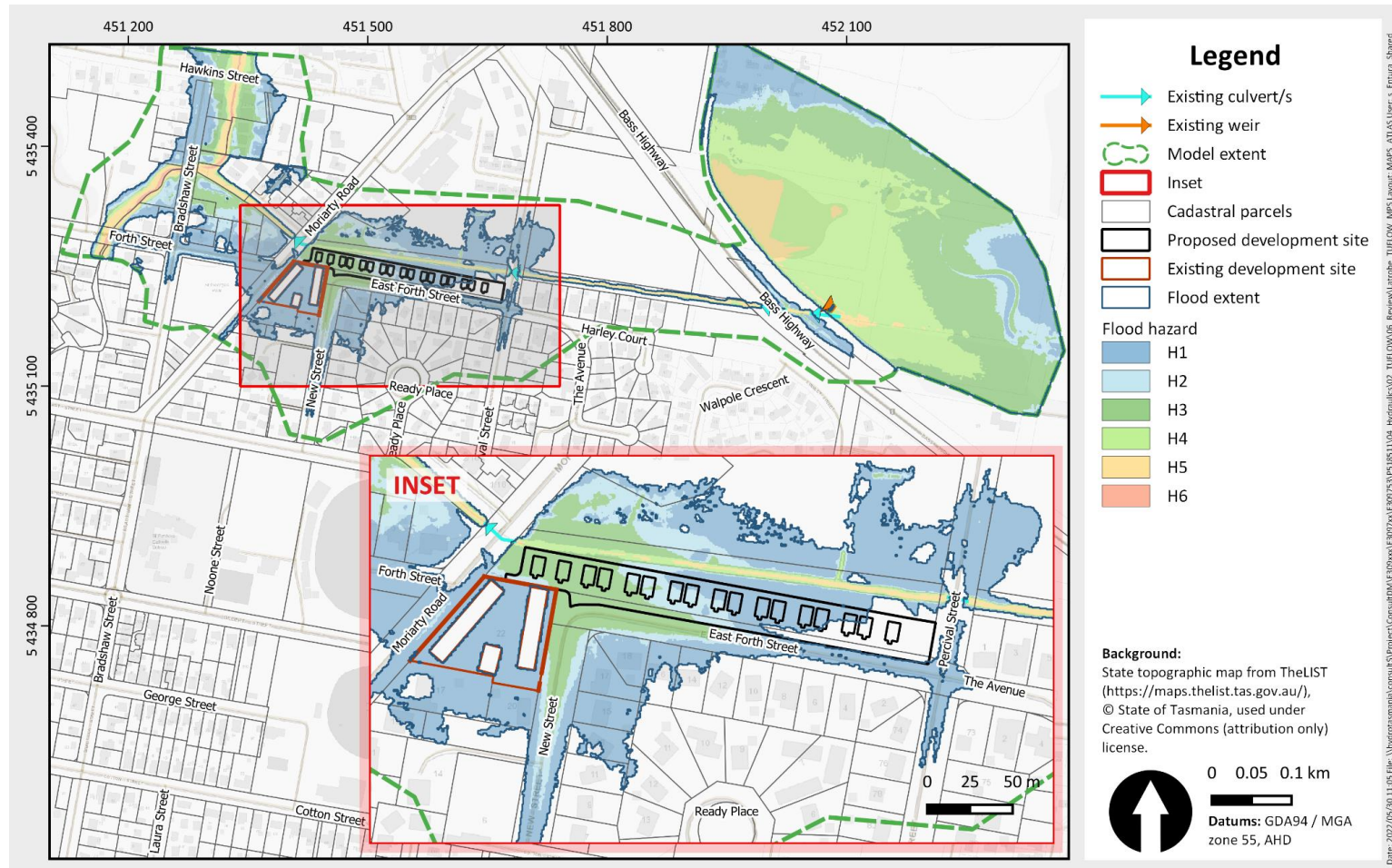


Figure B.2: Existing system model results – flood hazard



Lot 1 Percival St, Latrobe
ENTURA-1FAE3B

Revision No: 1.1
8 August 2022

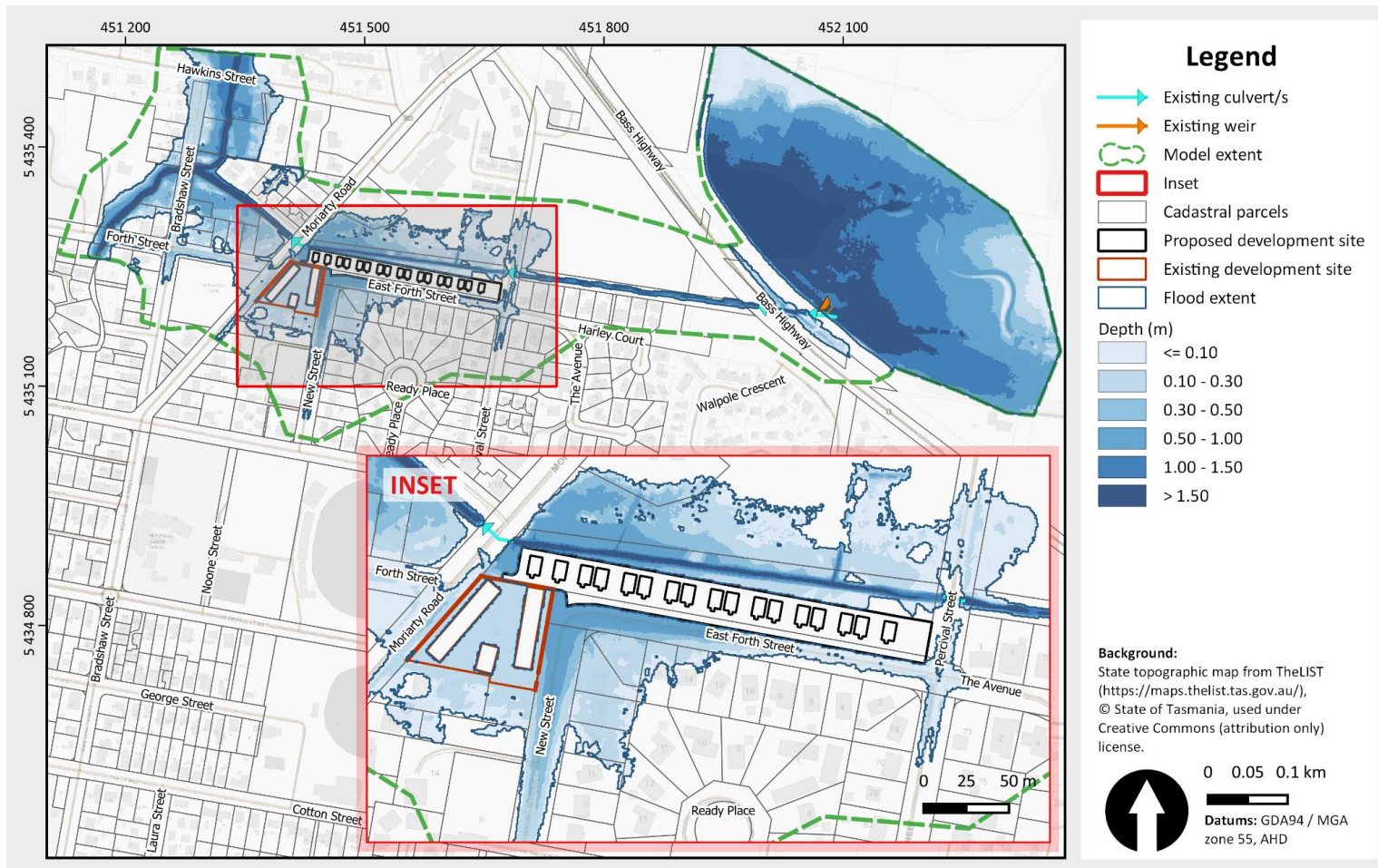


Figure B.3: Proposed development with base mitigation – flood depth

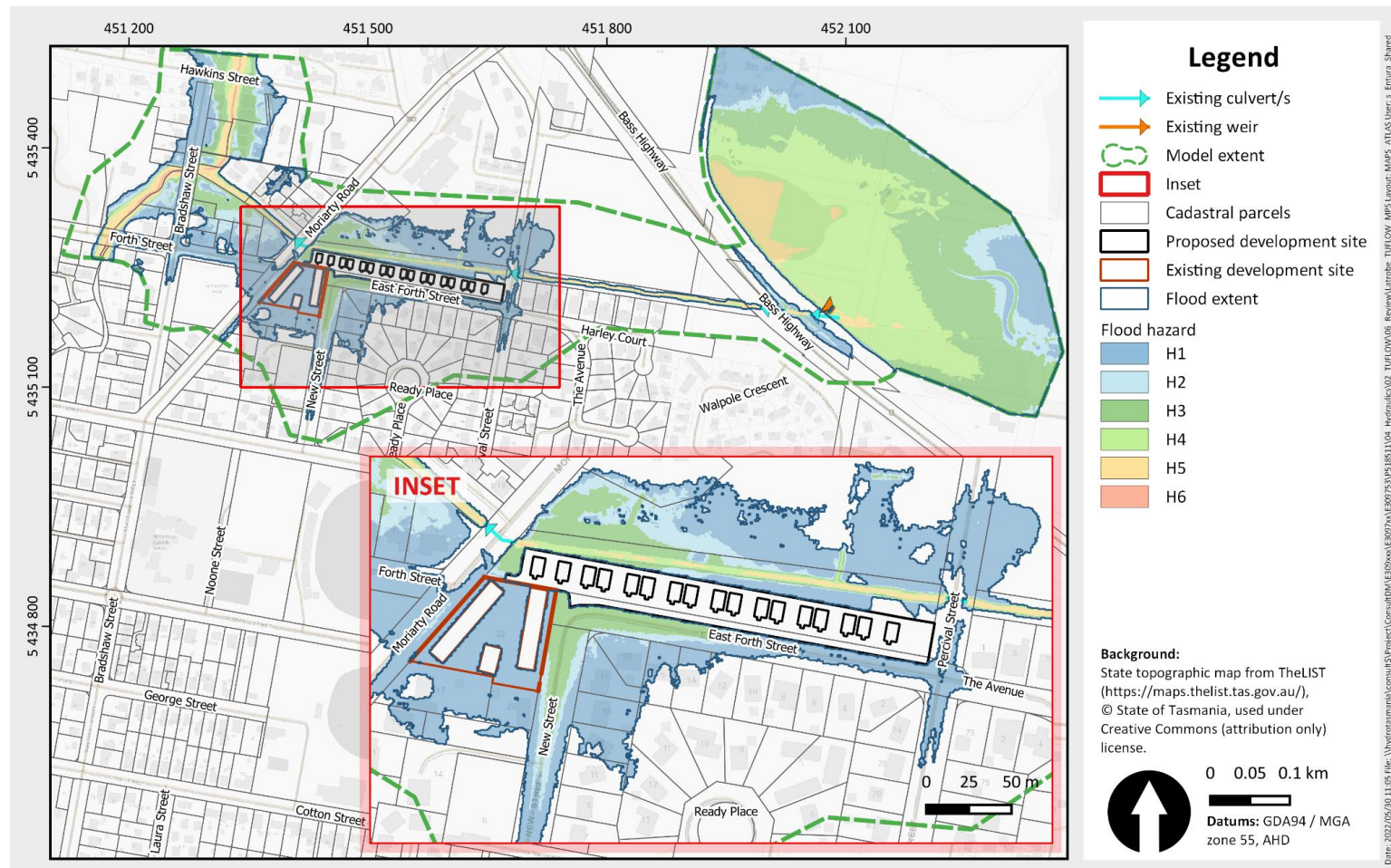


Figure B.4: Proposed development with base mitigation – flood depth

Lot 1 Percival St, Latrobe
ENTURA-1FAE3B

Revision No: 1.1
8 August 2022

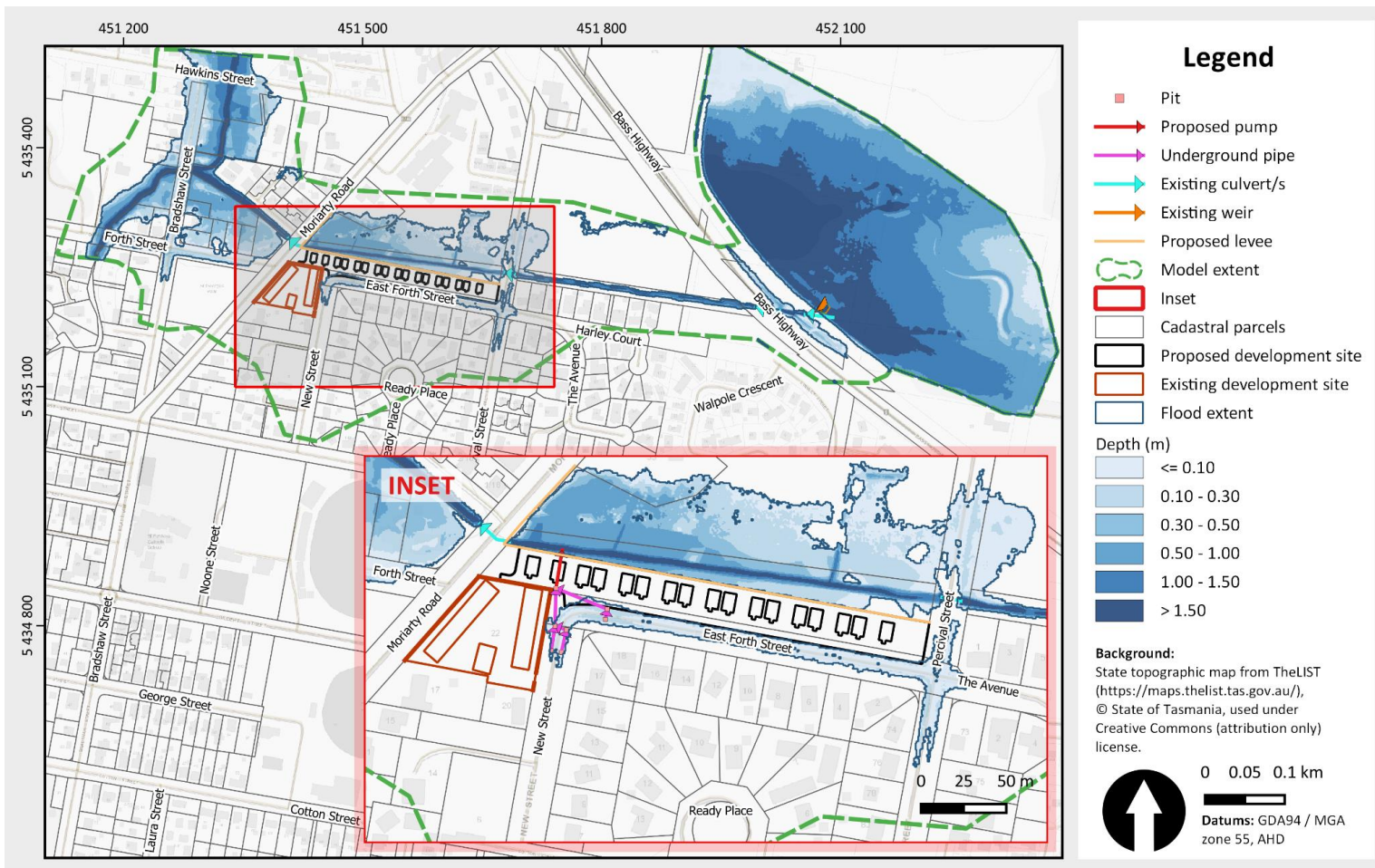


Figure B.5: Proposed development with mitigation design option 1 – flood depth



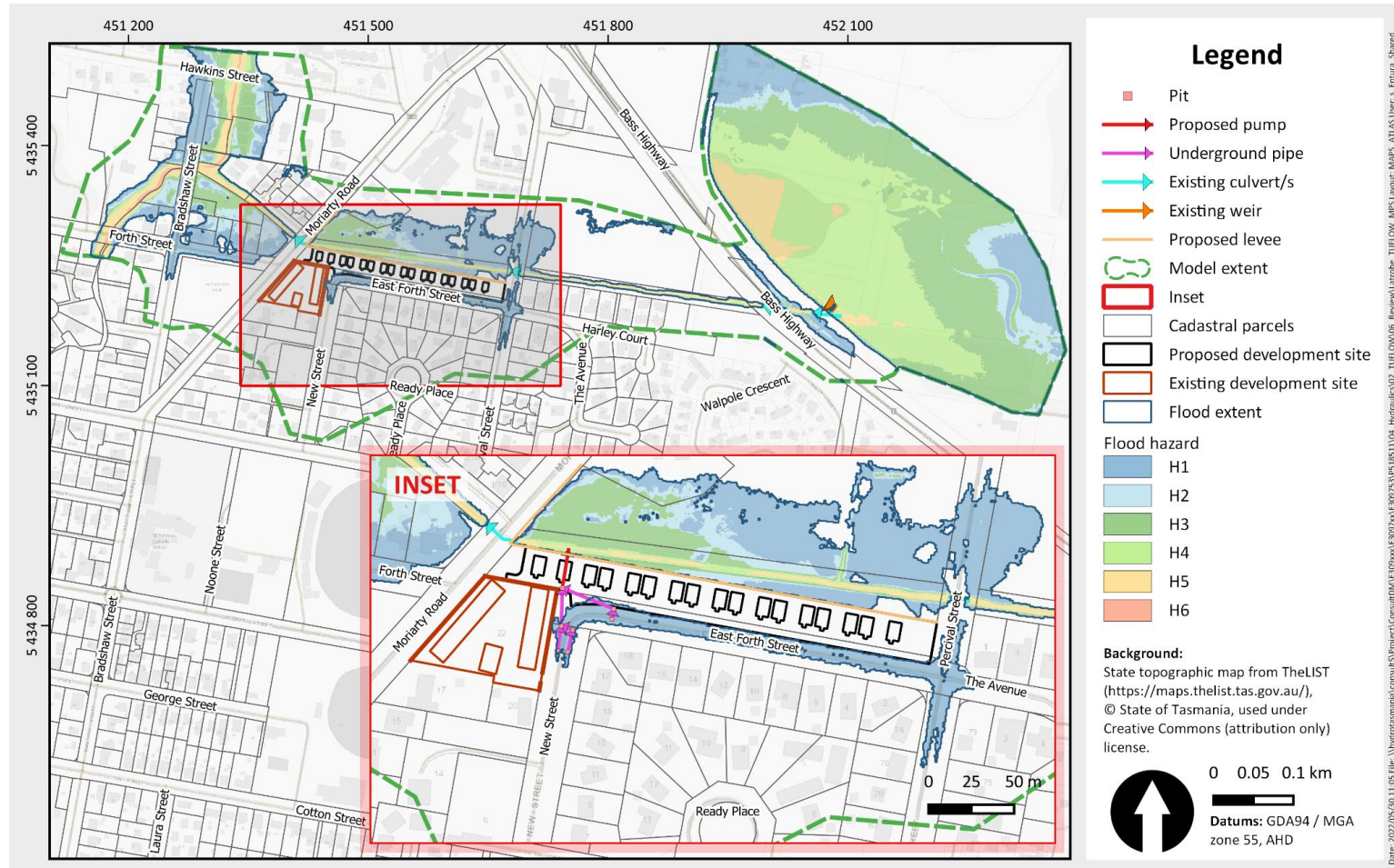


Figure B.6: Proposed development with mitigation design option 1 – flood hazard



Lot 1 Percival St, Latrobe
ENTURA-1FAE3B

Revision No: 1.1
8 August 2022

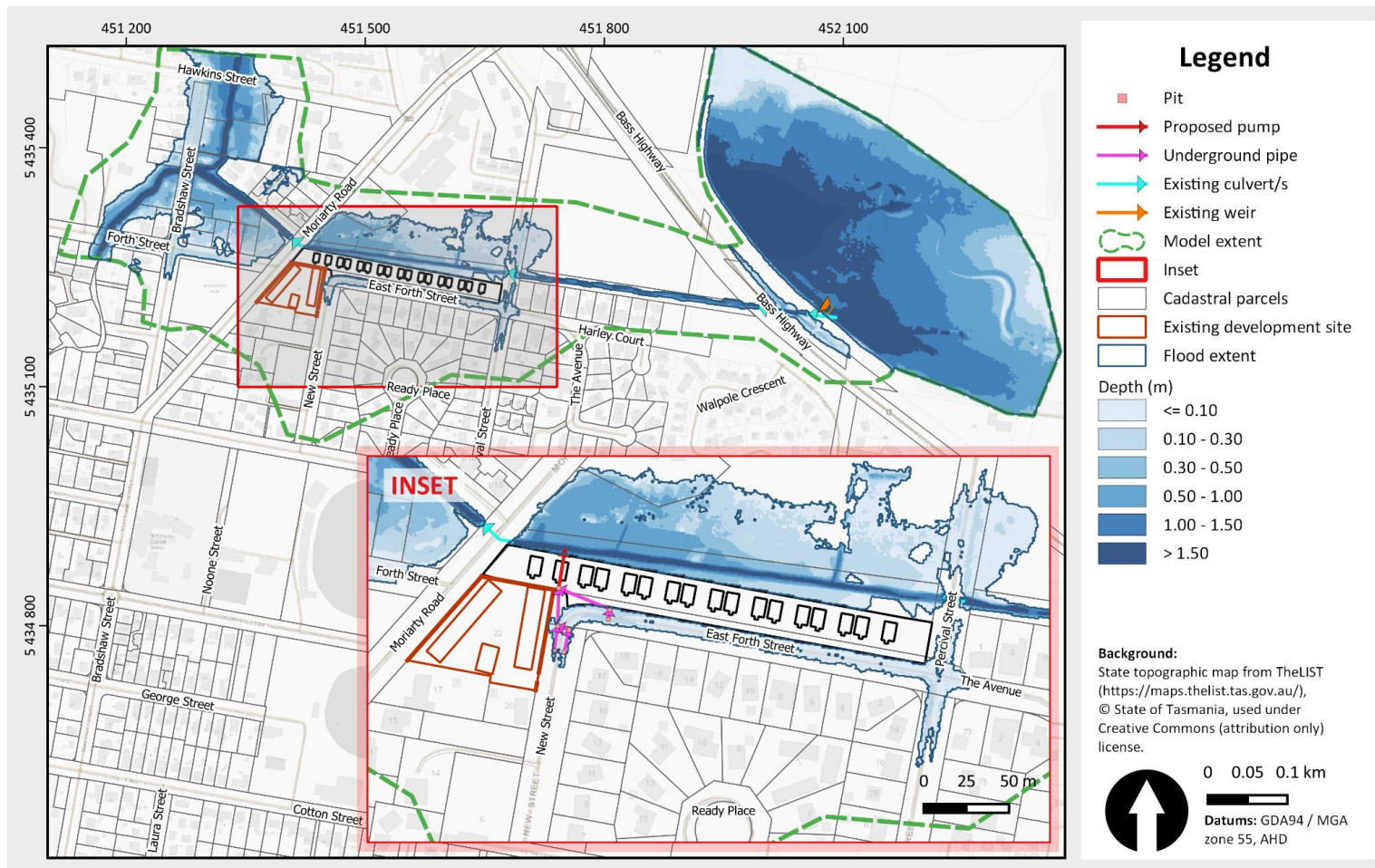


Figure B.7: Proposed development with mitigation design option 2 – flood depth

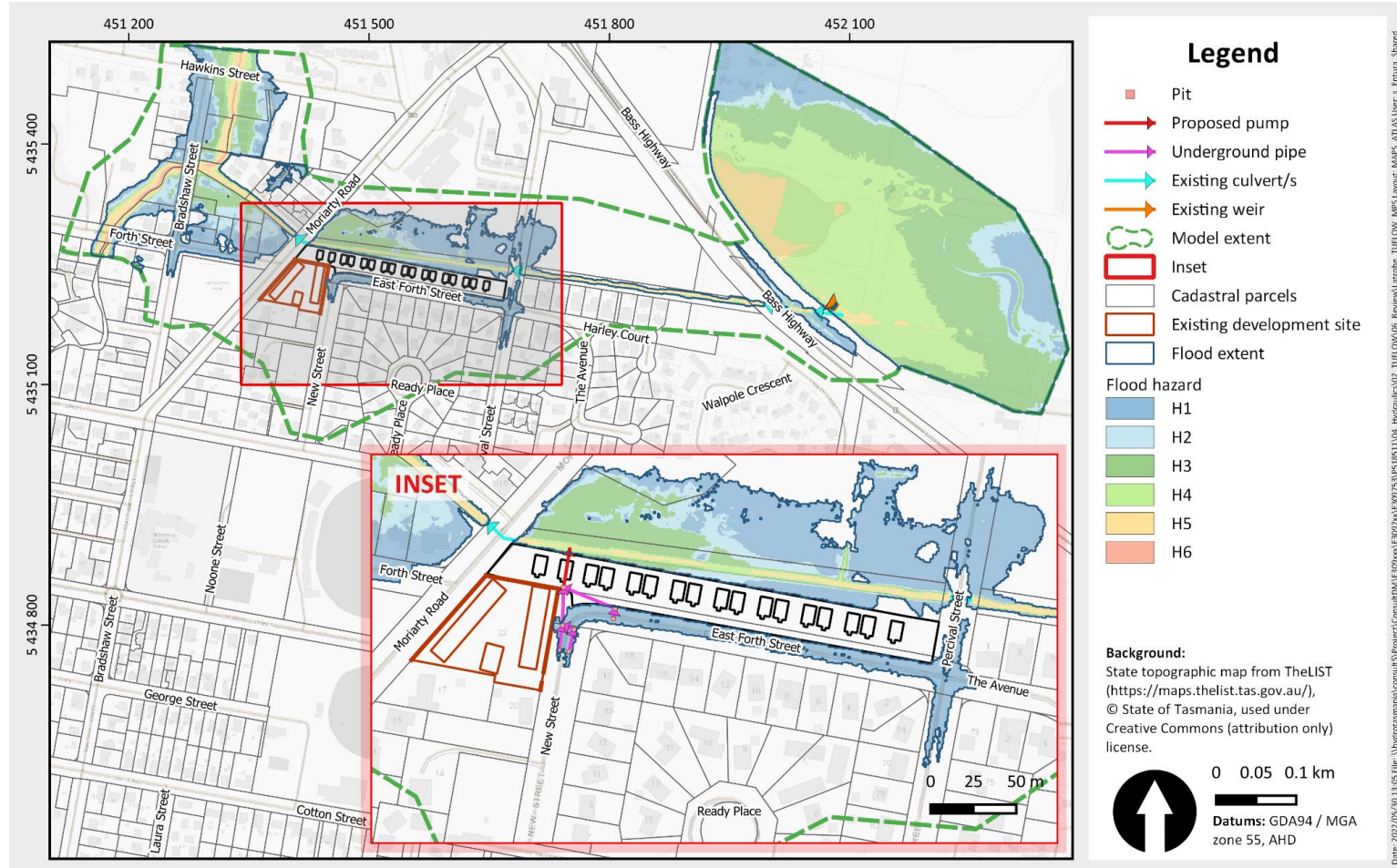


Figure B.8: Proposed development with mitigation design option 2 – flood hazard



Lot 1 Percival St, Latrobe
ENTURA-1FAE3B

Revision No: 1.1
8 August 2022

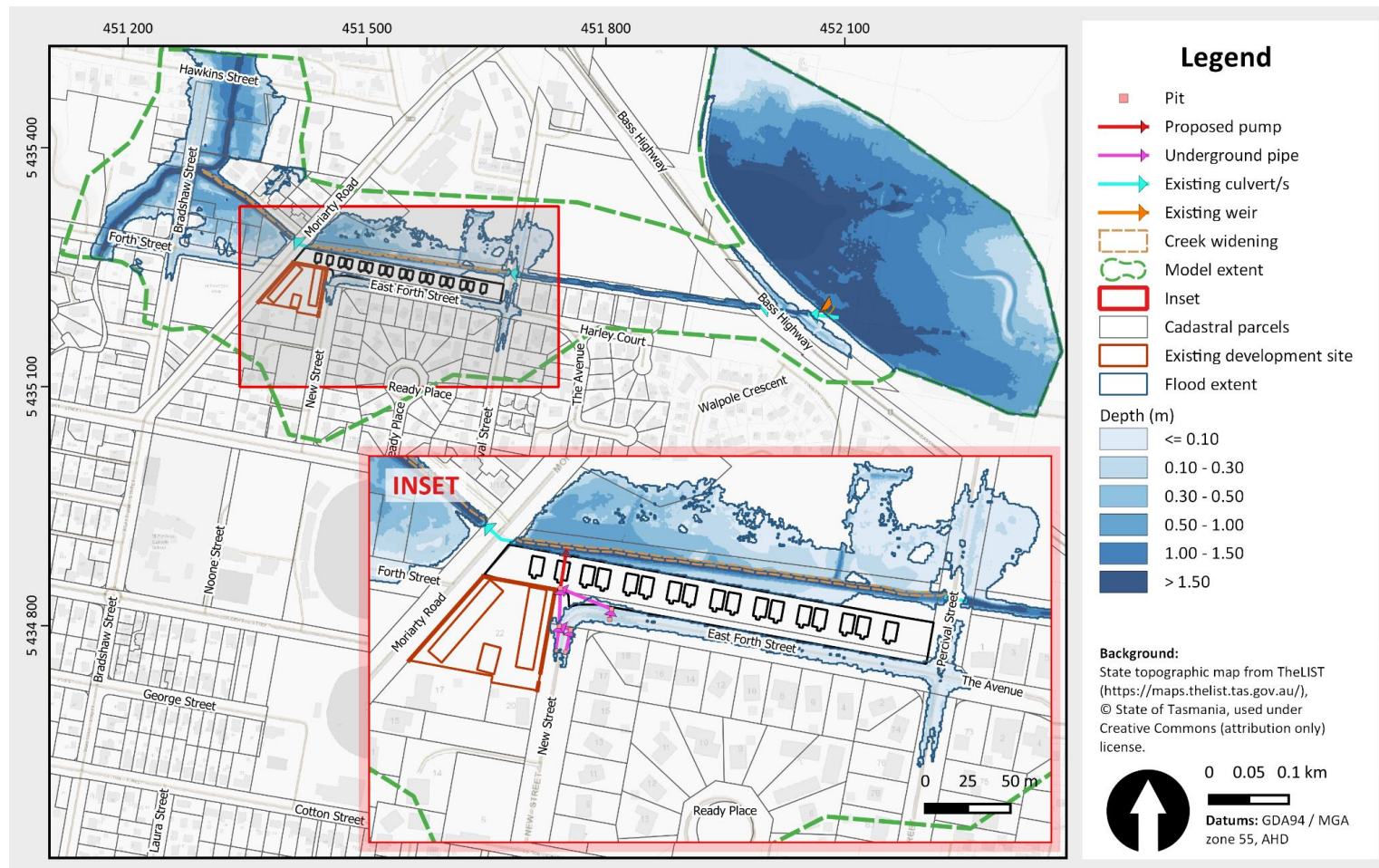


Figure B.9: Proposed development with mitigation design option 3 – flood depth



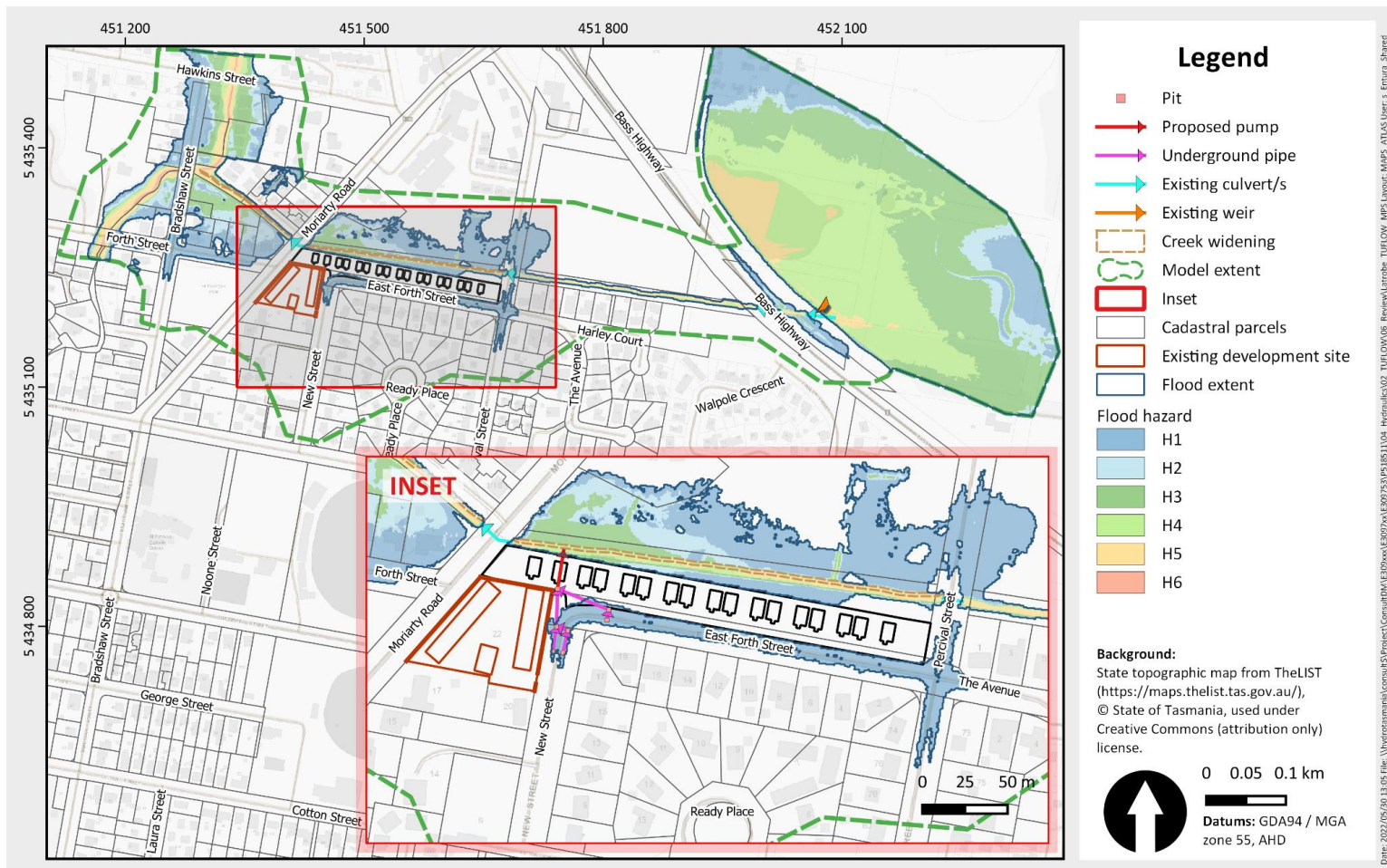


Figure B.10: Proposed development with mitigation design option 3 – flood hazard

Lot 1 Percival St, Latrobe
ENTURA-1FAE3B

Revision No: 1.1
8 August 2022

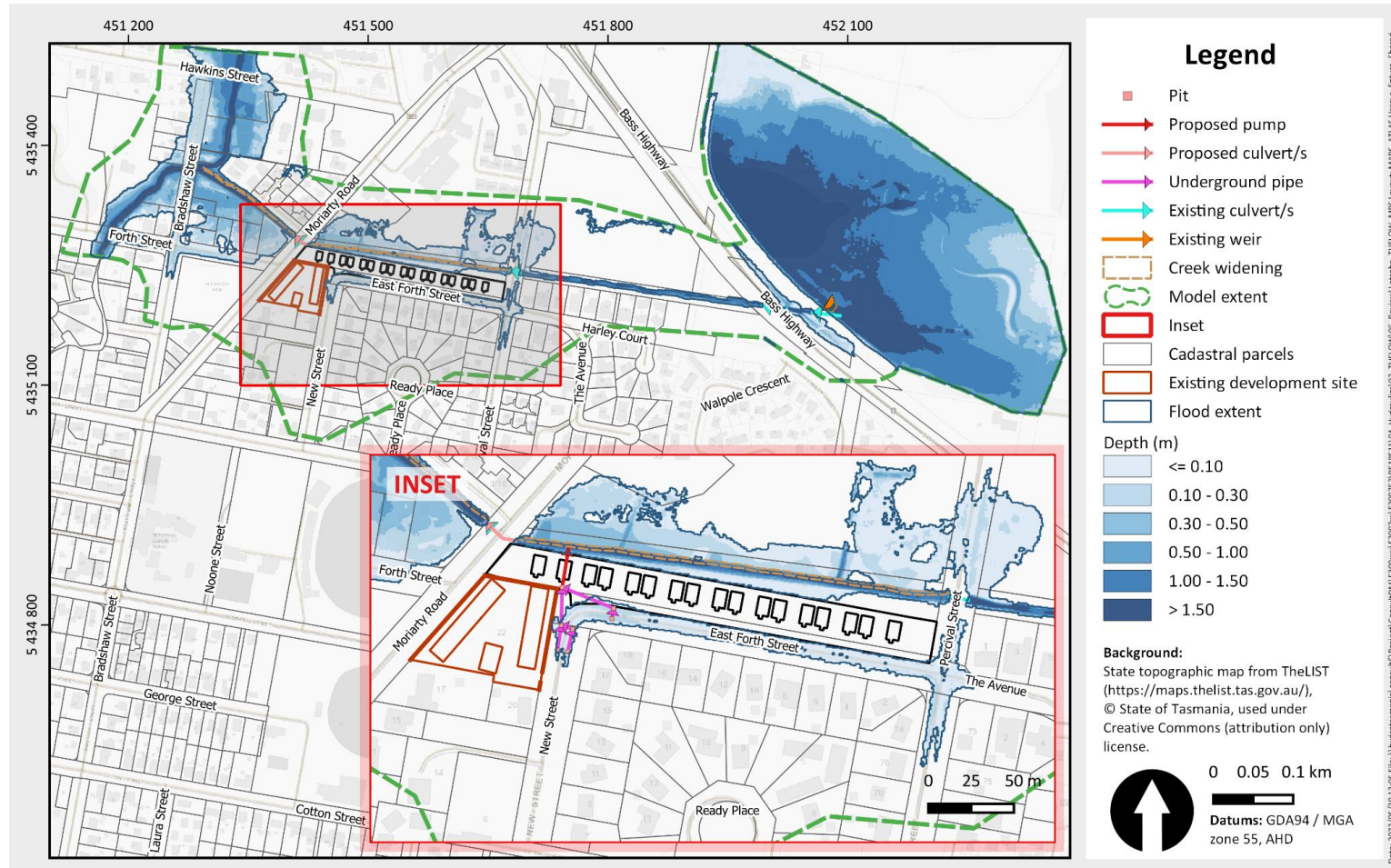


Figure B.11: Proposed development with mitigation design option 3a – flood depth

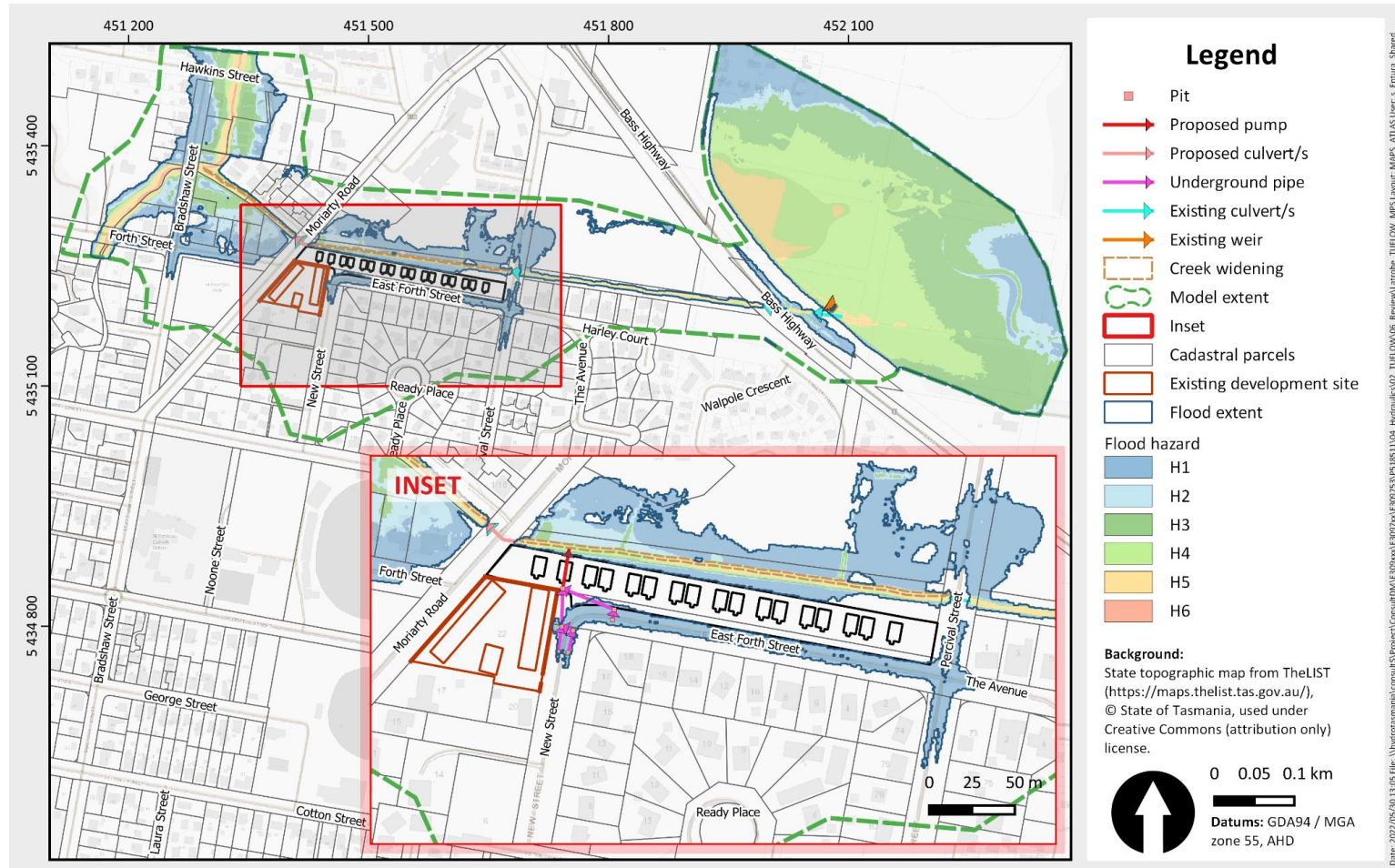


Figure B.12: Proposed development with mitigation design option 3a – flood hazard

Lot 1 Percival St, Latrobe
ENTURA-1FAE3B

Revision No: 1.1
8 August 2022

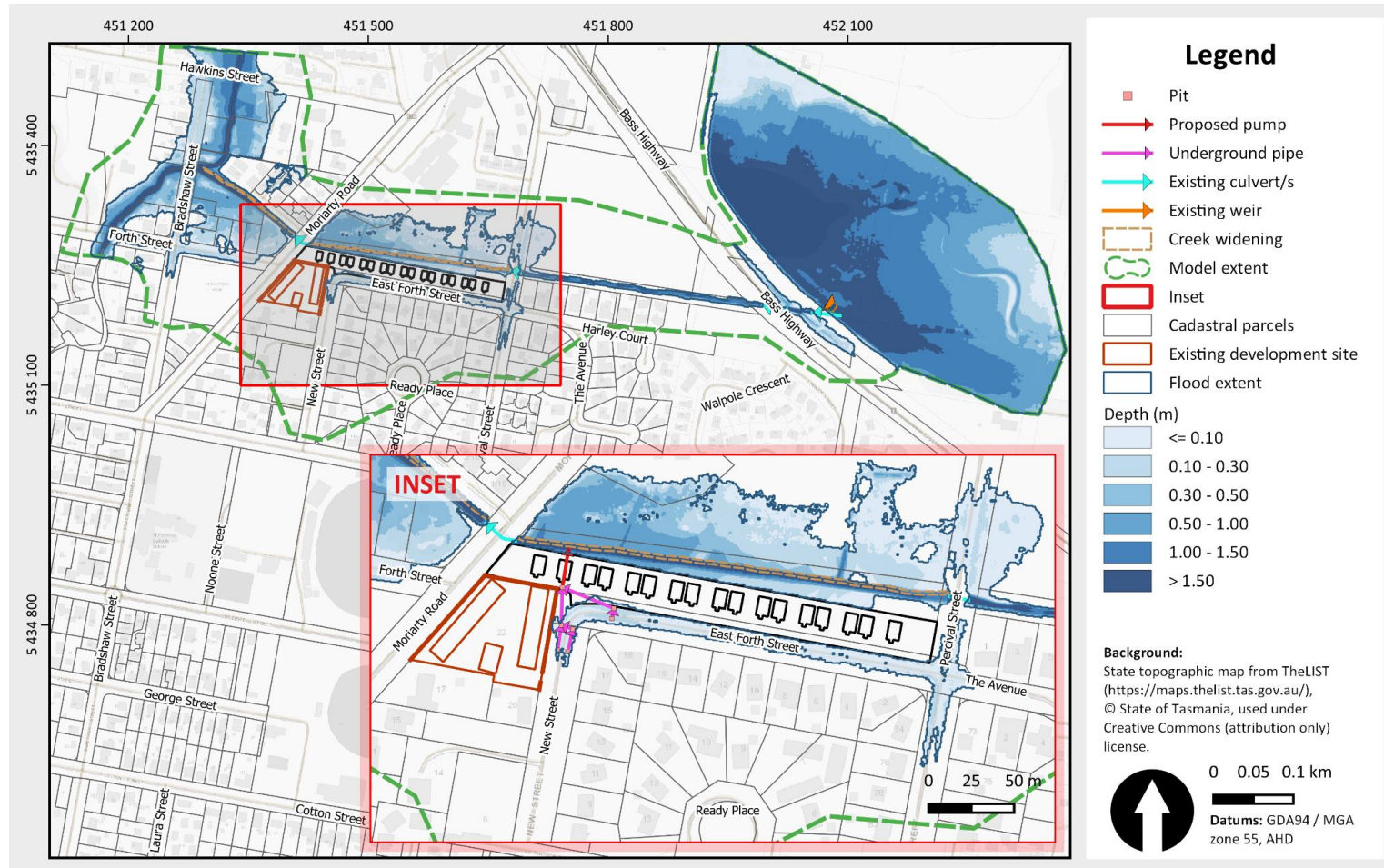


Figure B.13: Proposed development with mitigation design option 3 and blocked culverts – flood depth

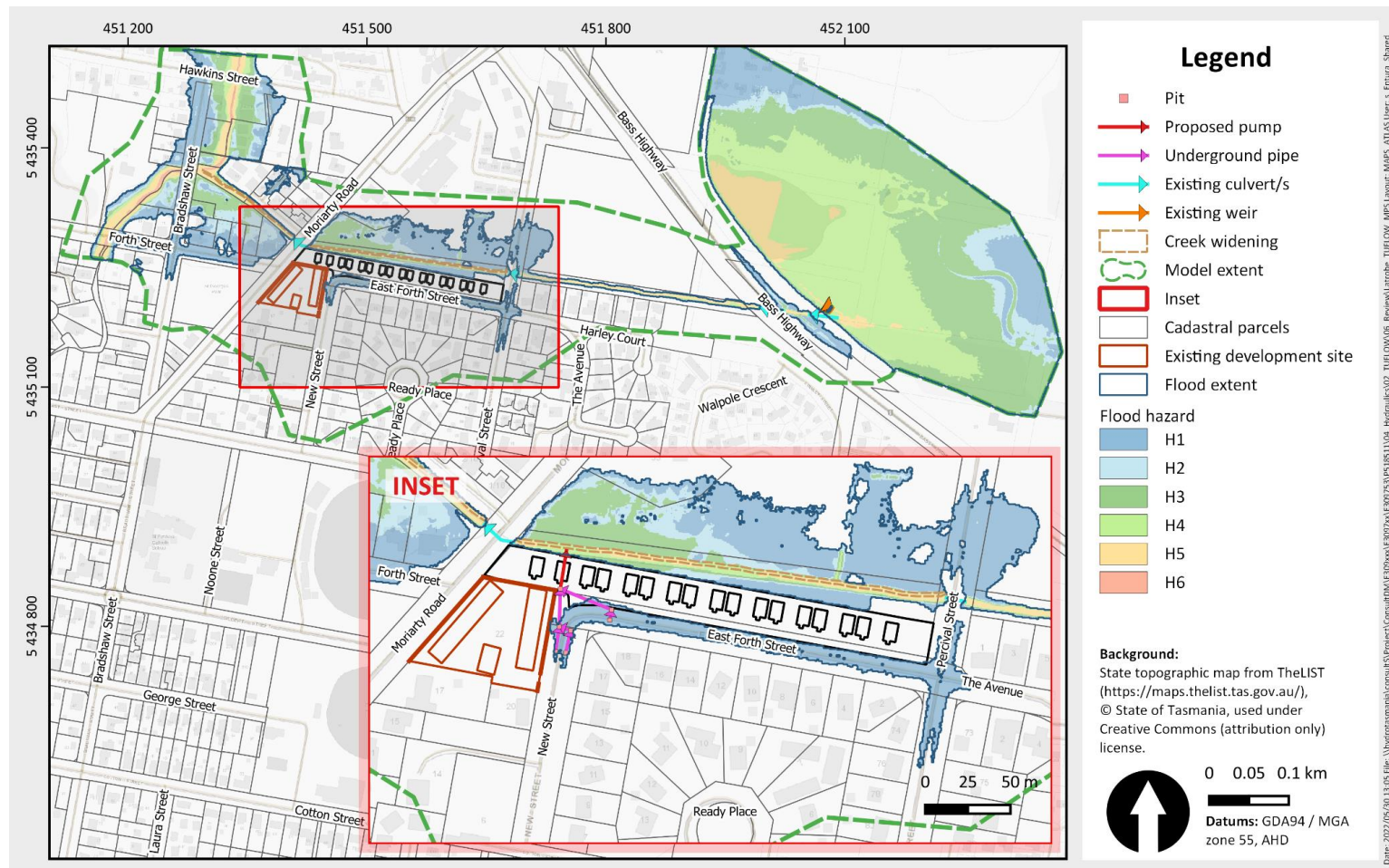


Figure B.14: Proposed development with mitigation design option 3 and blocked culverts – flood hazard



C Rates as of December 2022

Rates provided in Table C.1 are based on the *Construction Cost Guide 2022* by Rawlinsons (2022), except for the culvert which is an estimate from previous experience. The rates are indicative for costs as of December 2022 and include an inflation rate of 7% based on Rawlinsons (2022) *Construction Cost Guide Quarterly Update* anticipated price adjustment for Hobart from January to December 2022. All costs exclude GST.

Table C.1: Rates as of December 2022

Item	Cost (\$) per unit	Unit
Cut	40	m ³
Fill	148	m ³
Concrete wall incl. footings	524	m ²
Culvert (1.4 m x 1.67 m) underneath Moriarty Road	3,450	m
	72,185 ⁵	item

Pump station price of \$350,000 is an indicative price from Netco Pumps for a basic Council style controls, which ranges \$300,000 to \$350,000. This price doesn't include any site specific requirements for power or access, or the particular design. It is provided for preliminary budgeting purposes.

⁵ Based on a 21 m culvert length

14.2 LATROBE FLOOD MITIGATION PROJECT UPDATE

REPORT AUTHOR: Jonathan Magor, Manager Infrastructure and Assets

Note: The Report Author does not have a pecuniary interest in the subject matter

AUTHORISING MANAGER: Gerald Monson, General Manager

REPORT CLASS: Public/Open

DATE OF REPORT: 3 January 2022

ATTACHMENTS:

1. 221006- ALT PUMP STATION 22-10-12 [14.2.1 - 3 pages]
2. C 406 IFC issue [14.2.2 - 1 page]

PURPOSE OF REPORT

For Council to receive an update in relation to the Latrobe Flood Mitigation Project which is approximately 50% complete, and to consider a potential levee alignment change in the vicinity of the TasWater sewage pump station adjacent to the Miles Ford bridge.

BACKGROUND INFORMATION

Construction of the Latrobe flood mitigation project has been progressing well considering the complexities and the working environment. Works commenced on the 2 July 2022 and the date for practical completion is 27 April 2023.

The December 2022 report prepared by Council's Project Manager included the following focus points:

There has been 210 metres of the 280 metres of diversion culvert installed plus the Cotton Street crossing and the outlet structure.

The Cotton and Victor Street levee and associated infrastructure are about 85% complete with the remain work centred around placing road base and sealing, kerb and guttering and a footpath.

At the Kings Creek intake, the site has been cleared and established to commence sheet piling and installation of the first pre-cast panels in the New Year.

Along River Road, the Atkinson's Park section of pre-cast levee wall has been installed and the TasWater rising main has been replaced where it intersects with the levee.

All Central North Burrowing Crayfish (CNBC) have been cleared from the construction zone across the whole project area. To date, four CNBC have been translocated to the offset sites.

There was one extension of time request approved in the reporting period of eight days due to the October flood event. The revised Date for Practical Completion is 27 April, 2023.

All comments relating to the budget and project variations are contained in the Financial Implications section of this report.

During project initiation discussions and correspondence with TasWater they were comfortable with the existing location and floor height of the Gilbert Street sewage pump station and were accepting of Council's preferred levee alignment that placed the pumpstation 'outside' of the flood mitigated area. The main reason for this alignment was that the existing amenity and usage of the park area would be least impacted, and it had a lower implementation cost. An attachment to this report shows the tendered levee alignment nearer to Gilbert Street for construction.

TasWater representatives have recently reconsidered this earlier advice and sought to have the pump station located on the 'dry' side of the levee. This extremely late advice resulted in a revised concept

design for the area as depicted in the attached alternative layout. The construction cost estimate for the revised concept prepared by BridgePro is an additional \$151,574 (ex GST) over the current design and excludes any allowance for underground assets that intersect with the revised levee design including; trench stop requirements, replacement and/or relocation of assets. TasWater have advised they are accepting of the revised concept and the payment of all final additional associated costs including those incurred to date to investigate this potential change. If Council agrees to the proposed change the detailed design and costing would be furthered, and the works incorporated. Subject to unforeseen issues or associated delays the timely progress of this alternative could potentially see the current practical completion date of 27 April 2023 remaining unchanged.

PROPOSAL/SUMMARY

This report is to provide Council with an update in relation to progress and variations approximately 1/2 way through construction. Council also needs to consider their support or otherwise of a revised levee alignment to include the TasWater sewerage pump station in the flood mitigated area of the levee, which is contrary to their earlier advice during project development. The levee design change has a stacked rock appearance concrete faced retaining wall on the carpark side and a ramped pedestrian crossing to access the river. Detailed design would also determine if the pedestrian crossing could terminate nearer to the Miles Ford Bridge on the river side of the levee in readiness for the future possibility that a bridge underpass for pedestrians and cyclists could be installed.

RELATIONSHIP WITH STRATEGIC PLANNING AND POLICY

The Latrobe Council Strategic Plan 2020-2030 provides the following objectives and strategies:

1.5 Risk Management - Committed to risk management and building community capacity and resilience

1.5.10 Implement the Latrobe Flood Mitigation Report recommendations

3.2 Stormwater - Develop and improve the system for stormwater reticulation and disposal

3.2.2 Develop and implement the Latrobe Flood Mitigation project

LEGAL AND RISK IMPLICATIONS

The design of the diversion culvert and flood gate at the Kings Creek and Mersey River confluence will result in water being backed up further in Kings Creek in an extreme flood event. This is being addressed with the relevant property owners, but it needs to be ensured that their rights are exercised. This is currently a low project risk.

The project budget has been exceeded primarily due to the variation endorsed by Council to relocate the Cotton Street levee under rather than beside the road.

Land acquisition and compensation details are being finalised as is the sale of a subdivided parcel of land near the Kings Park inlet structure.

The request from TasWater for a levee realignment around their Gilbert Street sewage pump station now has a preliminary design undertaken and TasWater has nominally agreed to pay all design and additional construction costs subject to final design. This risk is now reducing; however, the final design is yet to be issued and approved. Council needs to consider if it wishes to facilitate the design changes in that area, noting additional costs are to be borne by TasWater.

FINANCIAL IMPLICATIONS

The current Project Budget is summarised below:

PROJECT BUDGET	September		Comments
	2021	July 2022	
Entura design report	\$800,000	\$800,000	Pre-tender
Construction contract	\$12,179,500	\$12,179,500	Tendered price
Project management	\$100,000	\$216,840	estimated
Land compensation	\$50,000	\$100,900	estimated
Project contingency	\$852,565		7% of original contract
Additional dam permit		\$3,000	Estimated
Variation #1 Cadastral survey		\$6,046	agreed
Variation #2 River road offset		\$31,292	agreed
Variation #3 Tasnetworks design HV		\$138,409	agreed
Variation #4 Kings Creek offset		\$22,093	agreed
Variation #5 Cotton St Levee		\$1,021,061	agreed
Variation #6 River Road construction delay		\$111,669	agreed
Variation #7 Taswater pipe relocation		\$161,384	
Entura - technical construction input		\$100,000	estimated
EPBC referral		\$20,000	estimated
Remaining contingency			
TOTAL PROJECT COST	\$13,982,065	\$14,912,194	8.9% increase
Variation from funding	\$27,935	-\$902,194	

Current funding for the project is \$14,010,000 and is made up by \$4,670,000 from the Federal Government, State Government and Latrobe Council. Costs exceeding this are currently estimated at \$902,194.

The contract sum is \$12,179,500 (ex GST). \$1,491,953 (ex GST) of variations have been approved, noting that just over \$1m of this relates to relocating the Cotton Street levee under the roadway. Progress claim number fifteen for November 2022 has been received and certified for payment to BridgePro, with the total value of these works being \$6,455,289.

Variations were reasonably expected due to the size and complexity of the project in addition to arising unknowns and opportunities. The approved financial variations are detailed as follows:

V001 Survey request; \$6,046

A client request to BridgePro to undertake additional survey points to confirm the actual boundary locations for the Heazelwood and Odgers land titles for the purposes of determining actual property impact as a result of the levee construction.

V002 River Road Offset; \$31,292

A client request as a result of the EPBC permit, an offset site was required to be established to transfer Central North Burrowing Crayfish from the River Road works area to a protected site. This was out of the Contract scope.

V003 HV latent condition; \$138,409

The alternative design offered by BridgePro and accepted by Council included the diversion culvert through the laneway from Gilbert Street to the IGA carpark. The tendered design also included a smaller pipe installed through this laneway. The tendered design did not account for an underground high voltage cable which required relocation for both the tendered design and the alternative design.

This omission was deemed a latent condition and therefore out of scope for BridgePro as the contractor.

V004 Kings Creek offset; \$22,093

A client request as a result of the EPBC permit, an offset site was required to be established to transfer Central North Burrowing Crayfish from the Cotton Street and Kings Park works area to a protected site. This was out of the Contract scope.

V005 Cotton Street Levee; \$1,021,061

During the design phase for the alternative design along Cotton Street, the levee was initially planned to be installed in the private property. A design was provided to Council to establish the levee on Cotton Street and re-establish the road on top of the embankment. It was deemed appropriate by Council and the differential cost between the levee on private land and the levee on the road alignment was approved to be a variation to the contract.

V006 River Road – fuel increase: \$111,669

The original tender release was in August 2020 and priced by Principal contractors and their sub-contractors. The significant time elapsed between pricing for tender purposes and actual work due to delays in proceeding with the alternative tender and environmental approvals combined with COVID-19 impacts it was deemed fair and reasonable by Council that the increasing fuel costs are covered through a contract variation.

V007 TasWater pipeline modifications – River Road; \$161,384

A TasWater rising main runs under the levee near the Axeman’s Hall of Fame. At TasWater’s request, this section of pipeline has been upgraded to reduce the ongoing maintenance requirements in the foreseeable future which in turn reduces the Council risk of digging up the levee to replace or maintain the pipe.

The financial contingency at commencement of works was \$852,565 and has been exceeded primarily due to Councils decision to relocate the Cotton Street levee from beside the road to under the road. Whilst this technically is a variation in terms of project cost, it could more appropriately be considered a late change to the design and accepted tender amount. Excluding Cotton Street as a variation item leaves \$381,673 as a remaining contingency. It would also be usual for the Cotton Street design change to have its own additional contingency.

PUBLIC/CUSTOMER IMPLICATIONS

Overall, there has been good community acceptance of the works to date. BridgePro attended an information stand at the Christmas late night shopping with excellent feedback.

BridgePro continue to have good engagement with TasWater, TasNetworks and Telstra regarding impacts to existing infrastructure to undertake works.

BridgePro are engaged with all relevant landowners upstream of the Kings Park diversion culvert with no unexpected issues to date.

The Hill Street supermarket have continued to engage with BridgePro making requests on a regular basis with regard to carparking and access to the Council Carpark behind the supermarket. BridgePro have been obliging.

SOCIAL/ENVIRONMENTAL IMPLICATIONS

There were no environmental incidents within the reporting period. There was one non-compliance issued by the Department of Environment relating to a differing interpretation of the EPBC permit conditions. It is the belief of the Project Manager and the environmental scientist that if the conditions had been followed the risk of a more adverse outcome would have increased.

CONSULTATION

Ongoing consultation is occurring and requests for further information or discussion has been occurring. Correspondence has continued and informal discussions held with a resident / business owners that remains unsupportive of the project. A summary of this report will be provided on Council's website.

OPTIONS FOR COUNCIL TO CONSIDER

Other than recommendations 1 and 2 the option (recommendation 3 or 4) presented in the recommendation centres around the potential progression of an alternative levee alignment near the TasWater Gilbert Street sewage pump station.

OFFICER'S COMMENTS/CONCLUSION

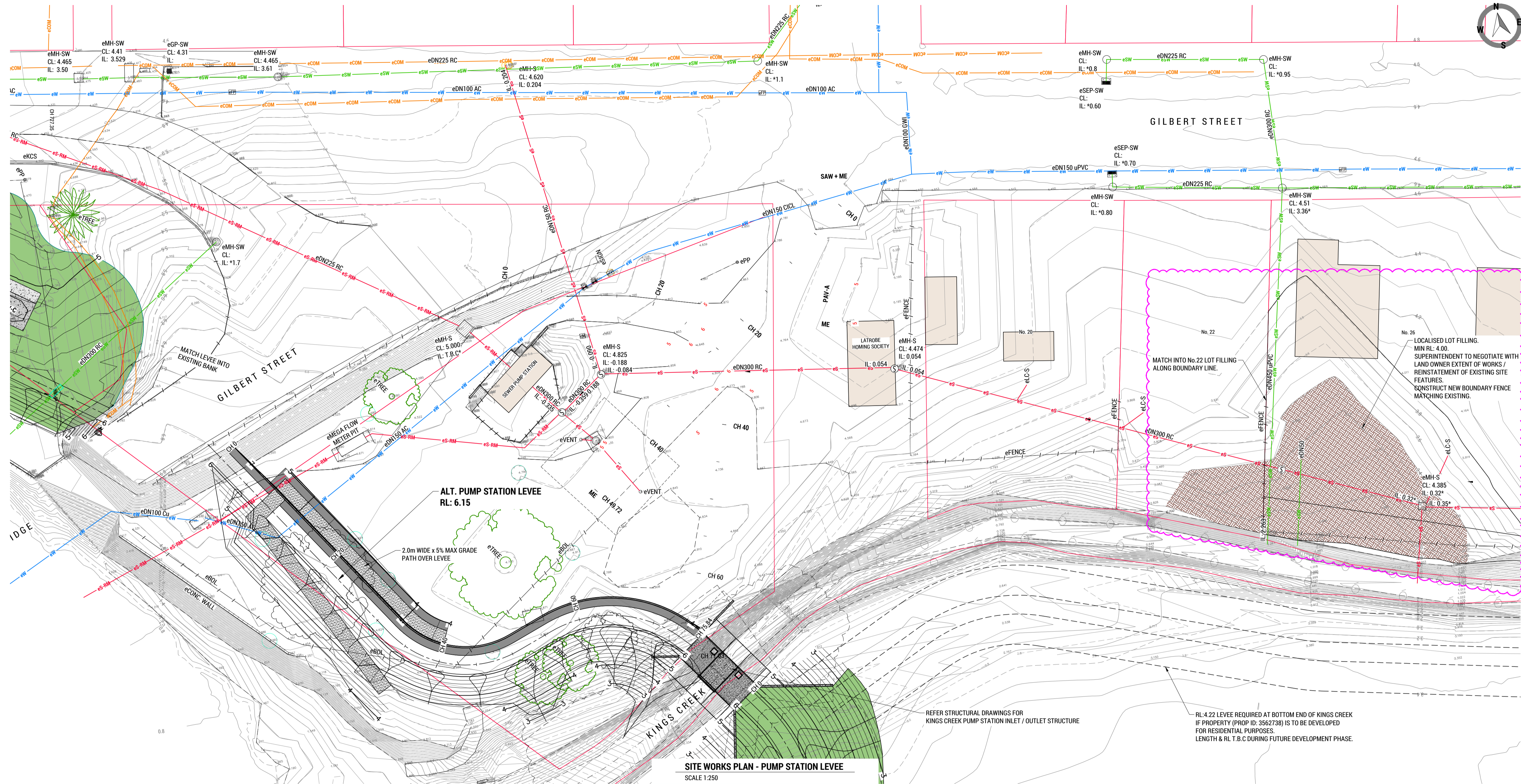
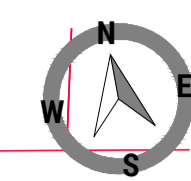
Whilst the timeframe of the TasWater request is somewhat frustrating, in the longer term having the pump station protected by the levee makes sense.

Council should consider if the loss of amenity particularly on a wet or cold day by those enjoying the outlook from their vehicles should be offset by TasWater funding a suitable shelter or alternative community infrastructure with similar outlook.

RECOMMENDATION

That the report by the Manager Infrastructure and Assets concerning Latrobe Flood Mitigation Project Update, be received and:

1. Council notes the report; and
2. Invite State and Federal Government representatives to view the project and provide an update including a discussion regarding the additional project costs currently estimated at \$902,194 above the budget; and either
3. Accept the alternative levee alignment to include the TasWater sewage pump station on the mitigated side of the levee, together with any additional specific and yet to be determined requirements of Council necessary to offset the loss of the current visual accessibility of the Mersey River from the carpark area, and for the cost implications of these changes be fully borne by TasWater, or
4. Advise TasWater that Council intends to continue with the works as previously accepted by TasWater during project initiation.



SITE WORKS PLAN - PUMP STATION LEVEL
SCALE 1:250

LEGEND

- PAV-A HOT-MIX - TRAFFICABLE TYPE A1, A2 & A3 REFER DETAILS
- PAV-B CONCRETE - DRIVEWAY / TRAFFICABLE REFER DETAILS
- PAV-C CONCRETE - PEDESTRIAN REFER DETAILS
- PAV-D GRAVEL - PEDESTRIAN REFER DETAILS
- PAV-E GRAVEL - TRAFFICABLE REFER DETAILS
- SURF-A GRASSED / TURFED / LANDSCAPED AREA REFER SPEC.
- 200mm MIN GOOD QUALITY TOP SOIL

LEGEND

- KC KERB & CHANNEL
- KCS KERB & CHANNEL - SMALL
- KCV KERB & CHANNEL - VEHICLE CROSSING
- BK BARRIER KERB
- FK FLUSH KERB
- PEP-A TYPE A PEDESTRIAN RAMP REFER LGAT STD DWG TSD-R18-v3
- PEP-B TYPE B PEDESTRIAN RAMP REFER LGAT STD DWG TSD-R18-v3
- FW-1 FLOOD WALL - REFER 'S' SERIES DWGS
- FENCE-1 FENCE - CONSTRUCT NEW - MATCH EXTG
- RW-1 190 REINFORCED BLOCK WALL - REFER DETAILS
- RW-2 MASSLOC RETAINING WALL - REFER DETAILS

LEGEND

- MH MANHOLE
- SEP SIDE ENTRY PIT
- GP GRATED PIT
- ME MATCH EXISTING
- SAW SAW CUT
- *ILxxx LEVEL FROM GIS DATA

LEGEND

- eSW EXISTING STORM WATER MAIN
- eS PROPOSED STORM WATER MAIN
- eS EXISTING SEWER MAIN
- S PROPOSED SEWER MAIN
- AG PROPOSED AG DRAIN
- eW PROPOSED OPEN / SWALE / VEE DRAIN
- eW EXISTING WATER MAIN
- W PROPOSED WATER MAIN
- eCOM EXISTING COMMUNICATIONS LINE

LEGEND

- EF EXISTING FIRE PLUG
- FP FIRE PLUG
- ESV EXISTING STOP VALVE
- EM EXISTING WATER METER
- RV REFLEX VALVE / NON-RETURN VALVE
- HUMS HUMES FLOOD GATE OR SIMILAR

STORMWATER PIPE SCHEDULE

MARK	PIPE SIZE	TYPE	CLASS	GRADE
DN150	Ø150	uPVC R/RJ	SN8	1%
DN300	Ø300	RCP R/RJ	CLASS 4	1%
DN450	Ø450	RCP R/RJ	CLASS 4	1%
DN600	Ø600	RCP R/RJ	CLASS 4	1%
DN900	Ø900	RCP R/RJ	CLASS 4	0.5%
DN1200	Ø1200	RCP R/RJ	CLASS 4	0.5%

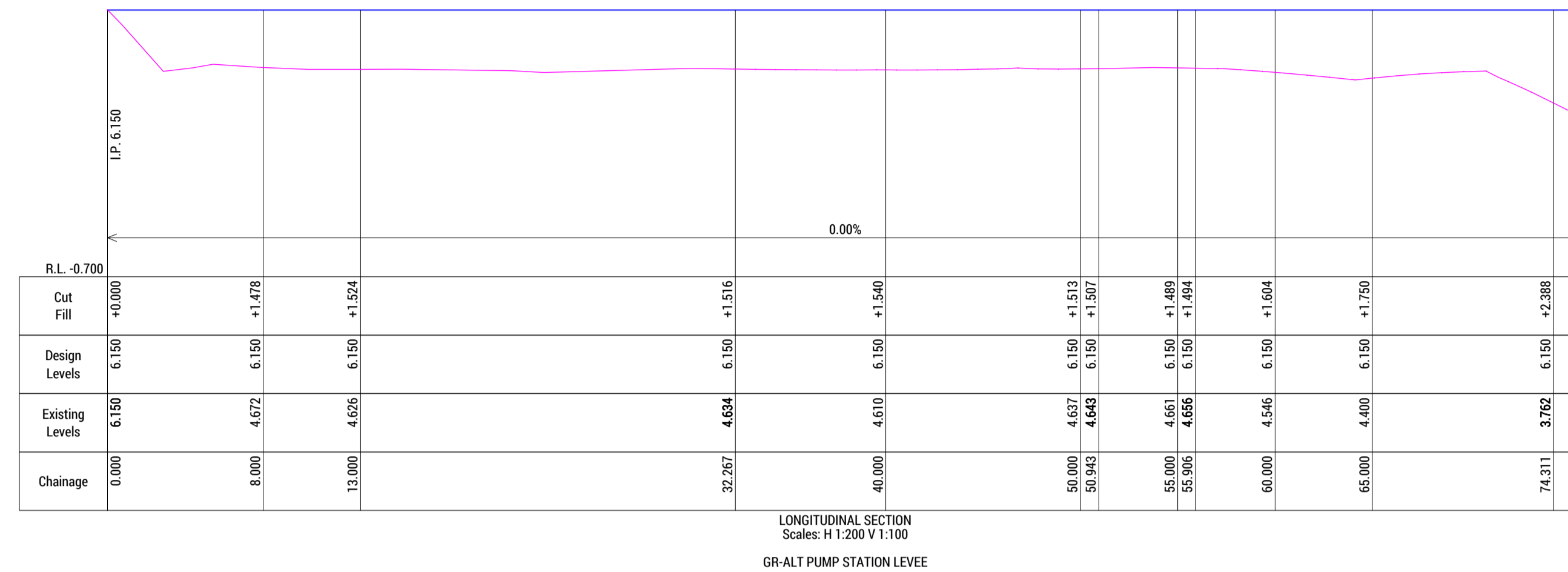
WATER MAIN SCHEDULE

MARK	PIPE SIZE	TYPE
W-1	200	PVC-O R/RJ PN16
W-2	100	PVC-O R/RJ PN16
W-3	100	DICL
W-4	150	DICL

STORMWATER PIT / MANHOLE SCHEDULE

MARK	SIZE	TYPE	ACCESSORIES
MH1-SW	Ø1050	PRECAST CONC. MANHOLE	'SW' MARKED CLASS D GATIC LID
MH2-SW	Ø1800	PRECAST CONC. MANHOLE	'SW' MARKED CLASS D GATIC LID
MS1-SW	Ø400	AWASHAFT DN400 MAINT.	INSTALLED IN ACCORDANCE WITH MAN. SPEC. CLASS B ACCESS COVER
SEP1-SW	1250	TYPE 1 SIDE ENTRY PIT	REFER LGAT STD DWGS
SEP2-SW	1800	TYPE 2 SIDE ENTRY PIT	REFER LGAT STD DWGS
GP1-SW	450 SQ.	HEAVY DUTY BLACK PVC GP	CLASS D GALV. GRATE 50 MIN. SUMP
GP2-SW	900 SQ.	PRECAST CONC. GRATED PIT	CLASS D GALV. GRATE 50 MIN. SUMP
HW1-SW	TO SUIT PIPE DIA.	PRECAST CONC. HEADWALL	RUBBER DUCK BILL / FLOOD GATE (NON-RETURN VALVE) OR SIMILAR

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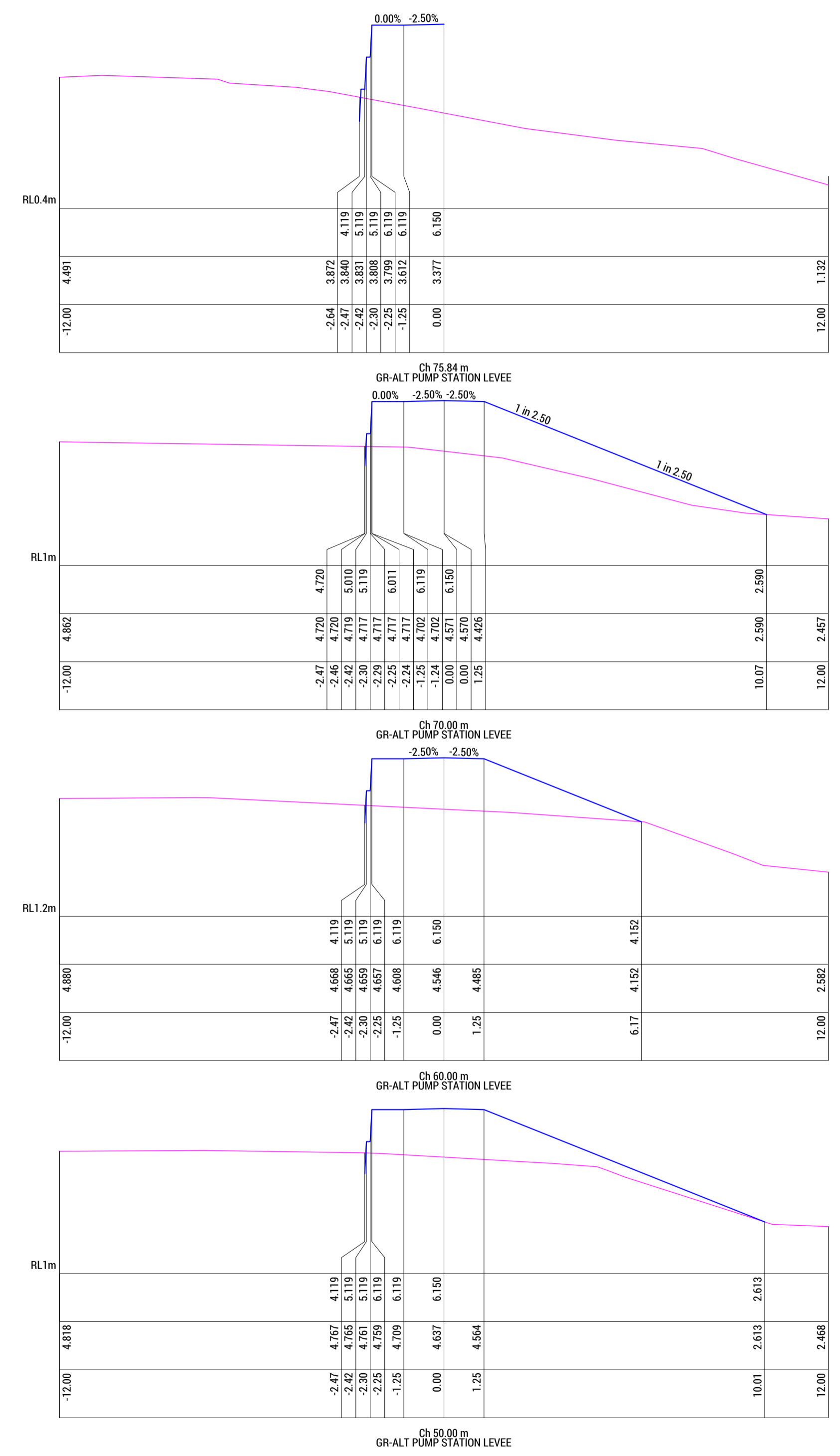
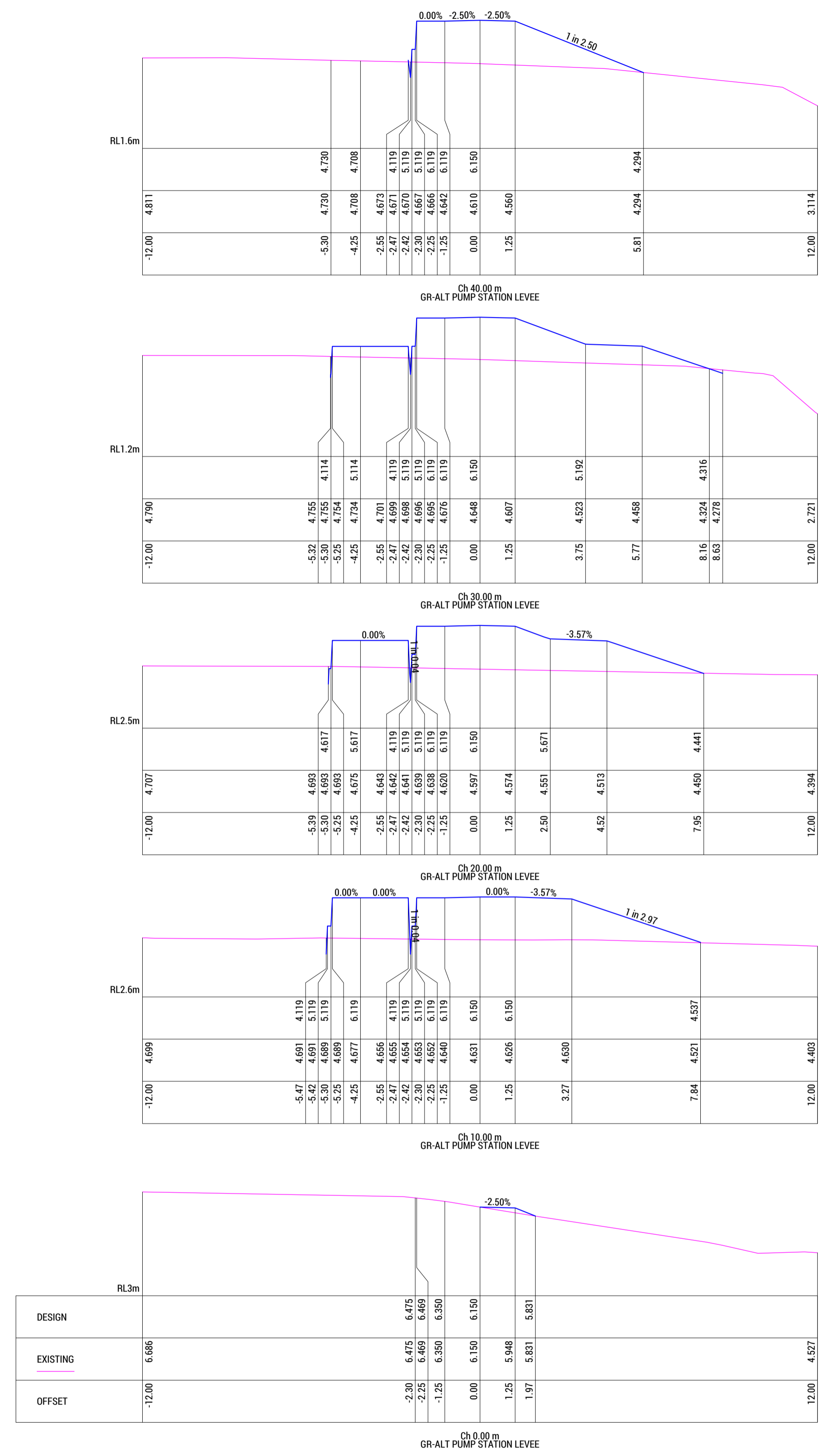
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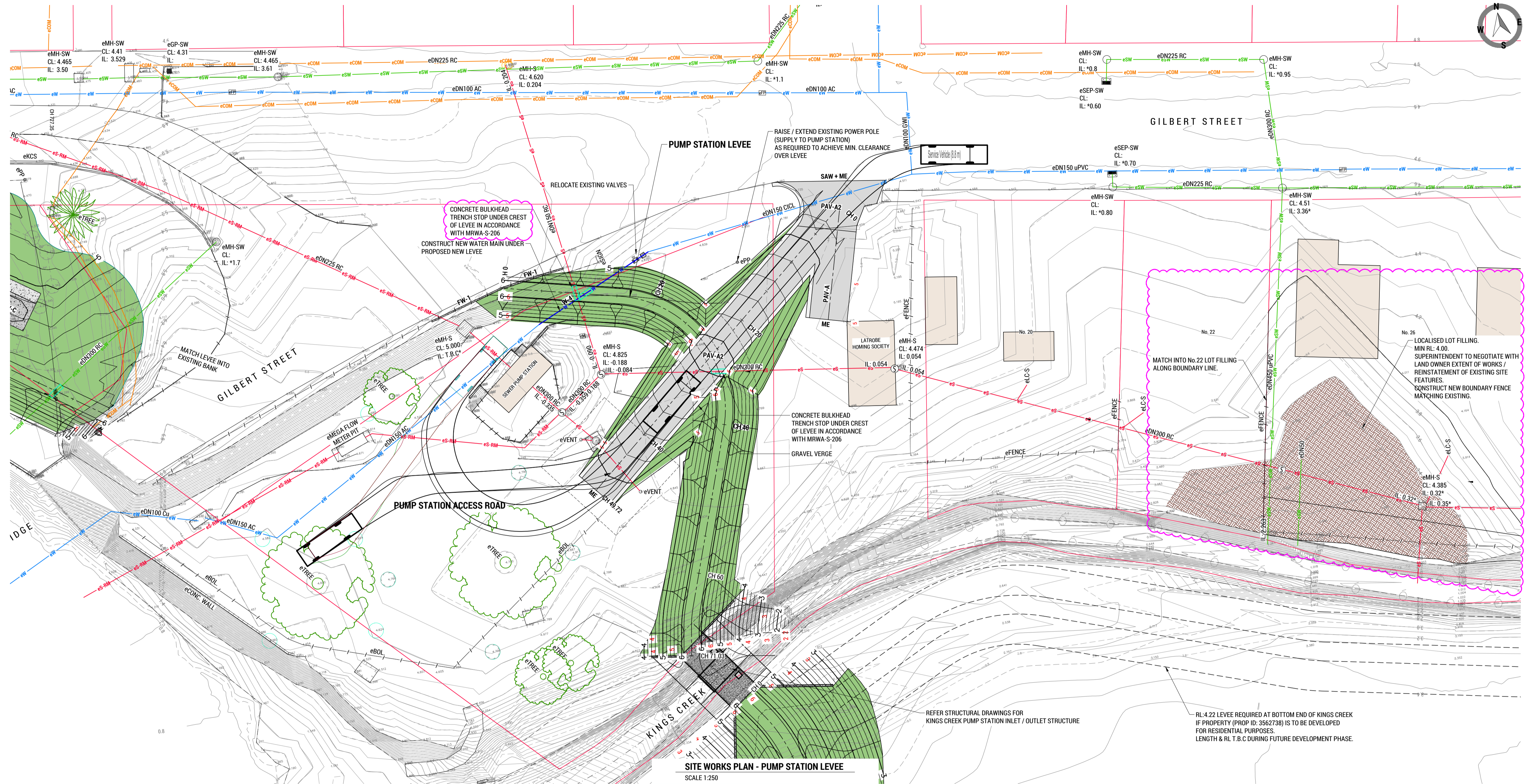
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Launceston TAS 7250

CLIENT: LATROBE COUNCIL
PROJECT: FLOOD LEVEE
ADDRESS: LATROBE, TASMANIA

TITLE: CIVIL LONGITUDINAL SECTIONS - PUMP STATION SHEET 1	
SCALE: -	SHEET SIZE: A1 DWGS IN SET: -
PROJECT No: 221006	DWG No: C42x REV: A



	STATUS: CONTROLLED DOCUMENT		DESIGN BY: RJ	CLIENT: LATROBE COUNCIL	TITLE: CIVIL CROSS SECTIONS PUMP STATION LEVEE - SHEET 1
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A PRELIMINARY / INFORMATION	PVD 12-10-22	APPROVED: R. JESSON	DRAFT CHK: JS	ADDRESS: LATROBE, TASMANIA	SCALE: 1:100 SHEET SIZE: A1 DWGS IN SET: -
REV: ISSUED FOR / DESCRIPTION:	BY: DATE:	ACRED. No: CC58481	DATE: 04-11-21	22-24 Paterson Street Launceston TAS 7250 	PROJECT No: 221006 DWG No: C43x REV: A



SITE WORKS PLAN - PUMP STATION LEVEE
SCALE 1:250

LEGEND

- PAV-A HOTMIX - TRAFFICABLE TYPE A1, A2 & A3 REFER DETAILS
- PAV-B CONCRETE - DRIVEWAY / TRAFFICABLE REFER DETAILS
- PAV-C CONCRETE - PEDESTRIAN REFER DETAILS
- PAV-D GRAVEL - PEDESTRIAN REFER DETAILS
- PAV-E GRAVEL - TRAFFICABLE REFER DETAILS
- SURF-A GRASSED / TURFED / LANDSCAPED AREA REFER SPEC. 200mm MIN GOOD QUALITY TOP SOIL

LEGEND

- KC KERB & CHANNEL
- KCS KERB & CHANNEL - SMALL
- KCV KERB & CHANNEL - VEHICLE CROSSING
- BK BARRIER KERB
- FK FLUSH KERB
- PEP-A TYPE A PEDESTRIAN RAMP REFER LGAT STD DWG TSD-R18-v3
- PEP-B TYPE B PEDESTRIAN RAMP REFER LGAT STD DWG TSD-R18-v3
- FW-1 FLOOD WALL - REFER 'S' SERIES DWGS
- FENCE-1 FENCE - CONSTRUCT NEW - MATCH EXTG
- RW-1 190 REINFORCED BLOCK WALL - REFER DETAILS
- RW-2 MASSBLOC RETAINING WALL - REFER DETAILS

LEGEND

- MH MANHOLE
- SEP SIDE ENTRY PIT
- GP GRATED PIT
- ME MATCH EXISTING
- SAW SAW CUT
- *ILxxx LEVEL FROM GIS DATA

LEGEND

- eSW EXISTING STORM WATER MAIN
- eSW PROPOSED STORMWATER MAIN
- eS EXISTING SEWER MAIN
- S PROPOSED SEWER MAIN
- AG PROPOSED AG DRAIN
- PROPOSED OPEN / SWALE / VEE DRAIN
- eW EXISTING WATER MAIN
- W PROPOSED WATER MAIN
- eCOM EXISTING COMMUNICATIONS LINE

LEGEND

- EF EXISTING FIRE PLUG
- FP FIRE PLUG
- ESV EXISTING STOP VALVE
- EM EXISTING WATER METER
- RV REFLEX VALVE / NON-RETURN VALVE HUMES FLOOD GATE OR SIMILAR

STORMWATER PIPE SCHEDULE

MARK	PIPE SIZE	TYPE	CLASS	GRADE
DN150	Ø150	uPVC R/RJ	SN8	1%
DN300	Ø300	RCP R/RJ	CLASS 4	1%
DN450	Ø450	RCP R/RJ	CLASS 4	1%
DN600	Ø600	RCP R/RJ	CLASS 4	1%
DN900	Ø900	RCP R/RJ	CLASS 4	0.5%
DN1200	Ø1200	RCP R/RJ	CLASS 4	0.5%

WATER MAIN SCHEDULE

MARK	PIPE SIZE	TYPE
W-1	200	PVC-O R/RJ PN16
W-2	100	PVC-O R/RJ PN16
W-3	100	DICL
W-4	150	DICL

STORMWATER PIT / MANHOLE SCHEDULE

MARK	SIZE	TYPE	ACCESSORIES
MH1-SW	Ø1050	PRECAST CONC. MANHOLE	'SW' MARKED CLASS D GATIC LID
MH2-SW	Ø1800	PRECAST CONC. MANHOLE	'SW' MARKED CLASS D GATIC LID
MS1-SW	Ø400	AWASHAFT DN400 MAINT.	INSTALLED IN ACCORDANCE WITH MAN. SPEC. CLASS B ACCESS COVER
SEP1-SW	1250	TYPE 1 SIDE ENTRY PIT	REFER LGAT STD DWGS
SEP2-SW	1800	TYPE 2 SIDE ENTRY PIT	REFER LGAT STD DWGS
GP1-SW	450 SQ.	HEAVY DUTY BLACK PVC GP	CLASS D GALV. GRATE 50 MIN. SUMP
GP2-SW	900 SQ.	PRECAST CONC. GRATED PIT	CLASS D GALV. GRATE 50 MIN. SUMP
HW1-SW	TO SUIT PIPE DIA.	PRECAST CONC. HEADWALL	RUBBER DUCK BILL / FLOOD GATE (NON-RETURN VALVE) OR SIMILAR



0	CONSTRUCTION ISSUE - PART 2	PVD	29-06-22
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ACRED. No: CC58481	DATE:	04-11-21

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CLIENT: LATROBE COUNCIL
PROJECT: FLOOD LEVEE
ADDRESS: LATROBE, TASMANIA

TITLE: SITE WORKS PLAN
PUMPSTATION LEVEE
SCALE: 1:250 SHEET SIZE: A1 DWGS IN SET: -
PROJECT No: 221006 DWG No: C406 REV: 0

14.3 ADOPTION OF DRAFT LATROBE COUNCIL DUST SEAL POLICY

REPORT AUTHOR: Jonathan Magor, Manager Infrastructure and Assets

Note: The Report Author does not have a pecuniary interest in the subject matter

AUTHORISING MANAGER: Gerald Monson, General Manager

REPORT CLASS: Public/Open

DATE OF REPORT: 10 January 2023

ATTACHMENTS: 1. Dust Seal Policy draft Latrobe January 2022 [14.3.1 - 2 pages]

PURPOSE OF REPORT

For Council to consider the adoption of the draft Latrobe Council Dust Seal Policy effective immediately.

BACKGROUND INFORMATION

Council is sometimes requested to seal gravel roads. Generally, low traffic volumes on the unsealed network does not make it financially beneficial for them to be sealed, and it is less costly to maintain low volume roads as an unsealed rather than sealed road.

A recent response from Council Officers on a request to seal a gravel road was:

Unfortunately there are no current plans to seal Road.

More highly trafficked roads warrant sealing before low traffic roads. A gravel road will only be more costly to maintain than a sealed road if traffic volumes or environmental factors result in a gravel road needing to be maintained significantly more than the 'average' gravel road.

The Australian Road Research Board's Unsealed Roads Manual – Guidelines to good Practice observes in section 7.6 that 'As a rough rule of thumb, it may be difficult to justify sealing a road carrying less than 100 vehicles per day (VPD), whereas if it is carrying over 250 VPD it will probably be justified. In between these values it the 'grey area'.

The obvious focus if sealing gravel roads is to start with the most trafficked road and work down to lesser trafficked roads. At somewhere between 100 and 250 VPD the program would cease.

I can offer the following though:

- *Latrobe Council is to consider adopting a dust seal policy like that at Kentish Council which I have attached. In the absence of a Latrobe policy consideration would be given to a similar landowner agreement opportunity as in place at Kentish.*
- *We continually try and source the most suitable gravels for different road conditions to ensure the gravel contains enough clay to reduce dust during the summer but not become too muddy or slippery in the winter. When Road is next resheeted the most suitable gravel available at the time will be used.*
- *I will provide a copy of this e-mail to our Operations Department so an assessment of Road can be undertaken with a view to programming any current maintenance needs with respect to the road pavement.*

Council discussed a draft policy at a recent workshop and were in general support of adopting a policy effectively the same as the Kentish Council policy.

PROPOSAL/SUMMARY

It is proposed that the draft Latrobe Council Dust Seal Policy be endorsed and made effective immediately allowing the consideration by Council in the Closed meeting on the 16 January 2023 to potentially use the policy.

RELATIONSHIP WITH STRATEGIC PLANNING AND POLICY

The Latrobe Council Strategic Plan 2020-2030 provides the following objectives and strategies:

3.1 Roads - Provide a safe and well-maintained road network that caters for all road users

- 3.1.1 Maintain an updated Transport Services Asset Management Plan
- 3.1.4 Respond to evolving vehicle and transport requirements including the provision of electric vehicle recharging stations

LEGAL AND RISK IMPLICATIONS

Council is not obligated to seal roads, but opportunities exist to work with ratepayers on cost sharing projects. There is a risk that works are completed without payment. There is also a risk that the estimate is inaccurate, or costs increase between the time of estimating and undertaking the works.

FINANCIAL IMPLICATIONS

Each situation is different and financial implications for Council and property owners varies from job to job. Accordingly, the policy seeks to make the obligations on parties known rather than the costs.

PUBLIC/CUSTOMER IMPLICATIONS

The draft Dust Seal Policy clearly identifies the implications for customers.

SOCIAL/ENVIRONMENTAL IMPLICATIONS

There are no significant social or environmental implications other than those that can co-fund the works are more likely to justify a sealed road frontage.

CONSULTATION

An extensive consultation period occurred before adopting the Kentish Council Dust Seal Policy. It is beneficial for policies across both areas to remain the same. Once adopted the policy should be made known and shared.

OPTIONS FOR COUNCIL TO CONSIDER

Three potential options have been identified:

- 1) Council adopt the draft Latrobe Council Dust Seal Policy as presented and make it known and available to the community; or
- 2) Council adopts the draft Latrobe Council Dust Seal Policy incorporating specific minor changes and make it known and available to the community; or
- 3) Council decide that it does not wish to have a Dust Seal Policy at this time.

OFFICER'S COMMENTS/CONCLUSION

In recent times Council officers have advised those wishing to have their gravel road sealed that Council is in the process of developing a dust seal policy similar to the Kentish Council and have provided the Kentish Council policy for their consideration.

RECOMMENDATION

That the report by the Manager Infrastructure and Assets concerning Adoption of Draft Latrobe Council Dust Seal Policy, be received and:

1. Council adopt the draft Latrobe Council Dust Seal Policy as presented and make it known and available to the community.



Latrobe Council Dust Seal Policy

(Policy 09:01:2023)

1 Aim

To meet rural ratepayer expectations within Council's budgetary constraints by providing locally sealed sections of road through cost sharing arrangements.

2 Policy Statement

To equitably and consistently deal with requests from rural ratepayers for the gravel road adjacent to their home, dairy, stables etc to be bitumen sealed to reduce dust.

3 Responsibilities

The Manager Infrastructure and Assets is responsible for this policy and its implementation.

4 Associated Procedure

The following procedure applies to requests for 'dust seals':

- A ratepayer, or group of ratepayers (referred to in this policy as "the applicant") may request that Council contribute towards the cost of, and undertake works to, apply a bitumen surface seal to an unsealed road adjacent to their home, dairy, stables etc to reduce dust.
- Council will be responsible for all works relating to the preparation of the road pavement as suitable for sealing including ensuring adequate pavement depth, width, compaction and drainage including all machinery, labour and material needs.
- The direct cost to Council as quoted by Council's contractor to undertake the two-coat sealing works is to be borne in full by the applicant. Payment is to be made in accordance with the payment options listed below. The estimated cost to undertake the sealing is to be approved in principal by the applicant prior to Council seeking a quotation from the sealing contractor.
- Where the Applicant is a group of ratepayers, agreement of the proportion of the applicant's cost to be borne by each separate ratepayer is required to be reached before an application is lodged and stated in the application signed by all applicant property owners.
- The minimum length of an isolated section of seal is 100 metres and to the full width of existing pavement. The minimum length of a seal extension is 50m and to the full width of the existing pavement.
- A written private works agreement detailing payment arrangements must be completed and signed by the applicant prior to scheduling any work.
- After agreement signing, the works will be programmed, noting that the sealing works are best undertaken between October and April.

Issue Date: 09/01/2023
Review Date: 09/01/2025

Document Set Id:
Dust Seal Policy

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Version: 1.0

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- Council is to maintain the sealed section for the duration of the useful life (nominally 15 years) at which time the landowner can elect to retain a sealed surface by paying in full for the road to be resealed. If resealing is not undertaken Council will remove any residual seal and reinstate the gravel surface.

4.1 Payment Options

1. Payment in full on confirmation of quote from contractor.
2. Payment through a separate rates charge applying to the land of the applicant that benefits from the dust seal in accordance with Division 5 of the Local Government Act 1993, payable in equal annual instalments over the agreed payment period beginning from the construction start date.

Council will advertise its intention to raise a separate rate under option 2 and a resolution for the separate rate must be passed by an absolute majority of Council (5 councillors).

The amount of the special rate will include the following costs:

- a. The direct cost to Council as quoted by Council's contractor to undertake the two-coat sealing works
- b. All costs incurred by Council towards establishing a special rate, including but not limited to, advertising, legal advice and officer time
- c. A finance charge calculated on the sum of the costs in points 1 and 2 above at the rate of the RBA Cash Rate plus 5%.

A special rate charged in accordance with this policy will have a 5 year maximum payback duration and \$1,500 minimum annual payment.

5 Associated Documents and References

5.1 Strategic Plan Reference

Infrastructure Objective 3.1 Roads - Provide a safe and well-maintained road network that caters for all road users.

APPROVED BY COUNCIL: xx xxxxxxxx 2023 Minute: 7.5.1

EFFECTIVE DATE: xx xxxxxxxx 2023

ADMINISTERED BY: Manager Infrastructure & Assets

This policy will be reviewed periodically to ensure its relevance in terms of community needs and expectations and Council goals, targets, budget and statutory requirements.

Issue Date: 09/01/2023
Review Date: 09/01/2025

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Dust Seal Policy

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Version: 1.0

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15 OPERATIONS DEPARTMENT

Nil

16 INFORMATION

16.1 COUNCIL WORKSHOPS

Author: General Manager

General Manager's Comments

A Council Workshop was held on 12 December, 2022. The following subjects were discussed:

- Update on Port Sorell Caravan Park – appointment of Caretaker
- Cradle Coast Authority Representatives meeting agenda
- Local Government Learning and Development Framework
- Latrobe Council Annual General meeting

The above information is listed as required by Clause 8 (2) (c) Local Government (Meeting Procedures) Regulations 2015.

RECOMMENDATION

That information on topics discussed at the 12 December, 2022 Council Workshops be received.

16.2 DELEGATES REPORT

Mayor Peter Freshney

DATE	MEETING / EVENT (VENUE)
01/12/2022	Teddy Sheean VC 80th Memorial (Town Hall, Latrobe)
01/12/2022	Latrobe & Kentish Joint Training & Development Session (Latrobe Council Chambers)
02/12/2022	Cradle Coast Authority Leadership Meeting (Ulverstone) *
02/12/2022	Meet the Mayors (Devonport Library)
02/12/2022	Mersey Community Care Volunteers BBQ (Devonport)
03/12/2022	Latrobe Federal Band End of Year Dinner (Latrobe)
05/12/2022	St Pat's Child Care Board Meeting (Latrobe)
06/12/2022	Walking Meeting with Resident (Hawley Beach)
06/12/2022	Latrobe Senior Citizens Club AGM (Latrobe)
06/12/2022	Meet with Acting Commander John King (Latrobe)
06/12/2022	Meet with Resident re: access issue (Tarleton)
07/12/2022	Mayor's Workshop (Hobart)
07/12/2022	Radio Interview with 7AD

08/12/2022	LGAT Conference and Dinner (Hobart)
09/12/2022	LGAT Conference (Hobart)
09/12/2022	Latrobe Council Elected Members and Management Team Christmas Dinner (Port Sorell)
12/12/2022	Meet with Deputy Mayor and General Manager (Latrobe Council)
12/12/2022	Community Briefing Session – Tasmanian Salmon Industry Plan (Devonport)
12/12/2022	Latrobe Council Ordinary Meeting and Workshop (Latrobe Council Chambers)
13/12/2022	CCA Representatives Meeting (Burnie) *
13/12/2022	GMC Briefing on Future of Local Government (via Microsoft Teams) **
13/12/2022	Meet with Deputy Mayor Mead, Cr Martin and Resident (Port Sorell)
14/12/2022	Weekly catch up with Deputy Mayor and General Manager (Latrobe Council Chambers)
14/12/2022	Mersey Leven Emergency Management Committee Meeting (Sheffield)
14/12/2022	Port Sorell Caravan Park Committee Meeting (Latrobe Councils Chambers)
14/12/2022	Latrobe Rotary Christmas Dinner (Spreyton)
15/12/2022	Meet with Mersey River land owners (Frogmore)
15/12/2022	Latrobe Council AGM (Latrobe Memorial Hall)
19/12/2022	Latrobe Primary School Year 6 Assembly (Latrobe)
19/12/2022	Latrobe Flood Mitigation Project Site Tour (Latrobe)
19/12/2022	Meet with Deputy Mayor, Cr Brown and Resident (Latrobe)
20/12/2022	Meet with Cr Brown (Latrobe Council Chambers)
20/12/2022	Draw Raffle at St Pat's Child Care (Latrobe)
20/12/2022	Port Sorell Primary School Year 6 Leavers Assembly (Port Sorell)
20/12/2022	Sassafras Primary School End of Year Celebration (Sassafras)
21/12/2022	Latrobe High School Grade 10 Leavers Assembly (Latrobe)
21/12/2022	Weekly catch up with Deputy Mayor Mead and General Manager (Latrobe Council Chambers)
21/12/2022	Christmas Lunch with Deputy Mayor Mead, Kentish Mayor Haberle, the General Manager and support staff
21/12/2022	Meet with Deputy Mayor Mead and Resident (Hawley Beach)
22/12/2022	GMC Meeting (via Microsoft Teams) **
22/12/2022	Funeral for local Latrobe Resident (Devonport)
22/12/2022	Council Indoor Staff Christmas Break-up (Latrobe Council Chambers)
22/12/2022	Meet with Resident (Percival Street Latrobe)

* Denotes Cradle Coast Authority Chief Representative business.

** Denotes Local Government Association of Tasmania – General Management Committee business

Deputy Mayor Vonette Mead

DATE	MEETING / EVENT (VENUE)
01/12/2022	West North West Working Meeting (Utas, Burnie)
01/12/2022	Teddy Sheean VC 80th Memorial (Town Hall, Latrobe)
01/12/2022	Latrobe & Kentish Joint Training & Development Session (Latrobe Council Chambers)
06/12/2022	Recreational Area Re-Development Staff Handover meeting (Latrobe Council Chambers)
08/12/2022 – 09/12/2022	LGAT Conference (Grand Chancellor, Hobart)
09/12/2022	Elected Members and Management Christmas Function (Port Sorell)
12/12/2022	Latrobe High School Employability Skills Workshop (Latrobe High)
12/12/2022	Latrobe Council Ordinary Meeting (Latrobe Council Chambers)
13/12/2022	Latrobe High School Awards Presentations (Latrobe High)
13/12/2022	Meet with Resident (Pitcairn Reserve)
14/12/2022	Meet Mayor Freshney and Council's General Manager (Mayor's Office)
14/12/2022	Port Sorell Caravan Park Committee Meeting (Latrobe)
14/12/2022	Premiers Christmas Function (Turners Beach)
15/12/2022	Latrobe Council AGM (Latrobe Memorial Hall / Microsoft Teams)
19/12/2022	Latrobe Flood Mitigation Project Site Tour (Latrobe)
19/12/2022	Meet with resident (Latrobe)
21/12/2022	Latrobe High School Farewell Assembly (Latrobe High)
21/12/2022	Meet Mayor Freshney and Council's General Manager (Mayor's Office)
22/12/2022	Latrobe and Kentish Outdoor Staff Break-Up (Kentish Depot)

Councillors/Other Delegates Reports

Councillors are asked to acknowledge meetings they have attended as a Council delegate or appointee since the previous Council meeting.

Councillors should provide a brief written delegates report (preferable) to be circulated to all Councillors prior to the meeting, or give a verbal update to the meeting. This feedback and communication is essential to ensure Council remains aware of various developments taking place with these bodies and committees.

RECOMMENDATION

That the Delegates Reports be received and noted.

16.3 COUNCIL DECISION STATUS REPORT

RECOMMENDATION

That the December 2022 status report of Open Council Meeting decisions be received.

ATTACHMENTS

1. Open Status Report [16.3.1 - 20 pages]
Ordinary Meeting of the Latrobe Council Agenda - 16 January 2023

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.1	13/07/2015 - 14329 - PORT SORELL FORMER LANDFILL SITE DEVELOPMENT PLAN:	In progress	That the Council receive the report prepared by the General Manager and: <ol style="list-style-type: none"> 1. Submit the endorsed Development Plan to the EPA for approval. 2. Prepare a decommissioning and rehabilitation plan for the establishment of a regional park in line with the Development Plan and in accordance with EPA requirements. 3. Develop a staged plan and budget for implementation of the Development Plan, maximising external funding sources. 4. Prepare a planning scheme amendment for the site to provide an appropriate zoning for the implementation of the Development Plan. 5. Consult with the Port Sorell community to decide on detailed design elements and identify a name for the future site. 	Jonathan Magor	<p>26/09/2022 Harbour Software Support</p> <p>MANAGER INFRASTRUCTURE AND ASSETS to prepare a report for Council to consider actions for the 2020/21 financial year – C/M 6/4/20. '9 month' DSI programmed for completion by 30 June 2020. Investigation and works totalling \$180,000 intended for 2020/21 financial year and EPA / Premier to be advised accordingly. Prepare and issue advice in June 2020.</p> <p>September 2020 update - Draft Detailed Site Investigation report has been provided for feedback. IPD Consulting to brief Council prior to lodging with EPA. IPD presented DSI at Council Workshop. Council resolution required to provide final version to EPA. Meeting held with EPA, Health Department, Elgin, Bluesphere, IPD and Council on 2 December 2020. DSI very well received. Awaiting feedback and approval to proceed with priority on-ground actions identified and advise stakeholders and community accordingly. EPA have approved progression of the proposed vent trench and IPD are scoping the works.</p> <p>IPD progressing design with planned construction for June 2021 subject to weather and ground conditions. Scope identified and cost estimate prepared - needs further discussion with consultant. Design commissioned and site meeting to be held with consultant on 3 June 2021. Vent trench in Club Drive scheduled to commence on 21 July 2021.</p> <p>August 2021 - trenching undertaken but backfilled as findings were inconclusive if ground conditions provided the expected pathway or not. Findings being analysed and interpreted. Briefing on status provided to EPA on 24 November 2021.</p> <p>February 2022 Landfill gas assessment undertaken to assisting in progressing project.</p> <p>March 2022</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
							<p>Closely spaced basic gas bores to be installed. Scoping, scheduling, contractor availability, costing and timing for low pressure underway.</p> <p>April 2022 Scoping of potential works for 2022/23 complete and an update / request for financial assistance provided to the state government.</p> <p>June 2022 Additional gas migration bores scheduled for June 2022.</p> <p>July 2022 Alignment of bores has been cleared, orders issued and boring programmed for August.</p> <p>September 2022 Bores installed and monitoring commenced. IPD provided an update to Council on the 22 August 2022.</p> <p>26/09/2022 Jonathan Magor</p> <p>October 2022 Council to consider what services it wishes to retain, the scope and location of those services. This will allow IPD to prepare a proposal to initiate conceptual design work.</p>
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.2	09/12/2019 - 16095 - WILD MERSEY MOUNTAIN BIKE ADVISORY COMMITTEE MEETING – HELD 03/12/2019	In progress	<p>That the minutes of the Wild Mersey Mountain Bike Advisory Committee meeting dated 3rd December, 2019 as tabled for the information of Councillors be received and noted and the following recommendations endorsed:</p> <p>3.Latrobe and Kentish proceed with the preliminary feasibility study to investigate solutions for improved mobile coverage along the Wild Mersey Mountain Bike trail. The Committee notes that a further</p>	Jonathan Magor	<p>26/09/2022 Harbour Software Support</p> <p>Awaiting advised agreement from Telstra. Agreement signed and preliminary site visit occurred. Progressing – conducted 2 site visits with Telstra.</p> <p>Awaiting on final plan from Telstra. Meeting held with Telstra 7/7/20.</p> <p>Committee considered Telstra report at 14/07/2020 meeting. Committee decided that the cost of construction outweighed the future benefit and therefore not to progress.</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					feasibility may be required which will commit Latrobe and Kentish Councils to contribute more funds than budgeted		12/1/21 Further discussions with Telstra held and advised to seek contribution from State Government. State Government were unable to contribute at this stage resulting in no application being made. Discussions with Telstra to commence regarding a possible application to the 2021 Black Spot funding stream currently available. A meeting between Council and Telstra will determine a potential way forward. Proposal put forward to State Government for co-funding was not supported and project placed on hold. April 2022 Await and pursue further opportunity.
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.3	08/02/2021 - 16661 - LATROBE TREE PLANTING COMMITTEE – JOINT MEETING WITH KENTISH TREE PLANTING COMMITTEE – HELD 25/01/2021	In progress	That the minutes of the Latrobe Tree Planting Committee – Joint Meeting with Kentish Tree Planting Committee dated 25 January, 2021 be received and the following recommendation endorsed: <ul style="list-style-type: none"> 1. The Significant Tree Nomination Review Panel include the Team Leader Green Spaces, the Strategic Planner, an arborist and Cr McLaren and Ms Stackhouse for an historical and horticultural perspective. 	Jason Bellchambers	26/09/2022 Harbour Software Support Progressing.
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.4	14/04/2021 - 16736 - LATROBE COUNCIL TREE PLANTING COMMITTEE MEETING – HELD 22/03/2021	Completed	That the minutes of the Latrobe Council Tree Planting Committee meeting dated 22 March, 2021 be received and the following recommendations endorsed: <ul style="list-style-type: none"> 1. The two street trees near the new Hamilton Street round-about be replaced asap. 2. The four trees near the chemist shop (2) and at 49 and 107 	Jason Bellchambers	26/09/2022 Harbour Software Support To be replaced in the coming months. Trees now replaced at Hamilton St roundabout. Remaining Gilbert St trees will be replaced in Autumn 2022. Allowance for costs included in 2022/23 budget. 30/09/2022 Jason Bellchambers

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					Gilbert Street be replaced in the 2021-22 financial year.		<p>Remaining three Chinese Elms now scheduled to be replaced during October - November 2022.</p> <p>06/01/2023 Jason Bellchambers</p> <p>Remaining trees were replaced in November.</p>
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.6	09/08/2021 - 16890 - DISPOSAL OF PUBLIC LAND – LOT 1 PERCIVAL STREET (CORNER OF EAST FORTH STREET) LATROBE	In progress	<p>That the report by the General Manager dated 2 August 2021, concerning Disposal of Public Land – Lot 1 Percival Street, Latrobe, be received and Council:</p> <ol style="list-style-type: none"> 1. note the objection submitted by Glynn Williams Legal on behalf of Insight (Tas) Pty Ltd; 2. considers the matters raised in the objection insufficient reason why Council would not proceed to sell the Land; and 3. advise the objector of the Council's decision. 4. engage Entura to update its modelling of this area of Kings Creek prior to proceeding to sell the Land 	Sarah Cairns	<p>26/09/2022 Harbour Software Support</p> <p>Objector advised. Advice received from RMPAT that appeal against Council's decision has been lodged. Preliminary conference scheduled for 6 September. Hearing scheduled 12 November 2021. Awaiting Tribunal decision. Tribunal decision handed down in Council's favour. Council's solicitor has submitted an application to the Tribunal for costs. Council may now proceed to sell the land after removal of the open space notation from the title. C/M 17/01/22. Request for removal of public open space notation lodged with Lands Titles Office. Entura engaged to undertake flood modelling. Titles Office have confirmed that public open space notation has been removed from the title.</p> <p>July 2022</p> <p>Draft report from Entura has been received and feedback collated for consideration.</p> <p>08/11/2022 Sarah Cairns</p> <p>Report being prepared for Council.</p> <p>11/01/2023 Sarah Cairns</p> <p>Report to 16/1/23 Council Meeting</p>
	Ordinary Meeting of the Latrobe	1.7	13/09/2021 - 16921 - PROPOSED FACILITY	In progress	That the report by the General Manager dated 6 September 2021, be received and Council agree to continue to work with the new Latrobe Community Shed on	Adam Parsons, Sarah Cairns	<p>26/09/2022 Harbour Software Support</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
	Council - Carried over Actions		FOR LATROBE COMMUNITY SHED		them finding suitable premises for the Community Shed to locate on an interim basis while further investigations are undertaken by the Community Shed Group on finding/establishing a premises for their long term use.		<p>Mayor and Deputy Mayor met with Shed representatives. GENERAL MANAGER met with Mens Shed representatives.</p> <p>Workshop 28/3/22 – Council supported a fully functioning Men’s Shed in Latrobe – suggested increase membership – can use Hamilton Hub, room in Youth Centre until Urban Design review completed in approx.. 18 months.</p> <p>30/09/2022 Sarah Cairns</p> <p>Latrobe Community Shed has requested a review of the decision by Council not to allow use of the Hampden Street property.</p>
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.8	08/11/2021 - 16990 - 1 FRANKLIN COURT, SHEARWATER	In progress	<p>That the report by the General Manager dated 25 October 2021, concerning 1 Franklin Court, Shearwater, be received and Council by absolute majority:</p> <ol style="list-style-type: none"> 1. determine to advertise its intention to subdivide the lot and sell that portion which fronts Alexander Street; and 2. authorises the General Manager providing no objections are received, to proceed to have the public open space notation removed from that part of the title proposed to be sold, and: <ol style="list-style-type: none"> i. proceed with the subdivision, obtaining a market valuation; and selling of the lot through private treaty, for a sum not less than the valuation; and ii. work with local residents to establish a low maintenance passive recreation area on that part of the land which 	Sarah Cairns	<p>26/09/2022 Harbour Software Support</p> <p>Progressing. No representations received. Met on-site with Surveyor on 11/1/22. Progressing subdivision. Development application signed. Development application lodged. Section 58-permitted use application. Application approved. Infrastructure being organised (fencing footpath). Application to TasWater approved. Infrastructure planned.</p> <p>08/11/2022 Sarah Cairns</p> <p>Expressions of interest from local Real Estate Agents currently being assessed.</p> <p>07/12/2022 Sarah Cairns</p> <p>12/12/22 - land listed for sale.</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					<p>will remain public open space.</p> <p>3. instructs that if any objections are received, they are to be referred to Council for consideration in accordance with the Local Government Act 1993, prior to any further action being instigated.</p>		
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.9	11/07/2022 - 17261 - 8 FAIRWAY CRESCENT , SHEARWATER	In progress	<p>That the report by the General Manager dated 28 June 2022, concerning the petition against the proposed sale of 8 Fairway Crescent, Shearwater be received, and Council:</p> <p>a) note the petition does not strictly comply with the provisions of the Local Government Act 1993;</p> <p>b) accepts there appears to be a genuine level of concern within the community regarding the decision to sell the land, and therefore Council by absolute majority determines to overturn its previous decision and not proceed with the proposed subdivision and sale of the land at this time, and formally reconsider the sale after the Public Open Space Strategy is completed.</p>	Sarah Cairns	<p>26/09/2022 Harbour Software Support</p> <p>Await completion of Public Open Space Strategy.</p>
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.11	08/08/2022 - 17297 - NOTICE OF MOTION – HEAVY VEHICLES	In progress	<p>That Council engage with the National Heavy Vehicle Regulator, Department of State Growth and associated stakeholders to develop and implement an appropriate weight limit for heavy vehicle usage of Gilbert Street, Latrobe.</p>	Jonathan Magor	<p>26/09/2022 Harbour Software Support</p> <p>Informally raised with Department of State Growth representatives, although correspondence yet to be issued to Minister for Transport.</p> <p>26/09/2022 Jonathan Magor</p> <p>October 2022</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
							Informal discussions held with Department of State Growth representatives to increase understanding of the situation from both perspectives. Council has written to the minister for infrastructure requesting consultation on the matter.
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.12	08/08/2022 - 17310 - BANKSIA FACILITIES ADVISORY SPECIAL COMMITTEE	Completed	That the report by the Team Leader Community & Economic Development dated 26 July 2022, concerning the Banksia Facilities Advisory Special Committee, be received and Council: <ol style="list-style-type: none"> 1. adopt the Terms of Reference and Operating Guidelines for the Committee as attached to this report; and 2. prior to formally determining the Committee membership: <ol style="list-style-type: none"> i. invite the stakeholder/user groups at the Banksia Facilities to nominate representative/s for the 2 'user representative' committee positions; and ii. advertise expressions of interest for the 2 'community representative' committee positions. 	Chris Clark	<p>26/09/2022 Harbour Software Support</p> <p>In the process of inviting community and stakeholder representatives to be on the committee.</p> <p>11/01/2023 Sarah Cairns</p> <p>Report to 16/1/23 Council Meeting</p>
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.13	08/08/2022 - 17311 - PORT SORELL CARAVAN PARK ADVISORY SPECIAL	Completed	That the report by the Team Leader Community & Economic Development dated 27 July 2022, concerning the Port Sorell Caravan Park Advisory Special Committee, be received and Council:	Chris Clark	<p>26/09/2022 Harbour Software Support</p> <p>To be progressed on 1 November 2022.</p> <p>07/12/2022 Sarah Cairns</p> <p>December Council meeting - new Councillors to be appointed.</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
			COMMITTEE		<ol style="list-style-type: none"> adopt the Terms of Reference and Operating Guidelines for the Committee as attached to this report effective from 1 November 2022; and note the appointment of Councillors to the new Committee will occur post the October 2022 Council elections. 		11/01/2023 Sarah Cairns Terms of Reference adopted and Councillors appointed to Committee at 12 December 2022 Council meeting.
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.20	12/09/2022 - 17345 - PORT SORELL ADVISORY COMMITTEE MEETING – HELD 17/08/2022	In progress	That the minutes of the Port Sorell Advisory Committee meeting held 17 August, 2022 be received and the following recommendations endorsed: <ol style="list-style-type: none"> The seat locations from the report are nominated for Council's consideration and residents adjacent to selected seat locations are contacted for agreement. An additional seat is budgeted for at the Pump Track. Seats are ordered and installed in the 2022/23 financial year. The budget allocation of \$7,500 be carried forward to the 2023/24 financial year should the works not be completed by the end of the current financial year. 	Adam Parsons	30/09/2022 Jonathan Magor October 2022 Item noted. Buildings and Facilities Coordinator to progress. 01/12/2022 Adam Parsons Buildings & Facilities Coordinator confirmed sites with Team Leader Town Services, seats on order, installation will be scheduled once they arrive.
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.21	12/09/2022 - 17346 - LATROBE AND DISTRICTS YOUTH CENTRE MANAGEM	In progress	That the minutes of the Latrobe and Districts Youth Centre Management Committee meeting dated 16 August, 2022 be received and the following recommendation endorsed: <ol style="list-style-type: none"> Council prepares a survey that seeks data from Latrobe and 	Adam Parsons	30/09/2022 Sarah Cairns Update from Project Officer - Sonya Booth 1. The survey is in development and will be provided to LDYC Committee members shortly.

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Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
			ENT COMMITTEE MEETING – HELD 16/08/2022		<p>Districts Youth Centre Clubs on matters such as membership and female participation, with the draft survey questions to be distributed to Clubs for agreement out-of-session before the data is sought: and</p> <p>2. The Management Committee endorse the concept designs and supports their presentation to the Sport and Recreation Committee in September 2022</p>		<p>2. The concept designs for the LDYC were presented to the 21 September 2022 Sport and Recreation Management Committee by the designer, Heath Clayton from Design Intent.</p> <p>The designs were developed in close collaboration with the Basketball and Sassafras Cricket Clubs and featured a second basketball court designed to a professional level standard that could seat 1660. It also featured a new conference room with views to the basketball courts, and co-located Sassafras Cricket Club to the building.</p> <p>An hour before the Sport and Recreation Management Committee met, Design Intent received costings for the proposed facility which estimated a total cost of \$15M. It was stated by the estimator that current market conditions are such that it is likely the same design a year ago would have been costed around \$8M to deliver.</p> <p>The Committee noted the concept and that further work on a reduced cost design would be undertaken.</p> <p>The Committee attendees noted the concept for the facility was well designed and impressive and would be a strong attraction for sport and recreational use from across the state for decades to come, but also acknowledged that the capital costs were very high.</p> <p>08/11/2022 Sarah Cairns</p> <p>Update from Project Officer - Sonya Booth</p> <p><i>Cost estimate decreased</i></p> <p>At its 25 October 2022 meeting the LDYC Management Committee noted that the design for</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
							<p>the LDYC redevelopment has been re-scoped down to around \$8 million.</p> <p>This amount is at the upperbound of the original preliminary cost estimate provided for development of the concept design in late 2021.</p> <p>Further savings could be achieved by staging any redevelopment of the facility, for example by prioritising expansion of the basketball courts and delaying co-location of the cricket club.</p>
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.22	12/09/2022 - 17347 - BELLS PARADE DEVELOPMENT PLAN IMPLEMENTATION COMMITTEE MEETING – HELD 10/08/2022	In progress	<p>That the minutes of the Bells Parade Development Plan Implementation Committee meeting dated 10 August, 2022 be received and the following recommendation endorsed:</p> <ol style="list-style-type: none"> 1. Ms Wylie progress the interpretation signage as it is just as much as signage works as an arts project. 	Sarah Cairns	<p>30/09/2022 Sarah Cairns</p> <p>Panel interpretations progressing.</p>
	Ordinary Meeting of the Latrobe Council - Carried over Actions	1.23	12/09/2022 - 17351 - LATROBE ECONOMIC DEVELOPMENT COMMITTEE MEETINGS – HELD 21/07 & 18/08/2022	In progress	<p>That the minutes of the Latrobe Economic Development Committee meetings dated 21 July & 18 August, 2022 be received and the following recommendations be noted and further considered by Council:</p> <ol style="list-style-type: none"> 1. Future art installations are not installed before the completion of the Public Arts Strategy; 2. The Public Arts Strategy be completed as a matter of priority to not unnecessarily delay the installation of future public art; and, 3. Council considers allocating the funding required to implement 	Wesley Young	<p>07/12/2022 Sarah Cairns</p> <p>Progressing.</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					<p>the Public Arts Strategy in the 2023/24 budget.</p> <ol style="list-style-type: none"> 4. Council considers the transition of fleet vehicles and operational equipment (at their end of life) to hybrid and/or electrical models, in line with Council's sustainability principles; and, 5. Council considers a review of the Procurement Policy to include considerations of environmental sustainability. 6. An article be lodged in the next edition of the newsletter regarding environmental health concerns of burning items that should not be burned in domestic wood heaters and incinerators. 7. Council formally considers that a flagpole be installed for the future raising of the Aboriginal Flag. 8. Council formally considers that a Welcome to Country be included at the beginning of all Council meetings. 9. Council formally considers drafting and adopting a Reconciliation Action Plan. 10. A Communications Strategy addressing local business impacts, amenities access, traffic management, impact zones, detours, and bridge capacity for the flood levee works be progressed as a priority; and, 11. The Latrobe CBD Masterplan and Kings Park/Station Square 		

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					Masterplan is not put on hold during the flood levee works.		
10/10/2022	Ordinary Meeting of the Latrobe Council - 10 October 2022	18.2	Kentish & Latrobe Community Road Safety Committee - Minutes - 26 September 2022	On hold	<p>That the minutes of the Kentish & Latrobe Community Road Safety Committee meeting held on 26 September 2022, be received and that:</p> <ol style="list-style-type: none"> 1. Council consider that the Mersey Valley Devonport Cycling Club be endorsed as a voting member of the Kentish & Latrobe Community Road Safety Committee going forward; and 2. This membership be included in the revised Terms of Reference. 	Jonathan Magor, Ruby Otomo	<p>31/10/2022 Ruby Otomo</p> <p>In progress - next CRSC is start of December.</p> <p>29/11/2022 Ruby Otomo</p> <p>On hold - December meeting was cancelled. Next meeting will be January/February 2023.</p>
14/11/2022	Ordinary Meeting of the Latrobe Council - 14 November 2022	17.3	Latrobe Tree Planting Committee Meeting - Held 10 October 2022	In progress	<p>That the minutes of the Latrobe Tree Planting Committee meeting held on 10 October 2022, be received and the following recommendation endorsed:</p> <ol style="list-style-type: none"> 1. Council further discuss, at a future Workshop, the proposal to implement a Nature Strip Planting Policy. 	Jonathan Magor	<p>07/12/2022 Sarah Cairns</p> <p>Progressing.</p>
12/12/2022	Ordinary Meeting of the Latrobe Council 12 December 2022	10.3	Naming of new roads created by 125 lot subdivision 69 Reibey Street and 25 Gerrand	Completed	That the report by the Planning Officer concerning Naming of new roads created by 125 lot subdivision 69 Reibey Street and 25 Gerrand Street, Latrobe, be received and Council name the new road off Stanley, Joseph and Gerrand Street - Magnolia Avenue.	Jan Febey	<p>09/01/2023 Jan Febey</p> <p>Lodged with Placenames Tasmania.</p> <p>11/01/2023 Jan Febey</p> <p>Advice received from Placenames Tasmania that street name has been accepted.</p>

Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
12/12/2022	Ordinary Meeting of the Latrobe Council 12 December 2022	11.1	Street, Latrobe 2023 Meeting Dates	Completed	<p>That the report by the General Manager concerning 2023 Meeting Dates, be received and:</p> <ol style="list-style-type: none"> the following Latrobe Council Meeting and Workshops dates for 2023, as presented, be endorsed: <ul style="list-style-type: none"> Council Meeting 16 January (Third Monday) 13 February 14 March (Tuesday) 12 April (Wednesday) 8 May 13 June (Tuesday) 10 July 14 August 11 September 9 October 13 November 11 December (including Council's A <p>and;</p> <ol style="list-style-type: none"> Council consider the location, dates and frequency of Community Information Evenings at a Workshop in early 2023. 	Sarah Cairns	<p>11/01/2023 Sarah Cairns</p> <p>Meeting dates advertised in The Advocate on 14 January 2022 and on Council website.</p>
12/12/2022	Ordinary Meeting of the Latrobe	11.2	Councillor Representation on Council	Completed	That the report by the Executive Assistant concerning Councillor Representation on Council Committees, Controlling Authorities and Working Groups, be	Sarah Cairns	<p>11/01/2023 Sarah Cairns</p> <p>Councillors appointed at 12 December Council meeting and staff advised.</p>

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken												
	Council 12 December 2022		Committees, Controlling Authorities and Working Groups		<p>received and Council endorse the membership/representatives/delegates to various Special Committees, Controlling Authorities and internal and external working groups as detailed below:</p> <p>Section 24 Local Government Act, 1993- Special Committees</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>CUI</th> </tr> </thead> <tbody> <tr> <td>Australian Axeman's Hall of Fame Management Committee Merged with Bells Parade Development Committee</td> <td></td> </tr> <tr> <td>Banksia Facilities Management Committee</td> <td></td> </tr> <tr> <td>Port Sorell Performing Arts Development Hub – Sub-Committee of Banksia Facilities Management Committee Absorbed into Banksia Facilities Management Committee</td> <td></td> </tr> <tr> <td>Bells Parade Development Committee</td> <td></td> </tr> <tr> <td>Elderly Persons Units Advisory Committee</td> <td></td> </tr> </tbody> </table>	NAME	CUI	Australian Axeman's Hall of Fame Management Committee Merged with Bells Parade Development Committee		Banksia Facilities Management Committee		Port Sorell Performing Arts Development Hub – Sub-Committee of Banksia Facilities Management Committee Absorbed into Banksia Facilities Management Committee		Bells Parade Development Committee		Elderly Persons Units Advisory Committee			
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Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					Latrobe Cemetery Committee		
					Latrobe and Districts Youth Centre Management Committee		
					Latrobe Disability Committee	Abc Buil neg	
					Latrobe Sport and Recreation Management Committee		
					Latrobe Swimming Pool Management Committee	No abo	
					Latrobe Tree Planting Committee		
					Moriarty Hall Committee	Cr 9	
					Port Sorell Community, Recreation and Performing Arts Centre Management Committee	Cor Ban Mar	
					Port Sorell Advisory Committee		
					Port Sorell Caravan Park Committee		

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					Latrobe Council Economic Development Committee		
					Latrobe Memorial Hall and Hamilton Hub Advisory Special Committee		
					Section 29 Local Government Act, 1993 – Controlling Authorities		
					NAME	CU	
					Port Sorell Memorial Hall Controlling Authority		
					Section 30 Local Government Act, 1993 – Joint Authorities		
					NAME	CU	
					Cradle Coast Authority		
					Dulverton Regional Waste Management Authority		
					Section 34 Local Government Act, 1993 – Body Corporate		
					NAME	CU	
					Local Government Association of Tasmania		

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken						
					Section 85 Local Government Act, 1993 – Audit Panels <table border="1"> <thead> <tr> <th>NAME</th> <th>CU</th> </tr> </thead> <tbody> <tr> <td>Latrobe Council Audit Panel</td> <td></td> </tr> </tbody> </table>	NAME	CU	Latrobe Council Audit Panel					
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					Section 11 Water and Sewerage Corporation Act 2012 <table border="1"> <thead> <tr> <th>NAME</th> <th>CU</th> </tr> </thead> <tbody> <tr> <td>TasWater Owner Representatives</td> <td></td> </tr> </tbody> </table>	NAME	CU	TasWater Owner Representatives					
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Attachment 16.3.1 Open Status Report

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
					Finance	No	
					General Managers Evaluation Group		
					Municipal Alliances Committee		
					Kentish and Latrobe Community Road Safety Partnership Committee		
					Wild Mersey Mountain Bike Trails Advisory Committee		
					Review of Council Owned Land Ownership Committee		
					External Working Groups		
					NAME	CU	
					Kings Park Working Committee		
					Council Nominations to Community Groups		
					NAME	CU	

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken																						
					<table border="1"> <tr> <td>Cement Australia Railton Community Consultation Committee</td> <td></td> </tr> <tr> <td>Latrobe Landcare</td> <td>No</td> </tr> <tr> <td>Latrobe National Trust</td> <td></td> </tr> <tr> <td>Latrobe Neighbourhood Watch</td> <td></td> </tr> <tr> <td>Pardoe District Fire Committee</td> <td></td> </tr> <tr> <td>Port Sorell Neighbourhood Watch</td> <td>Re</td> </tr> <tr> <td>Rubicon Coast and Landcare</td> <td></td> </tr> </table>	Cement Australia Railton Community Consultation Committee		Latrobe Landcare	No	Latrobe National Trust		Latrobe Neighbourhood Watch		Pardoe District Fire Committee		Port Sorell Neighbourhood Watch	Re	Rubicon Coast and Landcare											
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12/12/2022	Ordinary Meeting of the Latrobe Council 12 December 2022	16.3	Latrobe Council Audit Panel Meeting Minutes and Kentish-Latrobe Joint Audit	Completed	That the minutes of the Latrobe Council Audit Panel meeting and the Kentish-Latrobe Joint Audit Panel meeting held on 29 November 2022, be received and the following recommendations endorsed:	Andrew Cock	<p>11/01/2023 Sarah Cairns</p> <p>Adopted at 12 December 2022 Council Meeting.</p>																						

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Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken
			Panel Meeting Minutes - 29 November 2022		<ol style="list-style-type: none"> 1. The revised Audit Panel Charter be recommended to Council for adoption. 2. The Code of Conduct for Audit Panel Members be recommended to Council for adoption. 		

17 COMMITTEES OF COUNCIL

17.1 PORT SORELL CARAVAN PARK COMMITTEE MEETING - HELD 14 DECEMBER 2022

RECOMMENDATION

That the minutes of the Port Sorell Caravan Park Committee meeting held on 14 December 2022, be received.

ATTACHMENTS

1. Port Sorell Caravan Park Committee Minutes 14 December 2022 [**17.1.1** - 13 pages]



Port Sorell Caravan Park Committee
Meeting held at 2:36pm, 14 December 2022
Latrobe Council Chambers and via MS Teams
Minutes

1 Attendees

*Mayor Peter Freshney
Deputy Mayor Vonette Mead
Michelle Jungfer & Gavin Connor – Outgoing Caretakers
Faye & Trevor Eaves – Incoming Caretakers
Wes Young – Manager Corporate & Business Services
Chris Clark – Team Leader Communities & Economic Development
Adam Parsons – Building & Facilities Coordinator
Joan Wylie – Project Officer (Guest)
Ruby Otomo – Minute Taker

*It is anticipated that Mayor Freshney will replace Cr Wicks on the Committee at the conclusion of the Caretaker EOI process.

2 Apologies

*Cr Gerrad Wicks

3 Declaration of Pecuniary Interest

Nil to report.

4 Declaration of Potential or Actual Conflicts of Interest

Cr Mead made a declaration that they had an interest in a property that adjoins the Caravan Park.

Manager's Note: In the event of the declaration of any actual or perceived conflicts likely to occur on an ongoing basis, it is proposed to automatically note them in the agenda going forward.

5 Caretaker's Report

Mr Connor reported –

Mowing and brush cutting for the season needs to commence. One of the spare power heads was installed at sites 78 and 79 to reduce the lengthy extension cords used by campers when using the sites. A new water connection was installed at 93a to provide better access for campers.

Handover to the new caretakers will be Wednesday 14 December on site. The same systems are in place, so it should be a relatively simple handover.

Ms Jungfer noted there are many outstanding payments remaining for the Christmas period (full payment was due 15 November. Cr Mead requested that they be



compiled as part of the handover process. Mr Young queried why this had been permitted to occur. Many of the regulars use it to hold their sites and pay on arrival despite requests to pay prior. This process may be reviewed as the deposit is minimal at \$20, and it creates a large amount of administration work.

7 large ground sheets have been purchased – they can be offered to guests staying at the new powered sites (constructed in lieu of the cabins) if they are concerned about the wet ground or if the recently sown grass hasn't sufficiently taken hold.

Cr Mead thanked the outgoing caretakers for their work, especially over COVID-19 period and for their commitment to the Park.

6 Minutes of Previous Meeting

The Notes from the meeting held on 2 August 2022 have been circulated to the Committee.

It was resolved that the notes of the previous meeting be received.

7 Committee Terms of Reference & Membership Update

Background

A recent review regarding the structure of the Port Sorell Caravan Park Management Committee recommended that the Terms of Reference be reviewed.

The Committee has undergone a membership restructure that will see it composed solely of councillors and staff and operate as an internal committee of management. The review provides a mechanism for community input via Elected Members.

Since agreeing to implement the recommendations of the review Council has workshopped the idea of inviting semi-permanent onto the committee. It is proposed that this be further discussed under General Business.

Update

The updated Terms of Reference was ratified at the 8 August 2022 Council meeting.

Council unanimously endorsed the following recommendations:

- (1) adopt the Terms of Reference and Operating Guidelines for the Committee as attached to this report effective from 1 November 2022; and
- (2) note the appointment of Councillors to the new Committee will occur post the October 2022 Council elections.

Following this endorsement and in line with the Local Government elections at the end of October 2022, Council is expected to appoint Mayor Freshney and Deputy Mayor Mead as the Councillor representatives to this Committee's membership. Following input from Mr Young, it was agreed to implement the change at the conclusion of the EOI process (expected to conclude before Christmas). It was therefore deemed appropriate to invite both Cr Wicks and Mayor Freshney to the present meeting.



Current Park Caretakers, Ms Jungfer and Mr Connor, will be handing over to the new Caretakers Mr & Mrs Eaves on Wednesday December 14, with initial handover preparations already underway. It is expected that the associated new agreement will be executed before that date.

The Committee wishes to extend its thanks and appreciation to Ms Jungfer and Mr Connor for their hard work, particularly through the start of the redevelopment stages of the Caravan Park and Banksia Facilities, where they assisted with booking management.

Letters of appreciation have been sent to the Lions Mr Grenville Bellchambers, Mr Neil Davidson and Mr Robert Donoghue for their term on the Committee.

Mr Young and Mayor Freshney spoke about a potential semi-permanent representative via an amendment to the Terms of Reference (ToR).

Cr Mead suggested including a camper and a community member on the committee. Mr Young stated that a camper representative may have merit but was against community representatives as this had been contemplated during the recent amendment to the ToR where Council had agreed to pivot to an internal committee of management. Mayor Freshney suggested reviewing the question of having a community committee member if a semi-permanent representative proceeds, but noted the role of elected members is to bring community feedback to the attention of the Committee.

Mr Connor suggested that a small newsletter and upgrading the website may be a way of increasing communication and awareness. Mr Eaves stated that it was important to get the right people if Council were to proceed with semi-permanent representatives as ideally it will be someone who can communicate well and represent the licencees rather than make unconstructive complaints. Mr Clark suggested opening one meeting a year to local residents to engage with them rather than them become members of the committee.

New Action Item: That Mr Clark and Mr Young prepare a draft amendment to the ToR to provide for the appointment of a semi-permanent licence representative. To be provided at the next meeting. In the event the amendment is approved the Committee may elect to re-visit the question of community and/or camper representatives in future.

8 Finance Report

The Finance Report and Port Sorell Caravan Park's profit and loss statements for the past 3 years was provided as they were to hand at the time of determining the Caretaker EOI process. It was also thought helpful for the Committee to be made aware of the rationalisation of the associated costs codes as part of our continuous improvement program.

Cr Mead stated the importance of making sure that the Council has captured the finances accurately. Mr Young explained that it depended on how granular to go – it doesn't necessarily capture some business expenses like time spent on semi-permanent licences, which presently falls to Business Support Officers. He noted that his time also wasn't specifically coded to the Park, however is covered by the overhead allocation made to the Park operations.



Mr Clark noted that the Park revenue is tracking above year-to-date, which is promising considering the busiest time of the year is yet to occur when the Park receives the most revenue.

There was a general discussion on the reclassification of waste management in the finance report as it has now gone under general contracting –Cr Mead said this was confusing. Mr Young stated that the line item related to the Veolia contract.

The Committee received the above information.

9 Action List Updates

The status of open actions has been provided in Appendix 1.

It was resolved that action item 17 be closed and removed from the next agenda.

10 Progress of Management Plan Activities

10.1 Port Sorell Caravan Park Management

Following the empanelling of an assessment panel consisting of Deputy Mayor Mead, Cr Wicks, Mr Young & Mr Parsons a recommendation was made to the General Manager to enter into contract negotiations with Mr and Mrs Eaves.

It is anticipated that the new Caretakers will commence the role on December 14 and will move into the existing Caretakers' residence as the new residence/reception building is not yet complete. A series of handover meetings are scheduled to occur prior to this with the outgoing Caretakers remaining in the area into the new year and therefore able to provide additional background information/support.

The Committee received this information.

10.2 Redevelopment – Stage 2 Update

Background

At the August meeting, Mr Parsons presented the Committee with an updated design for the Darling Street entrance. The following was noted:

- The removal of the existing residence is not part of this tender.
- Priority will be given to laying the groundwork at the new entranceway so there is a Caretaker's Residence at both entrances.
- The Caretakers suggested the old residence may remain and be utilised for accommodation.
- The playground will stay in place until the end of the year. *Cr Mead requests that communications be sent out to the community about this timeframe.
- The new playground equipment has already been purchased and is being stored at the Depot.
- The playground equipment is suitable for younger children, and the Banksia Centre playground will be more suitable for older children.
- The playground is not part of the stage 2.



- 5 existing power turrets/sullage points will be relocated in alignment with the new sealed road within the park. This will allow for 10x powered sites, and can be re-purposed if the construction of the cabins happen at a later stage.

*The relevant information has been previously communicated via the Port Sorell Information Evening, Cradle Coast & Country and on an ad hoc basis with individual stakeholders, such as POGS.

Cr Mead requested a clear plan for what is going to happen at Banksia, Panatana and the Caravan Park regarding children's play facilities – i.e., equipment, footprint, timeline.

It should be noted that there will need to be an increased level of expectation management around the provision of a new playground, as it is being provided for the benefit of guests of the Park, not for the general public. This may cause a degree of discontent and may be exacerbated via the planned installation of boom gates and fob only access at the re-designed front entrance as part of the Stage 3 capital works program.

It is also noted that elected members have previously had significant input into the scope and target audience for the new Banksia Playground, while Panatana Park will be discussed as part of the forthcoming Open Space, Sport & Recreation Plan.

Cr Mead queried the above comment. Mr Young stated that there wasn't, nor likely to ever be, an intention to exclude or restrict public access to the Park but that the proposed Stage 3 provided for boom gates and fobs, which would logically lead to a restriction of vehicular access for the public. He also noted that the planned playground upgrade was for the benefit of Park guests, not the public, as they were being catered for with the new Banksia playground and proposed improvements at Panatana Park.

Update (Stage 2)

Groundworks are complete for powered sites and new road formation is ready for seal. Oliver Kelly Group have had issues sourcing topsoil for final dressing, as suppliers have not been able to grade soil due to inclement weather. Civil contractors are also proving hard to lock in to seal the new road due to the state government's current demand on urgent road repairs but are trying to fit this work in as soon as possible knowing it is ready to be completed. The Caretakers' residence is on schedule, with the occupancy certificate still aiming to be received before Christmas.

Cr Mead queried the playground inspection process. Mr Young explained that regular (fortnightly) inspections occurred via the Green Spaces Team. The WHS Officer inspects quarterly, and an external provider inspects annually. This approach allows for cross checking and quality assurance of each inspection.

Update (Stage 3)

An estimate has been received from ATM Civil for civil works around the new park entrance (Stage 3). This was requested after a site meeting held between Mr Matt Carter (ATM Civil), Mr Parsons and Council's Manager Infrastructure and Assets.



After consultation with Council's Manager Operations, a recommended path forward was suggested to utilise ATM Civil to oversee the project. This allows Council to direct appoint, saving both time and cost around a request for quote and external project management.

A meeting has been booked with Tasmanian Consulting Service to finalise drawings and requirements for boom gate access.

Mr Connor asked if he could store things in the new storeroom with the carpet while they transitioned out of the caretaker role. Mr Parsons will do the final inspection on 23 December – as long as it passes the inspection, it may be possible to use the area for temporary storage after the Occupancy Certificate is issued. The Occupancy Certificate for the new residence is expected to be received by Christmas. The Eaves are expected to stay in the current caretakers residence until the end of the peak season to avoid having to go back and forth.

A discussion took place on the proposal to appoint ATM civil to deliver the new entrance to the Caravan Park.

The Committee received this information.

10.3 Long Term Financial Plan

Mr Young suggested the Committee give consideration to the need to develop a long-term financial plan for the operation and upgrading of the Park in cooperation with the new Caretakers. The Plan should consider:

- If the existing revenue model is fit for purpose and/or need for a multi-tier pricing model.
- The general need to generate additional revenue to pay for proposed maintenance and upgrades.
- A sustainable annual occupancy rate and an associated plan for growth.
- The layout of the Park, and
- The identification and prioritisation of mini projects).

It was resolved that the Committee draft a proposed long-term financial plan (10 years).

New Action Item: The Committee agreed with the recommendation. That Mr Young will also work with his team to secure quotes for the installation of WiFi and fobs. It was also agreed to engage security guards for the evening of New Year's Eve and Australia day. It was also noted that as part of the work a review should be undertaken of the pricing structure, revenue stream and the potential to outsource some operational changes, such as implementing a new brand, social media and website.

10.4 Landscape Plan

Background

Mr Niall Simpson, who is also delivering works for Camp Banksia, has been contracted by Council to develop a plan for landscaping the Port Sorell Caravan



Park. He has previously briefed the Committee about the scope of works and his proposed approach.

On 28 June 2022 Mr Niall Simpson from Southridge Designs met with Council officers and presented an early draft of the landscape plan along with suggested species for use in the design. On 13 September 2022, a site visit occurred with the designer, the Site Managers, Council's Team Leader Green Spaces and project officers to discuss the draft plan's approach. The site visit yielded much value in confirming the need, as indicated in the Port Sorell Caravan Park Master Plan, to take a coordinated planning approach to landscape management for the precinct.

Investigations also need to occur on budget available for the implementation of the plan, expected to be over several years due to the anticipated impact on sites. It is also proposed to seek community feedback to guide the Plan prior to any implementation.

Update

The landscape plan has been on hold pending outcomes of the tender process for the operation of the Park. It is anticipated a report will be brought to the next meeting of the Committee. On the assumption that the Committee was supportive of the draft plan Council will need to consider a future budget allocation to fund its implementation as it is presently unfunded.

Taking the findings of the September site visit, the report would seek to gain the Committee's views on priorities for any landscape plan, from:

- Weed clearing.
- New safety and security perimeter fencing.
- Vegetation clearing to resize sites.
- Reprofilling of uneven surfaces.
- Staged removal of potentially unsafe old trees.
- Beach vegetation repairs.
- Landscaping for safety (e.g. to prevent people driving around speed humps); and,
- Landscaping for amenity (taking a staged approach from priorities such as around old structures and then more broadly across the park).

Once preferred priorities for the Plan are agreed, the designer, Mr Niall Simpson, would finalise the document. A budget proposal would then be prepared for Council to make a decision on funding, and preferred timeframes for delivery. Any landscape and associated works would seek to integrate with the current construction program and future capital works planned for the Park.

It was resolved that:

- 1. The Committee note this information.**
- 2. The Committee agree to request a budget allocation in the 2023/24 budget to implement the Landscape Plan once Mr Parsons receives Mr Simpson's report.**

11 General Business



11.1 WHS Risk Assessment

Council's WHS and Risk Officer conducted a WHS Risk Assessment at the Caravan Park on 31 August 2022 ([Attachment 4](#)).

Ms Jungfer has also identified two other hazards:

1. That the official pathway from the new amenities block exits straight onto the road, with no line of sight for cars or pedestrians.
2. That of caretaker burnout.

Mr Young would like to lead a discussion as to what identified risks should be prioritised for attention. In his view the overdue tree audit and a plan to combat expected anti-social behaviour across the festive season warrant immediate consideration.

Mr Young noted that he had spoken to Inspector King, who confirmed an increased police presence on New Year's Eve.

Amendment to the recommendation. Mayor Freshney noted that trouble tends to be of an evening, night and early morning and the Committee should consider the experience of the caretakers.

It was resolved that:

1. **This information be received.**
2. **Council staff will procure the services of a security guard for New Year's Eve and Australia Day.**
3. **The Committee agree the need to prioritise the tree audit and anti-social behaviour across the festive season.**

11.2 Terms of Reference Review

Background

A recent review regarding the function of the Port Sorell Caravan Park Management Committee recommended the following:

- Implement online booking functionality potentially through the Digirez platform.
- Develop a new brand.
- Develop a new website and Facebook page.
- Prepare and implement new signage for the Caravan Park.
- Update marketing collateral.
- Review the format of the financial reports and provide staff with training on how to interrogate financial reports in the Tech1 system.

Manager's Comment

As previously discussed with Council at its last workshop, Mr Clark's team presently lacks the resources to prioritise the above operational improvements (with the exception of Tech One). Under a lease model, responsibility for these matters could have been transferred to the lessee. It may be prudent to engage in a discussion as to what aspects to prioritise and if the Committee is of the view that the work should



be outsourced (assuming the budget can be found). It could be beneficial to also consider a review of the pricing structure (presently two-tiered) and the respective pricing as this may help fund the required operational improvements.

11.3 Wi-Fi & Cameras

Background

At a previous meeting, Cr Mead requested that the Committee consider the provision of Wi-Fi and security cameras at the Port Sorell Caravan Park, since visitors were much more likely to choose holidaying locations based on Internet accessibility nowadays.

Mr Young advised that Council's preference would be to not install security cameras at this time, as those installed at Kentish Council facilities had been stolen. However, should the Committee like to move forward with cameras, previous discussions with Tasmania Police indicated that their preference for placement of security cameras would be to have them point towards roads and public infrastructure. Mr Young also noted that placement of visible security cameras may also change the atmosphere/culture of the Caravan Park.

Ms Jungfer commented that there are already a number of existing security cameras, although she primarily utilises them to observe who enters and exits the Park.

Ms Jungfer and Mr Connor voiced support for security cameras near the boat ramp and that would allow them to monitor arrivals from the office. However, any cameras for external use would need to work well at night.

Ms Jungfer advised that although her portable Telstra hotspot worked well within the Caravan Park, public Wi-Fi accessibility could be beneficial for future online booking systems wherein guests are able to activate/deactivate bookings and amenities via QR code.

During the onsite walkabout, Ms Jungfer queried swipe access to all the amenities in order to track instances of vandalism and to restrict access to other areas. Mr Parsons advised that it would be a broad area to code access to, with enough WiFi coverage to track usage. It was suggested that swipe cards could be electronic – similar to hotel key cards, so that cards can easily be issued, are inexpensive to replace and redundant once access is revoked by the Caretakers.

It was resolved that:

1. **This information be noted and removed from the next agenda.**
2. **Mr Clark work with Mr Eastwood to obtain advice and an associated quote for the best way to implement WiFi across the Park.**
3. **Mr Parsons obtain a quote to instal fobs on amenity blocks and associated facilities across the Park – noting that existing public use of the toilet block near the boat ramp & Rice St should remain unchanged.**

* **Manager's note:** Mr Young is also mindful of recent public comments Inspector King from Tasmania Police made to Council that cameras without real time monitoring and an associated on the ground presence rarely lead to decreases in



anti-social behaviour. His advice is to leave the issue of cameras to a future date after the viability of WiFi and fobs has been determined.

11.4 Re-Branding

Mrs Wylie presented to the committee the branding options created by Stream Art Design.

Mr Young mentioned the potential to consolidate the branding with the Banksia Centre branding around Council signage and Port Sorell to ensure the use of similar colours and fonts. Mrs Wylie stated that in her view they were two standalone facilities.

Mayor Freshney noted there should be some consistency across the Council's brand and that of community groups in the area, citing the Surf Club etc.

Mr Parsons suggested branding could be placed on the new residence. Mrs Wylie suggested that Council could have the graphic altered to make it suitable to be installed on the building. Mr Parsons concluded that the building is in neutral colours, so any of the colours would work.

Mr Conner mentioned that he'd previously had comments about Sorell vs Port Sorell. Mr Young suggested Rubicon Caravan Park as it potentially solves the issue of geographic confusion. Mr Eaves suggested golden beaches caravan park. Mrs Wylie suggested keeping the existing name but adding 'northwest' somewhere on the logo and website.

It was resolved to revisit at the next meeting, where revised logo designs will be provided.

12 Proposed Meeting Dates for 2023

The following schedule has been proposed for this Committee. Locations will be determined closer to these dates.

- 1:00-3:00pm, Wednesday 1 February 2023
- 1:00-3:00pm, Wednesday 5 April 2023
- 1:00-3:00pm, Wednesday 7 June 2023
- 1:00-3:00pm, Wednesday 2 August 2023
- 1:00-3:00pm, Wednesday 4 October 2023
- 1:00-3:00pm, Wednesday 6 December 2023



Appendix 1

Action List as at 14 December 2022

Ref.	Meeting Date	Action	Person Responsible	Due Date	Status / Comment
8.	13/07/2021 Item 7 Proposed Landscape and Signage Plan	Prepare a landscape and signage plan in conjunction with the Caravan Park Redevelopment.	Project Officer	14/09/2021	In progress Mr Niall Simpson presented a draft of a landscape plan to Council staff on 28 June 2022. Site meeting to be held in September with relevant staff for review. 2 August 2022: a meeting in September has been scheduled with the Green Spaces team.
13.	14/12/2021 Item 6.5 Branding and Marketing	Mr Clark to delegate work on a new brand and present options at a future Committee meeting.	BFC	01/03/2022	In progress See Agenda Item 11.1: A branding presentation by Stream Art Design has been provided in Attachment 5 . 14 December 2022: Mrs Wylie says will be more streamlined – lots of duplication and hidden signage. Will need to incorporate logos as well. Waiting on landscape plan to be finalised and budget allocation to be made before branding can be finalised. Will be staged – major signage first.
17	14/12/21	Prepare a draft amendment to the ToR for the Committee to review pertaining to a long-term stay representative	TLCED & MCBS	01/02/23	



Ref.	Meeting Date	Action	Person Responsible	Due Date	Status / Comment
19	14/12/22	Engage security for New Years Eve & Australia day evenings.	Mr & Mrs Eaves	30/12/22	
18		Investigate costings for WiFi ahead of a Committee discussion on fobs.	MCBS	01/02/23	
16.	5/4/2022 Item 6 Caretaker's Report	Mr Young to speak with Mr. Godman (WHS) about conducting an WHS risk assessment.	MCBS	03/05/2022	In progress Mr Chris Godman attended the Caravan Park in June and made a primary assessment of the safety of the trees. There may be a further update at the next meeting. 2 August 2022: no update as of yet. Mr Young will follow up. 5 August 2022: the TLGS and WHS Officer will organise to attend the Caravan Park together to conduct a tree audit. 9 September 2022: the WHS Officer has conducted an audit of the Caravan Park. A report will be provided at a future meeting. 14 December 2022: The report has been provided in the agenda, along with a proposed recommendation. It's proposed to shade and remove this item and potentially replace with a specific action(s) to address a specific issue.

PLEASE NOTE: Shaded items will be deleted off the Action List for the next agenda

BFC – Building & Facilities Coordinator
MCBS – Manager Corporate & Business Services
TLCED – Team Leader Community & Economic Development
Caretakers – Port Sorell Caravan Park Caretakers

Action Item Status:



Open – the action is current however no progress has commenced or been made.

In Progress – the action is current and progress has been made.

Closed – the action has been completed or closed.

On hold – the action has been delayed or is on hold and cannot be progressed at this stage.

18 COUNCIL JOINT AUTHORITIES AND OTHER COMMITTEES

Nil

19 URGENT BUSINESS

Note: Local Government (Meeting Procedures) Regulations 2015

Regulation 8

(6) A council by absolute majority, or a council committee by simple majority, may decide at an ordinary meeting to deal with a matter that is not on the agenda if the general manager has reported –

(a) the reason it was not possible to include the matter on the agenda;

Information was not to hand at time of Agenda compilation.

(b) that the matter is urgent;

Items require action/decision

(c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.

No issues identified under S65 of the Local Government Act 1993.

RECOMMENDATION

That Council deal with any Urgent Business pursuant to Part 2, Division 1 and Regulation 8 (6) of the Local Government (Meeting Procedures) Regulations 2015.

20 CLOSED MEETING

RECOMMENDATION

That the following items be discussed in Closed Session:

Item No. 1 *Apologies*

Item No. 2 *Leave of Absence*

(Section 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

Item No. 3 *Confirmation of Minutes – Closed Meeting – Held 12 December 2022*

(Section 34 Local Government (Meeting Procedures) Regulations 2015)

Item No. 4 *Closed Council Decision Status Report – December 2022*

(Section 34 Local Government (Meeting Procedures) Regulations 2015)

Item No.9 *Potential Sealing of Darbys Road, Wesley Vale*

(Section 15(2)(g) Local Government (Meeting Procedures) Regulations 2015)

Item No. 12 *Dulverton Waste Management Board Meeting – Held 14 December 2022*

(Section 15(2)(g) Local Government (Meeting Procedures) Regulations 2015)

21 CLOSURE