



BURNIE
CITY COUNCIL

MINUTES

Ordinary Meeting

TUESDAY, 21 JULY 2020

7.00pm

CITY OFFICES, 80 WILSON STREET, BURNIE

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO158-20	COUNCILLOR DECLARATIONS OF INTEREST	9
AO159-20	CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 16 JUNE 2020	10
<i>MOTIONS ON NOTICE</i>		
AO160-20	MOTION ON NOTICE - SELECTION PANEL	11
AO161-20	MOTION ON NOTICE - COMBINED SERVICES	14
AO162-20	MOTION ON NOTICE - REBRAND UNIVERSITY OF TASMANIA	19
AO163-20	MOTION ON NOTICE - BURNIE PROMOTION	22
AO164-20	MOTION ON NOTICE - OLDAKER FALLS, BURNIE PARK	26
<i>PUBLIC QUESTION TIME</i>		
AO165-20	PUBLIC QUESTION TIME	28
<i>OFFICERS' REPORTS</i>		
<i>WORKS AND SERVICES</i>		
AO166-20	STRATEGIC ASSET MANAGEMENT PLAN	30
<i>COMMUNITY AND ECONOMIC DEVELOPMENT</i>		
AO167-20	RECONSIDERATION OF DEFERRED MATTER FARMERS MARKET APPOINTMENT OF MANAGER	86
AO168-20	FARMERS MARKET APPOINTMENT OF MANAGER	88
<i>CORPORATE AND BUSINESS SERVICES</i>		
AO169-20	ANNUAL PLAN 2019-2020 PROGRESS REPORT	95
AO170-20	RECONSIDERATION OF DEFERRED MATTER BURNIE AUSTRALIA DAY SPECIAL COMMITTEE APPOINTMENT OF COMMITTEE	155
AO171-20	BURNIE AUSTRALIA DAY SPECIAL COMMITTEE APPOINTMENT OF COMMITTEE	157

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO172-20	DELEGATION TO THE GENERAL MANAGER PLACE NAMES ACT 2000	163
AO173-20	POLICY REVIEW - COMMUNITY LIABILITY POLICY CP-CBS-SG-025	169
<i>GENERAL MANAGER</i>		
AO174-20	GENERAL MANAGER'S REPORT - OPEN SESSION	176
AO175-20	GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES JUNE 2020	186
AO176-20	GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES JUNE 2020	193
AO177-20	GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT JUNE 2020	217
AO178-20	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES JUNE 2020	226
<i>COUNCIL COMMUNICATIONS</i>		
AO179-20	COMMUNICATIONS JOURNAL JUNE 2020	243
AO180-20	COMMUNICATIONS JOURNAL - DIRECTOR OF LOCAL GOVERNMENT - STRATEGIC AND FINANCIAL MANAGEMENT PLANS	247
AO181-20	COMMUNICATIONS JOURNAL - NOTICE OF LGAT GENERAL MEETING ON 4 DECEMBER 2020	253
AO182-20	COMMUNICATIONS JOURNAL - BURNIE MENS SHED COMMITTEE - FINANCIAL ASSISTANCE	258
AO183-20	COMMUNICATIONS JOURNAL - BURNIE HEALTH INFORMATION AND WELLBEING HUB - FUNDING	262
AO184-20	COMMUNICATIONS JOURNAL - BURNIE COMMUNITY HOUSE INC - HOUSING OF A2P'S VEHICLE	266
<i>MINUTES AND REPORTS OF COMMITTEES</i>		
AO185-20	CRADLE COAST WASTE MANAGEMENT GROUP UNCONFIRMED MINUTES OF MEETING HELD ON 27 MAY 2020	269

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO186-20	UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 13 JULY 2020	276
<i>NON AGENDA ITEMS</i>		
AO187-20	NON AGENDA ITEMS	280

**MINUTES OF THE OPEN SESSION ORDINARY MEETING
OF THE BURNIE CITY COUNCIL
HELD AT THE CITY OFFICES ON TUESDAY, 21 JULY 2020**

HOUR: 5.30pm – 5.31pm
7.03pm – 8.09pm

TIME OCCUPIED: 1 hour 7 minutes

PRESENT: Mayor S Kons, Deputy Mayor G Simpson, Cr A Boyd, Cr T Brumby,
Cr K Dorsey, Cr A Keygan, Cr C Lynch and Cr D Pease

Councillors in Attendance via Zoom:

Cr T Bulle

Officers in Attendance:

General Manager (A Wardlaw), Director Community and Economic Development (R Greene), Director Land and Environmental Services (P Earle), Director Works and Services (G Neil), Executive Manager Corporate Finance (M Smith), Executive Manager Corporate Governance (M Neasey), Governance Officer (N French) and Media and Communications Officer (F Loughran).

APOLOGIES: There were no apologies tendered.

'CLOSED SESSION': COUNCIL

The General Manager advised that in his opinion, the agenda items listed below are prescribed items in accordance with Clause 15 of the *Local Government (Meeting Procedures) Regulations 2015* (i.e. confidential matters), and therefore Council may by absolute majority determine to close the meeting to the general public.

	Meeting Regulations Reference
AC080-20 COUNCILLOR DECLARATIONS OF INTEREST	15(2)(g)
AC081-20 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 16 JUNE 2020	15(2)(g)
AC082-20 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC083-20 BURNIE AIRPORT CORPORATION - APPOINTMENT OF DIRECTORS	15(2)(a)
AC084-20 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC085-20 PERSONNEL REPORT JUNE 2020	15(2)(a)
AC086-20 CONTRACT 2556 - MANAGEMENT OF THE BURNIE AQUATIC CENTRE - ONE YEAR EXTENSION	15(2)(d)
AC087-20 BOURKE STREET PROPERTY	15(2)(c)
AC088-20 OUTSTANDING DEBTORS	15(2)(j)
AC089-20 GENERAL MANAGER TRANSITION	15(2)(a)
AC090-20 INSURANCE RENEWALS 2020-21	15(2)(d)
AC091-20 COMMUNICATIONS JOURNAL - HEYBRIDGE LAND	15(2)(f)
AC092-20 NON AGENDA ITEMS	15(2)(f)
AC093-20 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC094-20 COMPLETION OF CLOSED SESSION / MEETING ADJOURNMENT	15(2)(f)

RECOMMENDATION

“THAT the meeting be closed to the public to enable Council to consider agenda items AC080-20 to AC094-20 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

COUNCIL RESOLUTION

Resolution number: MO186-20

MOVED: Cr A Boyd

SECONDED: Cr A Keygan

“THAT the meeting be closed to the public to enable Council to consider agenda items AC080-20 to AC094-20 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Reg	Confidential Reason
15(2)(a)	Personnel matters, including complaints against an employee of the council and industrial relations matters
15(2)(b)	Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business
15(2)(c)	Commercial information of a confidential nature that, if disclosed, is likely to (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret
15(2)(d)	Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
15(2)(e)	The security of (i) the council, councillors and council staff; or (ii) the property of the council
15(2)(f)	Proposals for the council to acquire land or an interest in land or for the disposal of land
15(2)(g)	Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
15(2)(h)	Applications by councillors for a leave of absence
15(2)(i)	Matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council
15(2)(j)	The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area

RESUMPTION

At 7.03pm the Meeting of Council resumed in Open Session.

ACKNOWLEDGEMENT OF COUNTRY

The Mayor commenced the Open Session with the Acknowledgement of Country.

The Burnie City Council acknowledges Tasmanian Aborigines as the traditional owners of the land on which we are meeting and on which this building stands.

AUDIO RECORDING

It is noted that the Open Session of the Meeting will be audio recorded. The audio recording will be made available to the public in accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*.

PRAYER

The meeting was opened with prayer by City of Burnie Chaplain, Chris Swain.

AO158-20 COUNCILLOR DECLARATIONS OF INTEREST

The Mayor requested Councillors to declare any interest that they or a close associate may have in respect of any matter appearing on the agenda.

Cr C Lynch declared an interest in Item AO184-20 Communications Journal – Burnie Community House Inc – Housing of A2P's Vehicle.

Cr T Bulle declared an interest in Item AO183-20 Communications Journal – Burnie Health Information and Wellbeing Hub – Funding.

**AO159-20 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING
OF COUNCIL HELD ON 16 JUNE 2020****RECOMMENDATION:**

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Offices and by electronic and remote attendance on 16 June 2020, be confirmed as true and correct.”

COUNCIL RESOLUTION

Resolution number: MO187-20

MOVED: Cr C Lynch

SECONDED: Cr D Pease

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Offices and by electronic and remote attendance on 16 June 2020, be confirmed as true and correct.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO160-20 MOTION ON NOTICE - SELECTION PANEL**

FILE NO: 15/5/2, 960725
PREVIOUS MIN:

Councillor Ken Dorsey has given notice that he would move the following motion at this meeting:-

“THAT:

- 1) Provision be made for the resignation and replacement of Councillors on the General Manager selection process working group. The Working Group is to work with the Consultant to finalise the position description and selection criteria; to shortlist applicants in the selection process ready for the final selection of the next BCC General Manager for appointment by Council.***

and

- 2) In the event of a resignation of a Councillor that first consideration be given to ensuring gender equity on the panel.”***

COUNCILLOR’S COMMENTS

The following motion was passed:

Establish a working group of Mayor Kons, Cr K Dorsey, Cr C Lynch and Cr D Pease for the purpose of working with the Consultant to finalise the position description and selection criteria; and to shortlist applicants in the selection process, ready for the final selection and appointment by Council.

The original motion did not address the processes required following a resignation or replacement of a Councillor. The previous motion did not consider gender equity in the selection panel. In fairness to the current working group and the Council decision; the selection of the working group was by nomination. Those who wanted to be involved volunteered, everyone who volunteered was selected.

I raised the concept of gender equity for the following reasons:

1. Appearance. There is a perception by some in the public that Councils primarily consist of older white men. This myth was highlighted following the resignation of “another” Wynyard Councillor. This is not true of the BCC and Councillors are elected by the public.

2. Whilst I believe the current working group will fairly and honestly assess GM candidates on merit, gender equity in the process ensures there can be no accusations or perceptions that any candidate was overlooked on a gender bias.
3. Burnie City Council has never had a female GM. Whilst ensuring gender equity on the panel may or may not change the outcome of any decision, a diverse working group ensures a diverse range of opinions and ideas.
4. We have 2 female Councillors now wanting to be on the working group.

I have no doubt that every Councillor wants what is best for the city. Every Councillor wants the position filled by the most competent individual that applies for the position. The motion provides the opportunity for replacement Councillors and acknowledges the need to provide gender equity and diversity in the employment of the next GM.

GENERAL MANAGER'S COMMENTS

While the motion has merit in its good intentions, it is no longer relevant as the work of the Working Group has substantially been completed.

The Report to Council in March 2020 considered the process for the recruitment of a new General Manager, including consideration of the working group. Discussion was also held at workshop prior to this date.

The following motion was unanimously carried as part of that report (AC035-20):

“Establish a working group of Mayor Kons, Cr K Dorsey, Cr C Lynch and Cr D Pease for the purpose of working with the Consultant to finalise the position description and selection criteria; and to shortlist applicants in the selection process, ready for the final selection and appointment by Council.”

Since that time the working group has completed most of its role by working with the consultant to finalise the position description and selection criteria.

The position has been advertised and the consultant will prepare a shortlist of applicants for the full Council to work through the selection process. A gender balance will be represented in this group.

There is therefore no foreseeable need for the working group to meet again prior to the next step which will involve the full council.

Alternative Recommendation

“That the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO188-20

MOVED: *Cr K Dorsey*

SECONDED: *Cr T Brumby*

“That the information be noted.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO161-20 MOTION ON NOTICE - COMBINED SERVICES**

FILE NO: 15/5/2; 961871
PREVIOUS MIN:

Councillor Ken Dorsey has given notice that he would move the following motion at this meeting:-

“THAT the Mayor work directly with the W/W Mayor to establish an inter-council committee with W/W and Burnie City Councillors to develop a plan to combine services prior to the next election.”

COUNCILLOR’S COMMENTS

We have been working on the concept of shared services for more than 20 years in an attempt to avoid the dreaded (?) concept of amalgamations. I believe it is time to change the language from shared to **“combined services”**. **Combining** indicates that all assets and personnel have equal ownership between Councils. **Combining** means no-one is worse off, no one loses their job, elected representatives are not singularly focused on smaller areas and can see the opportunities for growth, cost savings and greater asset utilization.

Combining could be considered an arranged “marriage” of convenience between Councils in close proximity with an antenuptial agreement. An arranged marriage with rules and conditions that ensures the needs of each partner is met. An agreement that municipal rates will not increase due to the marriage, that we make decisions that benefit each municipality equally with assurances to rate payers that no-one is left behind and no-one will be worse off.

Combining indicates that we are working together on projects that benefit both municipalities for example:

1. Combined rates income allowing for projects to scale for the Wynyard and Burnie municipalities
2. Indoor sports centre – Wynyard, Somerset and Burnie’s courts have almost outlived their useful life – build a major facility that meets the needs of everyone whilst retaining the existing courts for practice.
3. Art Gallery and Museum – a gallery and museum that is truly supported by all residents along the coast
4. Consolidation of sporting grounds with better scheduling
5. Parks and associated equipment – instead of competing for superiority – we combine our efforts for the benefit of the populace

Burnie and Wynyard are 20 minutes apart – this is not a prohibitory distance to travel for anyone.

Introducing a concept that allows all Councils to retain Council representation, staff and equipment provides the impetus for change. It allows Councils to **combine** services allowing for a longer-term reduction in the overall cost of operations. No-one loses their job; however, in the longer term positions will become redundant, allowing for greater cost savings. Instead for the concept of sharing a GM – we have one that presides over **combined** meetings.

The benefits are obvious – reduced cost, better utilization of assets, greater utilization of staff, cross pollination to understand the issues of each municipality, greater flexibility, removal of fear factor and basic good governance. **Combining** Councils is not amalgamation, it is a marriage of convenience.

Information from https://en.wikipedia.org/wiki/Local_government_areas_of_Tasmania Local Government Areas of Tasmania

LGA	Principle Town	Region	Date Established	Population
Break O'Day	St Helens	North-east	1993	6,232
Brighton	Brighton	Hobart	1863	17,294
Burnie	Burnie	North-west and west	1908	19,348
Central Coast	Ulverstone	North-west and west	1993	21,904
Central Highlands	Hamilton	Central	1993	2,144
Circular Head	Smithton	North-west and west	1907	8,066
Clarence	Rosny Park	Hobart	1860	56,945
Derwent Valley	New Norfolk	South-east	1994	10,290
Devonport	Devonport	North-west and west	1907	25,415
Dorset	Scottsdale	North-east	1993	6,652
Flinders	Whitemark	North-east	1907	987
George Town	George Town	Launceston	1907	6,931
Glamorgan–Spring Bay	Triabunna	South-east	1993	4,528
Glenorchy	Glenorchy	Hobart	1864	47636
Hobart	Hobart	Hobart	1852	53684
Huon Valley	Huonville	South-east	1993	17219
Kentish	Sheffield	North-west and west	1907	6324
King Island	Currie	North-west and west	1907	1601
Kingborough	Kingston	Hobart	1907	37743
Latrobe	Latrobe	North-west and west	1907	11329
Launceston	Launceston	Launceston	1852	67449
Meander Valley	Westbury	Launceston	1993	19713
Northern Midlands	Longford	Central	1993	13300
Sorell	Sorell	South-east	1862	15218
Southern Midlands	Oatlands	Central	1993	6,118
Tasman	Nubeena	South-east	1907	2,404

Waratah–Wynyard	Wynyard	North-west and west	1993	13,800
West Coast	Zeehan	North-west and west	1993	4,167
West Tamar	Beaconsfield	Launceston	1993	<u>23,769</u>
Total				528,210
Brighton	Brighton	Hobart	1863	17,294
Burnie	Burnie	North-west and west	1908	19,348
Central Coast	Ulverstone	North-west and west	1993	21,904
Clarence	Rosny Park	Hobart	1860	56,945
Devonport	Devonport	North-west and west	1907	25,415
Glenorchy	Glenorchy	Hobart	1864	47,636
Hobart	Hobart	Hobart	1852	53,684
Kingborough	Kingston	Hobart	1907	37,743
Launceston	Launceston	Launceston	1852	67,449
West Tamar	Beaconsfield	Launceston	1993	<u>23,769</u>
Total				371,187

10 Councils represent 70% of the state’s population or one council for every 37,181 persons and 1 Councilor for every 4131 persons; therefore, the other 19 Councils represent 156,393 people or 1 Council for every 8231 people and approximately 1 Councilor for every 914 people.

With modern technology, quality roads and vehicles – distances are minimized. When taking into consideration that 19 Councils represent 29% of the state’s population and that each Council has work crews, equipment, managers and officers to manage each municipality the following assumptions can be made:

1. We are over governed and represented
2. We are wasteful with staff completing task that larger businesses would do centrally
3. We pass on the cost to our ratepayers (someone has to pay)
4. We are disjointed and parochial (in that our attention is rightly focused on our specific citizenry)
5. We created and pay for regional and state bodies to avoid scrutiny and making hard decisions.
 - a. We now paying regional bodies to establish boards to determine what is best for the “region” rather than the elected representatives.
6. We are protective of our municipal areas and citizenry, it is by definition our job.
7. We want what is best for our rate payers and seek assistance from the state and federal government competing with our neighbors for limited funding
8. The idea that what is good for Latrobe is good for Burnie is erroneous.

Combining allows us to work together for the area that is important to us (the Murchison area or more succinctly W/W and Burnie).

GENERAL MANAGER'S COMMENTS

The Burnie City Council entered into a Memorandum of Understanding (MoU) with Waratah-Wynyard Council and Circular Head Council for a Shared Services approach for the period 1 July 2018 to 30 June 2019.

The MoU has not been formally extended, however the initiatives and projects identified have progressed beyond 30 June 2019.

The general managers and senior managers participated in a workshop on 4 March 2020 to explore options and agree on a long-term strategic direction for shared services across Burnie City, Circular Head and Waratah Wynyard Councils.

Due to COVID-19 there has been no further activity associated with preparing a position to be presented to the three Councils. This work needs to be recommenced over the coming months.

Despite this delay, Burnie City and Waratah-Wynyard councils have been working together on a project to implement electronic timesheets on the Civica platform and there have been discussions on a GIS project.

If Council were to progress with this "combined services" project it should consider whether it is an extension to the ongoing shared services arrangements being progressed with Waratah-Wynyard and Circular Head; or abandoning the shared services project and focussing on a strategic discussion with Waratah-Wynyard Council only.

It is unfortunate that this matter has been raised prior to the two Mayors having the opportunity to have a discussion and canvass the views of the respective elected bodies.

It is unclear what is envisaged by the term "combined services" and history in Tasmania shows that any discussions with neighbouring councils is very challenging if there is any suggestion it appears to be amalgamation.

While Cr Dorsey is not directly suggesting amalgamation it is natural by using the term "marriage" to lead a reasonable person to such a conclusion. It is my view that the voluntary amalgamation policy that is in place in Tasmania at present will not deliver sustainable and meaningful reform as it only allows willing partners to explore what's best for their municipalities areas, ignoring the broader benefits of sectoral reform.

The success of any strategic discussion will require the support of the Mayors and elected members, as any attempt for shared services, combined service or amalgamation will require willing parties from the start to finish.

Some twenty years ago Burnie City and Waratah-Wynyard were willing partners and fully investigated a voluntary amalgamation, only for it to fall over at the final hurdle as one party decided it was no longer in the best interest of their community.

If successful, this motion will allow Mayor Kons to invite Mayor Walsh to a meeting to canvass the establishment of a committee between the two parties. It would be my suggestion that the respective General Managers be included in this meeting.

COUNCIL RESOLUTION

Resolution number: MO189-20

MOVED: *Cr K Dorsey*

SECONDED: *Cr G Simpson*

“THAT the Mayor work directly with the W/W Mayor to establish an inter-council committee with W/W and Burnie City Councillors to develop a plan to combine services prior to the next election.”

For: Cr S Kons, Cr K Dorsey, Cr C Lynch, Cr T Bulle, Cr D Pease.

Against: Cr A Boyd, Cr T Brumby, Cr A Keygan, Cr G Simpson.

CARRIED

MOTIONS ON NOTICE**AO162-20 MOTION ON NOTICE - REBRAND UNIVERSITY OF TASMANIA**

FILE NO: 15/5/2; 961901
PREVIOUS MIN:

Councillor Ken Dorsey has given notice that he would move the following motion at this meeting:-

“THAT Council petition the University of Tasmania to rename the University of Tasmania Cradle Coast Campus to University of Tasmania Burnie.”

COUNCILLOR’S COMMENTS

1. There is no specific location “Cradle Coast” - it is not a place
2. The University is located in “Burnie”. Burnie City Council gifted the University a sea-side location and the Maker’s Workshop and all associated parking (including paid parking – potential loss of income approximately \$31,000 pa. (20 spaces at \$6 pd x 5 days x 52 weeks)
3. The BCC has asked its’ citizenry and workers to forgo the close convenient free parking along the sea front to make way for University landscaping
4. The University would not retain an area for surfers to park off West Beach
5. The University does not pay rates
6. No other Council in Northwest Tasmania has donated money, buildings, and/or land to the project
7. No other ratepayers/residents are being asked to forgo benefits to assist the University
8. Everyone in Northwest Tasmania has the opportunity to benefit from Burnie’s generosity without commitment.

I personally believe Burnie will benefit from the investment and the University being located in the city; however, this comes at a cost to the citizenry. Burnie will benefit, but at a financial cost.

I have advocated for Council to put “Burnie” on all promotions in the city to build our brand. “WE ARE BURNIE”. Our job as Burnie City Councillors is to put Burnie first in our considerations and to promote this city to the best of our ability. The idea that every other branch of the University is appropriately named by location:

Copy of web page from: <https://www.utas.edu.au/campuses/campus-maps>

Campus Maps

Hobart campuses

Launceston campuses

Cradle Coast campuses

Sydney campuses

except Burnie is bothersome.

We persevere in our attempt to be “regional” and important. We are a centrally located city with fewer than 20,000 people that kowtows and nods agreeingly to anyone that supports our contention that we are “regional”. Our regional friends have been hesitant to assist in covering any associated cost through the provision of services and facilities that we offer. Our being “regional” is a subservient role – we are the abused partner in a volatile relationship. In this relationship we attempt to pacify and provide our “regional” partners with facilities without risk or expense. They continue to be pleased that Burnie provides a pool, art gallery, museum, hospital, cruise ships dockings and expense, but when asked to bear any cost – we are no longer “regional”; THEY ARE BURNIE.

GENERAL MANAGER’S COMMENTS

Most people in the region would identify as living on the North West coast, and the regionalism of Tasmania as a defining feature of its identity is widely recognised; the most recent example being the University of Tasmania’s Strategic Plan.

It is difficult to support the suggestion that being regional is a subservient term. In the case of the University campus, the decision to provide land for the development was made by Council of its own volition and for the benefit of its residents and the city, with no request to any other council to contribute.

However, the campus is not just to educate and create opportunities for Burnie residents. The question needs to be asked again; what does Burnie lose by hosting a regional campus? Our city will benefit by having as many young people in the region accessing the university, not only for their own growth, but to contribute to the city. However; to attract young people from across the region, they need to see the campus is relevant to them – this will be much easier if the campus is seen as regional rather than local.

Alternative Motion:

“That Council continue to support the naming of the Cradle Coast Campus of the University of Tasmania in light of its position to attract and benefit residents from across the broader region.”

COUNCIL RESOLUTION**Resolution number: MO190-20****MOVED:** *Cr K Dorsey***SECONDED:** *Cr G Simpson****“THAT Council petition the University of Tasmania to rename the University of Tasmania Cradle Coast Campus to University of Tasmania Burnie.”*****For:** Cr S Kons, Cr T Brumby, Cr K Dorsey, Cr G Simpson, Cr T Bulle, Cr D Pease.**Against:** Cr A Boyd, Cr C Lynch, Cr A Keygan.**CARRIED**

MOTIONS ON NOTICE**AO163-20 MOTION ON NOTICE - BURNIE PROMOTION**

FILE NO: 15/5/2; 961999
PREVIOUS MIN:

Councillor Ken Dorsey has given notice that he would move the following motion at this meeting:-

“Promoting Burnie and advising the populace that we are with them through the usage of promotional and informational signage.”

COUNCILLOR’S COMMENTS

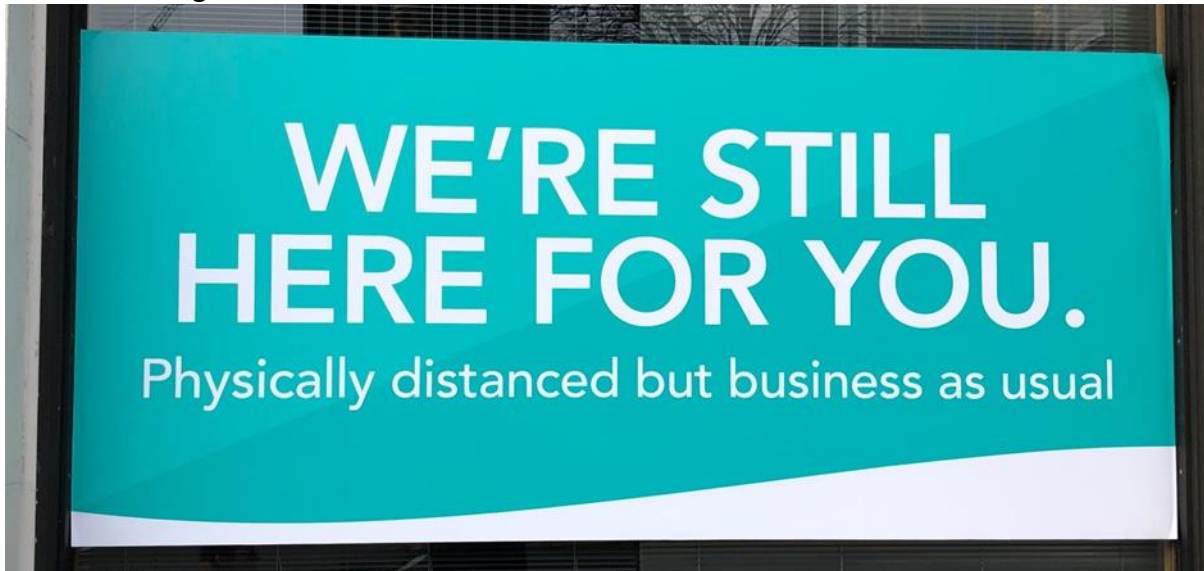
This is a simple low cost method to promote the city, promote the work we are doing for the city and to advertise our achievements.

This is a chance for Burnie to feel good about our progress, to feel good about the Council, to provide the appearance that we are accomplishing and working on their behalf. This is an opportunity to build our brand and to promote the city at every opportunity.

Examples noted below:



Council Message



These are simple messages that provide the appearance that we care, that we are working for their benefit, that we are in this together. That as a community you can count on this Council to work for and with you.

Ideas could be:

- Building Burnie

- Burnie Works
- Progressing Burnie
- Burnie on the Move

GENERAL MANAGER'S COMMENTS

As a key contributor to the *Burnie Works* initiative, Council may consider further promoting the initiative, as the Burnie community responds to COVID-19.

Burnie Works is currently refreshing its logo, key messaging and website and is currently completing a community led Social Recovery Plan, which will also have longer term aims. *Burnie Works* will also be commencing a digital campaign in September.

There may be opportunities to further promote *Burnie Works* and engage with the community in the recovery phase, especially as the community may move out of government and other support in September (JobSeeker and JobKeeper etc.).

Council assistance could be in contributing financially to additional signage, or allowing *Burnie Works* branding and messaging on existing Council signage and other promotional opportunities (eg: Waste Disposal trucks).

It is expected that a refreshed logo and messaging will be completed by mid-September, however *Burnie Works* has been promoting its work to the community in the meantime through social media and on Metro buses; and similar types of messaging with a more COVID focus could be used in the meantime.



COUNCIL RESOLUTION

Resolution number: MO191-20

MOVED: *Cr K Dorsey*

SECONDED: *Cr G Simpson*

“Promoting Burnie and advising the populace that we are with them through the usage of promotional and informational signage.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO164-20 MOTION ON NOTICE - OLDAKER FALLS, BURNIE PARK****FILE NO: 15/5/2; 962000****PREVIOUS MIN:**

Councillor Chris Lynch has given notice that he would move the following motion at this meeting:-

“THAT Council explore all avenues for the timely revitalisation of the public surrounds of the Oldaker Falls, at the southern end of the Burnie Park.”

COUNCILLOR’S COMMENTS

Purchased by the Emu Bay Council in 1927/28, albeit a decision at the time that attracted some controversy, the area at the top of the Burnie Park is an unheralded gem of a natural feature, that is unfortunately showing signs of neglect. Possible suggestions could be enhanced public viewing areas including improved all access paths, seats and handrails, as well as interpretation signage, in consultation with the Burnie Historical society. It is a somewhat hidden away area that when reinvigorated, could be promoted and celebrated for its contribution to the natural features of Burnie, as well as a reminder of the history of the City.

GENERAL MANAGER’S COMMENTS

Oldaker Falls is located at the southern end of Burnie Park. Access to the falls is available off Paraka Street (steep grade) and from the north of the park via a gravel path and a set of steps. DDA access is not available, nor would it be possible to provide given the topography of the area.

The falls cascade from Oldaker Street, flowing into a manmade pond, then discharging to the rock lined stream, then winds its way to the north through the park.

Previous inspections have noted a build-up of aquatic vegetation, debris and rock in the pond below the falls. Removal of this material was a planned future action.

Generally the rock walls surrounding the pond and stream line are in good repair and limited intervention appears to be required to retain structural integrity.

At the top of the falls there is a former viewing area, which was closed off many years ago. Research indicates there was some concern related as to the adequacy of the safety fencing, with closure favoured, rather than improving the infrastructure. New safety fencing could be installed.

The general appearance of the falls and surrounding area needs improvement.

- Self-seeded trees have grown over time to obstruct views of the falls.
- Weed growth on the rock walls of the falls.
- Residual timber debris in the surrounds.
- Pond needs cleaning out.

The falls are relatively hidden away and there is limited signage in the park directing visitors to explore the southern section of the park or information about the features they may discover.

Council has made some provision in the draft 2020/21 budget for signage initiatives. Burnie Park will be one of the focus areas for attention. Signage required includes park information, directional/wayfinding and interpretative.

The interpretative signage content could be developed in conjunction with interest groups, including the Burnie Historical Society and Burnie Regional Museum.

Further it would be useful to engage with these stakeholders to discuss any planned works to identify any issues or concerns and possible opportunities to enhance the area.

Should the motion be supported, Officers would prepare a plan of action for consideration by Council, incorporating the various matters noted in the above comments.

COUNCIL RESOLUTION

Resolution number: MO192-20

MOVED: *Cr C Lynch*

SECONDED: *Cr D Pease*

“THAT Council explore all avenues for the timely revitalisation of the public surrounds of the Oldaker Falls, at the southern end of the Burnie Park.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

PUBLIC QUESTION TIME**AO165-20 PUBLIC QUESTION TIME****FILE NO: 15/5/5**

In accordance with Clause 31 of the Local Government (Meeting Procedures) Regulations 2015 Council conduct a Public Question Time.

Our Process for Public Questions

A public question must be provided to Council in writing prior to the start of the meeting. You can submit your question at any time online at www.burnie.net or complete a form at the entry to the Meeting Room.

You can submit your question at any time prior to this online at www.burnie.net. There is a limit of two questions per person.

Your question will be read out by the Mayor during the meeting.

Council Meetings are recorded.

Please note:

- Parliamentary Privilege does not apply at Council Meetings
- If it is not possible to answer the question at the meeting, the General Manager will provide a written answer within 10 days
- The question and answer cannot be debated
- The Mayor may refuse to accept a question

Kathy Grieveson of Burnie asked:

- 1) *The recent attacks on penguins opposite Young's Veg Shed should be a warning call to Council that we are not immune to the mass attacks that have occurred in other council areas. Will Burnie City Council ensure frequent patrols on dog exclusion beaches, particularly as we are coming into the penguin breeding season, when they are most vulnerable?*
- 2) *Will the Councillors enact by-laws to authorise designated council employees to approach members of the public who are seen to be walking their dogs in dog exclusion zones?*

The General Manager replied that Burnie City Council is aware the Dog Control Act 2000 now contains provisions that make it an offence for a dog to attack or kill sensitive wildlife.

Council is also aware that a considerable length of the coastline within the Burnie municipal area is designated habitat for sensitive wildlife, including for Little Penguin.

The current provisions were introduced into the Act in late 2019. The Department of Primary Industry, Parks, Water and Environment had proposed briefings to coastal councils early in 2020. However, these have not yet occurred in Burnie due to COVID-19.

Council has had a Dog Management Plan for many years that identifies several of the Burnie beaches as prohibited to dogs for wildlife protection reasons. The current plan retains those prohibitions. Modifications may occur as a result of discussion with DPIPW.

Council has one staff member assigned to dog control duties among other tasks. The officer patrols the entire municipal area, including coastal beaches daily during Council working hours.

Council is not able to provide a 24 hour dog patrol service, and cannot currently dedicate resources to focus attention on coastal beaches.

Council officers are authorised under the Dog Control Act to issue take action and initiate proceedings for a breach of the Act; and regularly do so for a variety of offences within the municipal area.

Any person seen to be in breach of a Dog Control Act requirement is approached and the breach is explained and addressed.

The Mayor also noted that he talked to someone earlier today about the fact that when we are doing our coastal pathway from Burnie to Wynyard, maybe one of the things that would be the centre of our minds is how we can actually weave some protection with the works that we are doing for the Penguins as well.

WORKS AND SERVICES**AO166-20 STRATEGIC ASSET MANAGEMENT PLAN**

FILE NO: 5/3/1, 4/11/9
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.5	A sustainable long term future is planned through the management of Council's infrastructure and assets.
Strategy	7.5.1	Strategies and plans are well-developed and guide the future allocation of resources.

1.0 RECOMMENDATION:

“THAT Council endorses the Strategic Asset Management Plan as attached to this report.”

2.0 SUMMARY

This report presents a Strategic Asset Management Plan (SAMP) to Council for consideration.

There is a legislative requirement for Council to have an Asset Management Strategy in place and the SAMP fulfils this requirement.

The purpose of the SAMP is to:

- Consolidate the information contained in individual asset management plans.
- Identify strategic issues and directions to inform asset management decision making.
- Discuss current and future funding needs.
- Inform Council's Financial Management Strategy.

In summary the SAMP guides decision-making in regard to managing and investing in infrastructure assets through balancing asset condition, levels of service, demand factors, available finance and community expectations.

The SAMP is a snap shot in time. Council's approach to asset management will evolve overtime in response to many factors including future asset investment decisions, particularly in regard to new assets.

Key observations from the SAMP:

- Council has an aging infrastructure asset stock, however asset condition data would indicate that, in the main, the assets meet functional requirements.
- Current operational and capital funding generally meet the maintenance and renewal needs of the asset bases, however a continued focus on asset renewal is necessary.
- Significant new assets or upgrades of infrastructure will present financial challenges to Council under the current funding regimes.
- Particular funding challenges going forward:
 - Road surfacing's.
 - Retaining walls.
 - Parks and reserves infrastructure improvements.

Council's endorsement of the SAMP is sought.

3.0 BACKGROUND

Council adopted an Asset Management Strategy in February 2013.

The purpose of the Asset Management Strategy was to enable Council to show:

- How its asset portfolio will meet the service delivery needs of its community into the future.
- Enable Council's asset management policies to be achieved, and
- Ensure the integration and alignment of Council's asset management objectives with the long term Financial Management Plan and other Council strategies.

Allied documents which are used to manage assets and service delivery to the community include:

- Asset Management Policy – informs the Asset Management Strategy.
- Asset Management Plans.
- Service Levels.
- Asset Management System (asset data).
- 10 year Capital Works Program.

The 10 year Capital Works Program is used to inform the Council's Financial Management Strategy.

In addition there are a number of specific strategies in place to guide the implementation of matters noted in the Asset Management Plans, examples include the Road Network Strategy, Waste Management Strategy and Stormwater System Management Plan.

In managing infrastructure assets, Council has applied the NAMS.PLUS asset management philosophy.

The *Local Government Act 1993* also places prescriptions on Council to have appropriate asset management practices in place.

Relevant documents which are prescribed in the *Act* are an Asset Management Policy, Long Term Strategic Asset Management Plans and an Asset Management Strategy.

Officers have recently undertaken a review of Asset Management Plans (long term) for the six major asset classes.

A new Strategic Asset Management Plan (**attached**) has been developed to replace the current strategy.

4.0 LEGISLATIVE REQUIREMENTS

The *Local Government Act 1993* places a number of requirements on Council in respect to developing policy and strategy in relation to asset management.

The development of the SAMP aids Council in meeting its statutory requirements.

5.0 POLICY CONSIDERATIONS

The SAMP is consistent with the objectives and principles in Council's Asset Management Policy CP-016.

6.0 FINANCIAL IMPACT

The SAMP and supporting individual asset management plans inform the operational and capital budget each year. The longer term projections for operational and capital works expenditure inform the Financial Management Strategy.

It is noted that this financial information is based on particular future scenarios and inform Council what can be delivered to the community under the current funding regimes, balancing a range of needs and expectations.

Council will make strategic decisions in regard to infrastructure investment, which will impact on the current paradigm and require shifts in expenditure priorities and consequential impacts on managing the asset base.

In making such decisions it is important that Council is provided with information outlining the potential consequences of the investment decision.

7.0 DISCUSSION

The Strategic Asset Management Plan (SAMP) is a high level summary of the individual asset management plans, notes keys issues and challenges identified in managing the asset base and details actions to be implemented to guide forward operational, capital and financial planning decisions to ensure that the asset base is appropriately managed and levels of service are maintained.

In effect it is a strategy document and would meet the requirements of the *Local Government Act 1993* in respect to developing an Asset Management Strategy.

The assets covered by the SAMP are:

- Bridges and Culverts.
- Buildings.
- Parks and Reserves.
- Plant.
- Stormwater.
- Transport.

A short briefing paper was presented to the Council Workshop held on 30 June 2020, and is **attached** to inform the discussion section of its report.

8.0 RISK

The preparation of the SAMP and associated AMP's enables Council to demonstrate compliance with relevant provisions of the *Local Government Act 1993*, in respect to Asset Management.

The information within the SAMP will be used to inform decision making regarding investment in asset maintenance and asset renewal, upgrade and new projects.

Matters which are considered include levels of service, demand, asset condition, lifecycle cost and risk.

Within each of the asset management plans a detailed risk assessment has been prepared, with a summary of high levels risks noted in the SAMP.

Reference is made to the risk assessments in developing forward actions, strategies and considering potential investment decisions.

9.0 CONSULTATION

The SAMP had been developed internally.

In preparing the papers, officers have drawn upon community feedback, requests for service, asset condition assessments and like to understand the asset demand issues and levels of service expectations.

A future task will be to provide plain English expressions of the Level of Service (LOS) to the community to enable conversations to occur in regard to current services provided and expectations.

ATTACHMENTS

1. Strategic Asset Management Plan
2. Council Workshop Paper presented on 30 June 2020 (deferred from 3 March 2020)

COUNCIL RESOLUTION

Resolution number: MO193-20

MOVED: Cr A Boyd

SECONDED: Cr D Pease

“THAT Council endorses the Strategic Asset Management Plan as attached to this report.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY





Strategic Asset Management Plan

2019-2029

Version 6

June 2019

- ii -

Document Control		 			
Document ID: 161020 nams.plus3 strategic amp template v3.15					
Rev No	Date	Revision Details	Author	Reviewer	Approver
6	June 2019	Named Version 6 to match Asset Management Plans	G Neil		

This document is designed to meet the following provisions of the *Local Government Act 1993*:
 Section 70B – Long Term Strategic Asset Management Plan
 Section 70D – Asset Management Strategy

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- iii -

TABLE OF CONTENTS

1.	EXECUTIVE SUMMARY	1
	Context	1
	Current situation.....	1
	What does it Cost?.....	1
	What we will do	1
	What we have deferred	1
	Managing the Risks	2
	Confidence Levels	2
	The Next Steps	2
2.	ASSET MANAGEMENT STRATEGY	3
2.1	Asset Management System	3
2.2	What Assets do we have?	5
2.3	Our Assets and their management.....	5
2.4	Where do we want to be?	12
2.5	Asset Management Vision	15
2.6	How will we get there?	16
2.7	Asset Management Improvement Plan.....	17
2.8	Consequences if actions are not completed	17
3.	LEVELS OF SERVICE	18
3.1	Consumer Research and Expectations	18
3.2	Organisational Objectives	18
3.3	Legislative Requirements	18
3.4	Levels of Service	18
4.	FUTURE DEMAND	20
4.1	Demand Drivers.....	20
4.2	Demand Forecast	20
4.3	Demand Impact on Assets	20
4.4	Demand Management Plan.....	21
4.5	Asset Programs to meet Demand	22
5.	LIFECYCLE MANAGEMENT PLAN	23
5.1	Background Data	23
5.2	Infrastructure Risk Management Plan.....	23
5.3	Routine Operations and Maintenance Plan	23
5.4	Renewal/Replacement Plan	25
5.5	Creation/Acquisition/Upgrade Plan	27
5.6	Disposal Plan	29
5.7	Service Consequences and Risks	29
6.	FINANCIAL SUMMARY	31
6.1	Financial Indicators and Projections.....	31
6.2	Funding Strategy	31
6.3	Valuation Forecasts	31
6.4	Key Assumptions made in Financial Forecasts	33
6.5	Forecast Reliability and Confidence	34
7.	PLAN IMPROVEMENT AND MONITORING	35
7.1	Status of Asset Management Practices.....	35
7.2	Improvement Plan.....	35
7.3	Monitoring and Review Procedures	37
7.4	Performance Measures	37
8.	REFERENCES	38
9.	APPENDICES	39
	Appendix A Summary Levels of Service for Services.....	Error! Bookmark not defined.
	Appendix B Projected Operations and Maintenance Expenditure	Error! Bookmark not defined.
	Appendix C Projected Capital Renewal/Replacement Program.....	Error! Bookmark not defined.
	Appendix D Projected Upgrade/Expansion/New Capital Works Program	Error! Bookmark not defined.
	Appendix E Deferred Initiatives and Capital Works proposals.....	Error! Bookmark not defined.

- iv -

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- 1 -

1. EXECUTIVE SUMMARY

Context

Burnie City Council is responsible for the acquisition, operation, maintenance, renewal and disposal of an extensive range of physical assets with a replacement value of \$528,052,000.

These assets include buildings, parks and recreation areas, roads, footpaths, bridges, drainage systems, and associated operating assets and provide service essential to our community's quality of life.

This Strategic Asset Management Plan (SAMP) takes the organisational objectives in our Strategic Plan, develops the asset management objectives, principles, framework and strategies required to achieve our organisational objectives. The plan summarises activities and expenditure projections from individual asset management plans to achieve the asset management objectives.

Current situation

Our aim is to achieve a 'core' maturity for asset management activities by June 2022 and continue maturity improvement where the benefits exceed the costs. Improvement tasks with costs and target dates have been identified and documented in Table 7.2.

What does it Cost?

Operating Outlays (excluding depreciation)

The projected operating outlays necessary to provide the services covered by this SAMP includes operations and maintenance of existing assets over the 10 year planning period is \$10,024,000 on average per year.

Council has identified in its LTFP (19/20) a desire to reduce operational expenditure by \$1.225 M over three years without reducing service levels, a challenging task.

Capital Outlays

The projected required capital outlays including renewal/replacement and upgrade of existing assets and acquisition of new assets over the 10 year planning period is \$9,420,000 on average per year.

We have balanced the projected expenditures in the SAMP with financial outlays in the Long-Term Financial Plan (LTFP) involving:

- Internal review of desirable and affordable levels of service
- balancing service performance, risk and cost in a trade-off of projects and initiatives

- considering the impact of trade-offs and accepting the service and risk consequences
- Borrowings of \$1,200,000 have been forecast in 19/20 for new projects. Council LTFP notes that intergenerational assets will be funded via borrowings.
- Grant Funding assumption of \$1,000,000 per year for Capital Works. 500k Roads 250K Buildings 250k Parks

What we will do

Our aim is to provide the services needed by the community in a financial sustainable manner. Achieving financial sustainability requires balancing service levels and performance with cost and risk.

It may not be possible to meet all expectations for services within current financial resources. We will continue to engage with our community to ensure that needed services are provided at appropriate levels of service at an affordable cost while managing risks.

What we have deferred

We do **not** have enough funding to provide all services at the desired service levels or provide new services. Major initiatives and project that are deferred for the next 10 years under long-term financial plan funding levels are:

- Renewal of all bridge barriers (risk based approach taken)
- Upgrade all bridges to meet desired access for higher mass limit or higher productivity heavy vehicles.
- Purchase new plant or equipment with low utilisation levels
- Addressing transport asset backlog in its entirety – potentially much of the backlog is not resulting in lower levels of service
- Addressing community desire to replace some assets for aesthetic reasons
- Implement CCTV inspection regimes for stormwater assets (related to cost / benefit)
- Flood warning systems – relies upon external funding and regional approach
- Progress extensive parks / facility improvement programs without demonstrated need or funding model

- 2 -

Managing the Risks

There are risks associated with providing the service and not being able to complete all identified initiatives and projects. We have identified major risks as:

- Reputational associated with degraded assets, inability to access facilities or services , aesthetic of assets
- Public safety risk associated with degraded assets or lower level of service
- Changes to transport user patterns, impacting other assets and increasing costs for road users – increased travel time, fuel etc.
- Cost implications associated with greater levels of maintenance to maintain LOS
- Sections of community continue to be vulnerable to flood risk : Emu river
- Environmental concerns with waterways not addressed – reputation and environmental risk

We will endeavour to manage these risks within available funding by through applying the treatments noted in each of the asset management plans in the context of Council Risk Management framework.

Generally this means prioritising resources across all the activities of Council, not just asset management.

Confidence Levels

This SAMP is based on reliable level of confidence information.

The Next Steps

The actions resulting from this SAMP are:

- implement the improvement plan in Section 7.2
- improve consultation methods to increase awareness of service performance, risk and cost pressures we are facing
- investigate actions to extend the life of assets without affecting performance and risk
- review asset renewal and replacement options to reduce service delivery lifecycle costs

2. ASSET MANAGEMENT STRATEGY

2.1 Asset Management System

Asset management enables an organisation to realise value from assets in the achievement of organisational objectives, while balancing financial, environmental and social costs, risk, quality of service and performance related to assets.¹

An asset management system is a set of interrelated and interacting elements of an organisation to establish the asset management policy and asset management objectives, and the processes, needed to achieve those objectives. An asset management system is more than ‘management information system’ software. The asset management system provides a means for:

- Coordinating contributions from and interactions between functional units within an organisation,² and
- Consistent application of the asset management processes to achieve uniform outcomes and objectives.

The asset management system includes:

- The asset management policy
- The asset management objectives
- The strategic asset management plan
- The asset management plans, which are implemented in
 - operational planning and control
 - supporting activities
 - control activities
 - Other relevant processes.³

The asset management system fits within the organisation’s strategic planning and delivery process as shown in Figure 1.

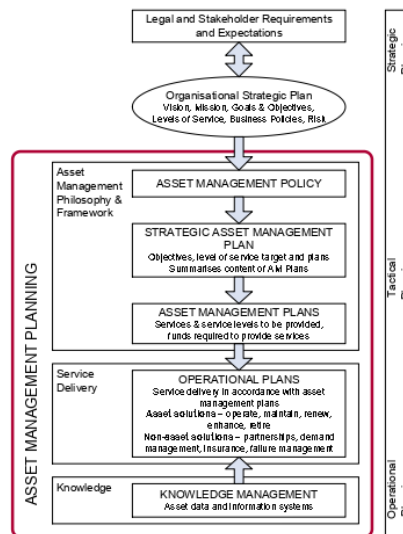


Figure 1: Strategic Asset Management Plan fit in Planning Process

¹ ISO, 2014, ISO 55000, Sec 2.2, p 2

² ISO, 2014, ISO 55000, Sec 2.5.1, p 5

³ ISO, 2014, ISO 55002, Sec 4.1.1, p 2.

- 4 -

2.1.1 Asset Management Policy

The asset management policy sets out the principles by which the organisation intends applying asset management to achieve its organisational objectives.⁴ Organisational objectives are the results the organisation plans to achieve, as documented in its Strategic Plan. Our adopted asset management policy is available from our web site:

<https://www.burnie.net/Council/Governance-Information/Policies>

2.1.2 Asset Management Objectives

The asset management objectives, developed in Section 2.4.3 provide the essential link between the organisational objectives and the asset management plan(s) that describe how those objectives are going to be achieved. The asset management objectives transform the required outcomes (product or service) to be provided by the assets, into activities typically described in the asset management plans. Asset management objectives should be specific, measurable, achievable, and realistic and time bound (i.e. SMART objectives).⁵

2.1.3 Strategic Asset Management Plan

This strategic asset management plan is to document the relationship between the organisational objectives set out in the Community Strategic Plan (Making Burnie 2030) and the asset management (or service) objectives and define the strategic framework required to achieve the asset management objectives.⁶

The asset management objectives must be aligned with the organisation's strategic objectives set out in its strategic plan.

This strategic asset management plan encompasses the following services:

- Bridges
- Buildings
- Parks and Reserves
- Plant and Equipment
- Stormwater
- Transport

The strategic asset management framework incorporates strategies to achieve the asset management objectives. The strategies are developed in 4 steps:

- What assets do we have?
- Our assets and their management
- Where do we want to be?
- How will we get there?⁷

2.1.4 Asset Management Plans

Supporting the strategic asset management plan are asset management plans for major service/asset categories. The asset management plans document the activities to be implemented and resources to be applied to meet the asset management objectives. The strategic asset management plan summarises the key issues from following asset management plans:

- Bridges Asset Management Plan
- Buildings Asset Management Plan
- Parks and Reserves Asset Management Plan
- Plant and Equipment Asset Management Plan

⁴ ISO, 2014, ISO 55002, Sec 5.2, p 7.

⁵ ISO, 2014, ISO 55002, Sec 6.2.1, p 9.

⁶ ISO, 2014, ISO 55002, Sec 4.1.1, p 2.

⁷ LGPMC, 2009, Framework 2, Sec 4.2, p 4.

- 5 -

- Stormwater Asset Management Plan
- Transport Asset Management Plan

The Strategic Asset Management Plan is part of the organisation's strategic and annual planning and reporting cycle as shown in Table 2.1.

Table 2.1: Strategic Asset Management Plan within the Planning and Reporting Cycle

	Plan	Planning Cycle	Performance Reporting	Reporting Method
Community Planning	Community Plan – Making Burnie 2030	5 years (review cycle)	Community Objectives Indicators	Annual Report
Strategic Planning	Note Corporate plan the primary doc	4 years	Organisational Objectives	Annual Report
	10 year Long-Term Financial Plan		Financial Indicators	
	Strategic Asset Management Plan Asset Management Plans		Asset Management Objectives	
Operational Planning	4 year Operational Plan- Corporate plan	4 years	Operational Objectives incorporated into Annual Plan	Annual Report
Annual Planning & Budget	Annual Plan & Budget	Annual	Annual Objectives Budget Objectives	Annual Report Monthly Reports to Council/Board
	Departmental/Directorate Work Plans		Work Plan Objectives	Monthly Reports to Council/Board
	Individual Work Plans		Work Plan Objectives	Performance Reviews

2.2 What Assets do we have?

Council manages a lot of assets to provide services to the community. The assets provide the foundation for the community to carry out its everyday activities, while contributing to overall quality of life.

Table 2.2: Assets covered by this Plan

Asset Class/Category	Dimension
Bridges	33 Bridges/Major Culverts and 56 Minor Culverts
Buildings	120 Buildings
Parks and Reserves	115 Parks and Reserves
Plant and Equipment	60 Major Plant items plus Motor Vehicles and Minor Plant items
Transport	302 km sealed and 45 km unsealed Roads
Stormwater	191 km of underground mains.

2.3 Our Assets and their management

2.3.1 Asset Values

- 6 -

The infrastructure assets covered by this strategic asset management plan are shown in Table 2.3.1. These assets are used to provide services to the community.

Table 2.3.1: Assets covered by this Plan

Asset Class/Category	Gross Replacement Cost *	Carrying Value	Annual Depreciation
Bridges	14,364	8,550	174
Buildings	88,344	48,918	1,019
Parks	47,629	30,669	843
Plant	15,253	5,412	1,011
Stormwater	79,348	48,263	781
Transport	283,114	127,644	3,289
TOTAL	528,052	269,546	7,117

Figure 2 shows the gross replacement value of our assets.

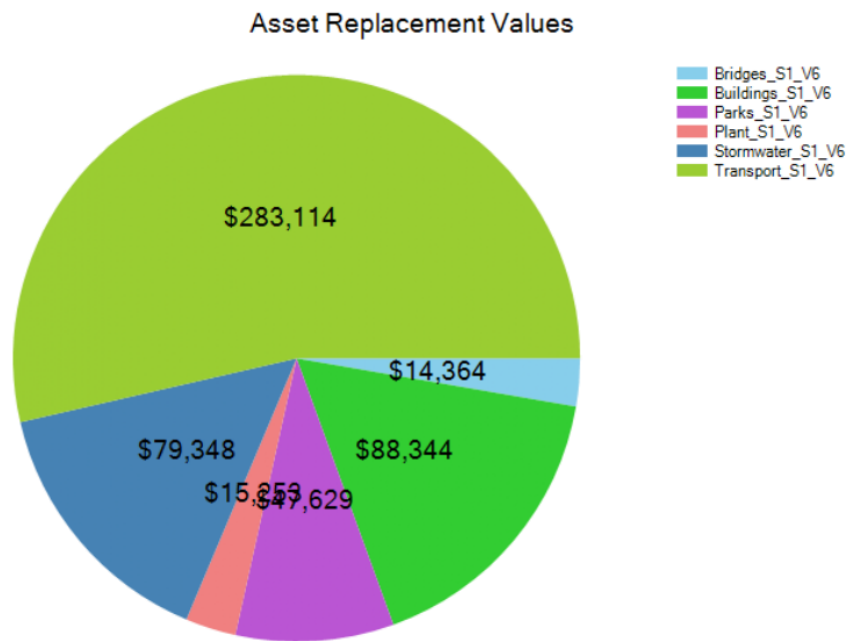


Figure 2: Asset Replacement Values

Section 2.3 demonstrates the significance of Burnie City Council’s investment in infrastructure. An objective for this SAMP is to

- 7 -

demonstrate how value is to be obtained from the \$582,052 million investments in providing services to the community. The investment in infrastructure is being consumed at \$7,117 million per annum.

2.3.2 Asset Condition, Function and Capacity

The State of the Assets Report monitors the performance of the assets under three community service indicators:

- Condition/quality – how good is the service?
- Function - does it meet users' needs?

Council has no state of the asset reporting in a consolidated sense, however inspection regimes, condition assessments and strategy documents for individual assets support developing an understanding of Condition, Quality and Functional measures.

Individual plans identify have Council monitors such concerns.

2.3.3 Lifecycle Costs

Lifecycle costs (or whole of life costs) are the average annual costs that are required to sustain the service levels over the longest asset life. Lifecycle costs include operations and maintenance expenditures plus asset consumption (depreciation). Life cycle costs can be compared to lifecycle expenditure to give a comparison of current expenditures to lifecycle costs of services.

Lifecycle expenditures include operations and maintenance expenditures (excluding depreciation) plus capital renewal expenditure. The capital renewal component of lifecycle expenditure can vary depending on the timing of asset renewals.

The lifecycle costs and expenditures averaged over the 10 year planning period are shown in Table 2.3.3.

Table 2.3.3: Asset Lifecycle Costs

Asset Class/Category	Lifecycle Cost (\$M/yr)	Lifecycle Expenditure (\$M/yr)	Lifecycle Expenditure Indicator
Bridges	200	327	1.63
Buildings	3,407	2,844	0.83
Parks	4,384	3,901	0.89
Plant	1,628	1,916	1.18
Stormwater	1,103	581	0.53
Transport	6,417	6,309	0.98
TOTAL	17,141	15,877	0.93

Total lifecycle expenditure may reasonably be higher/lower than lifecycle costs in periods of above/below average asset renewal/replacement activity. The lifecycle indicator is a measure of estimated need over the long-term. It is dependent on the age profile of the assets, with older assets expected to have a higher LC indicator and newer assets a lower LC indicator. Section 5.4 gives a more accurate indicator of renewal/replacement funding needs over the period of the SAMP.

- 8 -

2.3.4 Asset Management Indicators

An asset management objective is to provide the services that the community needs at the optimum lifecycle cost in a financially sustainable manner. Figure 4 shows the projected operations, maintenance, capital renewal, capital upgrade/new expenditure balanced with financial outlays in the 10 year long-term financial plan. Some activities and/or projects have been deferred to subsequent years to allow further consideration of service level needs and financing options.

The out years of the forward works program require further works to populate the program more fully.

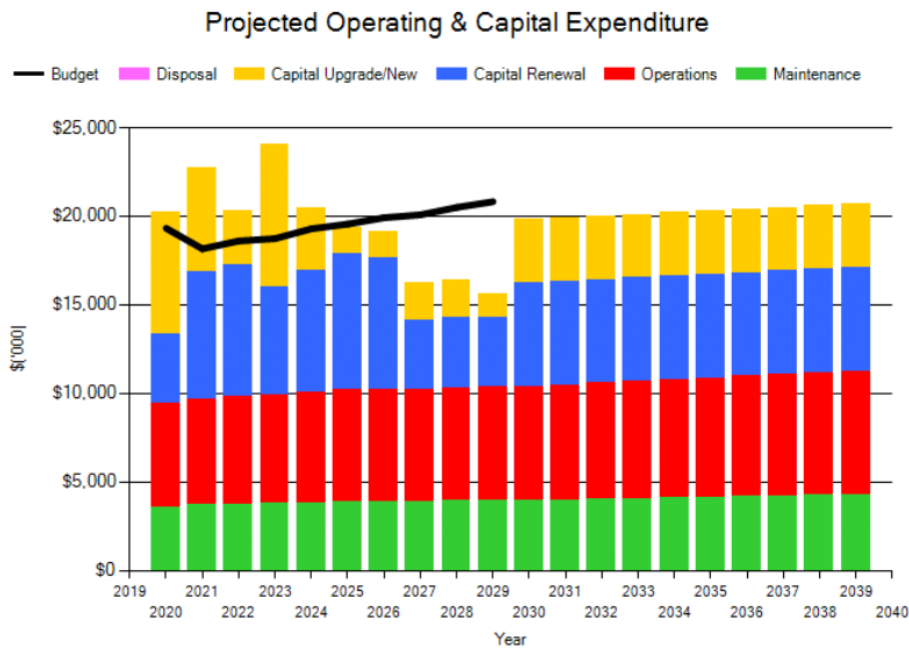


Figure 4: Projected Operating and Capital Expenditure

The purpose of this strategic asset management plan is to develop the strategies to achieve the asset management objectives through balancing of asset service performance, cost and risk.

Figure 4 shows the results of balancing of service performance, risk and cost in the asset management plans and long-term financial plan to achieve an agreed and affordable position on service level and costs. This includes additional borrowings to finance urgent and critical renewal and new capital works in year 19/20 deferral of lower priority projects and initiatives for at least 10 years and identification and acceptance of the risks associated with the deferrals. Note a number of strategic projects in planning stages and not in the forward program as yet.

2.3.5 Opportunities and Risks

We have identified opportunities relevant to the services included in this strategic asset management plan for the future including:

- 9 -

- Parks : Rationalise lands managed to reduced resource needs, establish a consistent SL for assets provision in neighbourhood parks , Implement upgrade program at Lawn Cemetery to offset SL cost , review recreation and open space strategy to guide future asset provision
- Buildings: Increase utilisation of facilities to maximise return on investment. Divest building not actively used. Recreation strategy update to identify colocation opportunities.
- Stormwater: implement flood study recommendations (various studies) as funding allows to mitigate community impact. Improve natural environment via urban waterway improvement projects.
- Bridges: strategic strengthening of bridges to address increasing industry demand for access. Bridge barrier program to improve road safety.
- Transport: lower cost bitumen surfacing treatments to extend useful life.
- Plant and equipment: Maximising utilisation via improved reporting.

Relevant risks to the strategic asset management plan in the future are:

- Parks: Investment in assets for low demand areas. Increasing community expectations. Changing use patterns
- Buildings: Constructing new facilities and increasing op ex and depreciation cost impacting on sustainability of the organisation.
- Stormwater: Climate change and capacity of existing systems, increased flooding , urban waterway degradation and poor water quality
- Bridges: capacity limitations in some structures and risk based approach to FOS potential for fatigue and earlier failure of assets due to permitting a higher level of access.
- Transport: Backlog in sealed surfaces with potential for accelerated failure, network deficiencies not funded (noted in road network strategy) .Community dissatisfaction with aging suburban infrastructure.
- Plant and equipment: Low utilisation , failure of plant and lower reliability by extending useful life (due to low use)

Infrastructure risk management plans for these and other relevant risks are summarised with risk management activities and resource requirements incorporated in the relevant asset management plans.

2.3.6 Asset and Financial Management Maturity

Council has taken steps to improve our asset and financial management performance including assessing our asset management maturity against the 3 Frameworks of the Local Government Financial Sustainability Nationally Consistent Frameworks. Our target is to achieve 'core' maturity with the Frameworks. Figure 5 shows the current and target 'core' and 'advanced' maturity scores for the eleven elements of the National Frameworks for asset and financial management.

- 10 -

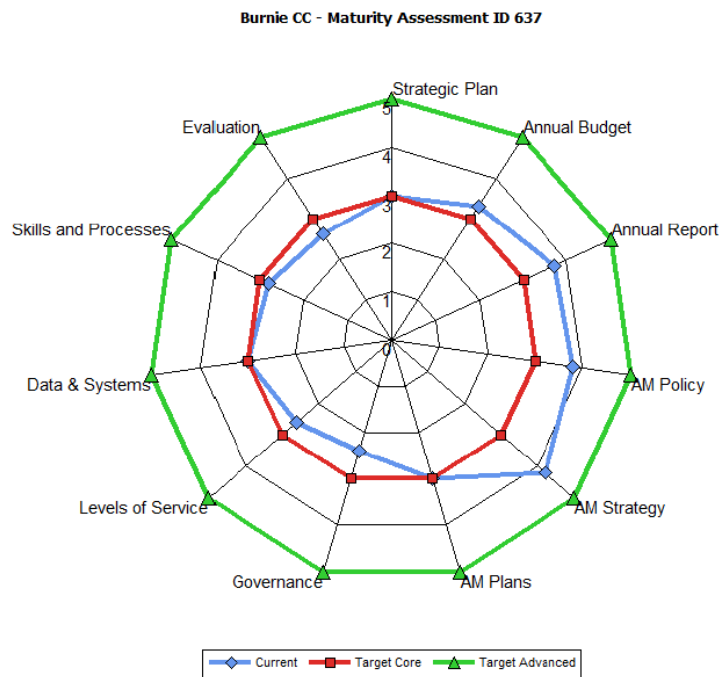


Figure 5: Maturity Assessment

Improvement in 'core' maturity is indicated by movement of the blue ♦ (current maturity) line to the red ■ ('core' maturity) and green line ▲ (desired or aspirational target maturity).

Improvement in maturity is indicated by movement of the blue (current maturity) line to the red (target maturity) and green line (full alignment with ISO 55001 requirements).

Elements with low maturity scores are:

- Governance
- Levels of Service
- Evaluation

Increased awareness of asset management imperatives within Council and elected members is a focus of governance actions. Levels of service are in place however there is no specific community engagement processes in place, however there is informal review of LOS each year and Council believes its LOS meet community expectations.

Benchmarking activities are planned to refine LOS.

The risk to the organisation from the current maturity is shown in Figure 6.

- 11 -

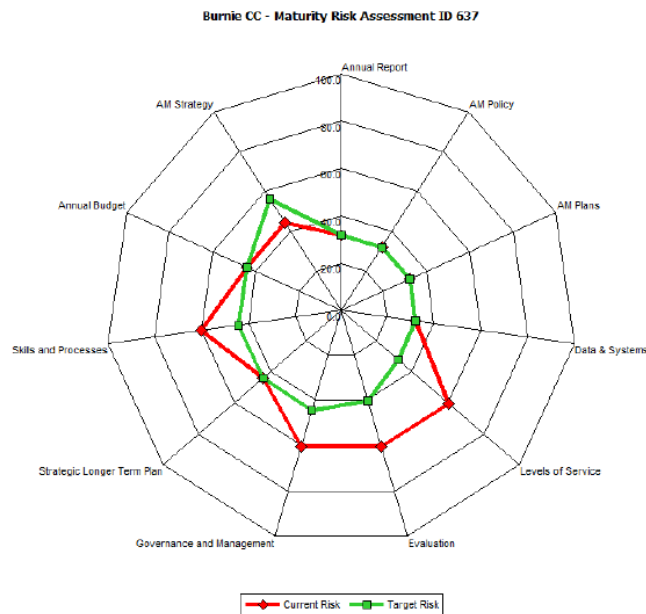


Figure 6: Maturity Risk Assessment

Reduction in risk from current NAF maturity is indicated by movement of the red ♦ (current risk) line to the green line ■ (desired or aspirational target risk). Elements with high maturity risk to the organisation are:

- Limited resources are directed to asset management. While meeting Council’s needs skills rest with only several people, leaving council vulnerable to staff moving and attendant resourcing issues.
- Levels of service are adequate but no demonstrable community engagement. A focus for future improvement.
- Governance and Management relate to completion of this SAMP. Continued focus need to educate and inform elected members , staff and community of the challenges of new asset creation i.e. additional costs and maintaining current LOS

Tasks to improve asset and financial management maturity are prioritised and included within the Improvement Plan shown in Section 7.2.

2.3.7 Strategy Outlook

1. Council is able to maintain current levels of service for the next ten years based on current knowledge and projections in AM Plans and Long-Term Financial Plan.
2. Funding of current infrastructure lifecycle costs is considered adequate for the next 10 years. Development of new assets will place additional burden on the operational budget and maintenance of current expenditure levels will require a review of services, service levels and costs over the next 5 - 10 years to identify and monitor changes in demand for services and affordability over the longer-term.
3. Our current asset and financial management maturity is below ‘core’ level in some areas and investment is needed to improve information management, lifecycle management, service management and accountability and strategic direction.

- 12 -

2.4 Where do we want to be?**2.4.1 Community Expectations**

Council has identified community expectations for service levels to be generally consistent with current levels of service.

In the past community satisfaction surveys were used to gauge how the community considered Council was meeting their needs, however there was no consultation on specific levels of service.

There are no formal community consultation / engagement processes in place at this point in time.

Our understanding of community expectations is based upon customer feedback, requests for service, engagement with elected members and the like. For the most part it appears that the level of service meets with user's needs.

It is probable that the level of service may be higher than necessary in some areas of service delivery.

A future action will be refinement of service levels and this will necessitate some form of engagement to community the impact and implications of changes or reductions to LOS.

2.4.2 Organisational Objectives

The organisation objectives are developed in the corporate plan (5 year plan) which is influenced by the community plan Making Burnie 2030. Our vision is

A vibrant, thriving beautiful place

A caring community

A regional leader engaged with the world

A city that lives its dreams

The organisation objectives developed for priority areas are shown in Table 2.4.2.

Table 2.4.2: Strategic Priority Areas and Organisational Objectives

Future Directions	Organisational Objective
An attractive place to live , work and play	Refer to Corporate plan for objectives
An inclusive and healthy community	Refer to Corporate plan for objectives
A centre for information, knowledge and learning	Refer to Corporate plan for objectives
A secure , innovative and diverse economy	Refer to Corporate plan for objectives
A natural and built environment that is respected and cared for	Refer to Corporate plan for objectives
A regional hub	Refer to Corporate plan for objectives
An engaging and accountable leadership focussed on a strong future	Refer to Corporate plan for objectives

- 13 -

2.4.3 Asset Management Objectives

The asset management objectives (or strategies) translate the organisational objectives into the required service outcomes to be provided by infrastructure assets and activities described in the asset management plans. Actions to achieve the asset management objectives with performance targets and timelines are shown in Tables 2.4.3 – 2.4.3.5 and included in operational and capital works plans.

Table 2.4.3: Asset Management Objectives – Parks , Buildings and transport

Organisational Objective A range of vibrant, safe and attractive community spaces.

Asset Management Objective	Action	Performance Target & Timeline
Service levels are in place reflecting community need	Documented service level. Review based on budget and community feedback	Reviewed annually (post annual budget process)
Suitable funding is allocated to deliver services	Develop annual operational budgets based on Service level.	Set as part of budget process
Strategies in place to guide development and upgrading of community spaces.	Open space strategy and recreation strategy require review and updating	Allocated resources in a future budget to facilitate

Table 2.4.3.1: Asset Management Objectives – Transport

Organisational Objective A road transport system that meets the needs of the community and supports the wider region

Asset Management Objective	Action	Performance Target & Timeline
Asset condition data supports forward planning	Periodic detailed assessment of road surface and other transport assets	Road surface inspections (5 yearly) annual detailed kerb and footpath
Service levels are in place reflecting community need	Documented service level. Review based on budget and community feedback	Reviewed annually (post annual budget process)
Suitable funding is allocated to deliver services	Develop annual operational budgets based on Service level.	Set as part of budget process
Strategy to guide network management	Road network strategy developed	Current strategy requires review 2020
Infrastructure design and construction standards established	Infrastructure standards used endorsed by Council – policy “ Infrastructure asset standards”	Apply policy and review

Table 2.4.3.2: Asset Management Objectives – Plant , Parks and reserves , buildings

Organisational Objective A region that is energy , water and waste efficient

Asset Management Objective	Action	Performance Target & Timeline
Service levels are in place reflecting community need – waste collection	Documented service level. Review based on budget and community feedback	Reviewed annually (post annual budget process)
Suitable funding is allocated to deliver services - waste collection	Develop annual operational budgets based on Service level.	Set as part of budget process
Cost effective building operation	Energy efficient buildings : renewal of components energy efficient , energy efficient design	Ongoing action
Forward planning for waste management service delivery	Waste management strategy and participation in regional waste management group.	Endorsed in 2019

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- 14 -

Table 2.4.3.3: Asset Management Objectives – All service areas**Organisational Objective** A built environment that is valued, reflects our past and embraces our future

Asset Management Objective	Action	Performance Target & Timeline
Project design and implementation addresses a range of criteria	Range of matters considered in project design and implementation including environmental, cultural and heritage	Appropriate permits and authorisation are obtained and applied.
Service levels are in place reflecting community need	Documented service level. Review based on budget and community feedback	Reviewed annually (post annual budget process)
Suitable funding is allocated to deliver services	Develop annual operational budgets based on Service level.	Set as part of budget process

Table 2.4.3.4: Asset Management Objectives – Transport**Organisational Objective Effective**, efficient and integrated transport linkages service and connect Burnie with the state, region and world.

Asset Management Objective	Action	Performance Target & Timeline
Ensure a coordinated approach to the integration of the local / state transport network.	Engage with State Government and agencies to inform studies and works programs Coordinate works where road / responsibility interfaces	As required provided input and comment. Coordinate works when required
Assess impact of State Government policies and mitigate	NHVR and addressing transport industry access needs (OSOM and PBS). Works with SG on access program	Permits assess against established criteria and meet NHVR timelines

Table 2.4.3.4: Asset Management Objectives – All Services**Organisational Objective** A sustainable long term future is planned through the management of Council's infrastructure assets

Asset Management Objective	Action	Performance Target & Timeline
Strategic asset management documents in place	Develop and maintain asset management policy, strategic asset management plan and asset management plan	Policy and plans exist (Oct 2019). Periodic reviews occur. Strategy the subject of this document.
Resources available to implement asset management imperatives	GIS / Asset officer and asset management team	Team meets periodically. Asset/GIS officer supports AM practices
Service levels are in place reflecting community need	Documented service level. Review based on budget and community feedback	Reviewed annually (post annual budget process)
Suitable funding is allocated to deliver services	Develop annual operational budgets based on Service level.	Set as part of budget process
Ten year forward works program	Works program links to long term financial management plan	Works program exists. Reviewed annually and informs the LTFMP

- 15 -

Note: Development of Asset Management Objectives is a requirement of ISO 55001. The Asset Management Objectives shown in Tables 2.4.3 – 2.4.3.3 are those to be achieved to deliver the agreed level of service performance while managing risk and cost. The Asset Management Objectives are identified and developed in our Strategic Plan.

All actions and tasks to achieve the asset management objectives are included within operational and capital works plans discussed in Sections 5.3 – 5.6.

2.5 Asset Management Vision

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

Develop and maintain asset management governance, skills, process, systems and data in order to provide the level of service the community need at present and in the future, in the most cost-effective and fit for purpose manner.

In line with the vision, the objectives of the strategic asset management plan are to:

- ensure that our infrastructure services are provided in an economically optimal way, with the appropriate level of service to residents, visitors and the environment determined by reference to our financial sustainability
- safeguard our assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets
- adopt the long term financial plan as the basis for all service and budget funding decisions
- meet legislative requirements for all our operations
- ensure resources and operational capabilities are identified and responsibility for asset management is allocated
- ensure operational and service delivery risks are adequately managed
- continually improve our asset, risk and financial management and service delivery performance
- Provide high level oversight of financial and asset management responsibilities through Audit Committee/CEO reporting to Council/Board on development and implementation of the Strategic Asset Management Plan, Asset Management Plan(s) and Long Term Financial Plan.

Strategies to achieve this position are outlined in Section 2.6.

- 16 -

2.6. How will we get there?

The strategic asset management plan proposes strategies to enable the organisational objectives and asset management policies to be achieved.

Table 2.6: Asset Management Strategies

No	Strategy	Desired Outcome
1	Incorporate Year 1 of long term financial plan revenue and expenditure projections into annual budgets.	Long term financial planning drives budget deliberations and the long term implications of all services are considered in annual budget deliberations.
2	Report our financial position at Fair Value in accordance with Australian Accounting Standards, financial sustainability and performance against organisational objectives in Annual Reports.	Financial sustainability information is available for Council/Board and the community.
3	Develop and maintain a long term financial plan covering 10 years incorporating asset management plan expenditure projections with a sustainable funding position outcome.	Sustainable funding model to provide our services.
4	Develop and annually review asset management plans and strategic asset management plan covering at least 10 years for all major asset classes (80% of asset value).	Identification of services needed by the community and required funding to optimise 'whole of life' costs.
5	Review and update asset management plans, strategic asset management plan and long term financial plans after adoption of annual budgets. Communicate any consequence of funding decisions on service levels and service risks.	We and the community are aware of changes to service levels and costs arising from budget decisions.
6	Develop and maintain a risk register of operational and service delivery risks showing current risk levels, risk management treatments and report regularly to Council/Board on current high level risks.	Risk management of operational and service delivery risks is an integral part of governance.
7	Ensure Council decisions are made from accurate and current information in asset registers, on service level performance and costs and 'whole of life' costs.	Improved decision making and greater value for money.
8	Report on our resources and operational capability to deliver the services needed by the community in the annual report.	Services delivery is matched to available resources and operational capabilities.
9	Ensure responsibilities for asset management are identified and incorporated into staff position descriptions.	Responsibility for asset management is defined.
10	Implement an improvement plan to realise 'core' maturity for the financial and asset management competencies within 2 years.	Improved financial and asset management capacity within the organisation.

- 17 -

2.7 Asset Management Improvement Plan

The tasks required achieving a 'core' financial and asset management maturity are shown in priority order in the asset management improvement plan in Section 7.2

2.8. Consequences if actions are not completed

There are consequences for the Council if the improvement actions are not completed. These include:

- Inability to achieve strategic and organisational objectives
- Inability to achieve financial sustainability for the organisation's operations
- Current risks to infrastructure service delivery are likely to eventuate and response actions may not be appropriately managed
- Council may not be able to accommodate and/or manage changes in demand for infrastructure services.

- 18 -

3. LEVELS OF SERVICE

3.1 Consumer Research and Expectations

The expectations and requirements of various stakeholders were considered in the preparation of asset management plans summarised in this strategic asset management plan.

As noted in the individual AMP's Council has not to date undertaken broad community consultation in regard to the various services it provides.

However based upon interaction with users of facilities, requests for services, interactions with community groups, elected member feedback and such avenues, it is believed that Council has an understanding of the needs and expectations related to the assets it manages and services it provided.

Commentary associated with research and expectations is noted in the individual plans.

An action in this space is to consider the merits and resourcing implications associated with more detail community / customer engagement.

3.2 Organisational Objectives

Sections 2.4.2 and 2.4.3 of this strategic asset management plan reported the organisational objectives from the Strategic Plan and asset management objectives developed from the organisational objectives.

The organisational and asset management objectives provide focus for the community and technical level of service tables in Section 3.4.

3.3 Legislative Requirements

Council has to meet many legislative requirements including Australian and State legislation and State regulations. These are detailed in the various asset management plans summarised in this strategic asset management plan.

3.4 Levels of Service

Council has defined service levels in two terms.

Community Levels of Service measure how the community receives the service and whether the organisation is providing community value.

Community levels of service measures used in the asset management plan are:

Quality/condition	How good is the service?
Function	Does it meet users' needs?
Capacity/Utilisation	Is the service usage appropriate to capacity?

Our current and projected community levels of service for the services covered by this strategic asset management plan are shown in the AM Plans summarised in this strategic asset management plan.

The community level of service measures provide information on our performance on service delivery. They can indicate areas of possible over and over servicing and potential for reallocation of resources to maximise community value.

Technical Levels of Service - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

- 19 -

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as availability, cleansing, mowing, etc.
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset similar to that which it had originally (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement) or to a lower service level,
- Upgrade/New – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

Service managers plan, implement and control technical service levels to influence the customer service levels.⁸

Together the community and technical levels of service provide detail on service performance, cost and whether service levels are likely to stay the same, get better or worse.

Our current and projected technical levels of service for the services covered by this strategic asset management plan are shown in the AM Plans summarised in this strategic asset management plan.

Refer to the individual asset management plans summarising the current technical levels of service.

⁸ IPWEA, 2011, IIMM, p 2.22

- 20 -

4. FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include population change, changes in demographics, seasonal factors, climate change, vehicle ownership rates, consumer preferences and expectations, government decisions, technological changes, economic factors, agricultural practices, environmental awareness, etc.

4.2 Demand Forecast

The present position and projections for demand drivers that may impact future service delivery and utilisation of assets were identified and are documented in Table 4.3.

4.3 Demand Impact on Assets

The impact of demand drivers that may affect future service delivery and utilisation of assets are shown in Table 4.3.

Table 4.3: Demand Drivers, Projections and Impact on Services

Projection	Impact on services
Population	
Potentially 0.5% population growth	Increased population will require some service expansion. Upgrade of existing facilities may need to be reviewed, Consideration of viability of existing services offered through building assets will require a review as community demographics and expectations change
	Demand for new assets to service population. Additional investment in resources to meet expanded service delivery (plant, staff) or pressure placed on current services if not resourced.
Demographics	
The percentage of older population will continue to increase in Burnie	As people age issues with mobility arise. This may mean providing appropriate access for mobility impaired persons and consideration of opportunities for facilities and assets that promote healthy aging and activities. E.g. rec facilities , footpaths and tracks
	Potential reduction in some facilities usage – less people interested or able to participate in some activities.
Community Expectations	
As the community is more informed of the services it receives or changes in population occur (bringing with it knowledge of how services are provided elsewhere) expectations of quality, safety, variety and the like increase.	Desire for improved or additional facilities. Increased cost and ability to fund.
	Lower tolerance for defects in assets that impact use, pressure to increase LOS.
Increasing community awareness of climate change and resultant severe weather events	Demand for more resilient communities and infrastructure. Applying increased design standards. More frequent inspection regimes and the like.
Climate change	
Changes in weather patterns (rainfall , storm intensity, etc. , will impact on maintenance and construction practices as well as availability to use various facilities and assets	Service interruptions may increase. Existing facilities and assets may require upgrade to cope with changing weather patterns.
	Construction practices and construction windows may change , benefiting or impacting on services
	Changes to current design standards to address resilience needs, increased costs.
Funding	
Funding will increasingly need to be	Service standard may alter if adequate funding is not available. Asset life cycle

- 21 -

targeted to renewal works to ensure asset base is maintained.	principles should be applied to forecasting and projections of existing and new assets to ensure that assets may be maintained and serviced at a satisfactory level.
Grant funding (government) will be tied to sustainable asset management practices	
	Delays in implementing innovation due to funding constraints
Pressure to increase LOS (consequential cost) implications	Constrained budgets may require decisions to be made to reprioritise funding (to an asset class) impacting LOS in other asset classes.
Aging infrastructure	
Some of the asset stock (various classes) in in the latter stages of predicted useful lines	Service disruptions or refocussing of funding streams
	Unplanned asset failure, redirecting funds from planned works. Disruption to the community
Technology	
Changes in vehicles types and mode of operation will require asset upgrade / changes	Refocusing of funds to meet new demand levels. Degradation of assets due to over loading or use impacting established levels of service.
Materials and construction methodologies will reduce time and cost of construction	Support investment to address service deficiencies or improve business cases for infrastructure investment.
	Changing skill sets in workforce , transition may have service implications i.e. lack of trained staff
	Opportunities to improve LOS by applying less invasive / cost effective new technologies

4.4 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Non-asset solutions focus on providing the required service without the need for the organisation to own the assets and management actions including reducing demand for the service, reducing the level of service (allowing some assets to deteriorate beyond current service levels) or educating customers to accept appropriate asset failures⁹. Examples of non-asset solutions include providing joint services from existing infrastructure such as aquatic centres and libraries that may be in another community area or public toilets provided in commercial premises.

Opportunities identified for demand management are shown in Table 4.4.

Table 4.4: Demand Management Plan Summary

Service Impact	Demand Management Plan
Construction of additional assets, modification or disposal of assets.	Monitor changes in population or demographics and the impact on community expectations relating to service levels. Incorporate changes in service level expectations in the asset renewal and upgrade programs. Review recreation plan and develop parks development plans as noted in Parks AMP
Consolidation of community assets	Encourage , through development controls , the utilisation of lands serviced by existing infrastructure , rather than create new infrastructure
Demand on maintenance and renewal programs for assets increase.	Ensure forecast renewal funding adequately reflects the impact of aging infrastructure. Continue to review asset life expectations, enhance condition monitoring programs and

⁹ IPWEA, 2015, IIMM, Sec 2.3.6, p 2 | 53.

- 22 -

	consider redundancy for underutilised assets.
Design standards and technology change over time requiring consideration of changes to current practices and upgrading of facilities an infrastructure,	Monitor the external environment and implement changes or adaption to address duty of care , asset performance , etc. , maximising investment in existing and future infrastructure
Capacity limitation of existing infrastructure to cope with climate change impacts	Undertake studies / assessments to understand capacity limitations. Flood modelling. Update design standards, develop adaption and resilience projects.
Potential for early asset failure reductions in service delivery associated with aging infrastructure	Monitoring of asset condition, review renewal programs to match need.
Vehicles design standards change (esp. OSOM) impacting on asset condition and life	Apply route assessment tools developed with DSG to consider potential impacts, apply conditions or restrict use.
Legislative change requires changes or modification to current practices and consequential SL , op ex and cap implications	Monitor legislative and strategic environment. Build in compliance obligations in to SL and renewal plans.

4.5 Asset Programs to meet Demand

The new assets required to meet growth will be acquired free of cost from land developments and constructed/acquired by the organisation. New assets constructed/acquired by the organisation are discussed in Section 5.5.

Acquiring these new assets will commit the organisation to fund ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 6.

- 23 -

5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs and managing risks.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this strategic asset management plan are shown in Tables 2.2 and 2.3.1.

5.1.2 Asset capacity and performance

The organisation's services are generally provided to meet design standards where these are available.

Asset capacity and performance is monitored for 3 community service measures at the end of the reporting period for condition (quality), function and capacity/utilisation in a *State of the Assets* report. The state of the assets is shown in Figure 3.

5.2 Infrastructure Risk Management Plan

An assessment of risks associated with service delivery from infrastructure assets conducted for each relevant asset management plan identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock' to the organisation. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Critical risks, being those assessed as 'Very High' - requiring immediate corrective action and 'High' - requiring prioritised corrective action identified in the Infrastructure Risk Management Plan(s) and the adopted treatment plan are noted in each of the service area asset management plans .

The infrastructure risks need to be reviewed in the context of the organisational risk register and where relevant incorporate critical asset risks in the corporate risk register. Council is working on improving its risk management process and ultimately risks will be regularly reported to management, Audit Committee and Council.

5.3 Routine Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. Cleansing, utility services, street sweeping, grass mowing and street lighting.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

5.3.1 Operations and Maintenance Plan

Operations activities affect service levels including quality and function, such as cleanliness, appearance, etc., through street sweeping and grass mowing frequency, intensity and spacing of street lights and cleaning frequency and opening hours of building and other facilities.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating, e.g. road patching but excluding rehabilitation or renewal.

Maintenance expenditure levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance expenditure levels are such that will result in a lesser level of service, the service consequences and service risks have been identified and service consequences highlighted in the respective AM Plan and service risks considered in the Infrastructure Risk Management Plan.

5.3.2 Operations and Maintenance Strategies

BURNIE CITY COUNCIL – STRATEGIC ASSET MANAGEMENT PLAN

- 24 -

We will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. The operations and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50 – 70% planned desirable as measured by cost)
- Maintain a current infrastructure risk register for assets and present service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council/Board
- Review current and required skills base and implement workforce training and development to meet required operations and maintenance needs
- Review asset utilisation to identify underutilised assets and appropriate remedies, and over utilised assets and customer demand management options
- Maintain a current hierarchy of critical assets and required operations and maintenance activities
- Develop and regularly review appropriate emergency response capability
- Review management of operations and maintenance activities to ensure we are obtaining best value for resources used.

5.3.3 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock as shown in Figure 7. The forecast expenditures (shown in Appendix B) have/have been accommodated in the organisation's long-term financial plan. Note that all costs are shown in current dollar values (i.e. real values).

The forecasting in the LTFP is based upon the current expenditure profile, incremented by CPI.

Future operational and maintenance expenditures as noted in the Asset Management plans are based upon the current expenditure profile and the forward provisions in the plans have not been incremented to reflect the impact of inflation.

The black line represents the current funding profile. No provision has been made for increasing operational budgets reflecting costs increased associated with new asset creation i.e. depreciation and operating costs

The next version of the plans will include this provision.

- 25 -

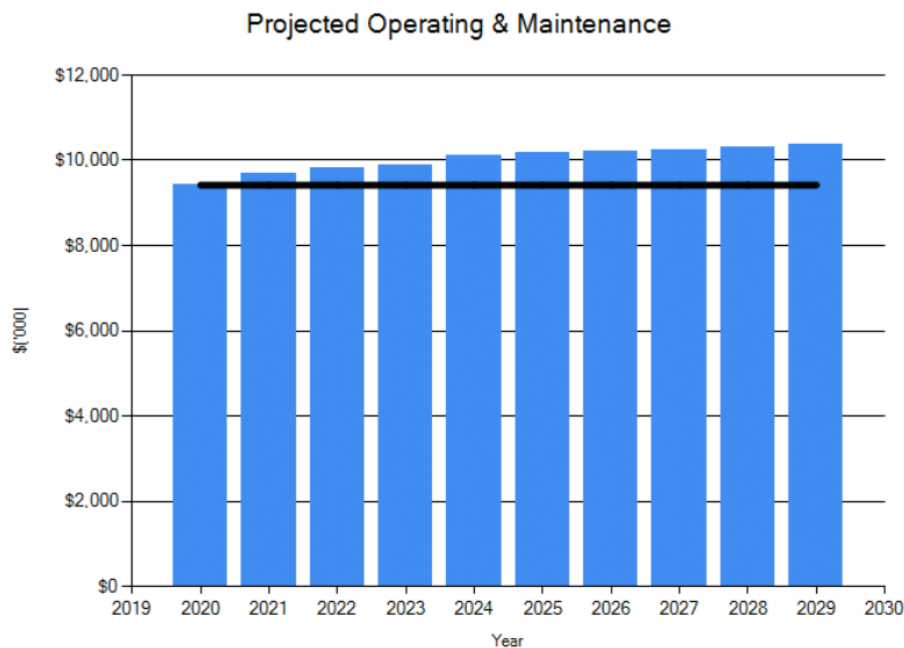


Figure 7: Projected Operations and Maintenance Expenditure and LTFP Outlays

The consequences of deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment and analysis in the infrastructure risk management plan.

5.4 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

5.4.1 Renewal and Replacement Strategies

We will plan capital renewal and replacement projects to meet level of service objectives and minimise infrastructure service risks by:

- Planning and scheduling renewal projects to deliver the defined level of service in the most efficient manner
- Undertaking project scoping for all capital renewal and replacement projects to identify
 - the service delivery 'deficiency', present risk and optimum time for renewal/replacement
 - the project objectives to rectify the deficiency
 - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency
 - and evaluate the options against evaluation criteria adopted by Council, and
 - select the best option to be included in capital renewal programs,
- Using *optimal* renewal methods (cost of renewal is less than replacement) wherever possible
- Maintain a current infrastructure risk register for assets and service risks associated with providing services from infrastructure assets and report Very High and High risks and Residual risks after treatment to management, Audit Committee and Council.

- 26 -

- Review current and required skills base and implement workforce training and development to meet required construction and renewal needs
- Maintain a current hierarchy of critical assets and capital renewal treatments and timings required
- Review management of capital renewal and replacement activities to ensure we are obtaining best value for resources used.

Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replace a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. roughness of a road).

Capital renewal and replacement priorities are indicated by identifying assets or asset groups that:

- Have a high consequence of failure
- Have a high utilisation and loss of service would have a significant impact on users
- Have the highest average age relative to their expected lives
- Are identified in the AM Plan as key cost factors
- Have high operational or maintenance costs, and
- Where replacement with modern equivalent assets would yield material savings.

The ranking criteria used to determine priority of identified renewal and replacement proposals is detailed in the respective asset management plans.

5.4.2 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock ages. The forecast expenditures have been accommodated in the organisation's long-term financial plan as shown in Fig 8. Note that all amounts are shown in real values.

- 27 -

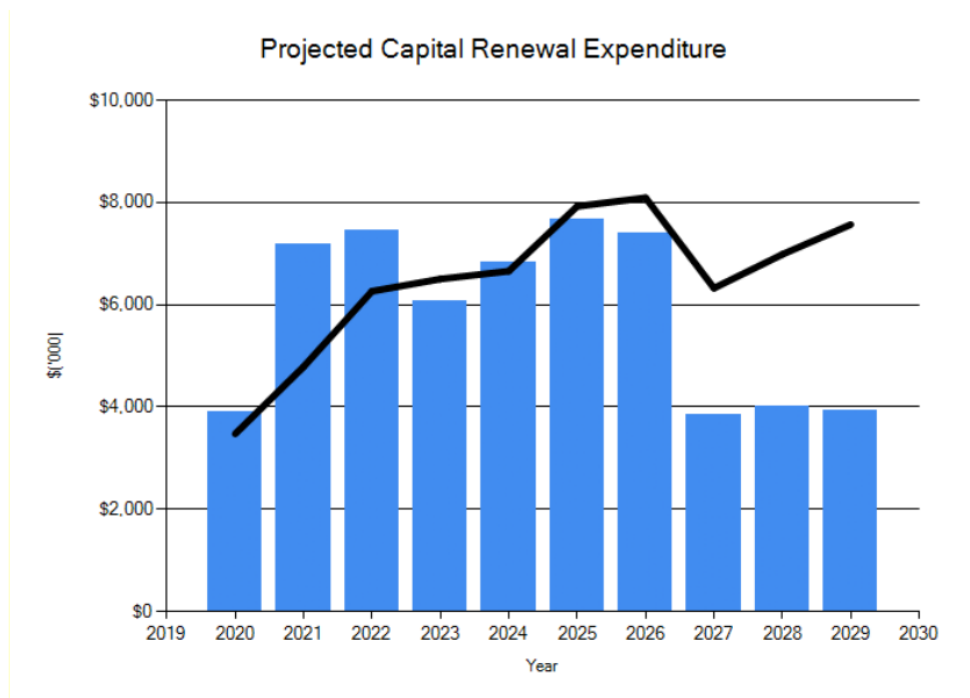


Fig 8: Projected Capital Renewal and Replacement Expenditure and LTFP Outlays

Where renewal projections are based on estimates of asset useful lives, the useful lives are documented in the relevant asset management plan(s). Projected capital renewal and replacement programs can be found in the individual asset management plans.

Council forward works program requires further work to populate the out years, post 2026.

The projected renewal and replacement program includes borrowings to fund high priority items in years 2021 and 2022. Low priority renewal and replacement projects unable to be accommodated within the 10 year long-term financial plan have been deferred for following years (see Figure 4) to allow further consideration in updates of the AM and financial plans.

5.5 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the organisation from land development. These assets from growth are discussed in Section 4.5.

5.5.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in the respective asset management plans.

5.5.2 Capital Investment Strategies

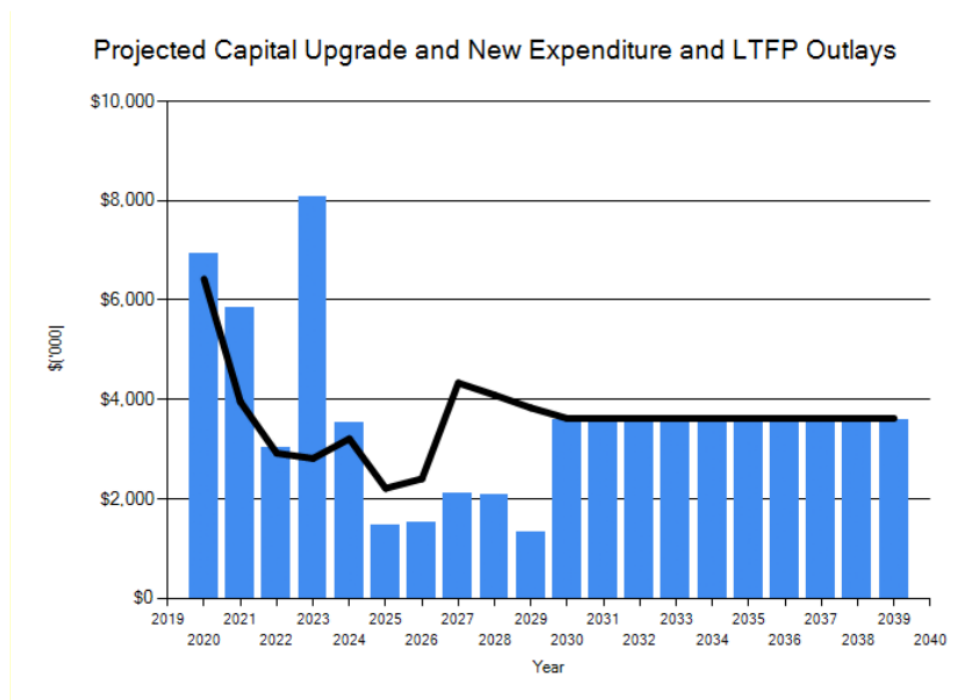
Council will plan capital upgrade and new projects to meet level of service objectives by:

- Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner
- Undertake project scoping for all capital upgrade/new projects to identify
 - the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset
 - the project objectives to rectify the deficiency including value management for major projects
 - the range of options, estimated capital and life cycle costs for each option that could address the service deficiency
 - management of risks associated with alternative options
 - and evaluate the options against evaluation criteria adopted by Council, and
 - select the best option to be included in capital upgrade/new programs
- Review current and required skills base and implement training and development to meet required construction and project management needs
- Review management of capital project management activities to ensure we are obtaining best value for resources used.

Standards and specifications for maintenance of existing assets and construction of new assets and upgrade/expansion of existing assets are detailed in relevant asset management plans.

5.5.3 Summary of future upgrade/new assets expenditure

Projected upgrade/new asset expenditures and estimated long-term financial plan outlays are summarised in Fig 9. The forecast expenditures have been accommodated in the organisation's long-term financial plan. The projected upgrade/new capital works program is shown in Appendix D. All amounts are shown in real values.



- 29 -

Fig 9: Projected Capital Upgrade/New Asset Expenditure and Budget

There are significant outlays noted for renewal of the 50 m pool and plant room at the Burnie Aquatic centre. Council has identified additional major capital upgrade projects being the

- North West Museum and Art Gallery (\$13 M)
- Sports Stadium (potentially \$10 m +)

These projects have not been include in the forward program to date.

The projected upgrade and new assets program includes borrowings to fund high priority items in years 2023. Low priority renewal and replacement projects unable to be accommodated within the 10 year long-term financial plan have been deferred for following years (see Figure 4) to allow further consideration of service performance, risks and cost in updates of the AM and financial plans.

5.6 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in the respective asset management plans summarised in this strategic asset management plan.

5.7 Service Consequences and Risks

The organisation has prioritised decisions made in adopting the asset management plans summarised in this strategic asset management plan to obtain the optimum benefits from its available resources.

The asset management plans are based on balancing service performance, cost and risk to provide an agreed level of service from available resources in our long-term financial plan.

The inclusion of the NWMAG and Sports Stadium projects in future works programs will have implications for future capital works funding decisions, including the potential for some projects to be deferred.

Alternatively external funding may offset these implications.

5.7.1 Deferred initiatives and projects

There are some operations and maintenance initiatives and capital projects that have been deferred for the next 10 years. These are noted in the individual asset management plan the major initiatives and projects include:

- Renewal of all bridge barriers (risk based approach taken)
- Upgrade all bridges to meet desired access for HML,HPV, OSOM and PBS
- Purchase new plant or equipment with low utilisation levels
- Addressing transport asset backlog in its entirety – potentially much of the backlog is not resulting in lower levels of service
- Addressing community desire to replace some assets for aesthetic reasons
- Implement CCTV inspection regimes for stormwater assets (related to cost / benefit)
- Flood warning systems – relies upon external funding and regional approach
- Progress extensive parks / facility improvement programs without demonstrated need or funding model

5.7.2 Service consequences

Operations and maintenance initiatives and capital projects that have been deferred will maintain or create service consequences for users. The major service consequences include:

- Delaying project may result in unmet community needs and consequential lower community satisfaction levels and initiatives, activities, sports and the like not occurring.
- Continued exposure of community to a flood risk.

- 30 -

- Unmet backlog may result in lower LOS, impacting community safety, service delivery costs, asset function and community satisfaction.
- Requirement for alternate path of travel for some vehicles (bridge loading restriction) and consequential impact on other assets and user concerns.

5.7.3 Risk consequences

The operations and maintenance initiatives and capital projects that cannot be undertaken may maintain or create risk consequences for the organisation. The major service risks include:

- Reputational associated with degraded assets, inability to access facilities or services , aesthetic of assets
- Public safety risk associated with degraded assets or lower level of service
- Changes to transport user patterns, impacting other assets and increasing costs for road users – increased travel time, fuel etc.
- Cost implications associated with greater levels of maintenance to maintain LOS
- Sections of community continue to be vulnerable to flood risk – emu river
- Environmental concerns with waterways not addressed – reputations and environmental risk

These risks have been included with the Infrastructure risk management plan summarised in the relevant asset management plan and risk management plans actions and expenditures included within projected expenditures.

- 31 -

6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this strategic asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

6.1 Financial Indicators and Projections

Asset Renewal Funding Ratio

The Asset Renewal Funding Ratio indicates whether projected capital renewal and replacement expenditure are able to be financed in the long-term financial plan. It is calculated by dividing the projected capital renewal expenditure shown in the AM Plans by the estimated capital renewal budget provided in the long-term financial plan. Over the next 10 years, we are forecasting that we will have 108 % of the funds required for the optimal renewal and replacement of assets.

6.2 Funding Strategy

The funding strategy to provide the services covered by this strategic asset management plan and supporting asset management plans is contained within the organisation's 10 year long term financial plan.

The funding strategy was developed in conjunction with the AM Plans and long-term financial plan. We recognise that we are unable to meet all service demand, have reviewed all service needs and demands and agreed on a trade-off of projects and initiatives to balance service performance, risk and costs. The funding strategy notes the use of borrowing as a means to fund intergenerational assets. Borrowing are noted in 19/20 but not included in forward projections as yet. Servicing of the borrowings is accommodated within the long-term financial plan.

6.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition by the organisation and from assets constructed by land developers and others and donated to the organisation. Figure 10 shows the projected replacement cost asset values over the planning period in real values.

- 32 -

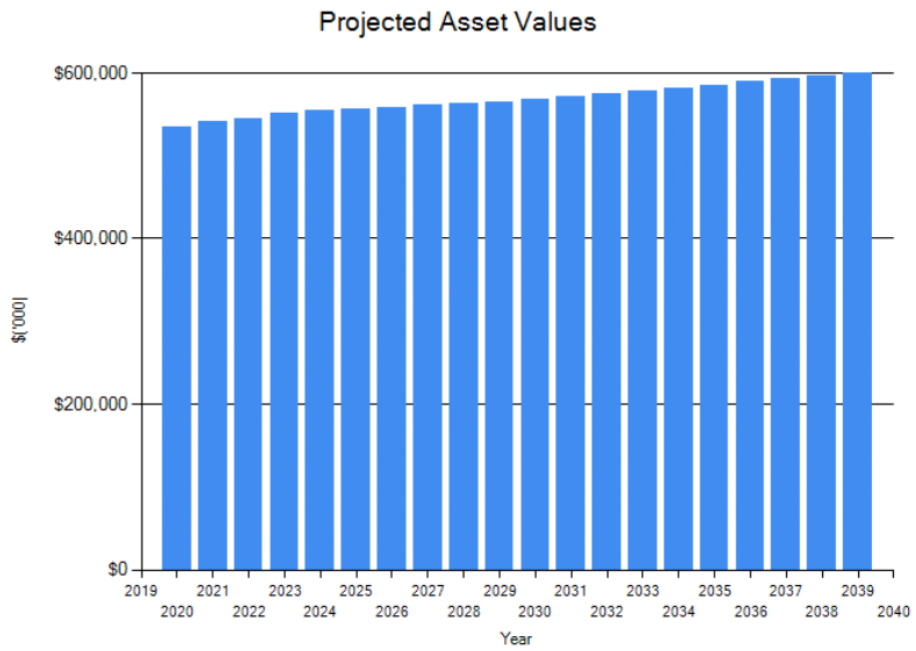


Figure 10: Projected Asset Values

The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 11. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.¹⁰

¹⁰ Note; Fair Value for buildings valued at market value is shown as DRC

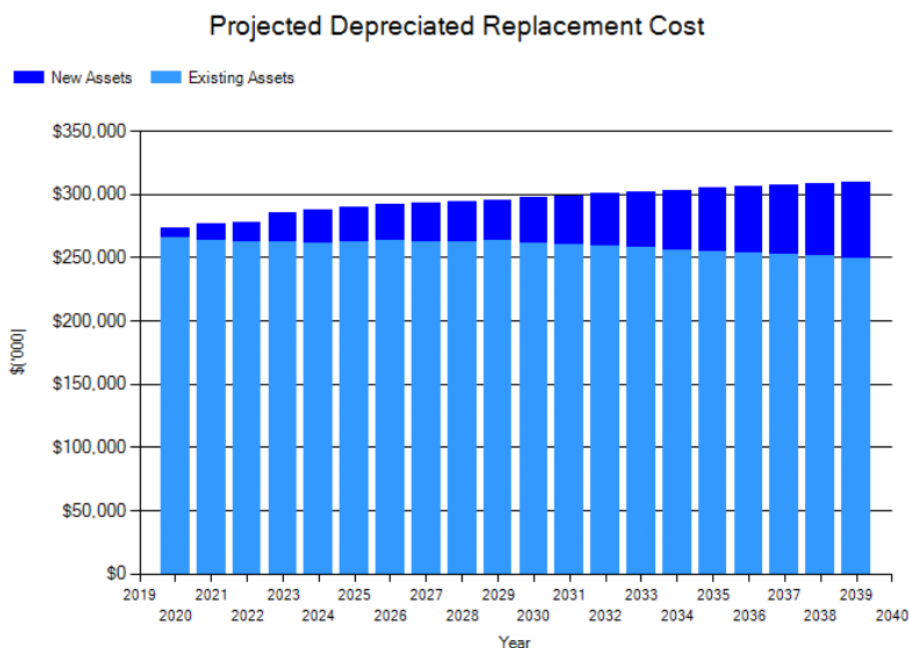


Figure 11: Projected Depreciated Replacement Cost

An increase in the projected depreciated replacement cost (carrying value) of infrastructure assets indicates that the organisation is maintaining/increasing its infrastructure capital in aggregate. The projection for new and contributed assets is shown by the darker colour. A decrease indicates that aggregate infrastructure capital is being eroded.

6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this strategic asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan and risks that these may change are shown in Table 6.4.

Table 6.4: Key Assumptions made in Strategic Asset Management Plan and Risks of Change

Key Assumptions	Risks of Change to Assumptions
Operational grant funding remains at current levels	Grants subject to political risk – State and Federal level. Noted that such grants are now integral to LG (as an industry) sustainability.
Grant Funding of \$1,000,000 per year	Changes to Government policy and funding programs may influence funding availability.
Like for like asset replacement	Technology , standards , legislation can change , with consequential cost increases
Renewal program based on useful life assumptions	Useful life may be greater than or less than expected , impacting on various financial measures

- 34 -

6.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this strategic asset management plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management.

The estimated confidence level for and reliability of data used in this strategic asset management plan is shown in Table 6.5.

Table 6.5: Data Confidence Assessment for AM Plans summarised in Strategic AM Plan

AM Plan	Confidence Assessment	Comment
Parks and Reserves	Reliable	Comprehensive inventory and ongoing inspection regime. Construction year and useful life data requires further review for some assets.
Stormwater	Reliable	Detailed condition data for network not collected. Network performance monitored and good understanding of system has been developed
Transport	Reliable	Comprehensive inventory and mature inspection programs
Plant and Equipment	Reliable	Asset registers in place and long term replacement plan
Bridges and Culverts	Reliable	Mature inspection program , detailed asset register
Buildings	Reliable	Annual maintenance inspections, accurate register.

Over all data sources, the data confidence is assessed as Reliable confidence level for data used in the preparation of this strategic asset management plan.

Actions to mitigate the adverse effects of data quality are included within Table 7.2 Improvement Plan.

- 35 -

7. PLAN IMPROVEMENT AND MONITORING**7.1 Status of Asset Management Practices**

Council has a base level of asset management practices, appropriate systems in place and a plan to progress to achieving a core level of asset management.

Changes to asset management practices identified in this plan are:

- Update and review current service level document
- Consider engagement strategies to discuss levels of service with the community
- Continue to refine to 10 year forward works plan
- Streamline asset inspection regimes
- Develop / review nominated strategies and build actions into the forward operational and capital programs

7.2 Improvement Plan

The asset management improvement tasks identified from an asset management maturity assessment and preparation of this strategic asset management plan are shown in Table 7.2.

Table 7.2: Improvement Plan

Task No	Task	Responsibility	Resources Required	Timeline
Strategic Actions				
A	Develop business case / project proposal process for major capital works project (new works) including long term funding implications and stake holder engagement	EMT	Technical services	December 2020
B	Provided periodic briefing to Elected members in regard to asset management matters including the operational impacts of new asset creation e.g. depreciation , operational costs and the like	DWS	LGAT	On going
C	Undertake a strategic review of forward major projects and ensure some provision made in forward works plan to reflect possible forward spend	EMT	Technical Services	June 2020
D	Assess opportunities to increase percentage of renewal projects (19/20 - 34%) in annual capital works program	DWS	Technical Services	February 2020
Operational Actions				
1	SLD review: Simplify format of the SLD and update Apply CI to service delivery. Incorporate value expectations of the community	WM	Team input	June 2020
2	Review bridges on nominated heavy vehicle access roads for capacity improvement works. Include capacity improvement works on forward works program	DE	Team input	December 2019
3	Incorporate bridge condition information in the asset register.	GIS/Asset Officer	Consultant report	June 2020
4	Review forward works program to ensure all bridge related projects have been included	GIS/Asset Officer	Team input and Consultant report	December 2019
5	risk assessment reported to Council's Risk committee , consider including high risk in Council's risk register	DWS	Risk Committee	December 2019
6	Review and update Recreation and Open Space Strategy	DWS	Council as a whole	TBD
7	Development of management plans for buildings – focus on public use / operational facilities	PSO	Team input	June 2020

BURNIE CITY COUNCIL– STRATEGIC ASSET MANAGEMENT PLAN

- 36 -

8	Review benefit / cost of segmenting buildings into component assets.	GIS officer	PSO	June 2021
9	Review existing SLD inspection regimes. Incorporate state of the asset reporting and formalise linkages to works programs to capture issues identified.	WM/ DWS	Team input	Dec 2019
10	Refine forward works program (10 year program) incorporating program funding allocations for out years	DWS/PSO	Team input	December 2019
11	Parks and reserves improvement plans: establish a base level standard for neighbourhood parks and develop an implementation plan.	DWS	Community consultation	June 2020
12	Review parks and reserves strategies and develop implementation plans to progress the strategy actions.	DWS/ PSO	Strategies	June 2020
13	Update Open Space Development Strategy and recreation plan	DWS	Council / Community	June 2021
14	Undertake review of condition assessment methods and formalise processes to ensure that data is updated in the register	GA	Team input	June 2020
15	Rationalise asset categories and determine average useful life for each. For examples Paths may be Footpath or Park Path and may be gravel, asphalt or concrete. This is aimed at reducing complexity and enabling greater modelling of assets into the future.	GA	Team input	March 2020
16	Review condition, and useful life of assets noted in backlog and in the predicted 10 year renewal program. Amend asset record to reflect in service assessment. Feed back to useful life review process. Incorporate renewal projects in the 10 year program.	GA, MES, DWS	Team input	December 2019
17	Review and adjusting the plant and equipment inventory to effectively and efficiently meet service provision requirements and funding	Works Manager	Depot team	Annually
18	Review financial management practices (plant) to ensure reporting is accurate and timely. NB improvement program in train review effectiveness	Works Manager	Finance department	End June 2020
19	Review Plant Asset Register for currency/obsolete items	Works Manager	Finance department	Annually
20	Investigate ID tags for small plant items for better identification. Audit by team	Works Manager	Works Manager	End June 2020
21	Review utilisation history and identify resource sharing / rationalising opportunities	Works Manager	Works Manager	On going
22	Identify on stream infrastructure and determine if included on asset registers and the appropriate location for recognising such assets	SPM	W and S Team input	June 2020

- 37 -

	Develop a waterways improvement program			
23	Implementation of flood study recommendations	DWS	Technical services and Consultants	December 2022
24	Review existing SLD inspection regimes. Incorporate state of the asset reporting and formalise linkages to works programs to capture issues identified.	WM/ DWS	Team input	June 2020
25	Document and program a condition assessment process for surface and pavement assessment. Retaining wall condition assessment review	GIS / Asset	Technical Officer	June 2020
26	Resurfacing strategy review and options paper to be developed to support surface renewal targets	MES	TS and Works team	June 2020
27	Construction methodology for road renewals to be reviewed / documented and adopted to support future revaluations and forward works costings	MES	TS and Works team	June 2021

7.3 Monitoring and Review Procedures

The strategic asset management plan has a life of 4 years (Council election cycle) and is due for complete revision and updating within 2 years of each Council election.

7.4 Performance Measures

The effectiveness of the strategic asset management plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this strategic asset management plan are incorporated into the organisation's long term financial plan
- The degree to which 1-5 year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the summarised asset management plans
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the organisation's Strategic Plan and associated plans
- **The Asset Renewal Funding Ratio achieving the target of 90 - 100%.**

- 38 -

8. REFERENCES

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Organisation, 'Corporate Plan 2016 – 2020',

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Organisation, 'Asset Management Plans,

Organisation, 'Asset Management Maturity Assessment',

- 39 -

9. APPENDICES

- Appendix A Levels of Service Summaries for Services
Refer individual asset management plans
- Appendix B Projected 10 year Operations and Maintenance Expenditures
Refer individual asset management plans
- Appendix C Projected 10 year Capital Renewal and Replacement Works Program
Refer individual asset management plans
- Appendix D Projected 10 year Capital Upgrade/New Works Program
Refer individual asset management plans
- Appendix E Deferred Initiatives and Capital Works proposals
Refer individual asset management plans

Discussion Paper



To: Mayor and Councillors (Council Workshop - 3 March 2020)
From: Director Works and Services
Subject: **STRATEGIC ASSET MANAGEMENT PLAN**
Date: 27 February 2020 File No: 5/3/1, 4/11/9 & 947708

Summary

Officers have prepared a Strategic Asset Management Plan (SAMP) for Council's consideration.

The aim of the document is to describe the current manner in which infrastructure assets are managed, consider future challenges for managing assets based on asset condition and age, strategic direction of Council, identified deficiencies in the asset base, demand and risk factors.

However there are constraints on what Council can do in terms of capital and operational funding as such there needs to be compromises made in allocating funding in managing the asset base and the broader operations of Council. From an Officers perspective and as noted in the Council's Asset Management Policy, asset renewal and retaining the current level of service are paramount.

Maximising Council's investment in assets is also a key aim. At times community pressure is applied seeking particular works to occur because an asset looks old, may not have the same aesthetic as more contemporary assets and seeking upgrade or new works with limited justification.

Undertaking work before there is a need (condition or level of service) can result in loss in disposal, redirection of resources from necessary works and community concerns as to why particular works occurred.

The financial section of the SAMP indicates that based upon the current capital works and operational programs, the level of funding allocated is sufficient to address current needs.

The various asset management plans also note the need to consider additional funding to address:

- Resurfacing backlogs (current issue)
- Parks and reserves infrastructure improvements (to bring these up to a consistent level of service).

These challenges have previously been raised with Council and over time some increased investment has occurred, but there continues to be a need to invest in these asset classes.

In the previous financial year the renewal spend in the Capital Works Program was approximately 34% of the overall program, generally this would be reflective of past years.

While there will always be a need to build new assets or upgrade assets, under the current funding regime, underfunding renewals will overtime be at the detriment of managing the existing asset base and service levels, and is not sustainable in the longer term. To address this risk there needs to be a refocusing of funding to renewal works.

The impact on operational budgets (depreciation and increase maintenance inputs) of building significant new assets has been discussed separately with Council in another forum.

Discussion Paper

Decisions making in respect to significant new assets needs to be cognisant of these impacts.

Emerging asset renewal peaks:

- Road surfaces – 2023 and 2026, backlog included in 2020 figures.
- Retaining walls – 2030.

Managing the emerging renewal peak requires consideration of the level of investment, asset condition and useful life and alternate renewal and management strategies.

Over time capital works investment will need to be increasingly directed to these asset classes.

The improvement plan in the SAMP includes many actions that have merit in being progressed, and Officers will progress as resources permit.

This plan does not include modelling for a number of strategic projects currently the topic of discussion within Council. As has been discussed with Council, significant new asset create will have a range of operational costs implications for Council include depreciation, operation and management costs.

Once clarity is obtained in regard to Council's direction for these projects, revision of the asset planning documents can occur.

Officers have been working to refocus the capital works program over time to address areas of demand and maintain levels of services, however there is also the realisation that Council has many competing demands on its resources and varying community expectations.

The SAMP and associated plans aid in guiding decision making, balancing asset condition, levels of service, demands factors and community expectations.

Background

Council adopted an Asset Management Strategy in February 2013.

The purpose of the Asset Management Strategy was to enable Council to show:

- How its asset portfolio will meet the service delivery needs of its community into the future.
- Enable Council's asset management policies to be achieved, and
- Ensure the integration and alignment of Council's asset management objectives with the long term Financial Management Plan and other Council Strategies.

Allied documents which are used to manage assets and service delivery to the community include:

- Asset Management Policy – informs the Asset Management Strategy.
- Asset Management Plans.
- Service Levels.
- Asset Management System (asset data).
- 10 year Capital Works Program.

Discussion Paper

The 10 year Capital Works Program is used to inform the Council's Financial Management Strategy.

In addition there are a number of specific strategies in place to guide the implementation of matters noted in the Asset Management Plans, examples include the Road Network Strategy, Waste Management Strategy and Stormwater System Management Plan.

In managing infrastructure assets Council has applied the NAMS.PLUS asset management philosophy.

The *Local Government Act 1993* also places prescriptions on Council to have appropriate asset management practices in place.

Relevant documents which are prescribed in the *ACT* are an Asset Management Policy, Long Term Strategic Asset Management Plans and an Asset Management Strategy.

Officers have recently undertaken a review of asset management plans (long term) for the six major asset classes.

A new Strategic Asset Management Plan has been developed to replace the current strategy (**attached**).

Discussion

The Strategic Asset Management Plan (SAMP) is a high level summary of the individual asset management plans, notes keys issues and challenges identified in managing the asset base and details actions to be implemented to guide forward operational, capital and financial planning decisions to ensure that the asset base is appropriately managed and levels of service are maintained.

In effect it is a Strategy document and would meet the requirements of the *Local Government Act 1993* in respect to developing an Asset Management Strategy.

The assets covered by the SAMP are:

- Bridges and Culverts.
- Buildings.
- Parks and Reserves.
- Plant.
- Stormwater.
- Transport.

Key assumptions in developing the Asset Management Plans and the SAMP are:

- 10 Year forward works plan based on identified projects (asset condition, Council strategies etc.) is used to model forward funding.
- Financial Management Strategy funding levels for capital works are used in the asset model.
- Major new initiatives are not incorporated in the forward works program at present (new indoor sports stadium, North West Museum and Art Gallery, coastal pathway eastern section).

Discussion Paper

- Service levels remain at current levels.
- Provision is made for CPI in funding projections.

The strategy document is comprised of a number of chapters:

- Asset Management Strategy.
- Levels of Service.
- Future Demand.
- Lifecycle Management Plan.
- Financial Summary.
- Plan Improvement and Monitoring.

The discussion below touches upon some of the plan elements, noting more significant / relevant matters.

Asset Management Strategy

At a very high level the SAMP indicates that Council can continue to deliver its current level of service and implement the 10 year forward works plan as it stands.

This conclusion is based upon the financial indicators within the strategy.

A maturity assessment indicates that the systems and process in place at Council reflect for the most part a “core approach” to asset management and as such demonstrate a good practice approach.

Improvements in Level of services (benchmarking and community engagement) and Governance (addressed through developing the SAMP) were noted.

However we know that there are many factors that will impact and influence the ability of Council to effectively manage its assets over time and which may require reprioritisation of resources.

Section 7 of the Strategic Asset Management Plan documents actions which have been identified to aid Officers in better managing Council’s infrastructure asset base and address/mitigate some of the identified factors and influences.

Discussion Paper

Infrastructure Assets Overview

The individual asset management plans provided greater detail on the management of and key issues associated with each of the asset classes. Below is a very broad summary of key issues and challenges for each of the asset classes.

Asset Class	Comment
Bridges and Major Culverts	The bridge assets are all concrete structures and in good repair. Upgrading of bridge barriers is a priority safety area for funding. No significant bridge renewals are planned for the next 10 years. Number of major culvert upgrades identified.
Buildings	The focus of building management is to maintain the current level of service for users, maintaining the structural integrity and aesthetic of the building. These are long life assets that with appropriate maintenance will not generally require renewal except to facility changes in use or upgrade to meet relevant standards.
Parks and Reserves	Council's investment in sports facilities has been a focus of capital works programs for the last 10 to 15 years. Some investment has occurred in more significant parks. An emerging and warranted focus is improving neighbourhood parks through providing a consistent level of service.
Plant	Relatively short lived assets, there is a cyclical renewal program in place that ensures continuity of service is maintained.
Stormwater	Long life assets with no significant renewal demand at present. Current focus had been to address flood risks where possible and undertake infill work in the reticulation to address servicing gaps.
Transport	The most significant asset portfolio of Council. A combination of long life assets (pavement, retaining walls, kerbs and footpaths) and short life (road surfacing). Recent inspections of the kerb and channel and footpath networks indicate aging but relatively sound assets, excepting asphalt footpaths which are a focus for asset renewal at present. Various defects were identified from audits for attention. Typically the transport network is aged but in serviceable condition. A greater focus on surfaces renewal is required and has been flagged in past reviews.

No new significant matters have been identified in the individual asset management plans reviews, which had not been discussed with Council previously.

Capital Works and Financial Modelling

Council has a strong 10 year forward works program is in place, reviewed periodically, identifying asset renewals, upgrades and renewal.

The program is based upon actual projects identified and minor project and program provisions based upon past experience and practice.

Asset condition and asset age data are also used to identify candidate programs.

Longer term modelling of renewal needs does occur using asset useful life as an indicator of asset consumption.

Discussion Paper

Based upon the renewal modelling the following challenges are ahead for Council over the next 20 years.

- Road surfaces.
- Retaining walls.

Managing the emerging renewal peak requires consideration of the level of investment, asset condition and useful life and alternate renewal and management strategies.

The accuracy of the longer term renewal demand is influenced by actual in-service life and the accuracy of the construction dates.

A further consideration is the asset backlog i.e. assets for which the useful life has expired but are still in service. For the most part asset condition assessments indicate that the backlog assets are in a serviceable state.

Officers consider that while there is a need to be aware of backlog and the forward renewal demand, basing the forward program on actual need, reviewing the program periodically and adjusting spending patterns accordingly, is an appropriate manner in which to manage the forward works program.

The asset policy has a driving principle of asset renewal being the priority for funding. In the 2019/20 financial year asset renewal works were only 34% of the program. This level of renewal funding is reflective of past years.

While asset condition remains stable there is opportunity to direct funds to new or upgrade works, but as indicated in the renewal modelling and as has been expressed in discussion around the Council chamber regarding suburban infrastructure, there will be a pressing need for greater investment in asset renewal works in the future.

The financial indicators within the Asset Management Plan consider whether there are sufficient funds being allocated from an operational and capital works perspective to manage the asset base in a sustainable manner. The indicator is a ratio of funding need over funding allocation.

Key financial data in regard to the assets is summarised in the table below:

Asset Class	Replacement Cost (\$M)	Depreciation (\$k)	Life Cycle Cost (\$K/yr)	Life Cycle Expenditure (\$K/yr)	Life Cycle Expenditure Indication
Bridges	\$14,364	174	200	327	1.63
Buildings	\$88,344	1019	3407	2844	0.83
Parks and Reserves	\$47,629	843	4384	3901	0.89
Plant	\$15,253	1011	1628	1916	1.18
Stormwater	\$79,348	781	1103	581	0.53
Transport	\$283,144	3289	6417	6309	0.98
Summary	\$528,052	7117	17141	15877	0.93

The life cycle costs and expenditure are a ten year average. Life cycle cost is the average annual cost to sustain service levels and includes operations, maintenance and depreciation. Life cycle expenditure is the actual expenditure (includes capital renewal, upgrade and new and operational / maintenance costs).

Discussion Paper

The overall average indicates funding levels are reasonable, taking into consideration the current lower expenditure demand for long life assets such as road pavements, stormwater and buildings i.e. condition does not warrant investment in significant renewal works at this point in time.

Development of new assets will increase lifecycle cost through additional operational / maintenance costs and depreciation.

The relative allocation of life cycle expenditure will vary over time depending upon what asset classes require greater focus as well as reflecting Council's strategic direction.

Levels of Service

The current levels of service to the community are generally based upon historic service delivery.

For the most part they meet with the expectations of the community, inferred from general discussion with community members, sport and community groups, feedback from elected members and other forums. In some instances service levels are set to meet legislative or statutory obligations.

There may be some be contrary views in the community regarding the Officers comment on the level of service.

Operational budgets have been developed to support the current levels of service.

There will always be discussions as to whether Council is under or over servicing the community.

Undertaking benchmarking exercises to understand whether there may be better opportunities to use the operational funds allocated or to guide operational improvements is noted in the improvement plan.

Some work has progressed in this space as part of implementing the Financial Management Strategy.

Risk and Demand Management

There are many factors and influences that will have an impact on service delivery and the ongoing management of assets.

Demand influences can include:

- Population.
- Demographics.
- Community Expectations.
- Climate Changes.
- Funding.
- Aging Infrastructure.
- Technology.

Potential Impacts and opportunities to address, mitigate or adapt to (in the Burnie Context) demand influences are noted in the strategy.

Discussion Paper

Demand influences and hazards are further explored in the individual asset management plans, with risks and mitigation actions noted.

Risks are managed by applying the Council's risk management framework.

Improvement Plan

Section 7 of the SAMP includes an improvement plan, which is summary of improvement opportunities and actions within each of the individual plans.

There is a significant body of work that can be undertaken to progressively improve Councils asset management practices, from a governance perspective as well as lifecycle management.

However the resources dedicated to asset management are constrained and not all actions can be progressed now.

Focus areas for improvement are:

- Review and benchmarking of service levels and service delivery.
- Ongoing review and population of the forward works program.
- Increased focus on renewal projects.
- Increased focus on improving parks and reserves assets to meet community expectations.



Gary Neil
DIRECTOR WORKS AND SERVICES

Attachments

- Strategic Asset Management Plan
Asset Management Plans
- Bridges and Culverts
 - Buildings
 - Parks and Reserves
 - Plant and Equipment
 - Stormwater
 - Transport

COMMUNITY AND ECONOMIC DEVELOPMENT**AO167-20 RECONSIDERATION OF DEFERRED MATTER
FARMERS MARKET
APPOINTMENT OF MANAGER****FILE NO: 5/19/13
PREVIOUS MIN: AO142-20**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1	AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.2	A community that celebrates and participates in its arts, culture and heritage.
Strategy	1.2.2	Facilitate and support open community events that embrace our values and celebrate our place.

1.0 RECOMMENDATION:***“THAT Council consider the previously deferred matter ‘Farmers Market Appointment of Manager’.”*****2.0 SUMMARY**

At its meeting of 16 June 2020, Council considered Item AO142-20 Farmers Market Appointment of Manager. The following motion was moved and seconded:

MOVED: Cr G Simpson**SECONDED: Cr D Pease*****“THAT Council engage Ms Angela Cannell as the manager of the Burnie Farmers Market for a period of three years, with a six month review period.”***Before the vote, a procedural motion was moved and seconded ***“That the matter be deferred.”*** The procedural motion was carried.

Should Council be ready to reconsider the report, the process for dealing with a deferred matter is:

- 1) Council must pass a resolution agreeing to consider the deferred matter (this recommendation is contained in this report).
- 2) When Council moves to the next report, the original motion is then again live for discussion, with the same mover and seconder as shown above (note that the motion is the same as previously tabled).
- 3) Any minor change to the motion must be done by moving and seconding an amendment:

- a. If passed, the amended motion becomes the motion
- b. If rejected, the original motion continues.

4) The motion is put to the vote.

Should a more significant change of intent to the motion be desired, a different motion may be foreshadowed during debate of the original motion. If the original motion is not carried, an alternative motion can then be moved.

The following report AO168-20 Farmers Market Appointment of Manager, presents the deferred matter in its original form followed by Additional Information.

COUNCIL RESOLUTION

Resolution number: MO194-20

MOVED: *Cr A Keygan*

SECONDED: *Cr G Simpson*

“THAT Council consider the previously deferred matter ‘Farmers Market Appointment of Manager’.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

COMMUNITY AND ECONOMIC DEVELOPMENT**AO168-20 FARMERS MARKET
APPOINTMENT OF MANAGER**

FILE NO: 5/19/13
PREVIOUS MIN: AO142-20

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1	AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.2	A community that celebrates and participates in its arts, culture and heritage.
Strategy	1.2.2	Facilitate and support open community events that embrace our values and celebrate our place.

1.0 RECOMMENDATION:

“THAT Council engage Ms Angela Cannell as the manager of the Burnie Farmers Market for a period of three years, with a six month review period.”

Procedural Comments

This report was presented to Council at the meeting of 16 June 2020 as Item AO142-20. The following motion was moved and seconded:

MOVED: Cr G Simpson
SECONDED: Cr D Pease

“THAT Council engage Ms Angela Cannell as the manager of the Burnie Farmers Market for a period of three years, with a six month review period.”

Before the vote, a procedural motion was moved and seconded “That the matter be deferred.” The procedural motion was carried.

*Since that meeting, further information has been obtained and is provided **at the end of this report** following the report in its original form.*

The report preceding this report, presents a recommendation that the matter now be considered. Upon that motion being carried, the above motion again becomes live and open for debate.

2.0 SUMMARY

Following a review of the location of the Burnie Farmers Market in 2019, Council undertook an expression of interest process to seek a longer term manager for the market.

This report outlines the two submissions received, and recommends Council appoint Ms Angela Cannell to the role of manager.

3.0 BACKGROUND

In early 2019 Council purchased the property at Wivenhoe previously utilised by the Burnie Agricultural and Pastoral Society for the Burnie Show.

The Society also managed the Burnie Farmers market, however as part of the purchase, the Market was transferred to council's ownership and management.

As an interim measure, Council continued the arrangement with the Burnie Men's Shed to coordinate the Farmer's Market, with some management responsibilities undertaken by Council officers.

In late 2019, Council reviewed potential other locations for the Farmer's Market, but following an investigation of alternative sites and following feedback from market stallholders the decision was made for the Burnie Farmers Market to remain at its current location.

Council then undertook an Expression of Interest process to identify a longer term manager for the Market.

4.0 LEGISLATIVE REQUIREMENTS

There are no legislative requirements impacting on this report.

5.0 POLICY CONSIDERATIONS

There are no policy considerations impacting on this report.

6.0 FINANCIAL IMPACT

Council currently retains 50% of income from stallholder fees for the Farmers Market.

Council is budgeting to receive \$14,400 in total income in the 2020/21 financial year, and will retain 50% of this amount.

Council currently meets the cost of Public Liability insurance for a number of stallholders. Council has budgeted a total cost for insurance of \$15,500 in the next financial year however it will be exploring options with stallholders to reduce the cost to Council.

7.0 DISCUSSION

Council received two expressions of interest for the management of the Burnie Farmers Market. One proposal was from the Burnie Men's Shed which would require an expansion of their existing management arrangements, the other was from Ms Angela Cannell who currently manages the Wynyard Market.

Following further discussions with the two parties, Ms Cannell has further proposed the following:

- The Burnie Mens Shed would put out signage in week leading up to market
- The Burnie Mens Shed would help set up and pack down on market day
- The Burnie Mens Shed to receive 20% of market takings and be able to host a stall at each market

Ms Cannell would be on site during the Market to manage the stallholders (deal with any issues and assist where needed). This would include:

- Collecting stallholder fees
- Managing new stallholders and ensuring registration forms are completed
- Managing the Farmers Market Facebook page, and promoting market and stallholders
- Seeking more stallholders
- Managing stallholders re: egg sellers, checking food permits and preventing food/eggs being sold when no permits
- Enforcing no dogs on site

Ms Cannell would undertake this work for 30% of market takings but would run a BBQ at each market. Ms Cannell would deal directly with Council officers regarding any issues.

It is Council's recommendation that Ms Cannell be offered the management of the Market. Ms Cannell is familiar with registration processes and dealing with conflict. She has experience in ensuring compliance with any market rules or broader regulations. Ms Cannell also has experience in social media promotion.

It is expected that based on the Wynyard Market that Ms Cannell will be proactive in seeking new stallholders. This is important as there has been a drop in stallholders at the Market as evidenced by average market income.

Since taking over the market:

- March 2019 to June 2019 – market income \$800-\$900
- July 2019 to Feb 2020 – average of \$750

Ms Cannell has demonstrated experience in managing and growing the Wynyard market, and is highly recommended by the Waratah-Wynyard Council.

Based on current income, the Men's Shed would continue to raise an income stream of \$200 a month or more if the new manager could attract more stallholders.

There is a risk that stall holders may struggle with a new manager, as the stallholders have built a strong relationship with the Men's Shed. However, by sharing the tasks and income with the Men's Shed stall holders may be more accepting of the change.

It is also proposed that there be a six month review of the manager's role, to ensure both parties are satisfied with the arrangement.

8.0 CONSULTATION

Council officers have consulted with both the proponents. The Men's Shed have advised that they will be holding a committee meeting on Monday, 15 June 2020, and Council officers will be able to report any issues to Councillors at the meeting.

ADDITIONAL INFORMATION

Since the writing of the Report in June, Council received a letter from the Burnie Men's Shed advising of some concern with the proposed change in the management of the Farmer's Market.

Council officers then met with representatives of the Burnie Men's Shed to discuss their concerns and review the requirements of the manager's role moving forward.

The Men's Shed then held a meeting of members to further discuss the Farmer's Market, following which Council received a further letter advising it did not wish to pursue the management or involvement in the market.

The two letters received from Burnie Men's Shed are **attached**.

To meet community demand for the reopening of the Farmer's Market; and following consultation with Councillors, Officers have worked with Ms Cannell to reopen the market on Saturday 18 July.

ATTACHMENTS

- 1 [↓](#). Letter received from Burnie Men's Shed dated 15 June 2020
- 2 [↓](#). Letter received from Burnie Men's Shed dated 29 June 2020

COUNCIL RESOLUTION

Resolution number: MO195-20

MOVED: *Cr G Simpson*

SECONDED: *Cr D Pease*

“THAT Council engage Ms Angela Cannell as the manager of the Burnie Farmers Market for a period of three years, with a six month review period.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY



CC TO, Andrew Wardlaw , Rodney Greene and Allison Daley
Burnie Mens Shed Committee
14 Smith St
Wivenhoe 7320
Phone 0364 310 151

Monday, 15th June 2020

Andrew Wardlaw
General Manager
Burnie City Council
Wilson St
Burnie 7320

Dear Andrew

With respect we have just been notified, (that is on the 9th of June by a phone call and email), the councils decision regarding the continued operation of the Burnie Farmers Market, (all details we feel sure you are aware), when the present situation changes allowing for reopening and operation.

Taking into consideration that the Burnie Mens Shed had ran the Burnie Farmers Market very successfully for the previous owners, the Burnie Agricultural Pastoral Society and then the new owners the Burnie City Council to both our mutual benefit, we would have thought that out of respect and curtesy taking into account the amount of work the volunteers from the Burnie Mens Shed put in to the success of the market, we would be privy to the councils reasoning and decision.

The Burnie Mens Shed prior to this decision had not received any feedback regarding this or on our proposal. As we understand it, discussions were done behind closed doors so no minutes would be available for anyone to question.

However in saying this, the council has made its decision and offered us a minor roll in the continued operation of the market for which we are thankful. Respectively though the Burnie Mens Shed find this not viable and decline the offer. We wish you well and every success for the reopening.

We are hopeful and feel sure all Burnie City Council councillors and the Burnie City Council is fully aware of the real need for Mens Sheds and the support that we give to each other especially in recent times and that you will continue to support us and our needs and our ongoing warm and supportive relationship will continue into the future.

Thank you

Regards

Committee Burnie Mens Shed



Burnie Mens Shed Committee
14 Smith St
Wivenhoe 7320
Phone 0364 310 151

Monday, 29th June 2020

Andrew Wardlaw
General Manager
Burnie City Council
Wilson St
Burnie 7320

Dear Andrew

With respect the Burnie Mens Shed Committee have this morning finalised our meeting regarding the ongoing operation of the Burnie Farmers Market and have decided not to take up the councils offer. Respectively the Burnie Mens Shed find that it would not be viable due to our circumstances and decline the offer. We wish you well and every success for the reopening.

We are hopeful and feel sure the Burnie City Council is fully aware of the real need for the Mens Sheds and the support that we give to each other especially in recent times and that you will continue to support us and our needs and our ongoing warm and supportive relationship will continue into the future.

Thank you

Regards

Committee Burnie Mens Shed

CORPORATE AND BUSINESS SERVICES**AO169-20 ANNUAL PLAN 2019-2020 PROGRESS REPORT**

FILE NO: 4/13/5

PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.2	Council and the community are informed and engaged on issues of local importance.
Strategy	7.2.2	Inform the community of key decisions and actions of Council.

1.0 RECOMMENDATION:***“THAT Council note the 2019-2020 Annual Plan progress report to 30 June 2020.”*****2.0 SUMMARY**

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

71. Annual plan

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

(2) An annual plan is to –

(a) be consistent with the strategic plan; and

(b) include a statement of the manner in which the council is to meet the goals and objectives of the strategic plan; and

(c) include a summary of the estimates adopted under section 82; and

(d) include a summary of the major strategies to be used in relation to the council's public health goals and objectives.

The Annual Plan is part of a larger strategic planning framework.

Strategic Planning Framework

Section 76 of the *Local Government Act* requires Council to have a Strategic Plan.

Making Burnie 2030 is the long term community strategic plan that was developed by Council in strong partnership with the community in 2011 and reviewed in 2016. The plan is

well supported across the community and many sectors have a role to play in working toward the objectives of the plan.

Making Burnie 2030 has six Future Directions.

Council’s *Corporate Plan* identifies its primary responsibilities under Making Burnie 2030. It also includes a seventh Future Direction which is specific to leadership responsibilities of Council.

Future Direction 1	An attractive place to live, work and play
Future Direction 2	An inclusive and healthy community
Future Direction 3	A centre for information, knowledge and learning
Future Direction 4	A secure, innovative and diverse economy
Future Direction 5	A natural and built environment that is respected and cared for
Future Direction 6	A regional hub
Future Direction 7	An engaging and accountable leadership focused on a strong future

Council reports always commence by referencing the matter to an objective and strategy from the Corporate Plan.

The long term, medium term and short term components and accountabilities of the Strategic Planning Framework are demonstrated in the following diagram:

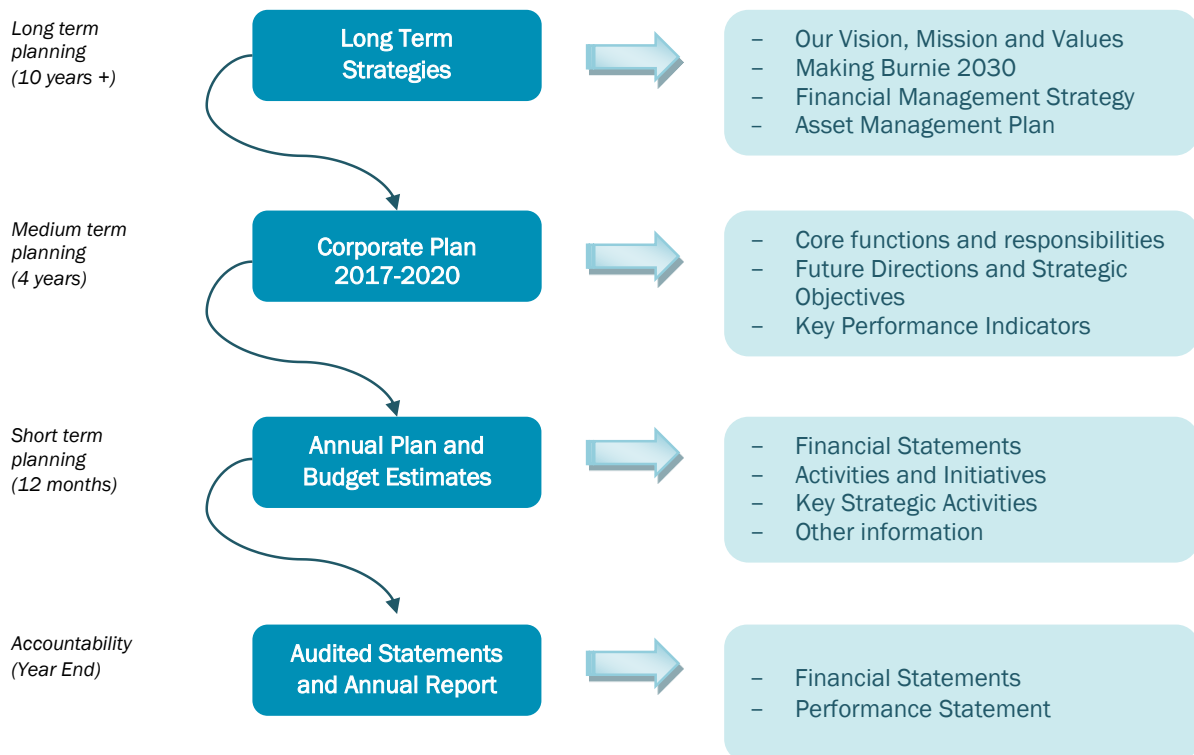


Fig 1: **Strategic Planning Framework.** Source: Annual Plan and Budget Estimates 2019-20

Annual Plan

The *Annual Plan and Budget Estimates* (APBE) is a comprehensive document developed by Council each year outlining both long and short term strategies and objectives. The Council adopted the 2019-20 APBE on 25 June 2019.

Council's *Annual Plan Actions* (contained in Appendix F of the APBE) details those short term actions which Council will endeavour to undertake throughout the year perform its core responsibilities as a Council and to contribute toward the objectives of the community strategic plan Making Burnie 2030 in which it has a direct role.

The **attached** report is a quarterly Progress Report of the **Annual Plan**.

ATTACHMENTS

1 [↓](#) Quarterly Report Apr - June 2020

COUNCIL RESOLUTION

Resolution number: MO196-20

MOVED: *Cr T Brumby*

SECONDED: *Cr K Dorsey*

"THAT Council note the 2019-2020 Annual Plan progress report to 30 June 2020."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY



BURNIE
CITY COUNCIL

Burnie City Council

Quarterly City Plan

Period: 01/04/20 - 30/06/20
Quarter: June

V3.2.1



interplan®
Infrastructure Planning & Management

QUARTERLY CITY PLAN (June 19/20)

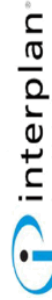
Burnie City Council

Quarterly City Plan

Objective: 1.1 A range of vibrant, safe and attractive community spaces.

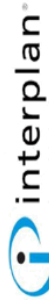
Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Create and maintain a range of welcoming and attractive spaces across the municipality that foster a sense of community, belonging and pride.						
1.1.1.1	Review playground infrastructure and utilisation, and develop a strategy to prioritise investment and renewal.	Review of a number of reserves underway. Project associated with this action has not progressed past the planning stage. Neighbourhood parks development plan prepared. To be discussed with Council and include in forward works programs. To progress a community conversation to test the proposal (as part of a broader community engagement program of Council). Neighbourhood parks strategy (infrastructure needs) finalised. To develop forward plan for implementation.	Technical Services	In Progress	01/07/2018	30/06/2021
1.1.1.2	Develop a park development plan for Edwin Place Reserve in consultation with the community.	Consultation plan being developed. Infrastructure needs assessment carried out to identify base level infrastructure needs for Neighbourhood parks. To be discussed with Council. Once this occurs, will progress a consultation process with residents in the neighbourhood. Subsequently Council has discussed a neighbourhood parks development plan. Priority at present is to plan for and progress work on Jorgenson Street. This project to be placed on hold.	Technical Services	Completed	01/07/2018	30/06/2020
1.1.1.3	Undertake activities to develop a community precinct at Wivernhoe South.	Working to develop appropriate storage spaces for CED. CED working with various interest groups. Proposal to rezone the land to community purposes. Planned physical works have progressed. Rezoning investigation in train.	Works and Services Management	In Progress	01/07/2019	30/06/2021

July 14, 2020



Burnie City Council
Quarterly City Plan (June 19/20)

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
Objective: 1.2 A community that celebrates and participates in its arts, culture and heritage.		Progress Comments	Business Activity		
STRATEGY: Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.		Progress Comments			
Actions	Business Activity				
1.2.1.1 Build the BAFC Subscription Season by maintaining subscribers, developing the sponsorship base and seeking ongoing funding from Arts Tasmania.	A new application has been submitted to Arts Tasmania, and we will find out mid September on this. Unfortunately this application was not successful and a phone meeting has been set up to discuss our application. Phone meeting has been held and now looking into funding options for 2021.	Burnie Arts and Function Centre	Ongoing	01/07/2013	30/06/2020
1.2.1.2 Continue to develop initiatives at the BRAG for young audiences.	Young Audiences and young adults are the focus of many BRAG programs - early years, school holiday programs, free family Fridays and after school programs that are often in association with BCC Youth Officer. Two projects planned in the first half of 2020: Film-making using smart phones and tablets for young people in association with Project O and Wearable Art Workshops with young adults, 22 June 2020 in association with paper on skin festival. TASLASKA is a collaboration between Anchorage Museum, Project O and BRAG to support young people living in regional Alaska and Tasmania. This is an online film-making project that will complete on 1 August 2020. Unfortunately due to COVID-19 the wearable art workshops were cancelled.	Burnie Regional Art Gallery	In Progress	01/07/2012	30/06/2020
1.2.1.3 Integrate various community arts groups into the Subscription Season program.	Burnie Musical Society, Encore Performing Arts School and Reflexions Dance Studio will all be a part of next year's season.	Burnie Regional Art Gallery	Ongoing	01/07/2013	30/06/2020



QUARTERLY CITY PLAN (June 19/20)

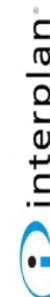
Burnie City Council

Quarterly City Plan

Objective: 1.2 A community that celebrates and participates in its arts, culture and heritage.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.</p>					
1.2.1.4 Maintain the Arts for the Community program which focuses on community involvement in arts.	Multiple projects delivered and also in planning for the next six months. The Miners Trail community theatre project delivered to five venues and including people from the northwest November 2019 in collaboration with Arts for the community program and DoMaur Productions, Burnie. Outreach children's art projects in Queenstown, Rosebery and Zeehan were stopped due to COVID-19 but will resume asap.	Burnie Regional Art Gallery	In Progress	01/07/2013	30/06/2020
1.2.1.5 Expand the Arts Unearthed, Art for Community program to include theatre skills learning for youth and adults. Meetings with MMG about continuing sponsorship for outreach programs to remote communities and within BRAG.	Multi-year funding has been approved by MMG management for 2019 - end 2021. Tutor engaged from Queenstown to deliver early years and school holiday programs on the west coast in 2020. Second of three-year funding received from MMG Rosebery for Arts Unearthed, Arts for the Community projects.	Burnie Regional Art Gallery	In Progress	01/07/2015	30/06/2020
1.2.1.6 Prepare selected works from the Gallery's Permanent Collection, to include in a merchandise strategy to increase awareness of, and promote, the Gallery's Collection.	This action has not yet been achieved, however the Gallery has completed documenting its painting for updating on the database. It is hoped the Gallery will upgrade its collections database to be on the same system as the museum. These steps will assist the Gallery to produce merchandise based on its collection. The major hurdle is obtaining the appropriate permissions and copyright to reproduce images. A review of the collection cataloging system is underway and will include licence to reproduce information. This is an ongoing project that needs seed funding to complete and the Director is exploring funding opportunities.	Burnie Regional Art Gallery	In Progress	01/07/2015	30/06/2020

July 14, 2020



Page 4 of 58

Burnie City Council (June 19/20)
QUARTERLY CITY PLAN

Quarterly City Plan

Objective: 1.2 A community that celebrates and participates in its arts, culture and heritage.

Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
STRATEGY: Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.								
1.2.1.7	Support and strengthen engagement with Ten Days on the Island.	30/8/2019 Currently developing proposal for TDOTI Board and Council's consideration 29/11/19 Finalising agreement with TDOTI 23/12/19 TDOTI has advised it is unable to proceed with proposal 17/2/20 TDOTI has now accepted proposal with Agreement to be in place from 1 May 2020 30/6/20 TDOTI now onsite at Portside		CED Management	Ongoing		01/07/2019	30/06/2020
1.2.1.8	Implement public art projects.	Repairs commissioned for Wayne Hudson benches in Cattley Street and West Beach completed in February 2020. Maintenance schedule prepared for Stephen Walker Pageant of Time bronze sculpture in Wilson Street. Discussions in progress regarding work in Oakleigh Park. Tender documents waiting for approval.		Burnie Regional Art Gallery	In Progress		01/07/2019	30/06/2020
1.2.1.9	Develop concept plan, costings and business case for a Cultural Precinct and advocate for State Government funding.	30/8/2019 Currently engaging architect 29/11/19 Initial Concept Design (30% stage) received for review by Council 23/12/19 Concept Design (50% stage) received for review by Council. Submission made to Tasmanian State Budget. 17/2/20 Concept Design (80% stage) to be presented to Council 18/2. Quantity Survey completed. Work on business plan commenced. 15/3/2020 100% concept design and DA documentation submitted to Council.		CED Management	Not Started		01/07/2019	30/06/2020

QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

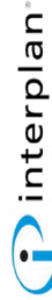
Objective: 1.2 A community that celebrates and participates in its arts, culture and heritage.

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: <i>Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.</i>						
1.2.1.10	Participate in Australian Research Council (ARC) Linkage Social Impact of Regional Arts research project with QUT.	First meetings with QUT Researchers 25/11/2019. Interviews with Director CED, Events and Director BRAG. Also Telephone conference with artistic coordinator of Paper on Skin and informal meeting with CEO and Artistic Director of Ten Days on the Island Festival. Meeting schedule for 2020 distributed. Researchers will be in Burnie for the Paper on Skin Gala 19 June 2020. Due to COVID-19 the researchers were unable to attend the POS event in Burnie but instead have initiated an online survey with people in the northwest region.	Burnie Regional Art Gallery	In Progress	01/07/2019	30/06/2022

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: <i>Facilitate and support open community events that embrace our values and celebrate our place.</i>						
1.2.2.1	Facilitate the Burnie Shines program of arts, events, performances and exhibitions during October.	Burnie Shines 2019 program released.	Marketing and Events	In Progress	01/07/2013	30/06/2020
1.2.2.2	Facilitate the Night on the Terrace New Year's Eve celebration as a community building event.	The 17th Annual New Years Eve Event, now known as Burnie Bite and Brew, was held on New Years Eve. Activity suspended due to COVID-19.	Marketing and Events	Completed	01/07/2013	30/06/2020
1.2.2.3	Plan for and hold Kids in the Park as an open event that celebrates children and young families.		Marketing and Events	Not Started	01/07/2013	30/06/2020
1.2.2.4	Explore opportunities for new events for Burnie.		Marketing and Events	Not Started	01/07/2017	30/06/2020
1.2.2.5	Deliver Bite and Brew events.	The October 2019 event was cancelled due to inclement weather. Event was held on 7 February 2020.	Marketing and Events	In Progress	01/07/2019	30/06/2020
1.2.2.6	Develop and deliver a Street Art Festival.	Proposal discussed at Council workshop on 22 October 2019. The locations, artists and festival entertainment has been identified and the process of locking stakeholders in to a budget is underway. Event was held on 11 January 2020.	Community Development	Completed	01/07/2019	30/06/2020

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
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July 14, 2020



Burnie City Council
QUARTERLY CITY PLAN (June 19/20)

Quarterly City Plan

Objective: 1.2 A community that celebrates and participates in its arts, culture and heritage.

STRATEGY: Support projects and initiatives that promote our cultural heritage and history through a variety of formats.

1.2.3.1 Continue to deliver public programs at the Burnie Regional Museum that encourage repeat visits and community involvement.	Several public programs were ran during the month of October to celebrate Burnie Shines. These programs tie in with the temporary exhibition Landmarks: A photographic journey of local icons. They include a Kids' Workshop: X Marks the Spot! on Wednesday 9th October. Participants are invited to explore map-making and create their own map of real or imagined landmarks to take home. On Wednesday 23rd October, the BRM hosted a lunchtime talk Landmarks of the North-West: A Tasmanian Aboriginal Perspective, with a guest speaker from the Tasmanian Aboriginal Centre. Throughout October, the BRM invited the public to share their favourite landmarks on the BRM Facebook page, with stories and photos of places in the North-West that hold special meaning to them.	Burnie Regional Museum	Ongoing	01/07/2013	30/06/2020
1.2.3.2 Continue to implement a range of feature exhibitions at the Burnie Regional Museum.	The exhibition entitled Landmarks: A Photographic Journey of Local Icons opened on 10 May 2019 and will be on display until July 2020. The exhibition explores the unique locations that have captured the imagination of travelers far and wide.	Burnie Regional Museum	Ongoing	01/07/2013	30/06/2020
1.2.3.3 Update interpretation in permanent and semi-permanent exhibition spaces at the Burnie Regional Museum.	Due to the recent plans for a redeveloped North West Museum & Gallery, upgrades to the permanent and semi-permanent exhibition spaces will now be minimal until an exhibition designer is engaged for the new project.	Burnie Regional Museum	In Progress	01/07/2015	30/06/2020
1.2.3.4 Update interpretation in semi-permanent exhibition spaces at Makers' Workshop.	30/8/2019 Capital works budget allocation made for update of interpretation spaces. 30/6/20 Planning completed for exhibition renewals.	Visitor Information Centre	Not Started	01/07/2019	30/06/2020

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Support civic events within the community.					

Burnie City Council
Quarterly City Plan
Objective: 1.2 A community that celebrates and participates in its arts, culture and heritage.

Quarterly City Plan
(June 19/20)

Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
<p>STRATEGY: Support civic events within the community.</p> <p>1.2.4.1 Provide support to civic events such as Australia Day Celebrations, Anzac Day, Remembrance Day and Volunteers Events.</p>		<p>Support was provided to RSL for Remembrance Day in November. The Australia Day Ceremony was held on 26 January at the Burnie Arts and Function Centre, with guest artists Shane Howard, and speaker Robyn Moore. Of particular note was the inclusion of the Tasmanian Aboriginal Centre Welcome to Country for the first time. Australia Day is supported through the special committee 'Burnie Australia Day Special Committee'. The traditional Anzac Day service in April was cancelled due to Covid-19 restrictions on public gatherings.</p>		<p>Strategic and Governance</p>		Ongoing	01/07/2013	30/06/2020

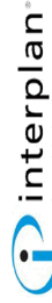
QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

Objective: 1.3 A community that promotes and values its broad range of quality leisure, recreational and sporting opportunities.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
1.3.2.1 Develop a sports database.	This project was completed and the Sports Club Directory is now maintained on www.burnie.net for public access.	Business and Recreation	Completed	01/07/2016	30/06/2020
1.3.2.2 Develop plans for a future Sports Stadium.	30/8/2019 Working Group membership finalised. First meeting to be held 25/9/2019 27/9/2019 First meeting held. Each stakeholder group compiling needs for their sport. 29/11/19 Second meeting held. now developing concept brief for 6 court stadium 23/12/19 Engaging a recreational planner to firm up scope of facility 31/3/2020 Consultant engaged - stakeholder groups to be interviewed 30/6/20 Draft planning report completed	CED Management	Not Started	01/07/2019	30/06/2020



QUARTERLY CITY PLAN (June 19/20)

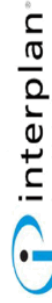
Burnie City Council

Quarterly City Plan

Objective: 1.4 An innovative range of accommodation and residential options addressing all the needs of the community.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>1.4.1.1 Explore opportunities to support affordable housing programs and retirement living developments.</p>	<p>A retirement living concept has been included in the Town Centre Master Plan. Council has been in discussions with aged care providers around future retirement living developments. 11/8/17 Work is proceeding on drafting of an Aged Care Prospectus. 30/6/2018 Meeting to be held with Youth Accommodation Service providers in early July to explore opportunity for collaborative project 28/9/2018 Housing Tasmania currently updating the Housing Strategy. Housing Tasmania have advised work is progressing on affordable and support housing for young people in Burnie. 15/3/2019 Premier announced \$10 million in funding for Youth Foyer Accommodation Project. Site to be announced shortly. 29/11/19 Department has advised it is still working through identifying a preferred site for the youth facility. 17/2/20 Councilors received an update from the Minister for Housing on Youth Accommodation projects.</p>	<p>Economic Development</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>

July 14, 2020



Page 10 of 58

QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

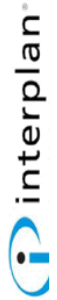
Quarterly City Plan

Objective: 1.5 A vibrant and progressive central business district.

Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
<p>STRATEGY: Continue to invest in renewal of the CBD as a vibrant, attractive and cohesive retail and business hub.</p>								
1.5.1.1	Undertake a review of the Street Dining By-law.		Tasks outlined and timetables scheduled. Initial workshop discussion with councillors held on 2 April 2019. Council resolution made at April Meeting for intention to make a by-law. Proceeding with drafting by-law and preparation of Regulatory Impact Statement. Following public comment period in Nov-Dec 2019, Council resolved to make the new by-law in Jan 2020. By-law sealed, certified and gazetted on 12 February.	Strategic and Governance		Completed	01/11/2018	31/10/2020
1.5.1.2	Explore opportunities to relocate the Burnie Farmers Market to CBD.		A number of sites have been identified and letters sent out to neighbouring areas seeking feedback on proposed locations. The locations have been considered and the decision is to leave the Burnie Farmers Market at its current location at Wivenhoe.	Community Development		Completed	01/07/2019	30/06/2020
1.5.1.3	Promote the Local Traders Marketing Program.		30/8/2019 Local traders program promoted through Media Release, Council social media and Business Northwest 27/9/2019 Two applications approved - Halloween event and Excellence Awards 29/11/19 Three applications approved for Christmas Promotions. Report to December meeting of Council to establish Burnie Promotions Committee 23/12/19 New promotions Committee to be established through Business North West. Local Traders program to be dissolved. 17/2/20 New Promotions Committee Agreement drafted. Business NW reviewing. 31/3/2020 Agreement being finalised. Activity suspended due to COVID-19 30/6/20 Agreement in place. First committee meeting to be held 5/7/20	CED Management		Ongoing	01/07/2019	30/06/2020

Burnie City Council
Quarterly City Plan
(June 19/20)

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
<p>Objective: 1.7 A road transport system that meets the needs of the community and supports the wider region.</p> <p>STRATEGY: <i>Maintain the efficiency and safety of the local road network.</i></p>					
<p>1.7.1.1 Undertake a road safety audit of the urban road network and develop a plan of action to address deficiencies.</p>	<p>Review of crash data has occurred as part of blackspot program review. Register of traffic and safety issues being developed for inclusion in a forward road strategy. Traffic committee has a summary list of issued identified through customer contact and officer investigation. Annual Budget allocation provided to address issues as they arise. Framework for review process developed and list of candidate projects collated. Officers to review and populate forward works program. Action plan developed to guide future road safety initiatives.</p>	<p>Technical Services</p>	<p>Completed</p>	<p>01/07/2012</p>	<p>30/06/2020</p>
<p>1.7.1.2 Actively participate in the implementation of the Tasmanian Freight Strategy.</p>	<p>Council received a presentation from key agencies involved in the implementation of the State Integrated Transport Strategy. 25/7/17 Further workshop held with infrastructure Tasmania 08/12/2017 Tasports has advised that it hopes to release long term plan for Burnie Port in first quarter of 2018 28/9/2018 Burnie Port Master Plan released by Tasports. 31/5/2019 Tasmanian Freight Survey, Burnie to Hobart Freight Corridor Strategy and Western Tasmanian Export Corridor Plan reviewed and key issues/opportunities presented to Murchison General Managers. Funding announcements for Bass Highway west of Wynyard and new Burnie Port Shiploader during 2019 Federal election match regional priorities identified in these studies. 29/11/19 The Federal Government has announced that funding for infrastructure has been brought forward. 30/6/2020 Council officers provided a briefing on Port Masterplan</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2016</p>	<p>30/06/2020</p>



Burnie City Council
Quarterly City Plan
(June 19/20)

Objective: 1.7 A road transport system that meets the needs of the community and supports the wider region.

Actions

Business Activity	Status	Start Date	Comp Date
Technical Services	In Progress	01/07/2016	30/06/2020

STRATEGY: *Maintain the efficiency and safety of the local road network.*

1.7.1.3 Work with the Department of State Growth to develop a plan to improve the appearance of the Bass Highway reservation, eastern approach to the City.

Contact has been made with the Department of State Growth (DSG) and issues identified. Awaiting DSG to come back to Council with a proposal. Further contact made April 2017 on this matter and meeting planned for July 2017 with local DSG officers. DSG have advised plans to remove pine trees from the Roundhill areas, over time. Funds allocated for first stage of works this financial year. Works progressed from Dec 2017. Further discussion to occur as DSG engages with Council. DSG looking at weed management on seaward side of highway - Wivenhoe. BCC to work cooperatively with DSG when scope of works developed. Awaiting DSG to progress dialogue. DSG have progressed weed management activities and pine tree removal at Round Hill and Wivenhoe (early 2019). To work through a management regime with GSG and DM roads - Council to engage with DSG.

1.7.1.4 Progress a concept design for a roundabout at the intersection of Futuna Avenue and West Park Grove and seek funding opportunities for the project.

Design brief for a traffic study has been progressed. Investigation work will progress in July 2020

Business Activity	Status	Start Date	Comp Date
Technical Services	In Progress	01/07/2019	30/06/2021

Actions

Business Activity	Status	Start Date	Comp Date
Compliance Services	Ongoing	01/07/2019	30/06/2020

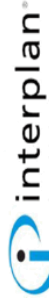
STRATEGY: *Manage the creation and regulation of controlled parking spaces to provide convenience and accessibility.*

1.7.2.1 Provide and manage use of publicly accessible shared parking spaces to service multiple destinations within the CBD and on other Council sites in accordance with Council's Parking Policy.

Actions

Business Activity	Status	Start Date	Comp Date

STRATEGY: *Advocate for adequate public transport services to meet community needs within Burnie and improve efficiencies.*



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

Objective: 1.7 A road transport system that meets the needs of the community and supports the wider region.

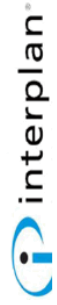
Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Advocate for adequate public transport services to meet community needs within Burnie and improve efficiencies.</p> <p>1.7.3.1 Maintain an engagement with the CEO of Metro Tasmania on an annual basis.</p>	<p>A meeting planned between the CEO of Metro Tasmania with the Acting General Manager on 13 March 2020 was postponed due to COVID-19 restrictions. This meeting will not occur in the current reporting period.</p>	<p>Executive Management</p>	<p>Completed</p>	<p>01/07/2014</p>	<p>30/06/2020</p>

Burnie City Council **QUARTERLY CITY PLAN** (June 19/20)

Quarterly City Plan

Objective: 2.1 Well-developed health infrastructure and programs respond to and meet regional needs.

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Continue to advocate for Burnie to be the north west centre for health services.					
2.1.1.1	Maintain an engagement with the Minister for Health on an annual basis.	CED Management	Completed	01/07/2013	30/06/2020
	26/3/2019 Minister for Health has been invited to a Workshop of Council in third quarter of the year 29/11/19 Minister attended a Workshop to brief Council on relocation of Rehabilitation Beds. Minister to provide regular updates to Council on future changes.				



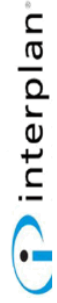
Burnie City Council
Quarterly City Plan (June 19/20)

Quarterly City Plan

Objective: 2.2 The importance of physical and emotional wellbeing is valued and actively adopted by the community.

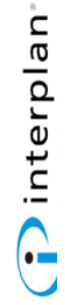
Actions		Progress Comments			Business Activity			Status	Start Date	Comp Date
STRATEGY: Facilitate a suite of family-focused activities that promote well-being and healthy lifestyles.										
2.2.1.1	Run the Burnie Ten and 321Go children's footrace event.	Burnie Ten and 321Go were held in October.			Business and Recreation			Completed	01/07/2013	30/06/2020
2.2.1.2	Run the Burnie Challenge as an annual event.	The Burnie Challenge has been scheduled for March. Event cancelled due to COVID-19 restrictions on gatherings.			Business and Recreation			In Progress	01/07/2013	30/06/2020

Actions		Progress Comments			Business Activity			Status	Start Date	Comp Date
STRATEGY: Encourage community-driven initiatives that focus on developing healthier lifestyles and improved emotional wellbeing.										



Burnie City Council
Quarterly City Plan (June 19/20)

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
<p>Objective: 2.2 The importance of physical and emotional wellbeing is valued and actively adopted by the community.</p> <p>STRATEGY: Encourage community-driven initiatives that focus on developing healthier lifestyles and improved emotional wellbeing.</p> <p>Actions</p> <p>2.2.2.1 Assist in development and implementation of a Local Drug Action Plan.</p>	<p>Progress Comments</p> <p>The Community Action Plan has been completed and submitted to the Alcohol and Drug Foundation for assessment. 6/2/2019 Services and Organisation training will be held 25-26 March 2019. Planning is underway for parent training. 8/7/2019 Parent Training is scheduled to be held on 8, 15, 22, 29 August 2019. Planning is underway for Parent Training to support the roll-out of RULER at Burnie Primary School. The Local Drug Action Team is currently developing a new Community Action Plan. 2/10/2019 Parent Training was held 8, 22, 29 August and 5 September. Work on a new Community Action Plan is continuing. 13/2/2020 The LDAT has received \$16,490 to roll their second Community Action Plan "Know the Risks". The funding will support community members to update the Know the Risks booklet with information about how to talk to young people and loved ones about alcohol and drugs. 7/04/2020 The LDAT has requested an extension to complete activities under the first Community Action Plan with Burnie Primary School Parents and to commence activities under the "Know the Risks" Community Action Plan. The extension was requested due to COVID-19 social distancing measures to allow the LDAT to undertake planning and investigate online delivery options. 9/07/2020 Planning is underway to complete activities with Burnie Primary School under the 'Resilient Burnie Families' community action plan in September. This is the final activity under the plan. Activities under the 'Know the Risks' Community Action Plan are currently planned to commence in July/August.</p>	<p>Burnie Works</p>	<p>Ongoing</p>	<p>01/07/2017</p>	<p>30/06/2020</p>
<p>2.2.2.2 Participate in the North West Suicide Prevention trial.</p>	<p>30/8/2019 New Working group formed. Council CDO participating. 30/6/20 Funding for the program has ceased.</p>	<p>CED Management</p>	<p>Completed</p>	<p>01/07/2001</p>	<p>30/06/2021</p>



Burnie City Council

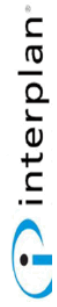
Quarterly City Plan

QUARTERLY CITY PLAN

(June 19/20)

Objective: 2.2 The importance of physical and emotional wellbeing is valued and actively adopted by the community.

July 14, 2020



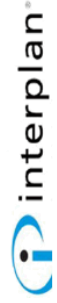
Page 18 of 58

Burnie City Council
Quarterly City Plan
(June 19/20)

Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Promote the improvement of equal access across various types of barriers that prevent participation.					
2.3.1.1	Explore a partnership program that provides opportunities for young people to participate in an activity of their choice where affordability is a limiting factor.		Not Started	01/07/2012	30/06/2020
2.3.1.2	Implement the Building Bridges program.	Business and Recreation CED Management	Ongoing	01/07/2019	30/06/2020

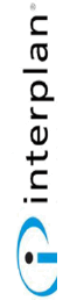
30/8/2019 In final stage of recruiting program coordinator.
27/9/2019 Program coordinator commenced. Flyer for Job Seekers produced. Launch event and Community campaign being organised.
29/11/19 Launch event and first networking event conducted.
23/12/19 Further two networking events held in December.
17/2/20 First networking event for 2020 conducted. Mayor's Business Dinner being organised for March.
31/3/2020 Exploring opportunities for on-line engagement due to COVID-19
30/6/20 Developing new proposal for post-Covid environment with focus on mentoring



Burnie City Council
Quarterly City Plan (June 19/20)

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
<p>Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.</p>					
<p>STRATEGY: Promote the improvement of equal access across various types of barriers that prevent participation.</p>					
<p>2.3.1.3 Implement the Stronger Places Stronger People program.</p>	<p>30/8/2019 "Learning Circle" held and outcomes distributed. All parties to signal their intention to participate by 13 September. Collaboration and Funding agreement being drafted. 27/9/2019 Draft Collaboration Agreement received and response provided. All parties have signalled intent to be part of the initiative. 29/11/19 Invitation to Enter into Funding Agreement accepted. Meeting with all state agencies arranged for 12 December. Individual tele-meetings held with each agency. Currently exploring Investment Reform with Department. 23/12/19 Meeting held with State Government agencies. Funding received. Staff for Backbone Team recruited. 17/2/20 New staff have commenced. LEG Planning Day held. Four month Action Plan and Budget completed. 31/3/2020 Progressing with on-line community engagement, planning workshops, governance development and measurement and evaluation plan. 30/6/20 New Strategic Plan drafted - Measurement and Evaluation Plan completed - on-line community engagement continuing to progress.</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2019</p>	<p>30/06/2020</p>
<p>2.3.1.4 Implement the Regional Employment Trial.</p>	<p>29/11/19 Training component of RET to commence 9 December. Job placements to commence in mid-January. 23/12/19 Training component delivered. Planning job placements for participants. 17/2/20 Placements underway 31/3/2020 Program suspended due to COVID-19 30/6/20 Department has notified of extension to 30 June 2021</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2019</p>	<p>30/06/2020</p>

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.</p>					



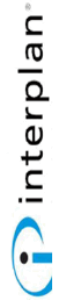
QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>2.3.2.1 Partner with service clubs and agencies to identify projects that will target special needs in the community.</p>	<p>Working with representatives from Care Beyond Curie to work on building Compassionate Communities. The aim is to promote and integrate social approaches to dying, death and bereavement in the everyday life of individuals and communities.</p> <p>Working with Umina Park on Seniors Week 2019, assisting with holding an Art & Craft Exhibition of the nursing home residents and also a part of the initial stages of opening something similar to a 'Dementia Cafe' at the Umina Park site.</p>	<p>Community Development</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>



Quarterly City Plan

Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions	Business Activity	Status	Start Date	Comp Date
<p>2.3.2.2 Work with our community through a Collective Impact Framework to remove obstacles that prevent participating in opportunities for training and employment.</p>	<p>Burnie Works</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>

Progress Comments
Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.

11/8/17 Exploring opportunities for a coordinated jobs pathway program through Department of Employment and State Government's Training and Work Pathways program.
29/09/2017 Work has commenced to form a Local Drug Action Team to develop a Community Action Plan for a preventative campaign around substance abuse in the workplace
29/9/2017 Burnie selected as a pilot site to develop a Suicide Prevention program across the community
08/12/2017 The Director of Community and Economic Development has been invited to be a member of the Suicide Prevention Working Group
21/12/2017 The Department of Employment has advised it will partner with Burnie to implement a pilot Jobs Pathway program for young people.
21/12/2017 The Department of Social Services has expressed an interest in partnering with Burnie to pilot a Data Exchange program
31/03/2018 The Department of Social Services held an Ideas Exchange Workshop in late March under the Try Test and Learn Fund to develop responses to Mature Age Unemployment
27/04/2018 The first LDAT Working Group meeting held. To focus Community Plan on raising Emotional Intelligence of school students and their families.
30/6/2018 Waiting on release of Grant Guidelines by DSS. North West region has been announced as a region for Regional Employment Trial.
Discussions being held with Dept. Jobs and Small Business for Youth Employment Pathways Project.
Working with services and schools to complete plan to role out RULER emotional intelligence program in schools and community.
28/9/2018 DSS Funding program delayed due to change of Minister. LDAT funding application successful.
8/7/2019 Burnie Works is currently undertaking a

Burnie City Council
Quarterly City Plan
(June 19/20)

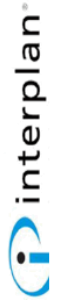
Quarterly City Plan

Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions

STRATEGY: Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.

Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>partnership exploration process with DSS and the State Government for Stronger Places, Stronger People, which would provide backbone funding and support to Burnie Works.</p> <p>2/10/2019 Burnie Works is participating in the joining up process for Stronger Places, Stronger People with the Department of Social Services (Commonwealth). Burnie Works has completed progress mapping and participated in a Learning Circle with partners, with work currently underway on a Collaboration Agreement.</p> <p>13/2/2020 Burnie Works has received funding through Stronger Places, Stronger People. The backbone team has scaled up and the Burnie Local Enabling Group Inc is undertaking work to create an action plan.</p> <p>7/2/2020 The Burnie Local Enabling Group Inc is currently reviewing its governance arrangements. The Action Plan for Stronger Places, Stronger People was approved on 19 February 2020. The plan is subject to change due to COVID-19 restrictions, and is moving to online delivery where possible. Community engagement activities commenced on 30 March 2020 with advertising on metro buses and an online survey for community members. The Regional Employment Trial has requested a suspension of activities due to COVID-19 restrictions.</p> <p>9/7/2020 Burnie Works held workshops via Zoom to refresh the agenda throughout May- June. Work is now underway to create a Plan on Page, with further feedback to be sought from the community. Stronger People, Stronger Places funding will continue for the 2020/2021 Financial Year. An Understanding, Measurement, Evaluation and Learning Plan has been designed for Burnie Works.</p>				



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

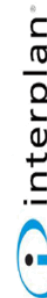
Quarterly City Plan

Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.						
2.3.2.3	Provide support to local and regional events that provide positive social and economic benefits to Burnie.	27/9/2019 Working closely with organisers of Paper on Skin for the 2020 event. Support provided for Buskers Festival in February 2020. 29/11/19 Support provided for National Archery Championships	CED Management	Ongoing	29/07/2015	30/06/2020

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Promote volunteerism as a lifestyle choice.						
2.3.3.1	Acknowledge the role of volunteers and their contribution towards social capital and community wellbeing by coordinating the Volunteers Awards every two years (due 2020-21).	The Volunteer Awards will next be held in 2020-21.	Community Development	Not Started	01/07/2013	30/06/2021
2.3.3.2	Host a Volunteers Thank You event.	The third annual volunteer thank you dinner was held at the Town Hall on Saturday 24 August. Ms Penny Egan CEO of Cancer Council was guest speaker. Approximately 100 people attended including volunteers from VIC, Cruise ships, BRM, BRAG, Burnie Challenge, Burnie 10, 321 GO, Dream BIG.	Community Development	Completed	01/07/2018	30/06/2020

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Promote inclusiveness and participation within identifiable groups.						
2.3.4.1	Implement the Youth Development Strategy.	Implementation of the Youth Strategy is underway, stakeholders and Council are collaborating and working groups are being built as well as various projects underway that include young people.	Community Development	In Progress	01/07/2017	30/06/2021



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

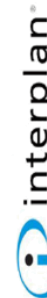
Quarterly City Plan

Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions		Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Promote inclusiveness and participation with in identifiable groups.</p> <p>2.3.4.2 Develop activities with the local aboriginal community to support the aims of Reconciliation Australia.</p>		<p>CED Management</p>	Ongoing	01/07/2019	30/06/2020
<p>30/8/2019 First meeting with TAC organised for 4/9/2019</p> <p>27/9/2019 Draft signature block received from TAC. Workshops on culture, language and dual naming scheduled for February and March 2020. Third flag pole erected. Activities being organised. TAC introduced to Building Bridges Coordinator. 17/2/20 Councillors visited TAC and discussed current opportunities and challenges with TAC representatives.</p> <p>31/3/2020 Councillors participated in Cultural Competency Workshop delivered by TAC</p>					

Actions		Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Assist those who assist the community</p> <p>2.3.5.1 Facilitate engagement between Councillors and at least one community group per quarter.</p>		<p>Community Development</p>	Not Started	01/07/2013	30/06/2020
<p>A list of community groups has been created for 2019/2020.</p> <p>Engagement with community groups during the 19-20 year has included:</p> <p>Jul - Sep 2019: Friends of the Burnie Penguins, Emu Valley Rhododendron Garden</p> <p>Oct - Dec 2019: Samuel Johnson (Love Your Sister), Ten Days on the Island</p> <p>Jan - Mar 2020: Tasmanian Aboriginal Centre, North West Car Club</p> <p>Apr - Jun 2020: Workshops deferred during COVID-19 pandemic</p>					

July 14, 2020



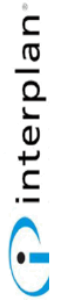
Page 25 of 58

Burnie City Council
Quarterly City Plan (June 19/20)

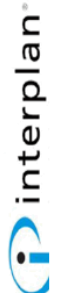
Quarterly City Plan
Objective: 3.2 The education providers work together and are responsive in meeting the learning needs of the community.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Promote learning pathways.</p> <p>3.2.1.1 Facilitate collaboration between education providers to strengthen learning pathways.</p>	<p>08/09/2017 Following advice from TasTAFE, work has commenced on a sub-regional Workforce Development Plan to provide strategic direction to education and training providers.</p> <p>15/9/2017 Working with CCA on proposal to Skills Tasmania to develop a Regional Workforce Development Plan</p> <p>29/9/2017 Proposal on RWDP submitted to Skills Tasmania</p> <p>20/10/2017 Proposal lodged but now advised a funding application will need to be made to Skills Tasmania</p> <p>08/11/2017 Working Group being established to develop funding application. Gap Analysis being undertaken to identify opportunities for funding</p> <p>31/3/2018 Education and training entities from across the region currently completing a survey of workforce initiatives</p> <p>27/4/2018 Most education and training providers have completed Survey.</p> <p>30/6/2018 Waiting for completion of Regional Futures Plan to complete application for funding for Workforce Development Plan.</p> <p>7/04/2020 The Cradle Coast Authority has established an Education and Training working group.</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>

STRATEGY: Encourage opportunities that optimise the use of assets and resources for education.



Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
<p>Objective: 3.2 The education providers work together and are responsive in meeting the learning needs of the community.</p> <p>STRATEGY: Encourage opportunities that optimise the use of assets and resources for education.</p> <p>Actions</p> <p>3.2.2.1 Implement the progressive stages under the Heads of Agreement with UTAS on the land at West Park.</p>	<p>Survey work has been completed and conveyancing work under way to consolidate the two titles to the south of the rail line.</p> <p>30/7/2017 Final consolidation of the titles will require the issuing of a permit for a new Campus development.</p> <p>08/12/2017 Fortnightly meetings held with project team regarding the proposed development</p> <p>31/1/2018 UTAS have advised a new Project team has been formed to progress a Development Application for the new campus</p> <p>27/4/2018 Organising for representatives from UTAS to brief Aldermen on current status of the Campus development</p> <p>30/6/2018 DCED part of Working Group to assist in selection of architect. DA expected to be lodged last quarter of 2018.</p> <p>UTAS attending Workshop in early July to discuss proposed solution for relocation of Band Rooms.</p> <p>28/9/2018 Council has agreed in-principle to lease new band room facility from UTAS and sub-let to bands. UTAS have provided initial concept design for West Park campus to Aldermen and to Working Group</p> <p>31/12/2018 DA submitted for West Park development. Working with UTAS team to develop alternative location for band facilities.</p> <p>26/3/2019 Working with UTAS to resolve issues of carparking</p> <p>28/3/2019 Meeting with UTAS held and an agreed way forward developed</p> <p>31/5/2019 Permit granted for West Park campus, working group commencing</p> <p>30/8/2019 Working Group meeting on a regular basis. A number of issues have been resolved.</p> <p>29/11/2019 Revised DA being advertised. Design and Construct tender to be called for Bands facility. Covered carparks for students to be installed soon. Subdivisions and new title will be able to proceed once this work is completed.</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>



Burnie City Council

QUARTERLY CITY PLAN

(June 19/20)

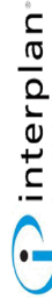
Quarterly City Plan

Objective: 3.2 The education providers work together and are responsive in meeting the learning needs of the community.

Actions	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Encourage opportunities that optimise the use of assets and resources for education.</p> <p>Progress Comments</p> <p>Council running an EOI process on King Street Carpark after receiving proposal from UTAS for further student accommodation. 23/12/2019 EOI Process completed. Proceeding with drafting Sale Agreement with UTAS. 17/2/2020 Site works have commenced at West Park. Construction of carparks about to commence which will allow new titles to be created and transferred 24/3/2020 Surveyors finalising plans for subdivisions and title transfers 31/3/2020 Final plans for Band Rooms have been endorsed by Bands and quotes being gained from local contractors 30/6/2020 Council has agreed to own and control new band rooms once constructed. Student carparks have been constructed allowing progress to subdivide and transfer land. Construction well advanced on new Campus.</p>				

Actions	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Encourage partnerships between education providers and industry that ensures training is matched to the employment needs of the region.</p> <p>Progress Comments</p>				

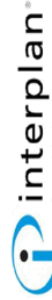
July 14, 2020



Page 28 of 58

Burnie City Council
Quarterly City Plan
QUARTERLY CITY PLAN (June 19/20)

Objective: 3.2 The education providers work together and are responsive in meeting the learning needs of the community.	
Actions	Business Activity
Progress Comments	Status
Start Date	Comp Date
<p>STRATEGY: Encourage partnerships between education providers and industry that ensures training is matched to the employment needs of the region.</p> <p>3.2.3.1 Support the development of BIG educational / business events.</p>	<p>Burnie Works</p> <p>Ongoing</p> <p>01/07/2014</p> <p>30/06/2020</p>
<p>8/7/2019 Up Close and BIG with Ginna Webster is scheduled to be held on 30 July 2019.</p> <p>8/10/2019 Up Close and BIG with Bess Clarke 4 June 2019 and Up Close and BIG with Mark Littler was held on 16 September 2019.</p> <p>13/2/2020 BIG is collaborating with Burnie City Council to hold Up Close and BIG and an International Women's Day Luncheon on 6 March 2020. Ginna Webster is the Secretary of the Department of Justice, Tasmania.</p> <p>7/4/2020 Up Close and BIG with Ginna Webster on 6 March 2020 was attended by 27 students.</p> <p>The International Women's Day Luncheon held in collaboration with BIG was attended by 135 community members including 23 senior students.</p> <p>All future BIG events for 2020 have been put on hold due to COVID-19. BIG is investigating online options.</p> <p>9/7/2020 Up Close and BIG with Ivan Colhoun was held on 24 June 2020 via Zoom, with 62 students attending. BIG is exploring options to hold further sessions via Zoom during social distancing measures.</p>	



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

Objective: 3.3 The community is engaged in education and values learning from the early years and throughout life.

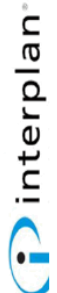
Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Invest in programs that develop the potential of our children.						
3.3.1.1	Actively participate with UTAS on Science Week activities.	CED Management		Completed	01/07/2017	30/06/2020

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Encourage initiatives to improve our education retention rates and promote the value of education.						
3.3.3.1	Provide support to the Dream Big project being undertaken by local schools introducing children to careers in local industry.	Burnie Works		Ongoing	01/07/2013	30/06/2020

8/7/2019 Jobs Brainstorming sessions were held with schools in Term 1-2. Natone, Cooe, Montello and Havenview are currently participating in business visits.
2/10/2019 2019 Business Visits are complete, with planning for 2020 commencing in Term 4.
7/04/2020 2020 Higher Education Visits were planned for 19, 23 and March 2020 and Jobs Brainstorming sessions to commence the week beginning 30 March 2020. Due to COVID-19 restrictions on school excursions, visits and assemblies announced on 16 March 2020, all Dream Big activities were cancelled.
9/7/2020 Dream Big is currently still on hold due to COVID-19. Planning for 2021 will begin in the second half of 2020.

Burnie City Council
Quarterly City Plan
(June 19/20)

Quarterly City Plan	Business Activity	Status	Start Date	Comp Date
<p>Objective: 3.4 Our community is skilled and able to manage change and meet global, regional and local challenges.</p> <p>Quarterly City Plan</p> <p>Objective: 3.4 Our community is skilled and able to manage change and meet global, regional and local challenges.</p> <p>STRATEGY: Advocate for access to relevant professional development and up-skilling opportunities.</p> <p>Actions</p> <p>3.4.2.1 Advocate for extension of associate degree, under-graduate and post-graduate offerings at the Cradle Coast Campus that are relevant to the region's industry needs.</p>	<p>CED Management</p> <p>Council and other stakeholders have developed an MoU for the future development of pre-degree courses at West Park. The uncapping of associate degree places was announced by the Liberal Party during the Federal Election and confirmed in the Federal budget. UTAS has developed a number of associate degrees for the 2017 year. 29/9/2017 Submission made to the UTAS Green Paper on Reimagining and Revitalising Communities through Higher Education 17/11/2017 UTAS to participate in the development of a Regional Workforce Development plan. 31/3/2018 Each of the seven UTAS colleges currently completing RWDP Survey. 28/9/2018 The UTAs Vice Chancellor provided an update on work to date on expanding north west offerings at a Workshop on 25 September. 31/12/2018 Pro Vice Chancellor David Adams announced new degree courses to be operating from Cradle Coast campus at Council's AGM 26/3/2019 Potential new courses have been discussed with UTAS 29/3/2019 Work has commenced on an application to Skills Tasmania to fund a RWDP due by 30 April 31/5/2019 Application by Cradle Coast Authority for RWDP unsuccessful 30/8/2019 Working with University College to explore courses around renewable energy and Collective Impact 29/11/2019 UTAS is currently exploring a suite of regionally-distinctive courses which would be place-based, leveraging the strengths of the North-West, and align with workforce requirements. This includes 30 courses and 10 short courses.</p>	Ongoing	01/07/2013	30/06/2020

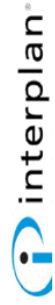


Burnie City Council
Quarterly City Plan
QUARTERLY CITY PLAN (June 19/20)

Quarterly City Plan

Objective: 3.4 Our community is skilled and able to manage change and meet global, regional and local challenges.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Advocate for access to relevant professional development and up-skilling opportunities.</p> <p>3.4.2.2 Work with University College and TAFE to develop courses to build capacity of Local Government and Community.</p>	<p>17/2/20 UTAAS has developed a proposal for a number of short courses on Place Based approaches and governance of community organisations to support the work of Burnie Works and the Local Enabling Group.</p> <p>30/6/20 Governance course completed by LEG - First Place Based course to proceed in August/September 2020</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2019</p>	<p>30/06/2021</p>



QUARTERLY CITY PLAN (June 19/20)

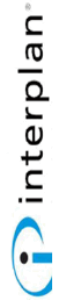
Burnie City Council

Quarterly City Plan

Objective: 4.1 A globally competitive business community, focused on the development of niche and premium products.

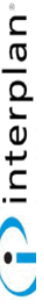
Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Support the growth of the Burnie economy through the principles of the Burnie Economic Development Strategy and the Settlement and Investment Strategy.					
4.1.1.1 Support new and expanding businesses through the application of the Assistance to Industry and Business Policy.	30/8/2019 Business assistance provided as per policy	Economic Development	Ongoing	01/07/2013	30/06/2020
4.1.1.2 Explore opportunities to drive strategic outcomes from the CBD Masterplan and Settlement and Investment Strategy.	27/9/2019 Working Group to be formed to explore specific projects for the Town Centre	Economic Development	Not Started	01/07/2018	30/06/2020

July 14, 2020



Burnie City Council
Quarterly City Plan (June 19/20)
QUARTERLY CITY PLAN

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
Objective: 4.2 A highly skilled workforce with a focus on innovation and entrepreneurship.					
STRATEGY: <i>Build opportunities for innovation and entrepreneurship to flourish.</i>					
4.2.1.1 Develop a strategic link with TMEC - Advance Manufacturing Centre of Excellence.					
Actions		Progress Comments			
29/11/19 Working with TMEC to deliver a Year 12 leavers Regional Employment Trial.		Economic Development	Ongoing	01/07/2017	30/06/2020

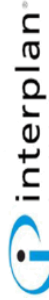


Burnie City Council		QUARTERLY CITY PLAN		(June 19/20)			
Quarterly City Plan							
Objective:	4.3 A five-star visitor experience on the edge of adventure.	Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY:	<i>Promote Burnie as a hub for a diverse range of tourism experiences within the region.</i>						

Quarterly City Plan

Objective: 4.3 A five-star visitor experience on the edge of adventure.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Promote Burnie as a hub for a diverse range of tourism experiences within the region.</p> <p>4.3.1.1 Develop a Cruise Ship Strategy.</p>	<p>Council is working with a small statewide working group to develop a strategy to attract more cruise ships to Tasmania. Council is also working with the Cradle Coast Authority to develop a strategy to increase the number of shorex visitations and to secure support from regional councils towards cruise ship visitation. Tourism Tasmania has conducted a survey of cruise ships visitors over the summer season to inform further development of the state cruise ship market.</p> <p>30/7/2017 Motion for regional funding model to support cruise ships forwarded for consideration at CCA Rep's meeting</p> <p>1/8/2017 Major survey of visitor trends released by State Government</p> <p>11/8/2017 Tourism Tasmania to hold a north west stakeholders forum prior to commencement of next season</p> <p>15/9/2017 Tourism Tasmania holding a Workshop on infrastructure/product development in late September</p> <p>29/9/2017 Regional Workshop conducted by Tourism Tasmania</p> <p>17/11/2017 Draft workshop summary circulated and response made</p> <p>31/3/2018 Council officers have worked with CCA to develop a paper for presentation to other regional Councils benefitting from cruise ship visitation.</p> <p>27/4/2018 CCA Paper now being circulated to other regional councils</p> <p>30/6/2018 CCA Reps meeting voted against regional contributions for Cruise Ships</p> <p>31/12/18 Draft Action Plan developed with key stakeholders in response to statewide Review of Cruise Shipping.</p> <p>15/3/2019 Action Plan workshopped with councillors. Meeting held with TasPorts reviewing shuttle bus arrangements.</p> <p>30/8/2019 Action Plan endorsed by Council and</p>	<p>Economic Development</p>	<p>Completed</p>	<p>01/07/2015</p>	<p>30/06/2020</p>

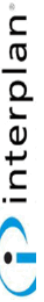


Quarterly City Plan

Objective: 4.3 A five-star visitor experience on the edge of adventure.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Promote Burnie as a hub for a diverse range of tourism experiences within the region.</p> <p>4.3.1.2 Assist the implementation of the Burnie Destination Action Plan.</p>	<p>sent to Tourism Tasmania and other stakeholders 11/8/2017 Report to August meeting endorsing DAP and the establishment of a Leadership Group. 15/9/2017 First meeting of DAP Leadership Group. To focus on building the ten top Burnie attractions 29/9/2017 Survey underway to identify 10 top Burnie visitor attractions 20/10/17 Application lodged under regional Jobs and Investment Program to complete Waterfront Eastern Promenade 17/11/2017 DAP leadership Group have identified 10 major attractions. Needs analysis to be conducted on brand alignment, infrastructure, marketing and promotion, and customer service. Group to also explore development of entry points and major highway signage 08/12/2017 DAP Leadership Group undertaking interviews of 10 major attractions 31/3/2018 DAP Leadership Group are focussing on highway signage at its key focus for funding 30/6/2018 Meeting held with State Growth. To develop proposal for highway signage for submission to Department. 28/9/2018 Currently working on design for signage which can be incorporated into a regional design.</p>	<p>CED Management</p>	<p>In Progress</p>	<p>01/07/2017</p>	<p>30/06/2020</p>

Burnie City Council		QUARTERLY CITY PLAN			(June 19/20)	
Quarterly City Plan						
Objective: 4.4 The City of Makers renowned for its niche industries, speciality manufacturing and artisanship.						
Actions			Business Activity		Start Date	Comp Date
STRATEGY: Develop initiatives that strengthen the Makers of Burnie brand and align with the Tasmanian brand.						
4.4.1.1 Work with Steering Committee to deliver Paper on Skin.			Marketing and Events		01/07/2019	30/06/2020
			Not Started			



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

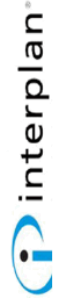
Objective: 5.1 Our natural resources are protected and enhanced.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
5.1.2.1 Use the Burnie Local Provisions Schedule in the Tasmanian Planning Scheme to recognise land with inherent value for agriculture, forestry and mineral production, water catchment and storage, and as scenic and landscape areas.	Ongoing operational requirement to recognise land with inherent value for agriculture, forestry and mineral production, water catchment and storage and as scenic and landscape areas.	Development Services - Management	In Progress	01/07/2019	30/06/2020

Burnie City Council
Quarterly City Plan
Quarterly City Plan (June 19/20)

Objective: 5.3 A strong level of participation and collaboration in community based environmental protection and conservation groups.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Support communities that care for and protect our environment.</p> <p>5.3.1.1 Support community environmental groups such as Friends of Little Penguins, Bushwatch, Burnie Coastal Care Group, Upper Natone Reserve Committee, Friends of Fernglade, and Clean Up Australia.</p>	<p>Assisting the Friends of Burnie Penguins with their Penguin Rehab Project, this will ensure that all birds requiring water proofing or fitness exercise will remain in Burnie and not have to be transferred to Hobart. Assisting the new coordinator of the Cooeee to Camdale Coastcare in setting up procedures for volunteers and assisting with grant applications.</p> <p>Environmental groups are included in a group email in which regular information about funding/grants is sent out. Assistance is provided to these groups with applying for funding grants.</p>	<p>Community Development</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>

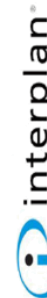


Burnie City Council
Quarterly City Plan
(June 19/20)

Quarterly City Plan

Objective: 5.4 A region that is energy, water and waste efficient.

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Support the State and regional strategies in waste reduction.						
5.4.3.1 Identify beneficial and cost effective re-use options for green waste collected at the Burnie Waste Management Centre.	Negotiated incorporation of chipped greenwaste in to Dulverton Waste management composting operation (DWM facilities transport) . A small residual to be retained for BCC operations. Management regime embedded and working satisfactorily.	Technical Services	Completed	01/07/2019	30/06/2021	
5.4.3.2 Review Food Organics Garden Organics (FOGO) service delivery model and costs assumptions in concert with the Cradle Coast Waste Management Group.	Discussion paper has been considered by Council in a workshop setting. Further discussions have occurred with CCWVG in regard to a communication / education strategy on FOGO. Council will determine a position once feedback comes from the CCWVG. No feedback from CCWVG . Number of Councils considering implementation to discuss opportunities further . Final position paper to be presented to Council in latter half of 2020	Works and Services Management	In Progress	01/07/2019	30/06/2021	



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

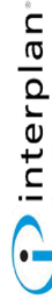
Quarterly City Plan

Objective: 5.5 A built environment that is valued, reflects our past and embraces our future.

Actions		Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: <i>Ensure the use and development of land enables communities to provide for their social, economic and cultural well-being and for their health and safety, while maintaining the potential for land to meet reasonably foreseeable needs, without risk to the life supporting capacity of land, air and water.</i></p>					
5.5.1.1	Use the Burnie Local Provision Schedule within the Tasmanian Planning Scheme to apply zone and other controls that will provide for the sustainable use and development of land.	Development Services - Land Use Planning	In Progress	01/07/2019	30/06/2020
<p>Ongoing operational requirement to recognise use and development of land enables communities to provide for their social, economic and cultural well-being and for their health and safety, while maintaining the potential for land to meet reasonably foreseeable needs, without risk to the life supporting capacity of land, air and water.</p>					

Actions		Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: <i>Ensure the form and layout of settlement provides attractive, convenient, efficient, healthy, pleasant and safe urban and rural places in which people live, work or visit.</i></p>					
5.5.2.1	Use the Burnie Local Provision Schedule within the Tasmanian Planning Scheme to apply zone and other controls in relation to the form and layout of settlements.	Development Services - Land Use Planning	In Progress	01/07/2019	30/06/2020
<p>Ongoing operational requirement to ensure the form and layout of settlement provides attractive, convenient, efficient, healthy, pleasant and safe urban and rural places in which people live, work or visit.</p>					

July 14, 2020



Page 42 of 58

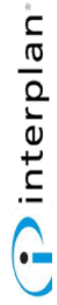
Burnie City Council **QUARTERLY CITY PLAN** (June 19/20)

Quarterly City Plan

Objective: 6.1 Burnie is the community and commercial services centre for the broader North-West region.

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Promote Burnie as an attractive investment choice.					
6.1.1.1	Develop an Investment Prospectus for the CBD, subject to grant funding.	Economic Development	In Progress	01/07/2016	30/06/2020
21/12/2017 Council currently progressing an initiative to assist in consolidating preferred development sites identified in CBD Masterplan					

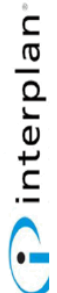
Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Maintain and enhance key community facilities that serve the broader region for cultural recreational and community purposes.					



Burnie City Council
Quarterly City Plan
Objective: 6.1 Burnie is the community and commercial services centre for the broader North-West region.

Quarterly City Plan
(June 19/20)

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Maintain and enhance key community facilities that serve the broader region for cultural, recreational and community purposes.</p> <p>6.1.2.1 Explore the potential for Burnie to become a pre-pilot test site for new government programs and services.</p>	<p>21/12/2017 Burnie has been invited to consider being a pilot test site for Data Exchange Platform with DSS</p> <p>21/12/2017 Department of Employment has advised it will partner with Burnie to roll out a pilot employment pathways program for young people</p> <p>31/3/2018 Department of Social Services are seeking to make Burnie a national pilot for initiatives to address mature age unemployment</p> <p>30/6/2018 Waiting on Grant Guidelines to be released by DSS. Working with Dept. Jobs and Small Business to develop Youth Employment Pathways project.</p> <p>31/12/18 DSS has advised that they are waiting on sign off by the Minister on a national pilot which is expected in January</p> <p>31/12/18 Council advised of success in an application for transport and training program for school leavers under Regional Employment Trial</p> <p>15/3/2019 Council offered and accepted Contract of \$250,000 for a Mature Age Job Seekers initiative</p> <p>26/3/2019 Federal and State Governments in final negotiations for Stronger Places Stronger People initiative to be rolled out in Burnie</p> <p>29/3/2019 Federal Government has confirmed funding for Stronger Places Stronger People</p> <p>31/5/2019 Working through process with Commonwealth and State Governments to progress Stronger Places program</p> <p>30/8/2019 Discussions with Commonwealth and State Governments and UTAS occurring regarding Placed Based Funding and Systems reform</p> <p>27/9/2019 Presentation to be made to Tasmanian Government Heads of Agencies in early October</p> <p>23/12/19 Further work undertaken on Systems and Funding Reform with both Federal and State governments.</p>	<p>Economic Development</p>	<p>Ongoing</p>	<p>01/07/2012</p>	<p>30/06/2020</p>



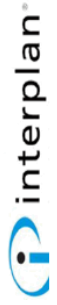
Burnie City Council (June 19/20)
QUARTERLY CITY PLAN

Quarterly City Plan

Objective: 6.2 Effective, efficient and integrated transport linkages service and connect Burnie with the state, region and world.

Actions	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Advocate for retention of a regular air passenger and freight service from Burnie to the mainland and to King Island.</p> <p>6.2.2.1 Maintain a majority ownership in the Burnie Airport Corporation.</p>	Executive Management	Ongoing	01/07/2013	30/06/2020

Actions	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Advocate for the planning and development of strengthened strategic transport linkages to other major centres in the region.</p> <p>6.2.3.1 Advocate for the development of a long-term plan for the Bass Highway link between Burnie and Wynyard.</p>	<p>Economic Development</p> <p>The Joint Councils' forum identified the Bass Highway between Rocky Cape and Wiltshire as the highest priority project for the further development of the Bass Highway. A submission was made under the state Major Roads Fund for funding to undertake this work. An announcement was made in the 2016 Federal election for funding towards a study on the Burnie-Wynyard section of the Bass Highway.</p> <p>11/8/2017 The Department of State Growth has advised it is working with the Federal government in developing a brief for the Project.</p> <p>30/6/2018 Funding for Bass Highway west of Burnie announced as part of State Budget and Braddon By-election</p> <p>28/9/2018 DSG currently undertaking investigation of options for Bass Highway between Cooeee and Wynyard.</p> <p>26/3/2019 State Government has engaged GHD to develop plan of works for \$100 million investment in Bass Highway west of Wynyard</p> <p>29/3/2019 First Working Group meeting to be held 16 April</p> <p>31/5/2019 Planning workshop and community consultation underway</p> <p>23/12/19 Masterplan for Bass Highway released.</p> <p>Design for Cooeee to Doctors Rocks now being completed.</p> <p>30/6/20 Detailed design work proceeding on Somerset - Doctors Rocks section of Bass Highway</p>	Ongoing	01/07/2012	30/06/2020



Burnie City Council

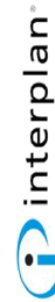
QUARTERLY CITY PLAN

(June 19/20)

Quarterly City Plan**Objective:** 6.3 The City provides leadership and works collaboratively on regional strategic issues.

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Encourage initiatives to promote regional cooperation for both regional benefits and maximising efficiencies.						
6.3.2.1	Meet at least annually with the Cradle Coast Authority to maintain dialogue on matters of regional significance.	CCA Chairperson and CEO attended workshop with councillors on 24.9.2019.	Executive Management	Completed	01/07/2013	30/06/2020
6.3.2.2	Provide technical tasks and support services in school and community based immunisation programs to adjacent municipal districts under resource sharing arrangements.	Burnie City Council conducts school based immunisation programs in schools within the Burnie, Waratah Wynyard, Circular Head and West Coast municipal areas. 2020 program commenced in late February 2020.	Land and Environmental Services Management	Ongoing	01/07/2014	30/06/2020
6.3.2.3	Participate in the Tasmanian Visitor Information Network.		Visitor Information Centre	Ongoing	01/07/2013	30/06/2020
6.3.2.4	Provide support to implement the Sustainable Murchison 2040 Plan.	30/8/2019 First Reference Group meeting held. Focus on Land Conversion, VET support, NBN/mobile coverage and population attraction and retention 23/12/19 Work proceeding on Land Conversion, mobile coverage, VET support.	CED Management	Ongoing	01/07/2019	30/06/2020
6.3.2.5	Provide support to implement the Cradle Coast Regional Futures Plan.	30/8/2019 Council officer supporting Renewable Energy and Population Working groups 23/12/19 Renewable Energy Comm's Strategy and Action Plan developed. Choose Cradle Coast Action Plan drafted.	CED Management	Ongoing	01/07/2019	30/06/2020
6.3.2.6	Support the development and implementation of the Cradle Coast Regional Events Strategy.	30/6/20 Most activities suspended due to COVID. Work Groups to be held in August 30/8/2019 "Paper on Skin" identified as one of nine regionally significant events 30/6/20 Paper on Skin launched 2/7/20	CED Management	Ongoing	01/07/2019	30/06/2020

July 14, 2020



Page 46 of 58

QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

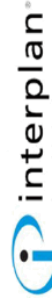
Quarterly City Plan

Objective: 7.1 A Council that provides engaging and effective leadership to Burnie.

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.						
7.1.1.1	Plan for disposal of Council land at Coosee Point.	<p>Council has considered this matter at a Workshop. It is seeking an understanding of the timing of the relocation of the truck wash facility from the State Government. A contamination assessment will be required to be completed before going to market. 11/8/2017 Council considered the future of Coosee Point at July meeting. Consultant engaged to undertake contamination assessment</p> <p>Letter sent to DPIPWWE requesting expediting relocation of Coosee Truck wash to new regional facility</p> <p>27/10/2017 Meeting organised with Secretary of DPIPWWE to discuss expediting regional truckwash</p> <p>17/11/2017 Meeting held with DPIPWWE. Department to advise next steps to implement north west stage of regional truckwash strategy.</p> <p>21/12/2017 DPIPWWE has advised it will be undertaking a review of north west truck wash facilities in early 2018.</p> <p>22/1/2018 Contamination Assessment completed. Minor issue and associated management plan identified</p> <p>28/9/2018 Currently exploring opportunity to jointly market properties on Coosee Point.</p>	Economic Development	In Progress	01/07/2016	30/06/2020

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Ensure effective operation and support for Council entities, authorities and special committees.						
7.1.2.1	Ensure a Letter of Expectation is in place for entities Tas Communications and Burnie Airport Corporation and that an Annual Statement of Corporate Intent is received from each entity.	<p>Tascom - A new Shareholders Letter of Expectation from Council has been confirmed for 2019-20 - 2021-22.</p> <p>BAC - Reported to Council in AC017-20 to remain with quarterly reporting to Council under Local Government Act provisions.</p>	Corporate Governance Management	Completed	01/07/2015	30/06/2020

July 14, 2020

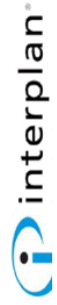


Page 47 of 58

Burnie City Council
Quarterly City Plan
Objective: 7.1 A Council that provides engaging and effective leadership to Burnie.

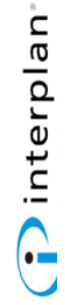
Quarterly City Plan
(June 19/20)

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Ensure effective operation and support for Council entities, authorities and special committees.</p> <p>7.1.2.2 Host a series of Community Ideas Forums.</p>	<p>30/8/2019 First Ideas Forum postponed due to the Bank of Useful Ideas initiative. 29/11/19 Bank of Ideas have shortlisted projects for community voting 23/12/19 Planning has commenced for Ideas Forums in 2020 17/2/20 First Ideas Forum to be held on 5 March 31/3/2020 First Ideas Forum held. On-hold due to postponement of Councilor Workshops.</p>	<p>CED Management</p>	<p>Not Started</p>	<p>01/07/2019</p>	<p>30/06/2020</p>



Burnie City Council
Quarterly City Plan (June 19/20)

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
Objective: 7.3 Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.					
STRATEGY: Ensure Council remains compliant with all its statutory and regulatory obligations and contributes to the regulatory environment which affects our community.					
Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
7.3.1.1 Monitor proposed new or changing legislation and regulations and contribute to their formation where possible.	Legislative Bills are tabled at EMT meetings when issued by State Government. Aldermen are provided with opportunity to comment on legislation where the local government sector is invited to participate in consultation. Feedback opportunities in 2019-20 to date have included: Local Government Reform - Phase Two in developing a new legislative framework. New Street Dining By-Law developed. Local Planning Schedule (LPS). Tasmanian Civil and Administrative Tribunal Bill 2020.	Corporate Governance Management	Ongoing	01/07/2012	30/06/2020
7.3.1.2 Monitor development of amended land use legislation and complete preparation of the Burnie Local Provisions Schedule to enable application of the Tasmanian Planning Scheme to land within the Burnie municipal area.	Council has prepared a draft Local Provisions Schedule for lodging with the TPC to become part of the Tasmanian Planning Scheme. Council continues to monitor and provide response on proposed changes in regulatory and procedural requirements. Draft BUR LPS submitted to TPC on 18 April 2019. discussion with TPC has followed in relation to compliance matters under LUPAA. final draft submitted under s35(6) LUPAA on 11 October 2019. awaiting approval to commence public exhibition of draft BUR LPS. Draft BUR LPS on public exhibition from October until December 2019. A report was provided to the Tasmanian Planning Commission on 29 January 2020 setting out the opinions and recommendations of the planning authority in relation to each of the matters in each of the representations received on the draft BUR LPS as a result of the exhibition period. A supplementary report was provided to TPC in response to late representation by Department of State Growth. TPC held a public hearing on the draft BUR LPS on 17 and 18 March 2020. Awaiting decision from TPC.	Land and Environmental Services Management	In Progress	01/07/2015	30/06/2020



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

Objective: 7.3 Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Resource the reasonable enforcement of the legislative and regulatory provisions for which Council is responsible within its financial resources, and ensure the community is well informed of their obligations.					
7.3.2.1 Implement the Weed Management Plan.	On-going operational requirement consistent with requirement to assist control of declared weeds under weed management Act, and to assist understanding of weed management requirements and techniques by landowners and occupiers in Burnie municipal area. Arrangements in place with Devonport City Council to resource share a 0.5 FTE Weed Officer position from them.	Compliance Services	Ongoing	01/07/2012	30/06/2020
7.3.2.2 Maintain parking control, animal control, by-laws and cemetery management compliance systems.	Ongoing operational requirement to maintain facilities and enforce compliance to all relevant regulatory requirements.	Compliance Services	Ongoing	01/07/2012	30/06/2020
7.3.2.3 Maintain land use, building and health monitoring regulatory systems.	Ongoing operational requirement to administer and enforce applicable regulations and processes in relation to the use, development, protection and conservation of land, and for all building, demolition and plumbing work on a building.	Development Services - Management	In Progress	01/07/2012	30/06/2020

QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

Objective: 7.4 A sustainable, viable financial future is assured and accountability is demonstrated through open and transparent processes.

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Ensure a long term strategic focus drives financial policy and decisions.						
7.4.1.1	Ensure Council's Financial Management Strategy continues to be aligned with Asset Management Plans and the five year capital works program.	Corporate Finance Management		Ongoing	01/07/2014	30/06/2020
7.4.1.2	Review and update Council's Financial Management Strategy to support continued sound financial decisions.	Corporate Finance Management	The Financial Management Strategy was updated on 18 Feb 2020.	Not Started	01/07/2014	30/06/2020

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Demonstrate financial accountability and ensure strong internal controls underpin performance.						
7.4.2.1	Develop an annual budget in accordance with Council's long term Financial Management Strategy.	Corporate Finance Management		Not Started	01/07/2014	30/06/2020
7.4.2.2	Implement the endorsed recommendations of the Audit Committee.	Corporate Finance Management	Work ongoing from the Schedule of Recommendations.	Ongoing	01/07/2012	30/06/2020

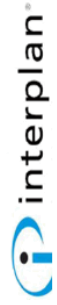
Burnie City Council **QUARTERLY CITY PLAN** (June 19/20)

Quarterly City Plan

Objective: 7.5 A sustainable long term future is planned through the management of Council's infrastructure and assets.

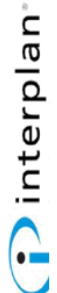
Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Strategies and plans are well-developed and guide the future allocation of resources.					
7.5.1.1	Undertake a benchmarking exercise to compare cost and services levels associated with delivering park and roads maintenance activities.	Works Depot	In Progress	01/07/2018	30/06/2021
Review of Service level delivery has been carried out as part of FMS. Target benchmarking areas identified. However no implementation of benchmarking activities has occurred. Seeking BM information from other councils in regard to sports grounds					

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Ensure assets are adequately developed, maintained and renewed.					



Burnie City Council
Quarterly City Plan (June 19/20)

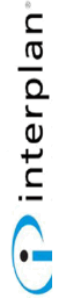
Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
<p>Objective: 7.5 A sustainable long term future is planned through the management of Council's infrastructure and assets.</p> <p>STRATEGY: <i>Ensure assets are adequately developed, maintained and renewed.</i></p> <p>Actions</p> <p>7.5.2.1 Complete and implement a Cemetery Strategy to inform the future design of the cemetery, considering contemporary cemetery management practices and service levels.</p>	<p>Draft strategy document under final review prior to consideration by EMT and presentation for Council. Council workshop in April 2017.</p> <p>Decision to investigate opportunities to include a dedicated natural burial area within the Burnie Lawn Cemetery if retained by the Council and as part of any redirection in cemetery style and presentation (support for natural burial from Groundbreakers - a sub-regional advocacy group for low impact disposal of human remains)</p> <p>Strategic framework decisions made at Council meeting of 19 September 2017 - no decision on whether to assign dedicated area at Burnie Lawn Cemetery until public engagement on attitudes and options for re-imagining the BLC have been completed and a preliminary master plan developed.</p> <p>Progress deferred pending outcome of stage 1 and stage 2 review of Burial and Cremation Act 2002 by the State Government during 2018 and 2019 respectively - due to implications in proposed statutory changes to extend period during which a closed cemetery must be maintained from 30 to 100 years following last burial, and for prohibition on further burial in a closed cemetery, including under a valid exclusive right of burial.</p> <p>Council has determined by decision dated 15 October 2019 not to provide a dedicated natural burial area within the Burnie Lawn Cemetery or to acquire land for purpose of creating a natural burial cemetery within Burnie municipal area.</p> <p>Burial and Cremation Act 2019 became effective from 25 December 2019 - Burial and Cremation Regulations currently being updated - further work on Strategy to be deferred pending outcome of Regulation Review.</p>	Land and Environmental Services Management	In Progress	01/07/2013	30/06/2020



Burnie City Council
Quarterly City Plan (June 19/20)

Objective: 7.5 A sustainable long term future is planned through the management of Council's infrastructure and assets.

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: <i>Ensure assets are adequately developed, maintained and renewed.</i>					
7.5.2.2 Burnie Lawn Cemetery - undertake a community consultation process associated with proposed retro-fit of memorial plaque plinths in the early stages of the lawn cemetery.	Developing a methodology for the plinth retrofit process with depot staff. Once complete will liaise with LES as to a consultation methodology. Workshop has occurred with relevant staff. Construction methodology in draft, to be finalised	Technical Services	In Progress	01/07/2019	30/06/2020



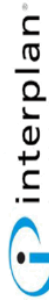
Burnie City Council
Quarterly City Plan (June 19/20)

Objective: 7.6 A culture of continuous improvement that adapts well to change and promotes the value of customer service excellence.

Quarterly City Plan

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Provide a high standard of service to all customers in terms of timeliness, consistency and quality.</p> <p>7.6.1.1 Develop a summary of infrastructure services provided by Council, how they are prioritised, programmed and delivered, and seek community feedback on the current service provision arrangements.</p>	<p>Service level documents under review to identify correlation between actual activity and specified activity. Review of priorities underway. SLD to be reformatted. Review linked now to the Financial Management Strategy project. Detailed review planned Sep 2018. FMS review progressed and opportunities to better manage service levels identified.</p> <p>Improved method to communicate SL still to be progressed. Changes to CBD cleaning service regime to be added to Waste SLD. Reviewing FMS actions. Some modification to SL will occur. Ongoing project.</p>	Works Depot	Ongoing	01/07/2016	30/06/2020

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>STRATEGY: Promote a culture of continuous improvement that encourages innovation and contemporary practice.</p> <p>7.6.2.1 Continue implementation of the Burnie Continuous Improvement Program.</p>	<p>First B-CIP team meeting was December 2017. Team has rolled out visual messages across the workplace and focused on learning principles of continuous improvement.</p> <p>Sept 2018 - Team working through proposal for continuous improvement boards to generate ideas for safety and efficiency.</p> <p>March 2019 - CI Board installed at City Offices and training undertaken.</p> <p>Feb 2020 - CI Board is continuing to operate effectively.</p>	Corporate Governance Management	Ongoing	01/07/2017	30/06/2021
<p>7.6.2.2 Pursue shared services initiatives of mutual benefit, focusing on innovative solutions for customer service delivery into the future.</p>		Executive Management	Ongoing	01/07/2019	30/06/2021



QUARTERLY CITY PLAN (June 19/20)

Burnie City Council

Quarterly City Plan

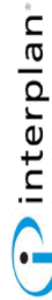
Objective: 7.7 Council has a strong and positive work culture that embraces teamwork and shared values.

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Attract and retain good staff by providing strong HR practices, learning opportunities and a positive work culture.						
7.7.1.1	Promote and integrate a positive behaviours framework.	Framework has been reviewed and material being developed to support rollout to the workforce. Booklets printed. Delayed roll out due to COVID-19 and dispersed workforce. Booklets to be introduced in July to complete action.	People and Safety	In Progress	01/07/2013	30/06/2020
7.7.1.2	Invest in the development of people by providing training and support in leadership and management skills, for emerging and middle managers.	Training in performance management was provided on 2-3 October 2019.	People and Safety	Ongoing	01/07/2019	30/06/2021

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Continually explore opportunities and strategies that reinforce Council's status as an Employer of Choice.						
7.7.2.1	Maintain membership to the Employer of Choice (EOC) knowledge centre and participate in EOC programs and networking groups as they arise.	Information received from EOC with regards to application for renewal of membership. Meeting Brief to be provided to EMIT by MPS on 7th October 2019. Renewal submitted Dec 2019, awaiting outcome.	People and Safety	In Progress	01/07/2012	30/06/2020

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
STRATEGY: Provide support to elected members to assist them to fulfil their roles effectively.						
7.7.3.1	Provide opportunities for Aldermen to undertake professional development.	The commitment to professional development has been included in the new Council's Declaration of Office, under the Local Government Act 1993 as from 1 August 2018. Development opportunities are provided in a weekly email sent to Councillors. A PD allowance per Councillor has been provided in the '19-20 budget.	Corporate Governance Management	Ongoing	01/07/2012	30/06/2020

July 14, 2020



Page 56 of 58

Burnie City Council (June 19/20)
QUARTERLY CITY PLAN

Quarterly City Plan

Objective: 7.8 A best practice approach is taken to managing risk in the community and providing a safe work environment.

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Develop an integrated approach to risk management from the strategic level through to activity level.					
7.8.1.1	Maintain and support the systems and processes included in the Risk Framework.	Updated risk context has been developed, identifying major controls systems. Risk Committee is being updated in 2020 to a broader group and will focus on reviewing each of the major control systems.	Ongoing	01/07/2016	30/06/2020

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Provide a safe work environment for all employees.					
7.8.2.1	Maintain a Work Health and Safety Management System in accordance with AS 4801.	New MPS has reviewed the WHSMS at BCC. System has been aligned with AS4801. Identified areas for improvement.	Ongoing	01/07/2014	30/06/2020

Actions		Business Activity	Status	Start Date	Comp Date
STRATEGY: Work with other agencies to ensure our community is well prepared and able to respond to disaster.					
7.8.3.1	Ridgley Drainage Study - progress a concept design for Ridgley Highway culvert upgrade, consultation with stakeholders and seek grant funding towards the project.	Council to engage with DSG as to interest in contributing to the upgrade of the Murchison highway culvert. Concept for the culvert upgrade in development	In Progress	01/07/2019	30/06/2021
7.8.3.2	Emu River flood study - advocate with the State Government to install rainfall measurement and stream gauging stations to support flood warning systems in the north west rivers.	Council has engaged with SES flood policy unit. Emu river identified as a high risk catchment for a flood warning system. Monitoring funding opportunities. Engaging with Flood policy unit to identify if any possible funding opportunities (19 June 2020).	Ongoing	01/07/2019	30/06/2021

CORPORATE AND BUSINESS SERVICES**AO170-20 RECONSIDERATION OF DEFERRED MATTER
BURNIE AUSTRALIA DAY SPECIAL COMMITTEE
APPOINTMENT OF COMMITTEE**

FILE NO: 4/21/1, 29/1/8
PREVIOUS MIN: AO108-20

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.1	A Council that provides engaging and effective leadership to Burnie.
Strategy	7.1.2	Ensure effective operation and support for Council entities, authorities and special committees.

1.0 RECOMMENDATION:

“THAT Council consider the previously deferred matter ‘Burnie Australia Day Special Committee Appointment of Committee’.”

2.0 SUMMARY

At its meeting of 28 April 2020, Council considered Item AO108-20 Burnie Australia Day Special Committee Appointment of Committee. The following motion was moved and seconded:

MOVED: Cr K Dorsey
SECONDED: Cr D Pease

“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, appoint the following persons to the Committee for a period of two years, commencing 1 May 2020:

- 1) Maggie Smith (as nominated by Burnie Victoria League)***
- 2) Carmel White (as nominated by Burnie Victoria League)***
- 3) _____ to the position of Musical Coordinator***
- 4) _____ to a community member position***
- 5) _____ to a community member position***
- 6) _____ to a community member position***
- 7) _____ to a community member position***
- 8) The 2020 Youth Mayor (if available, once Youth Council is formed); and***
- 9) Cr _____ to a Councillor position for the remaining Councillor term until November 2020 [optional – or appoint additional community member]; and***
- 10) Appoints Cr _____ as Chair of the Burnie Australia Day Special Committee.”***

Before the vote, a procedural motion was moved and seconded ***“That the matter be deferred.”*** The procedural motion was carried.

Should Council be ready to reconsider the report, the process for dealing with a deferred matter is:

- 1) Council must pass a resolution agreeing to consider the deferred matter (this recommendation is contained in this report).
- 2) When Council moves to the next report, the original motion is then again live for discussion, with the same mover and seconder as shown above (note that the motion is the same as previously tabled).
- 3) Any minor change to the motion must be done by moving and seconding an amendment:
 - a. If passed, the amended motion becomes the motion
 - b. If rejected, the original motion continues.
- 4) The motion is put to the vote.

Should a more significant change of intent to the motion be desired, a different motion may be foreshadowed during debate of the original motion. If the original motion is not carried, an alternative motion can then be moved.

The following report AO171-20 Burnie Australia Day Special Committee – Appointment of Special Committee, re-presents the deferred matter for consideration.

COUNCIL RESOLUTION

Resolution number: MO197-20

MOVED: Cr G Simpson

SECONDED: Cr D Pease

“THAT Council consider the previously deferred matter ‘Burnie Australia Day Special Committee Appointment of Committee’.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

CORPORATE AND BUSINESS SERVICES**AO171-20 BURNIE AUSTRALIA DAY SPECIAL COMMITTEE
APPOINTMENT OF COMMITTEE****FILE NO: 4/21/1, 29/1/8****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.1	A Council that provides engaging and effective leadership to Burnie.
Strategy	7.1.2	Ensure effective operation and support for Council entities, authorities and special committees.

1.0 RECOMMENDATION:

“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, appoint the following persons to the Committee for a period of two years, commencing 1 May 2020:

- 1) Maggie Smith (as nominated by Burnie Victoria League)***
- 2) Carmel White (as nominated by Burnie Victoria League)***
- 3) _____ to the position of Musical Coordinator***
- 4) _____ to a community member position***
- 5) _____ to a community member position***
- 6) _____ to a community member position***
- 7) _____ to a community member position***
- 8) The 2020 Youth Mayor (if available, once Youth Council is formed); and***
- 9) Cr _____ to a second Councillor position for the remaining Councillor term until November 2020 [optional – or appoint additional community member].”***

PROCEDURAL COMMENTS

At its meeting of 28 April 2020, Council considered Item AO108-20 Burnie Australia Day Special Committee – Appointment of Committee. The following motion was moved and seconded:

Moved: Cr Dorsey
Seconded: Cr Simpson

“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, appoint the following persons to the Committee for a period of two years, commencing 1 May 2020:

- 1) *Maggie Smith (as nominated by Burnie Victoria League)*
- 2) *Carmel White (as nominated by Burnie Victoria League)*
- 3) _____ *to the position of Musical Coordinator*
- 4) _____ *to a community member position*
- 5) _____ *to a community member position*
- 6) _____ *to a community member position*
- 7) _____ *to a community member position*
- 8) *The 2020 Youth Mayor (if available, once Youth Council is formed); and*
- 9) *Cr _____ to a Councillor position for the remaining Councillor term until November 2020 [optional – or appoint additional community member]; and*
- 10) *Appoints Cr _____ as Chair of the Burnie Australia Day Special Committee.”*

Before the motion was debated, a procedural motion was moved and seconded “That the matter be deferred.” The procedural motion was carried.

*The report preceding this report, presents a recommendation that the matter now be considered. **Upon that motion being carried, the above motion again becomes live and open for debate.***

The original report as presented is available on Council’s website, Item AO108-20 dated 28 April 2020. The report is re-produced below for consideration, with the exception being that three candidate nominations which were not considered valid applications have been removed, and the appointment of the Chair has been removed from the recommendation as the Chair is already in place with the Councillor appointment, and not necessary to include unless a change is required.

2.0 SUMMARY

Nominations for persons wishing to serve on the Burnie Australia Day Special Committee were called by public notice on Saturday, 21 March 2020. Nominations closed at 4pm, Friday 3 April 2020.

Six nominations were received by the close of nominations. Three were received after the close, and have been excluded due to being invalid applications.

Under the Delegation of Authority and Rules of Operation:

- Two positions are nominated by the Burnie Victoria League
- One position is to be appointed as musical director
- One position is to be offered to the 2020 Youth Mayor
- There are three remaining community member positions to be appointed representing various skills and experience, with nominations exceeding the number of vacancies.

Up to two councillors may be appointed. Cr Ken Dorsey is currently appointed until November 2020. The other councillor position is vacant but is optional to be filled.

Should a second councillor not be nominated, then an additional community member may be appointed, to fill the maximum number of nine members on the committee.

3.0 BACKGROUND

The Burnie Australia Day Special Committee is responsible for arranging and managing the Burnie Australia Day Ceremony in Burnie, including the selection and awarding of Burnie Australia Day Awards.

The positions of all committee members are required to be appointed by Council for a two year period, commencing 1 May 2020.

4.0 LEGISLATIVE REQUIREMENTS

The Burnie Australia Day Committee is established as a Special Committee of Council under section 24 of the *Local Government Act 1993* which states:

24. Special committees

- (1) A council may establish, on such terms and for such purposes as it thinks fit, special committees.
- (2) A special committee consists of such persons appointed by the council as the council thinks appropriate.
- (3) The council is to determine the procedures relating to meetings of a special committee.

5.0 POLICY CONSIDERATIONS

No policy considerations have been identified for this matter.

6.0 FINANCIAL IMPACT

No financial impacts apply to this report. Committee members participate on a voluntary basis.

7.0 DISCUSSION

Clause 2.1 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee state the Committee shall consist of at least six members and a maximum of nine members at any one time.

Clause 2.2 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special states that membership of the committee shall be made up of the following:

2.2 Membership of the Committee shall be made up of:

- *Up to two Councillors appointed by Burnie City Council,*
- *One Community Member being the musical coordinator of the Australia Day celebrations,*
- *Up to two Community Members nominated by and representing the Burnie Victoria League,*
- *Up to four Community Members with skills and experience across any of following areas:*
 - *Arts and culture*
 - *Community services*
 - *Business, marketing and/or events*
 - *Sport, leisure and recreation*
 - *Youth (being either the relevant Burnie Youth Mayor for that year or their delegate; or another community member if the Youth Mayor or delegate is not available)*
 - *General interest*

The committee also consists of up to two Councillors appointed by Burnie City Council and one Council Officer as an ex officio member.

Under Clause 3.4 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, it is a requirement for members to have:

3.4 The Community members are to possess:

- *A demonstrated interest in community events or community service*
- *Good listening and communication skills*
- *The ability to contribute opinions and ideas effectively and work well within a team*
- *The availability to participate and support the Australia Day event in Burnie on 26 January.*

All candidates have completed nomination forms. This report presents the names of those nominated.

For the positions held by Burnie Victoria League, the two nominations should be appointed.

For the position of Musical Director, there is one candidate.

Name	Basis of Application	Receipt of Application
Maggie Smith	Nominated by Burnie Victoria League. Nominee is a current committee member.	Before close of nominations
Carmel White	Nominated by Burnie Victoria League. Nominee is a current committee member.	Before close of nominations
Robert Bentley	Application indicates interests in Arts and Culture, Community Service, Business, Marketing and/or Events and Sport Leisure and Recreation, General Interest and	Before close of nominations

Name	Basis of Application	Receipt of Application
	Youth. Application is for position as Musical Coordinator. Applicant is a current committee member.	
Marg Leeson OAM	Application outlines extensive experience across Arts and Culture, Community Service, Business, Marketing and/or Events and Sport Leisure and Recreation. Applicant is a current committee member.	Before close of nominations
Elizabeth Singleton	Application details extensive experience in Community Service and Business, Marketing and/or Events, and General Interest. Applicant is a current committee member.	Before close of nominations
Trent Aitken	Application outlines experience in Business, Marketing and/or Events, Community Service, and General Interest. New Applicant.	Before close of nominations
Not yet determined	An invitation is to be extended to the Youth Mayor 2020, once Youth Council is formed.	

It is recommended that the four undetermined candidates be selected to represent the following areas as listed in Rules of Operation:

- *Arts and culture*
- *Community services*
- *Business, marketing and/or events*
- *Sport, leisure and recreation*

8.0 RISK

There are no significant risks identified in this report.

9.0 CONSULTATION

Council Officers have administered the advertising and nomination process in accordance with the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee.

COUNCIL RESOLUTION**Resolution number: MO198-20****MOVED: Cr K Dorsey****SECONDED: Cr G Simpson**

“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, appoint the following persons to the Committee for a period of two years, commencing 1 May 2020:

- 1) Maggie Harris (as nominated by Burnie Victoria League)***
- 2) Carmel White (as nominated by Burnie Victoria League)***
- 3) Robert Bentley to the position of Musical Coordinator***
- 4) Margaret Leeson OAM to a community member position***
- 5) Elizabeth Singleton to a community member position***
- 6) Trent Aitken to a community member position; and***
- 7) The 2020 Youth Mayor (if available, once Youth Council is formed).”***

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

CORPORATE AND BUSINESS SERVICES**AO172-20 DELEGATION TO THE GENERAL MANAGER
PLACE NAMES ACT 2000**

FILE NO: 15/2/5

PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.1	A Council that provides engaging and effective leadership to Burnie.
Strategy	7.1.1	Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.

1.0 RECOMMENDATION:***“THAT Council in accordance with section 22(1) Local Government Act 1993 –***

- a) Delegate to the General Manager all of its powers and functions as a “responsible authority” under section 11 of the Place Names Act 2020 to name, or to alter, revoke, clarify, extend or reduce the name of a highway, road, street, lane or thoroughfare within the Burnie municipal area; and***
- b) Authorise the General Manager under section 64 of the Local Government Act 1993 to delegate any of the above functions and powers to an employee of Council with the appropriate qualifications, skills and experience; and***
- c) Modify the delegation provided by the Council to the General Manager to exercise the powers and functions of the Council under the Survey Coordination Act 1944 on 11 December 2012 to delete reference to section 20E(2) of that Act as it applied in relation to the naming of streets.”***

2.0 SUMMARY

New legislation in the *Place Names Act 2020* has been introduced which requires a revision to the delegations to the General Manager.

The delegation will not create a new form of authority in the General Manager. It is merely a replacement of an existing delegation to reflect a change in the enabling legislation.

3.0 BACKGROUND

The State Government has revised statutory arrangements and decision criteria for naming places within Tasmania.

Provisions in the *Survey Co-ordination Act 1944* which formerly provided a power to the council of a municipal area to name a road or street within that municipal area have been repealed.

The *Place Names Act 2020* provides the council of a municipal area with a corresponding power to name roads and streets.

The Council has delegated its powers under the *Survey Co-ordination Act 1944* to the General Manager.

Proclamation of the *Place Names Act 2020* means the delegation made under the *Survey Co-ordination Act 1944* has no effect in relation to the naming of roads.

It is necessary for the Council to determine a delegation of its powers to name roads under the *Place Names Act 2020* to the General Manager.

4.0 LEGISLATIVE REQUIREMENTS

This report addresses responsibilities under the new *Place Names Act 2020*, as outlined above in Background. The details are set out below under Discussion.

5.0 DISCUSSION

Naming of Places

The naming of places in Tasmania is now regulated by the *Place Names Act 2020*.

A place is defined in section 4 to mean –

- a) any geographical or topographic feature, whether natural or artificial, or on land, underground or underwater;*
- b) suburb, locality, habitation or other feature of community or cultural significance;*
- c) a highway, road, street, lane or thoroughfare that is open to, or lawfully used by the public, or that is a private road that contains residences that have or are capable of having, a separate address;*
- d) park, recreation area, sporting ground, walking or bicycle track that is open to or used by the public; and*
- e) any other area or feature that is, or is likely to be, of public, cultural or historical interest*

The administrative arrangements under the Act replace the former Nomenclature Board with a Place Names Advisory Panel; and create the statutory position of Registrar of Place Names.

Any person may make a proposal to the Registrar to name, or to alter, revoke, clarify, extend or reduce the name of a place, other than a road or street of a type defined in section 4(1)(c).

The Registrar must advertise the proposal and invite submissions from any interested person; and at the end of the exhibition period must provide the Place Names Advisory Panel with the proposal and any submissions received.

The Place Names Advisory Panel has responsibility to provide the Minister with a recommendation to approve or refuse the proposal.

The Registrar must enter an approved place name, and any relevant information in relation to location, boundaries, and extent of the place, in the Register of Place Names.

Section 11 of the Act establishes the council of a municipal area is the “*responsible authority*” to name, or to alter, revoke, clarify, extend or reduce the name of a highway, road, street, lane or thoroughfare of a kind described in section 4(1)(c) if located within the municipal area of the council.

The naming of a highway, road, street, lane or thoroughfare must comply with the relevant parts of the Tasmanian Place Naming Guideline issued by the Department of Primary Industry, Parks, Water and Environment, the requirements of the Act and any other applicable Act, and any relevant procedures of the council.

If a council names, or alters, revokes, clarifies, extends or reduces the name of a highway, road, street, lane or thoroughfare, it must submit details of the action to the Place Names Registrar.

The Registrar must record details of the naming action in the Register unless of the opinion the name does not comply with the Guidelines or is a name that is approved for another place, in which event the Registrar may refuse the name and require the council to submit another name.

The Place Naming Guideline contains principles and criteria intended to provide a consistent approach to the selection and use of place names.

The Guideline instructs that the name for a place should be simple and concise, easy to pronounce, spell and write, and without duplication. Offensive and protected or restricted words must not be used.

Personal or commemorative names may only be applied posthumously; and there must be evidence the person had a direct and long association with the locality, or had made a significant contribution to the area. Business or commercial names should not be used, unless in a commemorative sense.

Delegation

Section 22 *Local Government Act 1993* provides a council may delegate, with or without conditions, any of its functions or powers under the Act or any other Act to the General Manager other than the power of delegation and the powers in relation to the matters set out in section 22(3).

The powers under section 11 *Place Names Act 2020* are not powers of a kind to which section 22(2) and 22(3) of the *Local Government Act 1993* apply.

3.0 POLICY CONSIDERATIONS

Council has no current place naming policy or procedure.

There is no apparent need to set a policy for the naming of places within the municipal area.

The statutory procedures and considerations for place naming, including for a road (now set out in the *Place Names Act 2020*) are sufficiently comprehensive and certain to not require additional measures specific to the Council's operations.

4.0 FINANCIAL IMPACTS

There is no financial impact in making this delegation.

5.0 DISCUSSION

Council has a long standing power to name, or to alter, revoke, clarify, extend or reduce the name of a road within the Burnie municipal area.

Introduction of the *Place Names Act 2020* to replace place naming provisions in the *Survey Coordination Act 1944* restates, but does not remove that power.

The Council's position in relation to the naming of any other place requires that it must submit a proposal to the Place Names Registrar, and a decision will be made by the portfolio Minister on advice from the Place Names Advisory Panel.

The Council has historically delegated the road naming power to the General Manager.

There are very few occasions on which it is necessary that the Council name a road of its creation, or is required to name or to alter, revoke, clarify, extend or reduce the name of an existing road.

A requirement to name a road or street arises primarily from the creation of a new road on an approved plan of subdivision.

It is practice for the subdivision owner to propose a name for each new road; and to submit the name for approval by the council.

Council's delegate will assess a proposed name for compliance to the relevant State law and guideline (currently the *Place Names Act 2020* and the Tasmanian Place Naming Guidelines); and if satisfied there is compliance, will approve the name and submit it to the relevant State agency to be included on the official place names register.

From time to time a person may propose a name to the Council to be considered for use in naming a place within the municipal area. Such names typically intend the commemoration of a person who has been active in the local community.

If Council accepts the proposal, the name is placed on a list; and may be available if it becomes necessary to name a place. However, a subdivision owner will normally seek to apply a road name of their choice, and the Council list is rarely used.

It is appropriate to the effective operation of the Council's road naming power that the role of a "responsible authority" under section 11 of the Act be delegated to the General Manager.

A delegation under the *Place Names Act 2020* will not create a new form of authority in the General Manager. It is merely a replacement of an existing delegation to reflect a change in the enabling legislation.

6.0 RISK

There is no risk identified in making this delegation as it reflects current practice and is required as a result of the introduction of the new Place Names Act 2020, replacing sections of the Survey Coordination Act 1944. The new delegation is part of the ongoing review of General Manager's delegations to ensure they remain current and compliant.

7.0 CONSULTATION

Relevant officers have been consulted in the preparation of this report.

COUNCIL RESOLUTION**Resolution number: MO199-20****MOVED:** Cr K Dorsey**SECONDED:** Cr C Lynch***“THAT Council in accordance with section 22(1) Local Government Act 1993 –***

- a) Delegate to the General Manager all of its powers and functions as a “responsible authority” under section 11 of the Place Names Act 2020 to name, or to alter, revoke, clarify, extend or reduce the name of a highway, road, street, lane or thoroughfare within the Burnie municipal area; and***
- b) Authorise the General Manager under section 64 of the Local Government Act 1993 to delegate any of the above functions and powers to an employee of Council with the appropriate qualifications, skills and experience; and***
- c) Modify the delegation provided by the Council to the General Manager to exercise the powers and functions of the Council under the Survey Coordination Act 1944 on 11 December 2012 to delete reference to section 20E(2) of that Act as it applied in relation to the naming of streets.”***

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.**Against:*****CARRIED UNANIMOUSLY***

CORPORATE AND BUSINESS SERVICES**AO173-20 POLICY REVIEW - COMMUNITY LIABILITY POLICY CP-CBS-SG-025**

FILE NO: 4/14/2
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.1	A Council that provides engaging and effective leadership to Burnie.
Strategy	7.1.1	Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.

1.0 RECOMMENDATION:

“THAT Council adopt the revised policy Community Liability Policy CP-CBS-SG-025 as presented.”

2.0 SUMMARY

This report presents a revised draft policy in relation to Community Liability Insurance. It is reviewed annually following the placement of Council’s insurances for the year.

If adopted, this policy will replace the existing Community Liability Policy.

3.0 BACKGROUND

The purpose of this policy is to provide a potential public liability insurance option for community groups or individuals who wish to hire Council reserves or facilities, but may not reasonably be expected to carry their own public liability insurance.

Examples include:

- parents hiring a hall for a teenager’s birthday party;
- a wedding being held in a reserve;
- or hobby group hiring a meeting room;
- a community group conducting an event in a reserve.

The policy also extends to performers, stallholders, artists at Council events, and buskers operating under a Council permit.

4.0 LEGISLATIVE REQUIREMENTS

There are no legislative requirements identified to be considered with this matter.

5.0 POLICY CONSIDERATIONS

Revisions to Council policies are made on an ongoing basis in order to meet Strategy 7.1.1 of the Corporate Plan:

“Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.”

6.0 FINANCIAL IMPACT

There is no financial impact in relation to the review of this policy. Council maintains a Community Liability insurance policy within its insurance portfolio. The policy premium is currently less than 1.0% of the total annual insurance premium paid by Council across its portfolio. Members of the public utilising this policy are not charged an additional fee. The review of this policy presents no change in terms of financial impact.

7.0 DISCUSSION

There are two changes recommended to the policy content.

Amount of Cover

Where hirers do have their own public liability, it is proposed to increase the requirement for cover to from \$10 million to \$20 million. This is reflective of current expectations in terms of liability coverage and aligns with the level of cover provided in the Community Liability Pack insurance policy. This change is reflected in Section 4.2 of the attached draft policy.

Deductible

The second change is an increase in excess from \$250 in previous years to \$500. The \$500 excess applies in the new insurance policy, effective from 1 July 2020. This change is reflected in Section 4.7 of the attached draft policy.

The policy is intended to be kept brief and simple to understand for individuals or groups who may seek to use it.

This policy is available to the public on Council’s website.

An internal process is in place for Council Officers who are dealing with the public to submit requests for approval under this policy to the Governance Officer. Assessments are made in accordance with the insurance policy provisions.

In the case of venue or reserve hirers, the scope of the policy is limited to situations where the hirer signs a formal Hire Agreement with Council.

8.0 RISK

The primary risk associated with hirers of Council’s facilities and reserves is in ensuring that such groups take appropriate responsibility for risk management of their own event. Risk

management plans may be requested as part of the hiring process, although this can depend on the nature of the event. Public liability insurance can be a form of protection where that group may be found as a negligent party in such an event.

While Council has its own Public Liability in place, it cannot extend that policy to cover the liability of other such parties.

Instead Council sources this separate Community Liability Pack policy which is specifically available to cover those groups who may be hiring Council's reserves or facilities, but would not reasonably be expected to carry their own public liability. The policy also extends to performers, stallholders, artists at Council events, and buskers under a Council permit.

All hirers of Council's reserves and facilities are requested to attach a copy of their public liability insurance. Those that do not have public liability can request to rely on this Community Liability policy if they appear to be eligible under the attached public policy document and subject to the current conditions.

9.0 CONSULTATION

This policy has been reviewed for consistency with the current relevant insurance policy.

The draft policy was tabled with workshop papers on 14 July 2020 allowing opportunity for review and questions.

ATTACHMENTS

1 [↓](#) Revised Draft Policy - Community Liability Policy

COUNCIL RESOLUTION

Resolution number: MO200-20

MOVED: *Cr A Keygan*


SECONDED: *Cr K Dorsey*

"THAT Council adopt the revised policy Community Liability Policy CP-CBS-SG-025 as presented."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Community Liability Policy – Draft Revision	
	Approved By: Council	Document Code: CP-CBS-SG-025
	Doc Controller: Executive Manager	Version: 8.0
	Corporate Governance	Approved Date: TBC
	File: 4/14/2	Next Review Date: +1 year

1 PURPOSE

The purpose of this policy is to provide an insurance option for groups or individuals who do not carry their own public liability insurance but wish to hire a Council venue, perform, demonstrate or operate a stall at a Council event, or be a busker under a Council permit.

2 OBJECTIVE

The objective of this policy is to explain in simple terms the requirements and limitations of Council's Community Liability insurance policy that may be available to eligible hirers of Council's reserves and facilities, as well as performers, stallholders, artists and buskers.

3 SCOPE

This policy may apply to:

- Casual hirers of Council reserves and facilities under a signed hire agreement,
- Performers, stallholders, and artists at a Council event, and
- Buskers operating under a Council permit

This is subject to their eligibility to rely on the insurance, and approval by Council.

Casual hirers are defined as all casual, ad-hoc and regular hirers provided hire occurs no more than 52 times per annum (per hirer).

4 POLICY

4.1 Hirers of reserves and facilities

Burnie City Council carries a Community Liability insurance policy which generally extends to casual hirers of Council-owned reserves and facilities.


The policy is intended to provide liability insurance for individuals or groups that are using the facilities on a casual basis and who would not reasonably be expected to have their own public liability insurance cover.

Examples include a parent hiring a hall for a teenager's birthday party, a wedding being held in a reserve, or hobby group hiring a meeting room.

4.2 Casual hirers not eligible for cover

Coverage under Council's Community Liability policy excludes:

- Regular hirers where their hire occurs more than 52 times per year

 <p>BURNIE CITY COUNCIL</p>	COUNCIL POLICY	
	Community Liability Policy – Draft Revision	
	Approved By: Council	Document Code: CP-CBS-SG-025
	Doc Controller: Executive Manager	Version: 8.0
	Corporate Governance	Approved Date: TBC
File: 4/14/2	Next Review Date: +1 year	

- Hirers undertaking certain activities such as sporting activities, markets, fairs, dances and shows, rock concerts
- Persons or groups undertaking child minding or childcare services
- Products liability for second hand electrical items or tools
- Hirers undertaking commercial activities (including where an admission fee is charged)
- Participants in a festival or event not organised by Council – cover should be maintained by the event organiser

For details of all policy terms, reference should be made to the conditions and exclusions of the Community Liability insurance policy.

It is a requirement as a condition of use, for all sporting bodies having regular use of sporting facilities provided by the Council, to maintain a Public Liability insurance policy, and that the cover be at least twenty million dollars (\$20 million) or such other amount as determined in consultation with the Council's Insurance Brokers.

It is a requirement as a condition of use, for all other hirers not covered as a casual hirer under Council's Community Liability policy to maintain public liability insurance extending to the use, activity and premises being hired. The level of such cover to be not less than twenty million dollars (\$20 million) unless specified differently by Council.


4.3 Hire agreements

Casual hirers will not be covered by Council's Community Liability policy where a formal Hire Agreement is not completed.

The Hire Agreement asks hirers to provide a copy of their public liability insurance certificate. In cases where hirers do not carry public liability (such as individuals or ad hoc groups), they may request that they rely on Council's Community Liability policy.

The decision as to whether the policy will extend to any particular hirer, booking or event will be made by the Governance Officer or Executive Manager Corporate Governance, acting upon advice from Council's insurance broker.

Those individuals or groups who have approval to rely upon the Community Liability policy will be provided with a copy of the policy conditions and exclusions.

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Community Liability Policy – Draft Revision	
	Approved By: Council	Document Code: CP-CBS-SG-025
	Doc Controller: Executive Manager	Version: 8.0
	Corporate Governance	Approved Date: TBC
File: 4/14/2		Next Review Date: +1 year

4.4 Performers / Stallholders / Artists / Buskers

The Community Liability policy may extend in certain cases to cover various uninsured performers, stallholders and artists operating under Council-organised events within the municipality of Burnie.

The Community Liability policy may also extend in certain cases to cover buskers and stallholders not otherwise excluded under the insurance policy, who are operating under a Council permit.

Enquiries of this nature should be directed to the Governance Officer or the Executive Manager Corporate Governance.

4.5 Risk management responsibility

All casual hirers of Council reserves and facilities, as well as performers, stallholders, artists and buskers have a primary responsibility to conduct their activities in a safe manner for all involved, and to ensure risks are minimised.

Any incidents, accidents, near misses (regardless of any fault) or hazards identified must be reported to Council through the relevant Council Officer for that venue or event.


4.6 Claims

Insurance claims under this policy directed at any party relying on this policy must be directed to Council's Governance Officer or Executive Manager Corporate Governance who will lodge the claim with the insurers as appropriate.

The insured party must not admit any liability, as this is determinable by the insurance assessors and may breach the conditions of the insurance policy.

4.7 Policy deductible (excess)

In the event of a claim, a policy excess applies and is payable by the insured party. (In 2020-21 the excess is \$500 'for each and every claim or series of claims arising out of any one occurrence'.)

 <p>BURNIE CITY COUNCIL</p>	COUNCIL POLICY	
	<p>Community Liability Policy – Draft Revision</p>	
Approved By:	Council	Document Code: CP-CBS-SG-025
Doc Controller:	Executive Manager Corporate Governance	Version: 8.0
File:	4/14/2	Approved Date: TBC
		Next Review Date: +1 year

4.8 Policy subject to change

The provisions of this policy are subject to changes in the Community Liability insurance policy on an annual basis following renewal negotiations.

Should a conflict exist between this document *CP-CBS-SG-025 Community Liability Policy*, and Council’s Community Liability insurance policy, the insurance policy shall take precedent.

5 LEGISLATION

There is no relevant legislation applicable to this policy.

6 RELATED DOCUMENTS

Current Community Liability Insurance Policy – Burnie City Council
Written Hire Agreements relative to each venue or reserve

Policy Endorsement	
Responsibility:	It is the responsibility of the Executive Manager Corporate Governance to administer this policy and ensure the relevant insurances are maintained in accordance with the policy. It is the responsibility of the Governance Unit to maintain this policy in the corporate document framework.
Minute Reference:	
Council Meeting Date:	
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable. Strategy 7.8.1 Develop an integrated approach to risk management from the strategic level through to the activity level.
Previous Policies Replaced:	This policy replaces the previous policy <i>CP-CBS-SG-025 Community Liability Policy</i> version 7.0 dated 17 September 2019, Item Number AO249-19.
Date of Commencement:	
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council’s website (www.burnie.net)

GENERAL MANAGER**AO174-20 GENERAL MANAGER'S REPORT - OPEN SESSION**

FILE NO: 4/18/2

PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.2	Council and the community are informed and engaged on issues of local importance.
Strategy	7.2.1	Enhance the level of community and organisational engagement across a range of Council operations.

1.0 RECOMMENDATION:***“THAT Council note the information contained in the General Manager’s Report.”*****2.0 SUMMARY**

This report includes the following items:

- 2.1 General Manager’s Communications
- 2.2 Council Meeting Action List

2.1 GENERAL MANAGER’S COMMUNICATIONS

The General Manager advises Council the following functions and meetings were attended, since the last Council Meeting report:

Date	Meeting / Function
10 June	Stakeholder Meeting with Tasmanian Audit Office
	Meeting with Anita Dow MP
15 June	BAC - Board Meeting
16 June	Meeting with Minister Roger Jaensch MP and Chief of Staff
17 June	WxNW Virtual Café - Q&A Session with Robyn Denholm (Chair of Tesla Inc)
	Business North West – General Meeting
23 June	Cooee to Wynyard Coastal Pathway - Working Group Meeting
25 June	LGAT Webinar: Leading in a time of a Pandemic
30 June	Meeting with David Clerk, UTAS
2 July	Meeting with GHD and LCM

Date	Meeting / Function
6 July	WebEx Meeting with Minister Shelton, LGAT and Councils
7 July	UTAS/BCC West Park Transition Working Group
8 July	Meeting with Tom Wootton - West x North West

2.2 COUNCIL MEETING ACTION LIST

The action lists from Council Meetings in Open Session are attached.

ATTACHMENTS

1. [Open Session - All Actions - 16 June 2020](#)
2. [Open Session - Outstanding Actions Jan 2018 to May 2020](#)

COUNCIL RESOLUTION

Resolution number: MO201-20

MOVED: *Cr G Simpson*

SECONDED: *Cr D Pease*

“THAT Council note the information contained in the General Manager’s Report.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Council Meeting Action Report				
All Actions for Open Session of 16 June 2020				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 16/06/2020	Date To: 16/06/2020
			Printed: Monday, 13 July 2020	
Item Number	Report Title	Action	Department	Completed
AO139-20	PUBLIC QUESTION TIME	19 Jun 2020 ACT: Arrange a written response to Mrs Lyn Price for her public question at the June Council Meeting, per AO139-20. 22 Jun 2020 Action completed. Letter emailed 22.6.2020 959976	Corporate and Business Services	22/06/2020
Council 16/06/2020				
AO141-20	CRADLE COAST WASTE MANAGEMENT GROUP - ANNUAL PLAN AND BUDGET 2020/21	19 Jun 2020 ACT: Write to CCWVG to advise of Council's endorsement of their Annual Plan and Budget Estimates 20-21, per Council resolution AO141-20.	Works and Services	
Council 16/06/2020				
AO143-20	POLICY REVIEW - RATES AND CHARGES POLICY CP-CBS-SG-004	19 Jun 2020 ACT: Finalise the Rates and Charges Policy in the Corporate Document Framework and make available to the public. 22 Jun 2020 Action completed. Policy finalised and published.	Corporate and Business Services	22/06/2020
Council 16/06/2020				
AO144-20	RATES RESOLUTION 2020-21	19 Jun 2020 ACT: Update the General Manager's Delegations with the 2020-21 Rates Resolution, AO144-20. 23 Jun 2020 Action completed. GM Delegations updated.	Corporate and Business Services	23/06/2020
Council 16/06/2020				
AO145-20	PHASE TWO - COVID-19 COMMUNITY SUPPORT PACKAGE	19 Jun 2020 ACT: Update the General Manager's Delegations with the resolution of council in relation to remissions under the Local Government Act 1993, per AO145-20. 23 Jun 2020 Action completed. GM Delegations updated.	Corporate and Business Services	23/06/2020
Council 16/06/2020				
AO147-20	GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MAY 2020	19 Jun 2020 QON: Provide a response to Council in relation to the status of the fish cleaning tray to be installed at South Burnie Beach. 20 Jun 2020 Action completed. Details of the fish cleaning station have been provided to Council via email.	Works and Services	20/06/2020
Council 16/06/2020				
AO151-20	COMMUNICATIONS JOURNAL JUNE 2020	19 Jun 2020 ACT: Send an acknowledgement to Premier Gutwein for his letter re cruise ships and Burnie Port, noting it is appreciated, per AO151-20. 25 Jun 2020 Action completed. Acknowledgement sent - DOC ID 960335.	Office of the General Manager	25/06/2020
Council 16/06/2020				

Council Meeting Action Report		Date From: 16/06/2020		
All Actions for Open Session of 16 June 2020		Date To: 16/06/2020		
		Printed: Monday, 13 July 2020		
Key: RES = Action arising from Resolution; ACT = Action required in addition;				
QON = Question on Notice; NOTE = Progress Note				
Item Number	Report Title	Action	Department	Completed
AO152-20	COMMUNICATIONS JOURNAL - BURNIE HARNES RACING CLUB - RIDE ON LAWN MOWER	19 Jun 2020 RES: Advise the Burnie Harness Racing Club of Council's decision in relation to the donation of a used ride-on mower and negotiate a suitable contribution, in accordance with the resolution of Council AO152-20. 20 Jun 2020 NOTE: Letter sent to the BHRC advising of Council decision. Awaiting feedback from BHRC	Works and Services	
Council 16/06/2020				
AO153-20	COMMUNICATIONS JOURNAL - FRIENDS OF BURNIE PENGUINS INC - PARSONAGE POINT	19 Jun 2020 RES: Work with Friends of Little Penguins to facilitate access to the Waterfront Playground toilets, as per Council resolution AO153-20. 20 Jun 2020 NOTE: Letter advising of Council's decision sent to the friends. Friends to liaise with officers on revised opening hours for the public amenities.	Works and Services	
Council 16/06/2020				
AO151-20	COMMUNICATIONS JOURNAL JUNE 2020	19 Jun 2020 ACT: Send a response to LGAT from the Mayor confirming agreement to defer the Australia Day motion until a later time as requested in their letter of 18 May 2020, per AO151-20. 24 Jun 2020 Action completed. Letter of response sent 3/6/20 (DOC ID 958306)	Office of the General Manager	24/06/2020
Council 16/06/2020				
AO151-20	COMMUNICATIONS JOURNAL JUNE 2020	19 Jun 2020 ACT: Send an acknowledgement to West by North West for their letter of 9 June 2020 offering support for the coastal pathway project, per AO151-20. 25 Jun 2020 Action completed. Acknowledgement sent - DOC ID 960341.	Office of the General Manager	25/06/2020
Council 16/06/2020				
AO151-20	COMMUNICATIONS JOURNAL JUNE 2020	19 Jun 2020 ACT: Send an acknowledgement to Gavin Smith of Royal Caribbean Cruises Ltd for his letter of 24 May 2020. 25 Jun 2020 Action completed. Acknowledgement sent - DOC ID 960337.	Office of the General Manager	25/06/2020
Council 16/06/2020				

Council Meeting Action Report		Outstanding Actions for Open Sessions Jan 2018 to May 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		Date From: 30/01/2018 Date To: 30/05/2020 Printed: Monday, 13 July 2020	
Item Number	Report Title	Action	Department Completed
AO011-18	MOTION ON NOTICE - PROPOSED RECREATIONAL PIER	31 Jan 2018 - 9:11 AM - RES: Write to the State Government to request financial support to complete a feasibility study for a recreational pier at West Beach, in accordance with the resolution of Council AO011-18. 7 Feb 2018 NOTE: Letter prepared for Minister Hidding. Awaiting comment from State Government. 11 May 2018 NOTE: Awaiting response from the State Government. 25 Jun 2018 NOTE: Awaiting advice from SG. 2 Oct 2018 NOTE: Follow up letter sent to Minister's office. 14 Dec 2018 NOTE: No response to date. 4 Mar 2019 NOTE: No response received as at 4 March. 26 Nov 2019 NOTE: Further correspondence drafted to new minister in regard to this matter.	Works and Services
Council 30/01/2018			
AO105-18	COMMUNICATIONS JOURNAL - BURNIE ATHLETIC CLUB INC - WEST PARK CLUB ROOMS	17 Apr 2018 RES: Work with the appointed interim Working Group for West Park Sports Ground to develop the draft Terms of Reference for a West Park Special Advisory Committee, incorporating members as per the resolution of Council AO105-18. 3 Aug 2018 NOTE: To be considered at next Working Group meeting in late August. 9 Nov 2018 NOTE: Funding application submitted for BAC Clubroom extension and other improvements at West Park.	Community and Economic Development
Council 17/04/2018			
AO126-18	BURNIE LOOP TRAIL	18 May 2018 RES: Progress signage and marketing collateral and implement the Burnie Loop Trail as endorsed by Council resolution AO126-18. 14 Dec 2018 NOTE: Route identified. Signage plan in development.	Works and Services
Council 15/05/2018			
AO198-18	MOTION ON NOTICE - SINGLE USE PLASTICS	23 Aug 2018 RES: Develop and communicate a council-wide approach to the banning of single use plastics at all Council-run events, and encourage the same by external events on council property in accordance with the resolution of Council AO198-18. 5 Sep 2018 NOTE: Initial discussion of ban workshopped with Aldermen 28 August. Council officers to present draft policy in early 2019. 18 Jan 2019 NOTE: A working group established to develop policy. 27 Sep 2019 NOTE: Policy being completed. To be presented to a Workshop of Council in February 2020. 5 Mar 2020 NOTE: Workshop scheduled for 7 April.	Community and Economic Development
Council 21/08/2018			

Council Meeting Action Report**Outstanding Actions for Open Sessions Jan 2018 to May 2020**Date From: 30/01/2018
Date To: 30/05/2020
Printed: Monday, 13 July 2020Key: RES = Action arising from Resolution; ACT = Action required in addition;
QON = Question on Notice; NOTE = Progress Note

Item Number	Report Title	Action	Department	Completed
AO237-18	MOTION ON NOTICE - BIKE TRACK VIEW ROAD	<p>21 Sep 2018 RES: Arrange a workshop visit to View Road Bike Track and seek interest in a working group for improvements in 2019-20 budget, in accordance with the resolution of Council AO237-18.</p> <p>9 Nov 2018 NOTE: To be arranged for a workshop in the new year.</p> <p>19 Jun 2019 NOTE: Workshop scheduled for 22 October 2019.</p> <p>23 Oct 2019 NOTE: Council visited site, Pump track concept to be explored and further briefing provided to Council.</p> <p>26 Nov 2019 NOTE: Council further discussed project at 26 November workshop.</p> <p>15 Dec 2019 NOTE: Working group to be established</p> <p>19 Feb 2020 NOTE: Working group formed. Concept plan in development. Aim for end March concept plan.</p> <p>1 Jun 2020 NOTE: Discussed at 2 June workshop.</p>	Works and Services	
Council 18/09/2018				
AO311-18	MOTION ON NOTICE - WALKING TRAILS	<p>22 Nov 2018 RES: Review the opportunity to create two walking trails - a cultural Red Line trail, and an environmental Green Line trail in accordance with the resolution of Council AO311-18; and provide an update to councillors on current walking trail plans in progress.</p> <p>5 Jul 2019 NOTE: Trails being considered as part of broader track / trail strategy. Briefing previously provided to Council on signage strategy.</p>	Works and Services	
Council 20/11/2018				
AO335-18	MOTION ON NOTICE - UPPER BURNIE SPORTS CENTRE	<p>13 Dec 2018 RES: Undertake a review of the Upper Burnie Sports Centre building in terms of current and future needs and a comparison of costs for upgrading versus replacing the facility, in accordance with the resolution of Council AO335-18.</p> <p>20 Feb 2019 RES: Incorporate subsequent resolution AO031-19 on 19 Feb 2019 to explore requirements, benefits, cost and location for an indoor multi-sport facility prior to the federal election.</p> <p>4 Mar 2019 NOTE: Developing an improvement plan discussed as part of 25 Feb workshop.</p> <p>26 Nov 2019 NOTE: Working group established to consider new stadium project.</p> <p>7 Apr 2020 NOTE: Work progressing on recreational needs analysis. Will inform review of the sports centre.</p> <p>30 Jun 2020 NOTE: Draft report prepared - reviewed late June. Consultation to occur.</p>	Works and Services	
Council 11/12/2018				

Council Meeting Action Report**Outstanding Actions for Open Sessions Jan 2018 to May 2020**

Date From: 30/01/2018
Date To: 30/05/2020
Printed: Monday, 13 July 2020

Key: RES = Action arising from Resolution; ACT = Action required in addition;
QON = Question on Notice; NOTE = Progress Note

Item Number	Report Title	Action	Department	Completed
AO088-19	MOTION ON NOTICE - REEVES STREET	18 Apr 2019 RES: Write to Metro to consider the possibility of a bus shelter in the vicinity of the Reeves St - Bunnings connection, in accordance with the resolution of Council AO088-19. 5 Jul 2019 NOTE: Department of State Growth are reviewing bus routes in Burnie. Opportunity to include stops on Reeve street under consideration by DSG and Metro. 19 Feb 2020 NOTE: Department has finalised review. Revised routes to be released. 7 Apr 2020 NOTE: DSG has put new bus routes implementation on hold due to COVID 19.	Works and Services	
Council 16/04/2019				
AO158-19	MOTION ON NOTICE - VIDEO RECORDING OF MOTIONS ON NOTICE AND PUBLIC QUESTION TIME AT COUNCIL MEETINGS	19 Jun 2019 RES: Investigate livestreaming of Council Meetings, in accordance with resolution of Council AO158-19. 1 Jul 2020 NOTE: Investigations progressing in sound quality at chambers for improved recording and potential livestreaming options.	Corporate and Business Services	
Council 18/06/2019				
AO161-19	MOTION ON NOTICE - AURORA BOXES ARTWORK	19 Jun 2019 RES: Investigate the potential to paint Aurora boxes in Burnie and workshop further with Council, as per the resolution of Council AO161-19. 5 Jul 2019 NOTE: Youth development officer has carriage of project. Currently liaising with relevant agencies. 4 May 2020 NOTE: To be reviewed as part of Street Art Working Group.	Community and Economic Development	
Council 18/06/2019				
AO189-19	MOTION ON NOTICE - FOOD ORGANICS AND GARDEN ORGANICS (FOGO) COLLECTION	17 Jul 2019 RES: Provide an updated FOGO Discussion Paper at a 2019 Workshop incorporating community consultation and cost implications for the FMS, so that the matter can be considered prior to the 2020-21 budget process, in accordance with the resolution of Council AO 189-19. 5 Sep 2019 NOTE: Paper drafted to be presented to 29 October workshop. 23 Oct 2019 NOTE: Briefing provided to 22 October workshop. To progress to an education and communication planning process with CCWMG. 15 Dec 2019 NOTE: Issue discussed with CCWMG. Awaiting a response for the group in regard to Council's suggestions. 7 Apr 2020 NOTE: No further advice provided by Region to date.	Works and Services	
Council 16/07/2019				

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to May 2020		Date To: 30/05/2020	
		Printed: Monday, 13 July 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO218-19	MOTION ON NOTICE - STREET ART WORKING GROUP	22 Aug 2019 RES: Form a street art working group to develop a 3 year strategy and action plan for street art in the city, to be presented to council in March 2020, in accordance with the resolution of Council AO218-19. 23 Dec 2019 NOTE: First Working Group meeting held. 6 Apr 2020 NOTE: Working Group has been suspended.	Community and Economic Development
Council 20/08/2019			
AO242-19	MOTION ON NOTICE - CITY REVITALISATION PLAN	30 Sep 2019 RES: Prepare a report to Council with proposed Terms of Reference for a CBD Revitalisation Working Group, in accordance with the resolution of Council AO242-19. 1 Oct 2019 NOTE: Listed for discussion at Workshop on 8.10.2019. 9 Oct 2019 NOTE: The establishment of a terms of reference was discussed at Council workshop on 8.10.2019. The consensus of the discussion was that this matter be deferred for six months. This will be discussed further with Council in April 2020. 2 Apr 2020 NOTE: This will be a matter that will be considered as part of the response to COVID-19. The action has been deferred to July 2020.	Office of the General Manager
Council 17/09/2019			
AO244-19	MOTION ON NOTICE - SMOKING BAN IN CBD	19 Sep 2019 RES: Prepare a report to council that investigates matters relevant to proposing the town centre be a smoke free area, by addressing each of the matters contained in Council resolution AO244-19. 24 Feb 2020 NOTE: Scheduled for Council workshop in March 2020.	Land and Environmental Services
Council 17/09/2019			
AO245-19	MOTION ON NOTICE - MAGAZINE OR NEWSLETTER OF ACTIVITIES, FUNCTIONS AND EVENTS	19 Sep 2019 RES: Introduce a printed newsletter featuring activities, functions, events, and promotions and any other information relating to the City, at least every six months, with participating advertisers to help defray the costs, in accordance with the resolution of Council AO245-19.	Corporate and Business Services
Council 17/09/2019			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to May 2020		Date To: 30/05/2020	
		Printed: Monday, 13 July 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO257-19	COMMUNICATIONS JOURNAL - BURNIE FIELD NATURALIST CLUB INC - MEMORIAL PLAQUE AND/OR DEDICATION SEAT FOR THE LATE LEXIE PAUL	19 Sep 2019 RES: Send a response to the Burnie Field Naturalists Club confirming Council's support for the installation of a plaque and memorial seating for the late Ms Lexie Paul, and make arrangements for this to be implemented, per resolution AO257-19. 22 Sep 2019 NOTE: Club advised of Council's decision. Officer to works with the Club. 30 Apr 2020 NOTE: BFNC have not contacted council to date. Follow up letter sent. 1 Jun 2020 NOTE: BFNC have confirmed acceptance of BCC proposal. Officers to work with Club. 30 Jun 2020 NOTE: Seat being installed early July 2020.	Works and Services
Council 17/09/2019			
AO311-19	PROPOSAL TO DISPOSE (LEASE) A PORTION OF PUBLIC LAND TO BURNIE POLICE AND CITIZENS BOYS AND GIRLS CLUB INC (PCYC) 1-5 TERRYLANDS STREET, BURNIE CT VOLUME 158965 FOLIO 1	21 Nov 2019 RES: Negotiate a community lease with PCYC, in accordance with the resolution of Council AO311-19.	Community and Economic Development
Council 19/11/2019			
AO334-19	MOTION ON NOTICE - PUBLIC MEET AND GREET	12 Dec 2019 ACT: Make arrangements for Councillor quarterly public meet and greet sessions to commence February/March 2020. 3 Apr 2020 NOTE: Planning undertaken for remainder of 2020 but deferred due to Covid 19 restrictions.	Corporate and Business Services
Council 10/12/2019			
AO038-20	MOTION ON NOTICE - OLD BURNIE INN	24 Feb 2020 RES: Arrange meeting between Burnie Historical Society and MWMA architects relating to the Burnie Inn query, as per AO038-20. 1 Jun 2020 NOTE: Meeting had been arranged between Historical Society and Architects but was postponed due to COVID.	Community and Economic Development
Council 18/02/2020			
AO043-20	MOTION ON NOTICE - CIGARETTE BUTTS	24 Feb 2020 RES: Refer the matter of removal of cigarette butt bins from CBD locations, and a campaign to improve the proper disposal of cigarette butts, for further consideration in conjunction with the current investigations into a possible declaration of the CBD as a smoke free area, as per AO043-20.	Land and Environmental Services
Council 18/02/2020			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to May 2020		Date To: 30/05/2020	
		Printed: Monday, 13 July 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO045-20	MOTION ON NOTICE - RECYCLE BINS AT SPORTING AND COMMUNITY EVENTS AND VENUES	24 Feb 2020 RES: Investigate the provision of recycle bins at sporting and community events at council venues to determine the demand and cost burden associated, and provide a report back to Council for 2020-21 budget considerations, per AO045-20.	Works and Services
Council 18/02/2020			
AO065-20	MOTION ON NOTICE - CBD VEHICLE AND CARAVAN PARKING	24 Mar 2020 ACT: Investigate a location within the CBD suitable for paid parking for vehicles towing a caravan in accordance with the resolution of Council AO065-20.	Land and Environmental Services
Council 17/03/2020			
AO071-20	MOTION ON NOTICE - BURNIE 'HASHTAG' SIGN	24 Mar 2020 ACT: Investigate locations for Burnie 'hashtag' sign and provide report back to Council in accordance with the resolution of Council AO071-20.	Works and Services
Council 17/03/2020			
AO074-20	MOTION ON NOTICE - FREE PARKING CBD	24 Mar 2020 ACT: Refer a discussion on the introduction of a one (1) hour free parking period in Burnie town centre to the 2020-21 budget deliberations in accordance with the resolution of Council AO074-20.	Land and Environmental Services
Council 17/03/2020			
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Negotiate with the Zodiacs Gymnastic Club to transfer to a community lease in accordance with the resolution of Council AO111-20. 4 May 2020 NOTE: Negotiations have commenced with Zodiacs.	Community and Economic Development
Council 28/04/2020			
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Oversee the implementation of free green waste (residential, 3m3) for a period of three months after the lifting of relevant COVID-19 restrictions, to be reviewed at the end of this time, in accordance with the resolution of Council AO111-20. 20 Jun 2020 NOTE: Free green waste has been implemented as part of Stage 2 easing of restrictions.	Works and Services
Council 28/04/2020			
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Develop a promotions and events program to support the community in its recovery from COVID-19, in accordance with the resolution of Council AO111-20. 4 May 2020 NOTE: Business NorthWest notified of Councils decision.	Community and Economic Development
Council 28/04/2020			

GENERAL MANAGER**AO175-20 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES JUNE 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.5	A sustainable long term future is planned through the management of Council's infrastructure and assets.
Strategy	7.5.2	Ensure assets are adequately developed, maintained and renewed.

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Works and Services June 2020 be noted.”

2.0 SUMMARY

The report includes the following items:

- 3.0 Capital Works
 - 3.1 Request for Expressions of Interest, Quotations, Tenders and Contracts
 - 3.2 Civil Construction and Stormwater
 - 3.3 Buildings
 - 3.4 Parks, Reserves, Sporting Grounds and Cemeteries
 - 3.5 Waste Management
- 4.0 Operations and Maintenance
 - 4.1 Civil Construction and Stormwater
 - 4.2 Buildings
 - 4.3 Parks, Reserves, Sporting Grounds and Cemeteries
 - 4.4 Waste Management
- 5.0 Vandalism and Reported Incidents
- 6.0 Private Works
- 7.0 SES and Burnie Emergency Management Committees Activity Reports
- 8.0 Energy Management

3 CAPITAL WORKS

3.1 Request for Expressions of Interest, Quotations, Briefs, Tenders and Contracts

3.1.1 Expressions of Interest

No information to report.

3.1.2 Quotations

a) South Burnie Jetty Ladder Replacements

The ladders have been manufactured and will be installed during July 2020.

b) Quotation 2653 – Skate Park Upgrade

Quotations closed on 19 June 2020 and four (4) quotations were received. Officers conducted an evaluation in accordance with the RFQ selection criteria and have appointed AJ&M Construction Pty Ltd. Works will start during July 2020.

c) Quotation 2652 – Cooee Point Storm Surge Rehabilitation

All works have been completed.

d) Quotation 2651 – Street Sweeper Discharge Facility Concrete Works

An RFQ was issued to four (4) Contractors in mid-May, resulting in three (3) quotations being received. G&T Dick Concreting were successful and have been appointed, however works will not start until late July or early August 2020, due to Contractor resourcing.

e) Quotation 2649 – Mount Street Footpath – Three Mile Line to Damien Avenue

Weather has delayed progress, however the western side is mostly complete. The eastern side commenced at the start of July and is anticipated to be complete by the end of July 2020. To assist with pedestrian/motorist delineation along the western footpath, guide posts and plastic bollards will be installed at 12m spacing.

f) Quotation 2644 – Alterations and Additions to the Burnie Netball Centre Clubrooms

Council's Depot Building Team commenced works on 6 July 2020 and works are expected to be complete by early September 2020.

3.1.3 Tenders

No information to report.

3.1.4 Contracts

a) Contract 2645 – West Ridgley Road and Talunah Road Culvert Upgrades

Works are complete with the exception of a small amount of farm fencing.

b) Contract 2613 – Waterfront Eastern Promenade

All works, including landscaping are now complete with exception of placement of a pair of waste/recycling bins at the start of the eastern promenade, which have been ordered.

3.2 Civil Construction and Stormwater

- Driveway crossover upgrade program – Completed.
- Gully pit upgrades – Completed.
- CBD paver replacements – 80% complete.
- Pedestrian kerb ramp upgrades – Completed.
- Surrey Road footpath upgrade – Completed.
- Natone Road widening – Completed.

3.3 Buildings

- Trade waste compliance works (various facilities) – Completed.
- Montello Soccer ground upgrade – 40% complete. (Carried Forward to 2020-21).
- BWMC bund storage extension – 99% complete.
- BWMC Wetlands Shed – 90% complete.
- Finance Department partition walls – Completed.

3.4 Parks, Reserves, Sporting Grounds and Cemeteries

- Waterfront Western Boardwalk Bolt Renewal – 100% complete.
- Grandview Avenue to Eastwood Drive walking track upgrade – 50% complete (Eastern side completed).
- Eastern side Promenade Waterfront landscaping – Completed.

3.5 Waste Management

- Wetlands road resurfacing and perimeter drain erosion control works are complete.
- The Burnie Waste Management Centre Resource Recovery Loop – Storage Area Roof and the Wetlands Operations Shed are complete.

4 OPERATIONS AND MAINTENANCE

4.1 Civil Construction and Stormwater

Operations and maintenance in accordance with the Service Level Document, including:

- Customer Request Module (CRM) works – as required.

- Road signage repairs and installation – ongoing.
- Rural and urban hotmix patching program, pothole repairs and monitoring of road shoulder hotspots – ongoing.
- Stormwater hotspot inspections and monitoring – ongoing.
- Driveway maintenance program – ongoing.
- Kerb and channel maintenance program – ongoing.
- Footpath maintenance program – ongoing.
- CBD paver maintenance program – ongoing.
- Gravel roads maintenance program – Completed.
- Road shoulder grading program – Completed.
- Rural roadside spraying – Completed.
- Urban roadside spraying – Completed.
- Culvert maintenance – Completed.

4.2 Buildings

Planned and reactive maintenance and minor works in accordance with the Service Level Document and maintenance program, including:

- CRM works – as required.
- Building gutters clean out – seasonal recurring.
- Rooftop solar panel cleaning – City Offices and Guide Falls toilet – seasonal recurring.
- Electrical testing and tagging – numerous Council locations – ongoing.
- Plumbing maintenance and inspections of public amenities and Council facilities – ongoing (grease traps, backflow prevention devices, valves, etc) – ongoing.
- CBD line marking – as required.
- Vandalism repairs and painting – as required.
- CBD parking ticket machine symbols painting – Completed.
- West Park Oval cycling track fence painting – 10% complete. (Carried Forward 2020-21).
- Wivenhoe toilet ceiling installation – Completed.
- SES Burnie Unit sewer valve replacement – Completed.
- MSCP line marking – ongoing.
- EHS inspections – Completed.
- City Offices internal painting – Completed.
- CDD traffic island hoop painting – Completed.
- BRAG – ceiling painting – Completed.
- COVID-19 – installation of public warning signage on BBQ shelters and other public facilities – ongoing.

4.3 Parks, Reserves, Sporting Grounds and Cemeteries

Maintenance and minor works in accordance with the Service Level Document, including:

- CRM works – as required.
- Preventative tree maintenance – ongoing.
- Dangerous tree assessments/removal – as required/identified.
- Grass care and ground and feature care schedules – ongoing.
- Sports grounds maintenance and mowing schedules – ongoing.

- Walking track annual maintenance program – ongoing.
- Routine playground maintenance and statutory inspections – in accordance with SLD and regulations. Softfall mulch replacement – ongoing.
- West Park Oval and sports grounds maintenance and wicket preparation – as required.
- Sports grounds maintenance – ongoing.
- Installation of goal posts at Wivenhoe and West Park Oval – Completed.
- COVID-19 – monitoring of playgrounds, exercise equipment and Skate Park (signage and barrier tape).
- Annual Playground Safety Compliance Audit – Completed.

4.4 Waste Management

- BWMC site maintenance – ongoing.
- Wetlands maintenance – ongoing.
- Mulch bund maintenance – ongoing.
- Routine pumps and gas flare maintenance – ongoing.
- Wetlands road maintenance – 100% complete.
- Mulched green waste removal from site – 72% complete.
- COVID-19 – Passive controls still in place to manage congregation and safe distancing rules. Will remain in place whilst 1.5m rule still applies.
- COVID 19 – Advisory signage installed to assist the public to comply with social distancing, hygiene and public gathering rules.

Waste data and information is reported quarterly and due next in the August 2020 agenda.

5 VANDALISM AND REPORTED INCIDENTS

Vandalism and reported incidents to Council property are as follows:

Minor vandalism repairs were identified and completed during normal maintenance inspections.

DATE	LOCATION	VANDALISM AND REPORTED INCIDENTS	POLICE REPORT FILED	MONTHLY SUMMARY TO POLICE	CCTV FOOTAGE	OUTCOME	ESTIMATED MONTHLY COST	PROGRESSIVE ANNUAL TOTAL
JUNE								
	Parks and Reserves (including Cemeteries)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$250.00	
	Sports Grounds	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$128.00	
2/06/20	Penguin Fence/Gate	Graffiti on Sinage	No	Yes	No	Remove Graffiti	\$100.00	
4/06/20	Burnie Sports Centre	Smashed Window	No	Yes	No	Replace Glass	\$235.00	
22/06/20	Penguin Centre, Upper Burnie Lookout & Reeve Street Toilets	Graffiti	No	Yes	No	Remove/Paint Out Graffiti	\$350.00	
23/06/20	Upper Burnie Public Toilets & Fernglade Toilets	Graffiti	No	Yes	No	Remove/Paint Out Graffiti	\$200.00	
TOTAL							\$1,263.00	\$26,595.00

6 PRIVATE WORKS

No information to report.

7 SES AND BURNIE EMERGENCY MANAGEMENT COMMITTEES ACTIVITY REPORTS**a) Emergency Management Committees**

- North Western Regional Emergency Management Committee (NWREMC)

The Regional Emergency Coordination Centre has been wound down, however, there remains a regional focus on various COVID-19 related matters.

The NWREMG to meet 15 July 2020.

- Western Emergency Management Committee (WEMC)

The next meeting of the WEMC is planned for August 2020 and it is anticipated that gathering restrictions will have relaxed sufficiently to allow a physical meeting to occur.

b) Western Fire Management Area Committee (FMAC)

Council Officers are currently working with TasFire Bushfire Risk Unit (formerly fuel reduction unit) to progress further community information sessions.

8 ENERGY MANAGEMENT

Electric Highway Tasmania (EHT) have been progressing a number of approval processes over the last six (6) months in regard to the proposed installation of a fast charge electric vehicles charging station on North Terrace.

Recently EHT have signed a supply agreement with TasNetworks, which was the final hurdle in the project.

EHT are planning the implementation of works at present, with an intention to commence installation works August/September this year.

COUNCIL RESOLUTION

Resolution number: MO202-20

MOVED: Cr D Pease

SECONDED: Cr A Boyd

“THAT the General Manager’s Information Report for Works and Services June 2020 be noted.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO176-20 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES JUNE 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.3	Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.
Strategy	7.3.2	Resource the reasonable enforcement of the legislative and regulatory provisions for which Council is responsible within its financial resources, and ensure the community is well informed of their obligations.

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Land and Environmental Services for June 2020 be noted.”

2.0 SUMMARY

The report includes the following items:-

- 2.1 Health
- 2.2 Building Applications
- 2.3 Planning
- 2.4 Parking
- 2.5 Cemetery Statistics

2.1 HEALTH**2.1.1 Environmental Enquiries / Investigations**

Type	Number of Enquiries / Investigations	
	June 2020	YTD Total
Air	0	13
Water	1	10
Noise	1	18
Solid Waste	1	8
Other	0	3

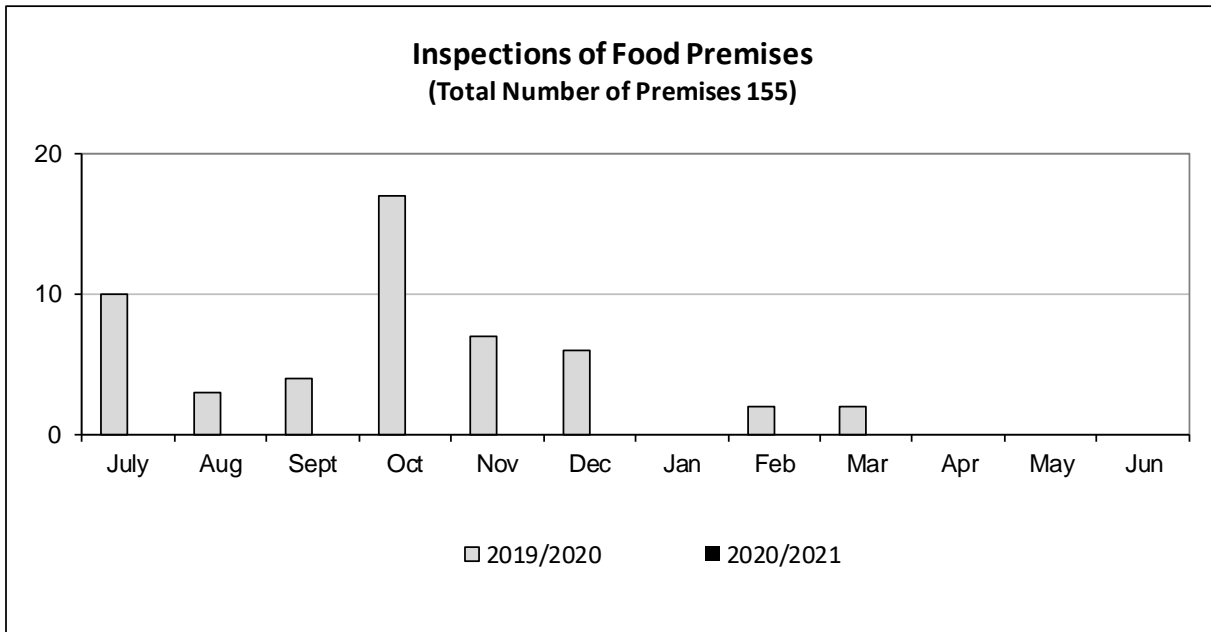
YTD is measured from 1 July each year.

2.1.2 Environmental Sampling

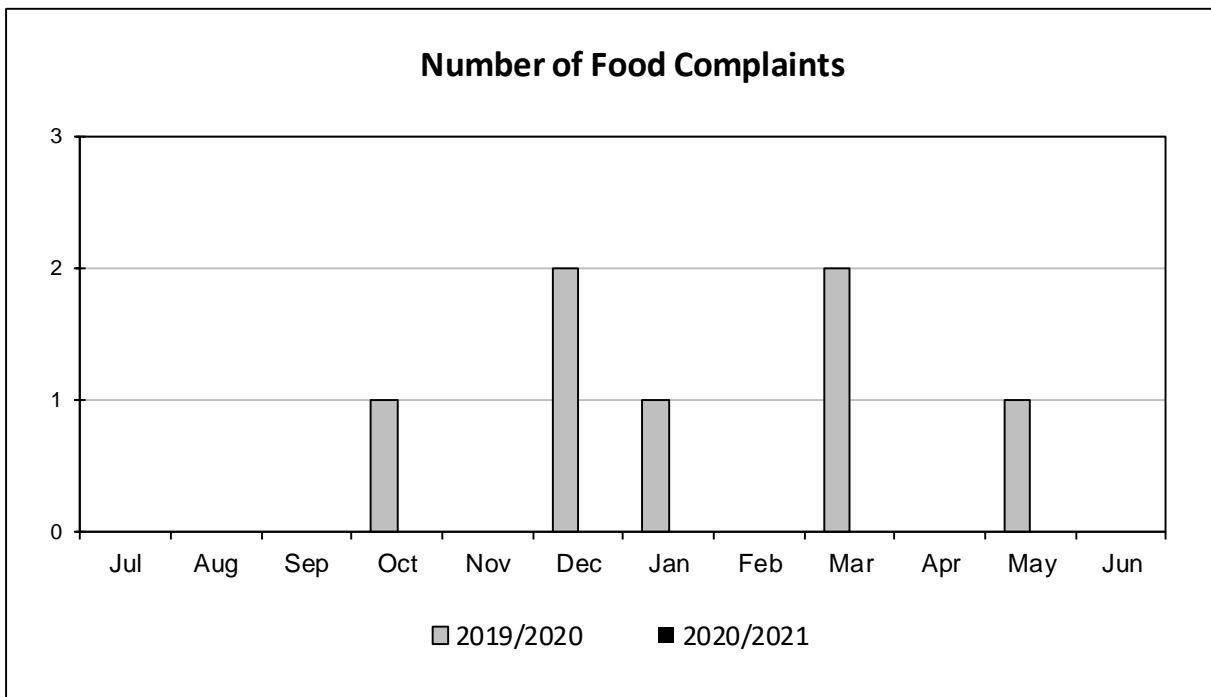
Type	Number of Samples Taken	
	June 2020	YTD Total
Beach Water Samples (summer months only)	0	35
Public Swimming Pool samples	2	49

YTD is measured from 1 July each year.

2.1.3 Food



Zero food premises inspections for January, April, May and June 2020.



Zero food complaints in January, March, May, June, July, August, September and November 2019. Nil food complaints in February, April and June 2020.

2.2 BUILDING APPLICATIONS

Permit Authority Applications - 2019												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	3	3	13	4	8	7	5	9	4	4	9	8
Notifiable Building	7	13	6	14	10	8	4	9	5	6	5	9
Permit Plumbing	2	3	1	5	5	4	5	5	4	7	3	2
Permit Building	2	5	4	4	5	1	7	6	1	3	5	11
Substantial Compliance	2	0	1	1	2	0	0	0	1	2	0	0
Notifiable Demolition	0	0	0	0	0	0	0	0	0	0	0	0
Permit Demolition	0	0	0	1	1	0	0	0	0	2	0	0
Permit Refused	0	0	0	0	0	0	0	0	0	0	0	0
Application Value \$	3,166,007	1,796,148	1,022,630	3,714,353	5,931,974	1,336,546	2,978,446	5,352,472	1,639,537	3,344,759	1,709,660	5,192,312
Cumulative Total \$	3,166,007	4,962,155	5,984,785	9,699,138	15,631,112	16,967,658	19,946,104	25,298,576	26,938,113	30,282,872	31,992,532	37,184,844

Permit Authority Applications - 2020												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	5	6	7	6	5	7						
Notifiable Building	11	14	8	8	6	5						
Permit Plumbing	5	2	3	3	3	4						
Permit Building	4	2	4	7	6	4						
Substantial Compliance	1	2	1	0	0	0						
Notifiable Demolition	0	0	0	0	0	0						
Permit Demolition	0	0	0	0	1	0						
Permit Refused	0	0	0	0	0	0						
Application Value \$	4,249,070	1,802,493	2,455,260	30,777,166	3,105,370	2,648,246						
Cumulative Total \$	4,249,070	6,051,563	8,506,823	39,283,989	42,389,359	45,037,605						

2.3 PLANNING**2.3.1 Summary Land Use and Development Applications**

LAND USE AND DEVELOPMENT APPLICATIONS	Jun 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20
Permitted Use & Development	7	4	9	9	11	7	5	1	5	5	3	9	8
Discretionary Use & Development	2	7	5	8	8	11	6	5	6	6	7	11	12
Subdivisions	1	1	3	2	1	0	1	0	0	1	0	1	1
TOTAL APPLICATIONS	10	12	17	19	20	18	12	6	11	12	10	21	21
Determined by Delegation	6	8	10	16	20	17	16	10	5	9	6	9	14
Determined by Council	1	0	1	0	1	0	0	1	0	0	0	0	0
Withdrawn	2	2	0	1	1	2	2	0	0	0	0	0	0
Applications Cancelled by Planning Authority	2	0	0	0	0	0	0	0	0	0	0	0	0
Consent Decisions	0	0	0	0	0	0	0	0	0	0	0	0	0
Application Approved by Tasmanian Planning Commission	0	0	0	0	0	1	0	0	0	0	0	0	0
Applications Appealed and Approved by Resource Management & Planning Appeals Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	0
PLANNING SCHEME AMENDMENTS													
Amendment requests	0	0	0	0	0	1	0	0	0	0	0	0	0
Amendment finally approved	0	0	0	0	1	0	0	0	0	0	0	0	1
Amendment Refused by Tasmanian Planning Commission	0	0	0	0	0	1	0	0	0	0	0	0	0
Applications Appealed and Refused by Resource Management & Planning Appeals Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	0

Tasmanian Planning Scheme

The Tasmanian Planning Scheme will take effect in the Burnie municipal area from 22 July 2020.

Implementation of the Tasmanian Planning Scheme will repeal the Burnie Interim Planning Scheme 2013.

Burnie Interim Planning Scheme – Draft Amendment 2017-3

The Tasmanian Planning Commission has made a decision under the *Land Use Planning and Approvals Act 1993* to reject an application to amend the Burnie Interim Planning Scheme.

The draft amendment sought to change the zone applying for part of land at 1 – 3 Brickport Road, Cooe from Commercial to Low Density Residential, and to insert a Specific Area Plan

containing use and development provisions in relation to requirements to manage landslip hazard and noise exposure issues on the site.

The application also sought grant of a permit for subdivision to create 17 residential lots from the land proposed to be rezoned, a road lot, and a balance area.

The Commission's decision to refuse the amendment is made for the reasons –

- a) the draft amendment is not consistent with the regional land use strategy; and
- b) the statutory objective to provide for fair, orderly and sustainable use and development of land cannot be furthered due to the potential land use conflict arising from the introduction of new residential use adjacent to the existing milk processing plant

A decision to refuse the amendment requires that the subdivision application must also be refused.

There is no right of appeal to a decision of the Commission.

A copy of the Commission's decision is attached.

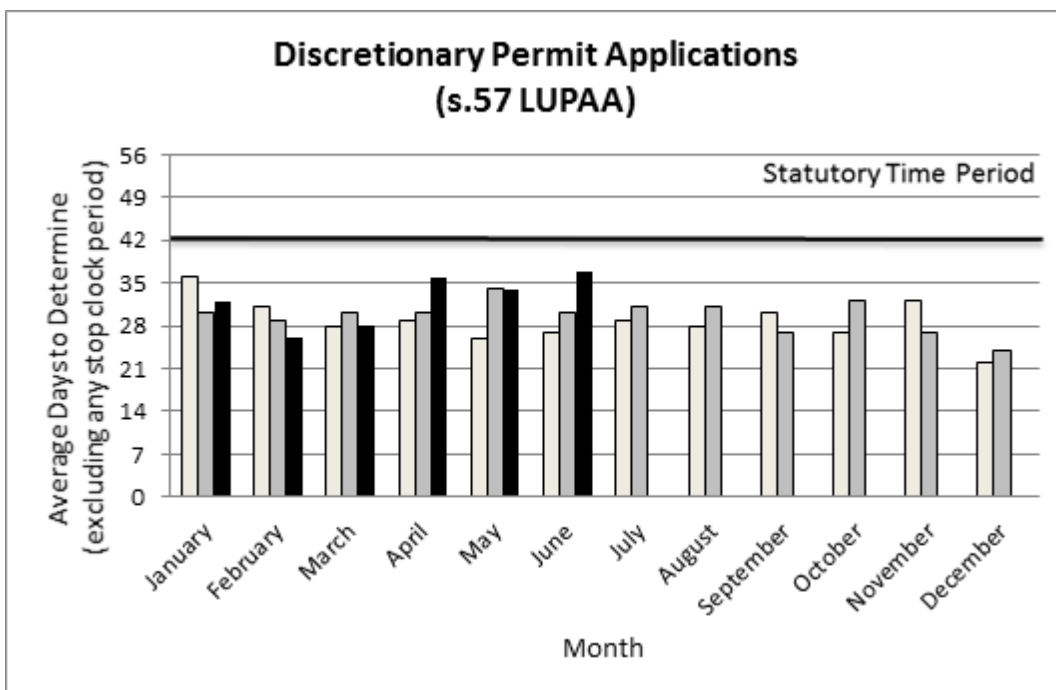
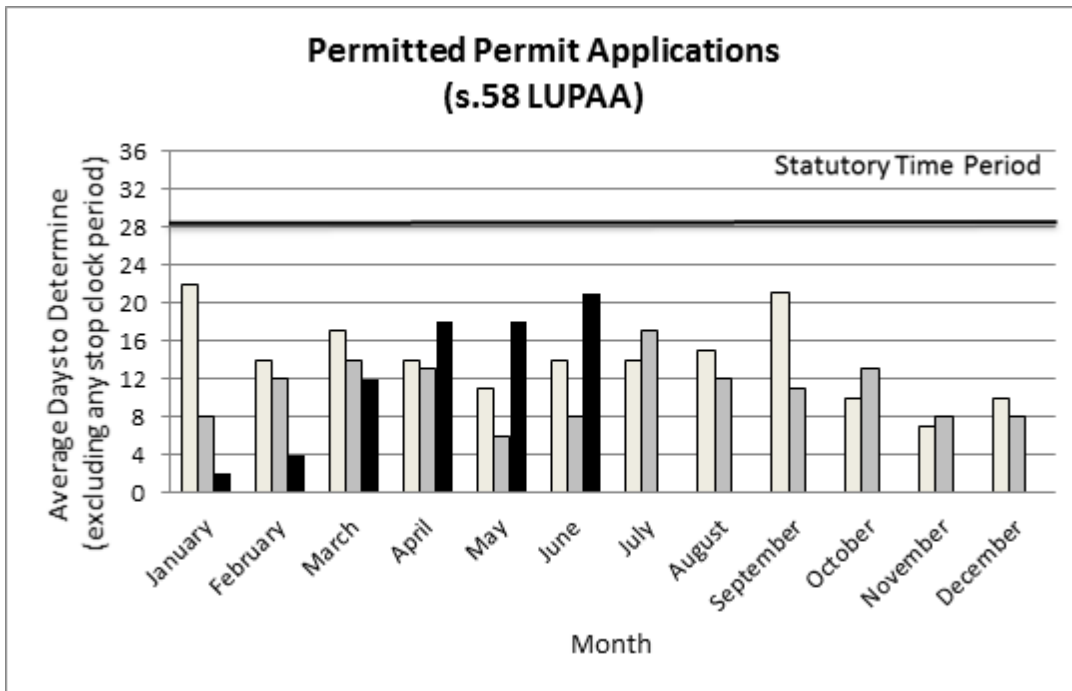
2.3.2 Land Use Permit Applications

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
31/1/20	2020/6	Ridgley Highway and West Ridgley Highway, Highclere	Intensification of existing Extractive Industry (Quarry) from 20,000m ³ pa to 50,000m ³ pa. Reliant on Performance Criteria for grant of Permit – Clause 26.4.1 (P3 & P4) – Level 2 Activity referred to EPA	18/3/20	1/4/20	Approved 19/6/2020
24/3/20	2020/25	9 York Street Park Gove	Dwelling Extension and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 10.4.2 (P1, P2 & P3), Clause 10.4.3 (P2) and Clause 10.4.4 (P1)	6/5/20	20/5/20	Approved 12/6/2020
3/4/20	2020/31	32 Breffny Road, Romaine	Single Dwelling and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 13.4.1 (P1), Clause 13.4.2 (P1), Clause 13.4.3 (P2 & P4) and Clause 13.4.4 (P1)	6/5/20	20/5/20	Approved 5/6/20
21/4/20	2020/37	63 West Park Grove, Park Grove	Demolition of an existing Shed, Remove Shipping Container, Construction of two new Storage Sheds, Canopy extension and new Car Park. Reliant on Clause 9.1.1 Existing Non-Conforming Use. Reliant on Performance Criteria for grant of Permit – Clause 10.4.9 (P1), Clause 10.4.11,1 (P1 & P3) and Clause E10.6.1 (P1)	9/5/20	25/5/20	Approved 11/6/2020
28/4/20	2020/38	24 & 26 Barnard Crescent, Shorewell Park	Multiple Dwellings (x 4). Reliant on Performance Criteria for grant of Permit – Clause 10.4.2 (P2)	13/5/20	27/5/20	Approved 16/6/2020

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
28/4/20	2020/39	157 Old Surrey Road, Havenview	Additions of a First Floor Office with a floor area of 142.28m ² to an existing building for use in association with the existing Manufacturing and Processing use (Whisky Distillery)	N/A	N/A	Approved 3/6/2020
4/5/20	2020/41	50 Marine Terrace, South Burnie	Free Standing Sign. Reliant on Performance Criteria for grant of Permit – Clause 23.4.2 (P1) and Clause E7.6 (P1)	9/5/20	25/5/20	Approved 4/6/2020
6/5/20	2020/42	13 Corcellis Street, Wivenhoe	Storage Shed. Reliant on Performance Criteria for grant of Permit – Clause 25.4.3 (P1)	30/5/20	16/6/20	Approved 18/6/2020
14/5/20	2020/49	1 Winforton Avenue, Heybridge	Single Dwelling and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 14.4.1 (P5) and Clause 14.4.3 (P4)	23/5/20	9/6/20	Approved 25/6/2020
14/5/20	2020/50	30 Fidler Street Cooee	Storage Shed Extension (6.0m x 3.0m) in association with the existing Educational and Occasional Care use	N/A	N/A	Approved 11/6/2020
21/5/20	2020/53	South Burnie Esplanade, South Burnie	Public Toilets, Change Room Facilities, Alterations to Car Park at South Burnie and Re-alignment of Pathway. Reliant on Performance Criteria for grant of Permit – Clause 29.4.3 (P3 & P4) and Clause E10.6.2 (P1)	30/5/20	16/6/20	Approved 30/6/2020
22/5/20	2020/54	30 Main Road, Wivenhoe	Alterations and Additions to an existing Community Building (Church) within the Community Meeting and Entertainment use	N/A	N/A	Approved 23/6/2020
22/5/20	2020/55	36 Thorne Street, Acton	Development for a Shade Canopy integral and subservient to the existing Educational and Occasional Care use	N/A	N/A	Approved 23/6/2020
1/6/20	2020/60	498 West Mooreville Road, West Mooreville	Alterations and Additions to an existing Single Dwelling for Residential use	N/A	N/A	Approved 30/6/2020

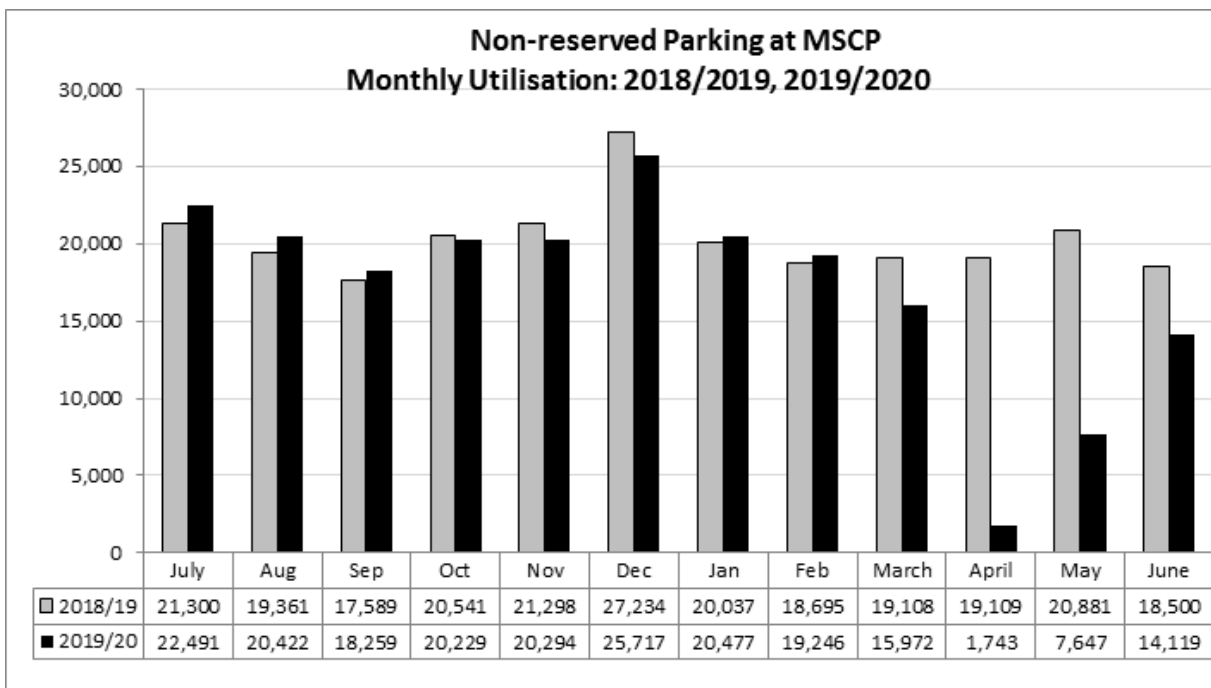
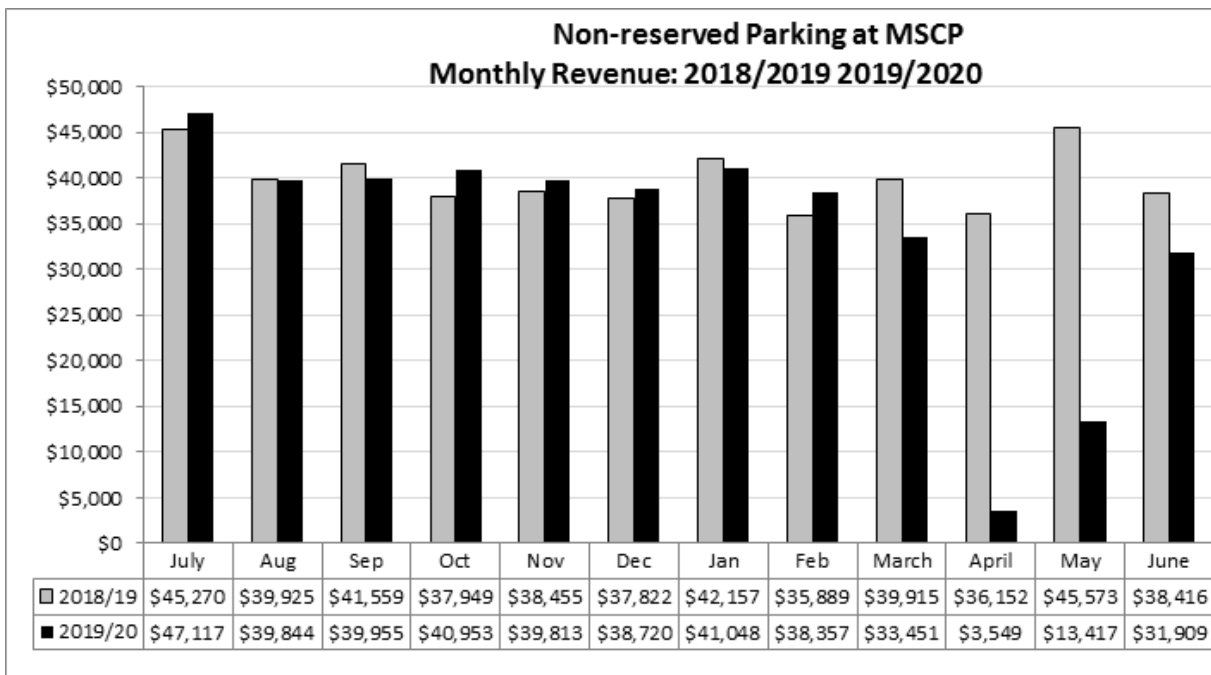
2.3.3 Subdivision Applications

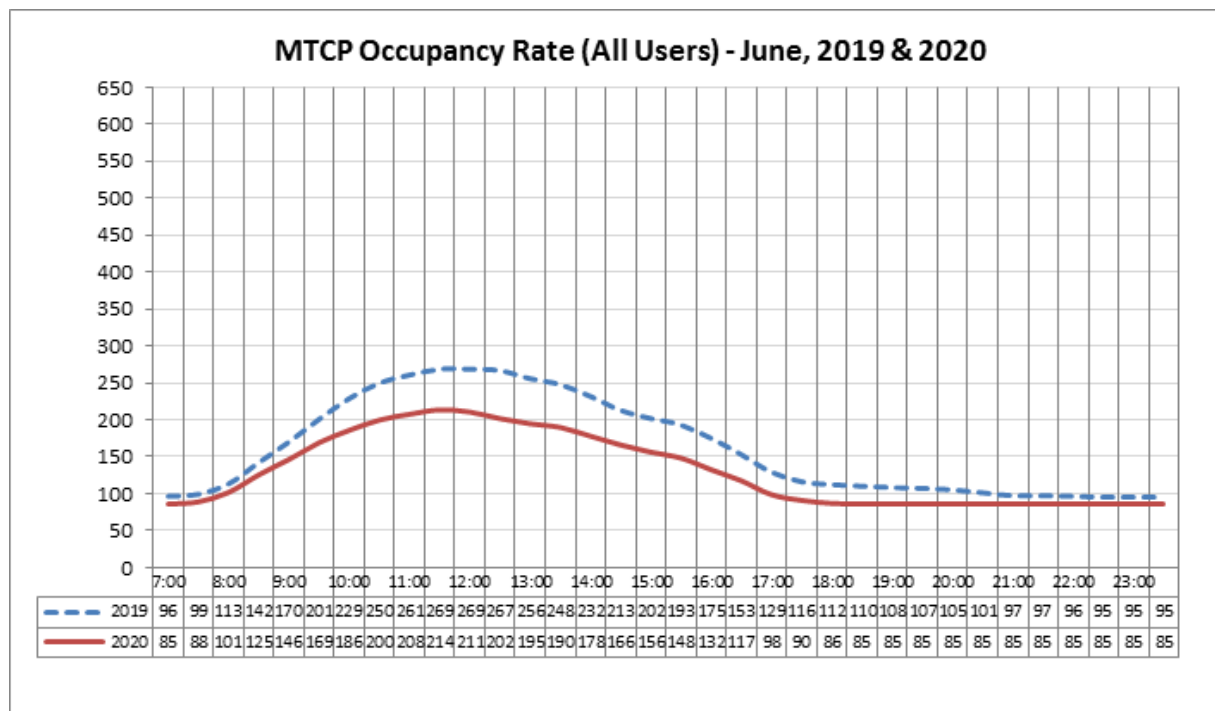
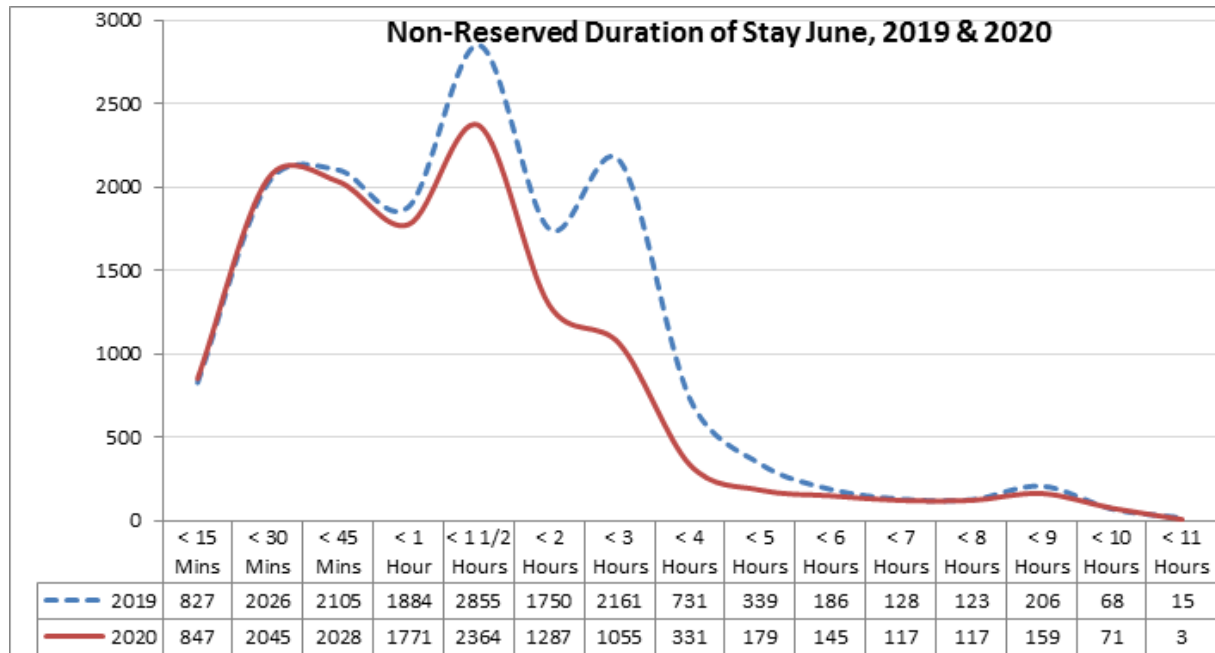
Nil.



Average time for determination of permit applications decided by month.

2.4 PARKING





Calculated on remaining spaces – 88 Reserved spaces for 2019, 81 Reserved spaces for 2020

EasyPark

The graph below indicates a steady increase in the number and value of EasyPark transactions for payment of parking fees in Burnie since the system was introduced in October 2017.

At the peak in February 2020, EasyPark transactions accounted for some 40% of revenue from parking spaces for which use of the app is available.

The average payment per EasyPark transaction is \$1.30; suggesting the average occupation of a parking spaces is less than 1 hour.

The graph also illustrates the significant impact COVID-19 restrictions had for use of Burnie town centre parking space during April 2020, and the level of recovery that has occurred up to 1 June 2020.



2.5 CEMETERY STATISTICS

Burials	June 2020	YTD Total
Lawn Cemetery	10	101
Wivenhoe / Ridgley	0	2
Other	0	0
Total	10	103

YTD is measured from 1 July each year.

Ashes Interred	June 2020	YTD Total
Lawn Cemetery	0	33
Wivenhoe / Ridgley	0	0
Total	0	33

YTD is measured from 1 July each year.

ATTACHMENTS

1. [Decision - draft amendment 2017-3](#)

COUNCIL RESOLUTION

Resolution number: MO203-20

MOVED: *Cr T Brumby*

SECONDED: *Cr A Keygan*

“THAT the General Manager’s Information Report for Land and Environmental Services for June 2020 be noted.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

TASMANIAN PLANNING COMMISSION

DECISION

Planning scheme	Burnie Interim Planning Scheme 2013
Amendment	2017-3 – rezone land at 1-3 Brickport Road, Cooee and part of 125 Bass Highway, Cooee from Commercial Zone to Low Density Residential Zone; insert S1 Brickport Road Specific Area Plan, and apply the Specific Area Plan to land to be rezoned
Permit	SD 2018-1282 – subdivision of 17 residential lots, a road, balance lot and associated works; and boundary adjustment between 123 Bass Highway, Cooee and 125 Bass Highway, Cooee
Planning authority	Burnie City Council
Applicant	PDA Surveyors
Date of decision	8 July 2020

Decision

The draft amendment is rejected under section 41(b) of the *Land Use Planning and Approvals Act 1993*.

The permit is refused under section 43H(1)(d) of the *Land Use Planning and Approvals Act 1993*.



Marietta Wong
Delegate

Note:

References to provisions of the *Land Use Planning and Approvals Act 1993* (the Act) are references to the former provisions of the Act as defined in Schedule 6 – Savings and transitional provisions of the *Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015*. The former provisions apply to an interim planning scheme that was in force prior to the commencement day of the *Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015*. The commencement day was 17 December 2015.

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

REASONS FOR DECISION

Background

Amendment

- Amend the planning scheme zoning maps to rezone part of 1-3 Brickport Road, Cooee (folio of the Register 111987/1) and 125 Bass Highway, Cooee (folio of the Register 165246/3) from Commercial to Low Density Residential;
- Insert S1 Brickport Road Specific Area Plan into Part F of the planning scheme; and
- Amend the planning scheme overlay map to apply S1 Brickport Road Specific Area Plan to the land to be rezoned Low Density Residential.

Permit

Land to be developed by:

- subdivision of 1-3 Brickport Road and 125 Bass Highway, Cooee for 17 residential lots (Lots 1 to 17), a road (Lot 101), a balance lot (Lot 19) and associated works; and
- boundary adjustment to adhere 639m² of 125 Bass Highway, Cooee (folio of the Register 65246/3) fronting the Bass Highway (Lot 18) to adjoining land at 123 Bass Highway, Cooee (folio of the Register 165246/2) to form a single title.

Lots 1 to 17 are between 584m² to 3,130m² with frontage to a new road, while Lot 19 is 8,300m² with frontage to Brickport Road and contains an existing industrial building (joinery workshop).

Site information

The site of the draft amendment is at the junction of Brickport Road and the Bass Highway, Cooee, consisting of 125 Bass Highway, Cooee (1,274m²) and 1-3 Brickport Road, Cooee (2,054m²). The site of the combined permit includes these properties, together with 123 Bass Highway, Cooee (1,813m²). All titles are owned by IRM Holdings Pty Ltd.

The site has an elevation between 10m and 35m on the Australian Height Datum (AHD83) and falls with moderate to steep slopes towards Bass Strait to the north. Land to the south rises steeply to a sparsely vegetated coastal escarpment above. The site is cleared and has no significant natural values.

The site is developed with a joinery workshop on the lower, flatter, part of 1-3 Brickport Road. The balance of the site is undeveloped.

Land to the north is generally developed with showrooms and warehouses, and for the Cadbury or Mondelēz International Pty Ltd milk processing factory (Mondelēz factory). Land to the south is developed for the North West Regional Hospital and land to the east and west is developed with housing.

The site has a frontage to the Bass Highway by an access strip and to Brickport Road. Vehicle access is also off the Bass Highway to the balance of the site that is shared with other properties.

The Bass Highway is a category 1 State highway under the control of the Department of State Growth, while Brickport Road is a local access road under the care and maintenance of the council. The site is within the sewerage and reticulated water supply areas and is fully serviced.

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

The site is within the Burnie Interim Planning Scheme 2013 and is zoned Commercial. The site is also subject to a Low and Medium Landslip Hazard Area overlay.

Surrounding land is in the Commercial Zone to the north, the General Residential Zone to the east and the west and the Community Purpose Zone to the south.

Issues raised in representations

Representations were received from the following:

- Department of State Growth;
- Mondelēz Aust. Pty Ltd; and
- TasWater.

The representors raised the following:

- concerns relating to noise exposure, land stability, and strategic impact on industry;
- lack of clarity regarding a right-of-way and access via the Bass Highway;
- potential for land use conflict with adjacent milk processing factory, particularly in regards to noise; and
- attenuation distances as specified under the Tasmanian Planning Scheme are not observed.

On 25 February 2019, TasWater provided a Submission to the planning authority Notice (SPAN) under section 56S and 56P of the *Water and Sewerage Industry Act 2008*. Under subsection 56P(1), TasWater is taken to be a representor under former subsection 43F(5).

TasWater did not object to the draft amendment to planning scheme and had no comments in relation to the draft amendment but provided conditions for inclusion in the combined permit under subsection 56P(1) of the *Water and Sewerage Industry Act 2008*.

Planning authority's response to the representations

The planning authority considered the representations at its meeting of 19 June 2019 and resolved:

That Council in its capacity as a planning authority for purposes of the *Land Use Planning and Approvals Act 1993* and in accordance with section 39 and section 43F of the Act –

- a) Provide to the Tasmanian Planning Commission a copy of each representation received by the authority in relation to:
 - i. the draft amendment; and
 - ii. the permit application and the planning authority's decision on that application;
- b) Provide to the Tasmanian Planning Commission a copy of this report as a statement of its opinion as to the merit of each such representation, including, in particular, its views as detailed in the report in relation to:
 - i. need for further investigation to more comprehensively address the impact of noise emissions and geotechnical conditions on the land to provide a safe and healthy living environment;
 - ii. need to more explicitly address and give account to the economic activity strategies in the Cradle Coast Regional Land Use Strategy which apply for the protection of established industrial and commercial uses;
 - iii. need for modification of the draft amendment to include provisions to more effectively:
 - a. avoid conflict between new residential use and existing industrial use on adjacent land;
 - b. protect the health and wellbeing of residents on the land assigned to the Low Density Residential zone against exposure to traffic noise and noise from existing industrial activity on adjacent land;

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

- c. protect the safety of people and property against risk of landslip, and particularly in relation to:
 - i. susceptibility of residential lots and building sites to shallow slide and debris flow;
 - ii. susceptibility of residential lots and building sites (particularly land described as lots 10 -14 on the subdivision plan) to debris flow occurring from landslip on slopes to the south and above;
 - iii. development on those parts of the proposed residential land situated within the boundaries of an old landslip feature and identified on the subdivision plan as lot 15;
 - iv. require that building and footing design on the land must account for the presence of high-plasticity expansive clays;
- iv. the impact of each representation on the draft amendment as a whole identifies significant constraint on capability of the land proposed for the Low Density Residential zone to provide for residential use and development that will:
 - a. avoid potential for new residential use to conflict with other use permissible on adjacent land assigned to the Commercial zone under current provisions of the Burnie Interim Planning Scheme 2013 as required by section 32(e) of the Act;
 - b. be consistent with the Cradle Coast Regional Land Use Strategy, particularly in relation to strategies for protection of economic activity, as required by section 300 of the Act;
 - c. secure a pleasant, efficient and safe working, living and recreational environment for all Tasmanians and visitors to Tasmania as intended by Objective (f) in part 2 of Schedule 1 in the Act and required by section 32 in relation to exposure of the site to noise from traffic and industrial activity and susceptibility of the land to risk of landslip;
 - d. constrain the existing milk processing plant located on adjoining land in a manner that will have an unquantified adverse effect on the agricultural and industrial economy of the region contrary to section 32(f) of the Act;
- v. the need for modification of the planning authority's decision on the permit application in the light of each representation to include additional conditions to:
 - a. require all access to each residential lot on the subdivision plan must be from the new internal road lot;
 - b. remove from the existing title FR 165264/3 a benefitting right-of-way permitting access between the Bass Highway and land on the subdivision plan; and
 - c. exclude land which is unsuitable for residential use and development due to unacceptable levels of risk from inherent conditions of the land for landslip; and
- c) recommendation (sic) the draft amendment be rejected unless satisfactory standards can be included in Specific Area Plan S1 to:
 - i. avoid potential for conflict between residential and adjacent non-residential use;
 - ii. protect residents against risk from exposure to traffic and industrial noise; and
 - iii. provide a tolerable level of risk for building and development from landslip.

Date and place of hearing

The hearing was held at the Burnie City Council on the 2 August 2018 and was adjourned to allow further submissions. The hearing was reconvened on 16 June 2020 by video conference.

Appearances at the hearings

Planning authority: Mr Patrick Earle, Director Land and Environmental Services (planning).

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

- Applicant: Mr Tom Reilly, Senior Planner and Office Manager (planning) with Mr Pearu Terts, (architectural acoustics and noise control), and Dr Wayne Griffioen, Tasman Geotechnics Pty Ltd, (geotechnical engineering)
- Representors: Ms Nicole Sommer and Mr David Deller of Dobson Mitchell Allport, counsel for Mondelēz Aust. Pty Ltd, Mr Darren Tardio, Enfield Acoustics Pty Ltd (acoustics, noise and vibration), Mr Andrew Bacon, Site leader, Burnie
- Ms Mia Potter, Environment and Planning Approvals Officer, for Department of State Growth (planning), with Mr Colin Mazengarb, Senior Geologist and Ms Claire Kain, Natural Hazards Geologist (geology), by teleconference
- Other: Mr Alan Hudson (PDA Surveyors), Mr Barry Campbell (IRM Holdings Pty Ltd)
- Ms Michelle Riley (Department of State Growth) and Mr David Palmer (Department of State Growth).

Consideration of the draft amendment

1. Under section 40 of the *Land Use Planning and Approvals Act 1993* (the Act), the Commission is required to consider the amendment and the representations, statements and recommendations contained in the planning authority's section 39 report.
2. A hearing was convened to assist the Commission consider the issues in the representations.
3. The amendment has been initiated and certified by the Burnie City Council, in its capacity as planning authority, and further supported in the reports under sections 35 and 39.
4. Under subsection 32(1), in the opinion of the relevant decision-maker, a draft amendment:
 - (a)-(d) . . .
 - (e) must, as far as practicable, avoid potential for land use conflicts with use and development permissible under the planning scheme applying to the adjacent area;
 - (ea) must not conflict with the requirements of section 300;
 - (f) must have regard to the impact that the use and development permissible under the amendment will have on the use and development of the region as an entity in environmental, economic and social terms.
5. Subsection 32(1)(e) is not relevant to the draft amendment as the site does not adjoin an adjacent municipal area.
6. Subsection 300(1) provides:
 - (1) An amendment may only be made under Division 2 or 2A to a local provision of a planning scheme, or to insert a local provision into, or remove a local provision from, such a scheme, if the amendment is, as far as is, in the opinion of the relevant decision-maker, practicable, consistent with the regional land use strategy for the regional area in which is situated the land to which the scheme applies.

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

7. Subsections 30O(2)-(5) inclusive relate to the effect of amending a local provision with respect to common provisions. These matters are not relevant, as the draft amendment has no implications for any common provisions.
8. Under section 32(1)(f) regional impacts of use and development permissible under the amendment have been considered with reference to the Cradle Coast Regional Land Use Strategy 2010 – 2030 (the regional strategy), and the interim planning scheme.
9. Under subsection 32(2), the provisions of subsections 20(2)-(9) inclusive apply to the amendment of a planning scheme in the same manner as they apply to a planning scheme.

Regional Land Use Strategy

10. The applicant's supporting report, prepared by Mr Tom Reilly, addresses the local and strategic considerations for the site, and makes reference to the regional strategy. Mr Reilly submitted that the area of the land 'represents a reasonable proportion of available undeveloped Commercially Zoned land in Burnie' but because it has not been taken up for development he suggested it 'reflects a commercial reality that the land is not suitable for this purpose' (p.14).
11. Mr Reilly also identified in the supporting report that the regional strategy also includes policies and strategies for housing. In particular, that the regional strategy emphasises priority for 'housing options that are well located within serviced, attractive, functional and safe environments' and it supports utilising existing serviced land before expansion of settlement boundaries (p.19). He further submitted that the rezoning will facilitate 'infill development for residential use that is in reasonably close proximity to schools, employment opportunities, health care, retail, public transport and asocial and recreational activity' (p.19).
12. In its representation, Mondelēz submitted that the rezoning lacked strategic basis and was not consistent with the regional strategy citing clause 3.3.1(e) and (g), 3.3.3(f) and 3.3.8 (b) and (l). It considered the rezoning introduced potential for land use conflict which may constrain the current and future operation of the plant.
13. Mondelēz submitted that approving a residential subdivision on the site will block expansion of the factory, submitting it reverses the usual onus by requiring the Mondelēz factory to demonstrate that it will not have a detrimental impact on the amenity of future residential use.
14. Mondelēz submitted Cadbury cannot produce chocolate at its Claremont factory without concentrate produced at the Mondelēz factory. Any increase in demand for Cadbury chocolate, both locally and internationally, may require an expansion or intensification of the factory.
15. Mr Earle, for the planning authority, submitted that consideration of impact on sensitive uses allowed under the Low Density Residential Zone must consider all uses allowed in the adjoining Commercial Zone, not just existing uses, noting this zone allows for a wide range of potential uses.
16. The Commission directed the planning authority and applicant to provide submissions regarding the draft amendment's consistency with the regional strategy, with reference to 3.3.1 and 3.3.3.
17. Mr Earle submitted that the regional strategy is intended to be read in its entirety and requires no single objective or consideration to have priority over another but that all must be considered and met.

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

18. More particularly, Mr Earle submitted that the draft amendment does not satisfy 3.3.1(g)(iii) and (iv), considerations relevant for converting employment land to non-employment use. He submitted that the applicant has failed to address the need for the conversion, noting no supply and demand analysis has been provided, and has not established the site is suitable for residential use and development.
19. Mr Earle also submitted the draft amendment is not consistent with objective 3.3.3(f), as it fails to adequately consider the importance of the Mondelēz factory to the region or the broader impact on economic activity that may result from constraints on the factory required to protect the amenity of residents.
20. Mr Reilly submitted that 'the land is not suitable for employment purposes and has no likely function as employment land' and therefore there is 'no actual conversion'. He further submitted that adverse effects on operations at Mondelēz will depend on whether risk of a noise based complaint is unacceptable. Mr Reilly considered that evidence from Mr Terts and the inclusion of standards to manage noise impacts in the Brickport Road Specific Area Plan (specific area plan) will minimise potential for impacts on Mondelēz.
21. Mr Reilly also submitted that intensification and further development of the Mondelēz factory will not necessarily result in increased impact on the site, due to the use and development standards of the interim planning scheme. He submitted the surrounding area is characterised by mixed use and that existing adjoining commercial development already constrains the use of the Mondelēz factory, which is an existing non-conforming use in the Commercial Zone.
22. Mr Reilly noted new use or development of non-conforming use is constrained by clause 9.1 and the State Planning Provisions of the Tasmanian Planning Scheme creates an almost identical level of control over non-conforming uses. In relation to potential for other use and development on land within the Commercial Zone, Mr Reilly submitted that the planning scheme requires a 4m setback from the zone (clause 23.4.3 A1).
23. The correct application of the regional strategy, in Mr Reilly's opinion is not to require that each applicable policy must be satisfied, but rather that the regional strategy is intended to guide decisions by providing a range of strategic objectives, which each must be weighted depending on their particular relevance and balanced against each other where competing strategic objectives exist. One strategic interest need not take precedence over another strategic interest where there is adequate scope for both to be met.
24. Mr Reilly submitted that the site is not significant in terms of regional supply or demand and that the draft amendment is not a land release in the typically understood sense, but an attempt to utilise existing serviced, central and developable land in a manner that realises its potential. He considered it is accepted planning practice to develop the centrally located land ahead of peripheral land and that if the demand for peripheral land drops as a result, that is more often than not a good planning outcome.
25. The planning authority's section 35 report identified that there is already 30 years supply of vacant zoned residential land in the Burnie area but it was considered that the proposed amendment does not 'contemplate a significant increase in land stock' (p.53-54).
26. Mr Earle submitted that there are a number of policies in 4.3.1 Urban Settlement Areas, and 4.7 Land Use Policies for Housing Land - places to live, that are relevant to the rezoning. He submitted that the planning authority has not prepared any structure plan that identifies the site as a candidate site for intensification and that consideration must be given to minimising exposure of people and property to unacceptable risk to health or safety.

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

Commission consideration

27. The Commission considers the regional strategy is to be read as a whole and the regional strategy does not give priority or primacy to specific policies and outcomes. The Commission may consider the relevance and weight that should be given to specific policies and outcomes with reference to the circumstances of a particular draft amendment in coming to an opinion about whether, taking into account the regional strategy as a whole, the draft amendment is 'as far as is practicable, consistent with the regional strategy'.
28. In this instance, the Commission accepts the submissions of Mr Earle and Mondelēz that the draft amendment fails to meet 3.3.1(e) to protect employment lands against intrusion from alternate forms of use and development and 3.3.1(g) (iii), (iv) and (v) which are tests for conversion of employment land.
29. It does not accept Mr Reilly's submission that the rezoning is not conversion of employment land. Employment land is defined in the regional strategy as 'areas designated in a planning scheme for clusters of industry, business and other economic activity' (p.160).
30. In relation to the regional strategy's policies for housing land, the Commission considers that although the effect of the draft amendment is to allow for residential development within an existing urban area, there is already an oversupply of residential land which is inconsistent with 4.3.1 (d) which establishes that land supply for housing should not exceed 20 years supply.
31. As a result, the Commission concludes that adequate residential zoned land has been provided and will continue to be developed and supplied as market demand requires.

Noise

32. While the applicant's noise expert, Mr Pearu Terts and Mondelēz's noise expert, Mr Darren Tardio each attended the site and took noise measurements, there were differences in their data. However, it was not contested that the site is subject to noise emissions from the factory and from the nearby highway traffic.
33. Mr Terts considered noise from the highway to be the most significant noise. Mr Tardio was in agreement that the highway noise is greater, but considered emissions from the Mondelēz factory to also be significant, particularly at night, due to its intermittent nature and tonal characteristics.
34. Evidence from the Department of State Growth was that no measures are proposed to be taken to reduce the impact of traffic noise.
35. The draft amendment includes a specific area plan which limits the location of residential development to the rear of the subject site by mandating a subdivision design in which a road for access to the residential lots separates those lots from the land remaining in the Commercial Zone. A noise standard in the specific area plan requires a habitable building located within the areas shown on Figure S1.2 as being affected by a tonal sound from the Mondelēz factory must be constructed to a Category 3 under AS3671-1989. An additional standard for all habitable buildings to be constructed to Category 2 under AS3671-1989 was suggested later.
36. Mr Earle submitted that the standard aims to reduce indoor exposure to traffic noise under existing and future highway conditions, but submitted that this does not address excessive exposure to traffic noise on external areas of each residential site.

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

37. Mr Tardio submitted that AS3671-1989 is a standard for building siting and construction in response to road traffic noise intrusion and does not address noise from other sources, such as industrial noise of the type that may be generated by the Mondelēz factory.
38. Mr Terts' noise report identified the current level of noise emission from adjacent industrial activity on the proposed residential land exceeds that which is desirable for residential use, and is likely to cause serious annoyance in some locations. He recommended:
 - a) a higher standard of building construction and management to reduce noise transmission from existing industrial sources;
 - b) no external activity space such as open decks, patios, and b-b-q areas within the northern elevation of a building or in the yard area situated north of that building.
39. Mr Earle submitted that reliance on external living areas to the rear or south of future dwellings for separation from traffic and industrial noise is without certainty given the elevated northerly aspect of each proposed lot and the opportunity for solar access and coastal outlooks. Therefore, the proposition by Mr Terts is unrealistic and unenforceable.
40. Later, Mr Terts also proposed a sound barrier to mitigate noise impacts from the Mondelēz factory. The sound barrier is taken to be 4m high, clad on both sides with colorbond corrugated metal and located along the northern boundary of the site for a distance of 130m.
41. Mr Tardio submitted that the sound barrier is unlikely to be effective in mitigating all noise impacts from the Mondelēz factory, because dominant noise sources from the factory include elevated sources above the height of the sound barrier and are not limited to the truck bay.
42. Mondelēz submitted that the *Tasmanian Environmental Protection Policy (Noise) 2009* (noise policy) is relevant. It sets a strategic framework for noise management to protect qualities of the acoustic environment conducive to the wellbeing of communities, including social and economic amenity and the health and wellbeing of individuals by reference to the World Health Organisation (WHO) recommended noise exposure levels.
43. Mr Terts' noise report accompanying the application identified that traffic noise from the Bass Highway exceeds the WHO standard. At the hearing, Mr Terts submitted that the WHO standard is a conservative standard with the aim of supporting health and wellbeing, rather than a measure of potential for nuisance.
44. Mondelēz submitted that clause 9 of the noise policy expressly requires planning scheme amendments to protect approved noise generating activities from encroachment by new or changed noise sensitive use or development.
45. Mondelēz submitted that the factory must operate in accordance with an Environmental Protection Notice (EPN) issued under the *Environmental Management and Pollution Control Act 1994*. The EPN sets maximum noise emission levels for night and day operations consistent with the current environmental values for the locality, including recognition that adjacent land to the south of the site is not available or developed for residential purposes.
46. Under the EPN, noise expressed as equivalent continuous A-weighted sound pressure is limited to 50dB(A) during the night (10:00pm to 7:00am) and 55dB(A) otherwise, when measured at any noise sensitive premises in other ownership, such as a residential use on the proposed lots. Mr Tardio submitted that these limits are external noise measurements, rather than those under AS3671. Where noise from the factory is combined with ambient

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

noise emissions, such as from traffic, the factory emissions are not to exceed 5dB(A) above ambient.

47. Measurements by Mr Tardio recorded factory $L_{eq, 10min}$ levels of 51dB(A) without factory traffic or 58dB(A) with factory traffic, or 59dB(A) when adjusted for tonal effects, measured on proposed Lot 7. Mr Terts recorded lower emissions, with an $L_{eq, 10min}$ measured at Lot 6 of 54dB(A) or 43.5dB(A) at night.
48. Mondelēz submitted the State Planning Provisions of the Tasmanian Planning Scheme (SPP) include an Attenuation Code establishing a 500m attenuation area for a Level 2 Milk processing works. Mondelēz submitted it is unlikely that the SPP standards for sensitive use within an attenuation area (C9.5.2) or standards for lot design (C9.6.1) can be met, given activities at the Mondelēz factory and that the residential use is a sensitive use that will significantly encroach into the 500m attenuation area.

Commission consideration

49. The Commission is not persuaded that the standards proposed in the specific area plan adequately address the potential for land use conflict between the future residential use of the subject site and the allowable uses on the adjacent land, including the Mondelēz factory. This is particularly because the standards do not address noise impacts on external areas of the lots.
50. The Commission agrees with Mr Earle that future residents will expect to develop outdoor living areas on the northern side of dwellings to take advantage of the sea views to the north, and these may be subject to unacceptable noise levels from the road and factory.
51. The Commission accepts the evidence of Mr Tardio that the proposed noise barrier will not be effective in reducing the impact of emissions from all noise sources from the Mondelēz factory. The Commission also finds the proposed noise barrier to be a significant structure that is likely to have an adverse impact on the amenity and character of the surrounding area.
52. In relation to the noise policy, the Commission acknowledges the policy establishes, as an implementation principle, that planning schemes and amendments to planning schemes should reflect the provisions of the policy where reasonably practical and that the policy anticipates approved noise generating activities are protected from encroachment by noise sensitive use or development. The Commission agrees with Mondelēz that the policy is a relevant consideration, but does not have the weight of a State Policy made under section 11 of the *State Policies and Projects Act 1993*.
53. The Commission accepts the evidence of Mondelēz that the draft amendment and permit will introduce sensitive use and development that may expose Mondelēz to enforcement action under the EPN in force. It notes that although the noise experts presented differing noise emissions data, it is uncontested that noise attenuation would be required to resolve land use conflicts.
54. The submission that the Tasmanian Planning Scheme is relevant, though not yet in effect in Burnie, is accepted by the Commission. The Commission agrees that the Attenuation Code would require a 500m attenuation distance and that the proposed residential lots will be within the Attenuation area.

Landslide risk

55. The application is accompanied by a Landslide Risk Assessment report (landslide report), prepared by Drs. Alan Chester and Wayne Griffioen. The majority of the site has a Low risk

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

of landslide, while the higher steeper parts have a Medium risk of landslide, affecting two of the proposed lots.

56. The supporting report purports the hazard is able to be managed through mitigation measures that are readily available using commonly practiced design solutions, such as limiting excavation and cut batters, and installing sub-soil and cut-off drainage.
57. The Department of State Growth (Mineral Resources Tasmania) submitted the geotechnical investigations and recommendations did not address all known conditions and risks on the land to provide for the safety of people and property in the event of new residential use and development. The planning authority, in response to the Department's representation, submitted further geotechnical investigations were required to address the shortcomings identified in the Mineral Resources Tasmania representation.
58. Following the first hearing, the Commission directed the applicant to carry out a peer review of the landslide report. After a preliminary review by Mr William Cromer in December 2018, additional investigations were undertaken and an amended geotechnical assessment dated 18 March 2019 was submitted. It presents the results of the previous investigations as well as the results of additional desk-top review and fieldwork.
59. This found indications of three previous landslide events on the site, together with evidence of ongoing soil creep on the steeper slopes, but concluded the site was suitable for use as a residential subdivision, subject to limitations outlined in the report.
60. The peer review concludes the geotechnical assessment satisfactorily addressed the requirements for landslide risk assessment, the conclusions reached concerning current slope instability risks are reasonable based on available evidence, and the recommended management procedures for mitigating the likelihood and/or consequences of slope instability are reasonable and appropriate.

Commission consideration

61. The Commission accepts landslip risk may be managed by appropriate mitigation measures.

State Policies

62. As the site is within 1km of the coast, the *Tasmanian State Coastal Policy 1996* (Coastal Policy) is applicable.
63. The applicant submitted the site is not subject to natural coastal processes or hazards such as flooding, storms, erosion, landslip, littoral drift, dune mobility or sea level rise and so no measures particular to coastal environments are required to be implemented in order to reduce risk to life and property.
64. The applicant also submitted that coastal ecosystems, including the native flora and fauna habitats that may have been present, have been lost to many years of settlement and agricultural activity. The applicant notes no expansion of the urban area is proposed and submitted all subsequent development of the site would be consistent with the policy of avoiding ribbon development and unrelated cluster developments along the coast.

Commission consideration

65. The Commission finds the draft amendment is in accordance with the Coastal Policy and that no other State Policies are relevant to the draft amendment.

Burnie Interim Planning Scheme 2013
Draft amendment 2017-3 and permit SD 2018-1282

Decision on draft amendment

66. The draft amendment is rejected for the following reasons:
- (a) In the opinion of the Commission, the draft amendment is not, as far as is practicable, consistent with the regional strategy because:
 - i. it has not been demonstrated that the draft amendment will not adversely impact the overall efficiency of other employment land, with reference to the Mondelēz factory, a consideration relevant to the conversion of employment land to non-employment use (3.3.1 g);
 - ii. the draft amendment will allow for sensitive uses to be introduced in proximity to the Mondelēz factory, with the potential for land use conflict and is considered to be inconsistent with the intent that designated employment lands are to be protected from intrusion by other forms of use or development (3.3.1 e); and
 - iii. Burnie already has an oversupply of residentially zoned land and the draft amendment will result in an increased oversupply when the regional strategy intends that land supply is matched to need and does not exceed 20 years supply (4.3.1 d).
 - (b) In the opinion of the Commission, Objective 1(a) of the Schedule 1 Objectives of the Act 'to provide for the fair, orderly and sustainable use and development of air, land and water' is not furthered due to the potential for land use conflict arising from the introduction of sensitive use adjacent to the Mondelēz factory, a Level 2 activity under the *Environmental Management and Pollution Control Act 1994*.

Consideration of the permit

67. Under section 43H, the Commission is required to review the planning authority's decision as reported under section 43F. Subsection 43H(d) provides that where the Commission rejects a draft amendment under subsection 41(b), the permit must be refused

Decision on permit

68. The permit is refused under subsection 43H(d).

GENERAL MANAGER**AO177-20 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT JUNE 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	2	AN INCLUSIVE AND HEALTHY COMMUNITY
Objective	2.3	A place where everyone feels accepted and participates freely in community activities.
Strategy	2.3.4	Promote inclusiveness and participation within identifiable groups.

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Community and Economic Development June 2020 be noted.”

2.0 SUMMARY

This report provides the past month’s updates under the following areas:

Community and Economic Development

- 2.1 Business and Recreation
- 2.2 Community / Cultural Development
- 2.3 Burnie Regional Museum and Burnie Regional Art Gallery
- 2.4 Burnie Arts and Function Centre
- 2.5 Makers’ Workshop – Visitor Information Centre
- 2.6 Marketing and Events
- 2.7 Collective Impact
- 2.8 Youth Development

2.1 BUSINESS AND RECREATION

The Heritage Burnie Ten

After a period of consideration and consultation with major race partners Saputo and RACT, a decision was made to proceed with the race as a virtual event for 2020. This year participants will be invited to register online like normal and receive their race bib but they pick their own time and place during the October 17-18 weekend to complete 5km or the 10km. Participants will submit their times back to our website and our site then displays the results. All participants will receive a medallion through the mail. It is expected that race fees will be reduced due to the redundancy of road closure/race set up.

Community Groups Return to Play

As State Government restrictions eased through June a number of community groups and sporting clubs approached Council about resuming their activities in Council facilities and recreational grounds. We advised all groups that safety plans were mandatory and copies should be forwarded to us to review and record. Council worked with each group to ensure their plans met the minimum requirements recommended so that each of them could return in an appropriate Covid-19 conscious manner.

The Health Care Insurance 321GO kids' race

It was resolved to meet with the committee in July to discuss this event's direction for 2020. Given that the day consists of seven smaller, separate age-specific races that are unlikely to consist more than 250 individuals, that the day is not until the end of October and that a virtual event may not be practical for young children, it may still be possible to proceed with a traditional event – albeit with races at greater time intervals throughout the day.

2.2 COMMUNITY / CULTURAL DEVELOPMENT

Seniors Week

- Council Officers working with local community groups on a project for the residents of Umina Park for Seniors Week in October.

Financial Assistance Grants 2019/2020

- Council Officers contacted the recipients of the Financial Assistance Grants (2019/2020) reminding them to spend funding before 30 June.

Rapid Relief Tasmania (RRT) Food Box Program

- The RRT Food Box initiative aims to establish emergency food banks to provide immediate relief for people in crisis.
- The Food Box initiative supports women and children affected by family violence, people from low socio-economic backgrounds and those affected by COVID-19.
- Council Officers are the contact point for those seeking access to a Food Box.
- There are 320 Food Boxes available, each valued at \$60 and to date 29 Food Boxes have been delivered to people in crisis.

Sports Stadium Working Group

- Council Officers are working with consultants to progress a study on a future stadium.

Burnie Men's Shed – Burnie Farmers Market

- Council Officers in discussions with the members of the Burnie Men's Shed in regards to the managing of the Burnie Farmers Market.

Financial Assistance Grants**Round One 2019-20**

Name/Organisation	Committed	Paid	Description of Project
Stowport Cricket Club	\$7,039	\$4,660	Removal of old and replacement of the main cricket pitch at Stowport Cricket ground.
Cradle Coast Outrigger Canoe Club	\$1,270	\$1,270	Purchase 12 junior paddles and 6 junior life jackets for junior paddlers.
South Burnie Bowls Club	\$4,480	\$3,725	Replace outdoor seating around the Greens and purchase 25 tables for clubrooms.
Burnie PCYC	\$2,118	\$2,118	To purchase two 'Assault Bikes' for the PCYC Operation Resilience Program.
Carers Tasmania Inc	\$2,310	\$1,496	To provide a high tea for unpaid family carers residing in Burnie.
Old English Country Dancing	\$100	\$100	To purchase a second hand computer.
Cooee to Camdale Coastcare	\$1,000	\$1,000	To purchase a laptop and software.
Hellyer District Venturer Scouts	\$3,560	\$3,560	To replace storage shed to store equipment.
Tas Conservation Trust	-\$3,000	\$0	Withdrawn request for funding. To assist with the costs of producing a Penguin Tourism Viewing Translation Website.
Total	\$24,877	\$17,929	

Round Two 2019-20

Name/Organisation	Committed	Paid	Description of Project
Burnie Athletic Club	\$5,500	\$5,500	To assist with costs for broadcasting and media coverage of the Burnie Athletic Carnival (conditional on sourcing remaining funding).
Burnie Surf Life Saving Club	\$2,170	\$2,170	For a Beach Safety Awareness Project.
Western Division Badminton Association	\$1,162	\$1,162	Update I.T. Equipment.
Women's Essential Service Providers	\$8,864	\$8,864	For a series of Workshops over five days as part of 16 Days of Activism Against Gendered Violence.
The Salvation Army – Oakleigh Accommodation Service	\$5,000	\$5,000	To upgrade playground at Oakleigh House. (conditional on TCF funding).
The Humour Foundation	\$3,969	\$3,784	The Clown Doctors Program at the NW Regional Hospital.
Burnie Stringalong Orchestra	\$2,000	\$0	Hold over to 20/21 financial year. To hold a weekend Workshop for students from Burnie schools.
Total	\$28,665	\$26,480	

Committed Three Year Sponsorship (2017-2020)

Burnie Men's Shed (\$1,716 over 3yrs)	\$572	\$572	Assist with costs for kerbside collection.
Stowport Community Morning Tea Group (\$608 over 3yrs)	\$202	\$202	Exemption of hall hire fees for annual Great Big Community Morning Tea and Christmas Luncheon for seniors.
Total	\$774	\$774	

Committed Three Year Sponsorship (2019-2022)

Coose to Camdale Coastcare (\$7,410 over 3yrs)	\$2,470	\$2,470	To purchase equipment, clothing and assist with insurance and telephone costs.
Burnie Amateur Swimming Club (\$9,000 over 3yrs)	\$3,000	\$3,000	To assist with the costs of hiring the Burnie Aquatic Centre.
Burnie Harness Racing Club (2019/2020 - \$1,485) (2020/2021 - \$1,980) (2021/2022 - \$1,980)	\$1,485	\$1,595	To off-set costs associated with access across the rail corridor at Wivenhoe.
Total	\$6,955	\$7,065	

Other Annual Community Group Assistance

Name/Organisation	Committed	Paid
Morning Melodies	\$1,460	\$1,379
Tasmanian Special Children's Christmas Party	\$1,500	\$1,500
Koori Kids - NAIDOC Week	\$400	\$400
Total	\$3,360	\$3,279

State Representatives Allowance

	Budget	Paid
State Representatives	\$10,000	\$8,700

Mayor Financial Assistance Minor Sponsorship Requests

	Budget	Paid
Minor Sponsorship Requests	\$2,500	\$0

Food License Permits Requests

	Budget	Paid
City of Burnie Lions Club		\$138
Somerset Rotary Club		\$26
Cancer Council		\$138
Roberts Real Estate (for Make A Wish)		\$26
Australian Red Cross (for Burnie Women's Shelter)		\$26
Total	\$1,000	\$354

Community Bands Assistance

Name/Organisation	Committed	Paid
Burnie Concert Band	\$2,500	\$2,500
Burnie Highland Pipe Band	\$2,500	\$2,500
Burnie Youth Choir (funding no longer)	\$2,500	\$0

Name/Organisation	Committed	Paid
available)		
City of Burnie Brass Band	\$2,500	\$2,500
EMUsicians	\$2,500	\$2,500
Stringalong Music Programme	\$2,500	\$2,477
Total	\$15,000	\$12,477

Other - Annual Assistance

Name/Organisation	Committed	Paid
Carols by Candlelight	\$4,500	\$4,500
Total	\$4,500	\$4,500

Waste Disposal Costs for Charitable & NFP Organisations

Name/Organisation	Committed	Paid
Australian Red Cross	\$720	\$40
Launceston City Mission	\$1,000	\$1,000
The Salvation Army Thrift Shop	\$720	\$272
Total	\$1,720	\$1,312

YTD Totals

Name/Organisation	Budget	Committed	Paid
Financial Assistance Grants Round 1		\$24,877	\$17,929
Financial Assistance Grants Round 2		\$28,665	\$26,480
Committed Three Year Sponsorship (2017-2020)		\$774	\$774
Committed Three Year Sponsorship (2019-2022)		\$6,955	\$7,065
Other Annual Community Group Assistance		\$3,360	\$3,279
State Representatives Allowance		\$10,000	\$8,700
Minor Sponsorship Grants by Mayor		\$2,500	\$0
Food License Permits		\$1,000	\$354
Total Financial Assistance Grants	\$70,500	\$78,131	\$64,581
Community Bands		\$15,000	\$12,477
Other – Annual Assistance		\$4,500	\$4,500
Waste Disposal Costs for Charitable & NFP Organisations	\$5,000	\$1,720	\$1,312

2.3 BURNIE REGIONAL MUSEUM and BURNIE REGIONAL ART GALLERY

The Museum is currently closed and continuing the cleaning and cataloguing project in the Streetscape.

The Gallery has been delighted with the number of visitors attending since re-opening on the 22 June. Although it is opening only Monday, Wednesday and Friday and people are asked to either register online or register once they arrive, we are still averaging 30+ visitors per day.

Primary Kaleidoscope is going online this year – teachers will upload images and videos of their student's puppets and we will show it on our social media pages.

Due to the issues of public programming, the Gallery has started a “Families of BRAG” Facebook group that offers art making activities that are linked to our exhibitions and normal public programs as well as the early year’s programs. It is being shared across all Council platforms and has over 80 members. Each day during school holidays we are posting a new activity.

BRAG Attendance Figures

Month	2019	2020
Jun	1,025	74

2.4 BURNIE ARTS AND FUNCTION CENTRE

Most of the staff at the BAFC have been redeployed to assist with the museum project, whilst continuing with some duties at the Centre.

The BAFC box office is now back open in a limited capacity, selling tickets for productions external to the BAFC as well as some for later in the year at the Centre.

We have managed three small functions for external hirers, however all catering is being done from external suppliers. The Centre is getting a number of enquiries for room rental for meetings.

The team at the BAFC are about to go live with our own comedy night, with limited seating in the Town Hall. This will be a test of patron interest and COVID safety measures etc. The Show will also be live streamed.

Once we have the first show done on August 7th, other performances will be able to work with in the COVID Safe Plan and procedures, which has been a massive undertaking to develop.

The Centre is in talks with a theatre company to try and bring a production to Burnie in late September at a reduced plan in the theatre (approx. 100). We believe we can sell these tickets off a plan that reception have control over to allow social distancing of patrons.

2.5 MAKERS’ WORKSHOP – VISITOR INFORMATION CENTRE

The Makers’ Workshop reopened to the community on Monday, 29 June at 9am.

Makers’ Workshop opening hours will be Monday – Friday 9am – 3pm.

Following significant work around infection control and a COVID Safe Plan, the paper tours at Creative Paper will be able to resume.

2.6 MARKETING AND EVENTS

Burnie Shines

Registrations for Burnie Shines are now open, with registrations closing on the 14 August. As previously reported there will be no printed program for this year's festival but will be promoted via a dedicated website and the newly created Burnie Shines Facebook & Instagram pages. This year will be the 20th year for Burnie Shines with an opportunity to look back over the past 19 years by re-publishing past programs and reconnecting with past Featured Artists to see how they have progressed in their arts practice. Exhibitions at the Gallery will be promoted along with any other event that may be registered.

Burnie Bite and Brew NYE 2020

No further progress on this event due to the unknown nature of COVID-19 and associated restrictions, it is hoped that by the end of September 2020 we will have a clearer idea as to whether the event is viable for 2020. All entertainers booked have been contacted and bookings placed on hold pending further advice.

Marketing & Events Storage

The move of equipment from Montello to Wivenhoe has been completed. We do have some equipment that is no longer required; we are currently investigating options as to how we move this equipment on.

2.7 COLLECTIVE IMPACT

Burnie Works

The Local Enabling Group has completed Governance Training through the University of Tasmania and is continuing work on its governance and legal structure.

A Measurement, Evaluation and Learning Plan has been developed.

Workshops were held throughout May –June to refresh the Burnie Works Agenda, with a draft plan completed.

Work has commenced to embed the voice of the community into working groups.

Dream Big

Dream Big is currently suspended due to COVID-19.

Employment Partnership Group

The Transport to Work Regional Employment Trial is currently suspended due to COVID-19. However the Department has advised that the funding has been extended to June 2021. Planning is underway to recommence this program.

BIG

BIG held an online Up Close and BIG session, with Ivan Colhoun, Chief Economist Markets at NAB on Wednesday 24 June 2020. The session was attended by 62 students with an interest in economics in Year 10-12.

Local Drug Action Team

The Local Drug Action Team has recommenced Community Action Plan activities.

Building Bridges

The program has been suspended due to COVID-19, however discussions are occurring with Job Actives and the Department to utilise the funding for a mentoring program.

2.8 YOUTH DEVELOPMENT**NWAY**

A meeting was held on 25 June with guest speaker Ethan Butler, author of *'What You Don't Learn at School'*. Topics for the meeting included the YNOT submission to the Premiers Economic and Social Recovery Advisory Council and the "SYC Top Tips for Health Minds Habits" resources created but the Statewide Youth Collaborative Group.

The *Inside Out For Kids* program is coming to the North West Coast which is a trauma, grief, loss, anxiety program for primary schools students.

YMCAB

The YMCAB Facebook page has had an increase of content to cover health messages, information on services, games and competitions to support young people around social isolation. It has seen increases of engagement with 919 likes and 959 people following the page.

Discord and Minecraft have slowed down with schools returning, but both sites are regularly used. A large increase is expected with school holidays starting in July. Groups of young people are starting to form on discord around topics such as Art and Photography, with young people going on to build further social media groups on Facebook themselves. Young artists from Discord are being included in the graphic design of the upcoming Youth Strategy.

The Discord server has 148 members. Service information and updates relevant for young people is posted regularly to the News channel and members can subscribe to content that interests them. Giveaways occur each week donated by members of the server. A number of engagements are planned for Discord including running of eSport Tournaments that are being tested over the school holidays, as well as art and photography competitions.

Currently 118 players are signed up at <https://minecraft.nwtassie.com> to play. A competition in creative building called "Burnie Builder 2020" has started to run over the school holidays. Currently we have 6 young people as Minecraft server moderators.

Council has been in discussions with the Education Department which have invested in licences for all students and teachers across Tasmania in Minecraft Education Edition. We are meeting regularly with their IT and curriculum teams to see how we can collaborate.

A Council Minecraft account has been set up to allow Councillors and other organisations access to Minecraft with support from the Youth Development Officer.

Youth Strategy Update

The Youth Strategy is being updated. Council will be asking youth, organisations and the broader community to make submissions. August will see work done on bringing the collected information together into a strategy with the involvement of stakeholders.

Other

The YDO is investigating the delivery of a number of short workshops for young people online over the school holidays in July in collaboration with Infoxchange:

- *Simple ways to keep your money safe online (90 mins)*
- *Tools and tips to keep your budget on track (90 mins)*
- *Introduction to code (90 mins)*

COUNCIL RESOLUTION

Resolution number: MO204-20

MOVED: *Cr G Simpson*

SECONDED: *Cr K Dorsey*

“THAT the General Manager’s Information Report for Community and Economic Development June 2020 be noted.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO178-20 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES JUNE 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.4	A sustainable, viable financial future is assured and accountability is demonstrated through open and transparent processes.
Strategy	7.4.2	Demonstrate financial accountability and ensure strong internal controls underpin performance.

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Corporate and Business Services for June 2020 be noted.”

2.0 SUMMARY

The report includes the following items:

Corporate and Business Services

- 2.1 Summary Financial Statements
- 2.2 Schedule of Investments
- 2.3 Operational Report by Directorate/Department
- 2.4 Receivables Analysis
- 2.5 Rates Analysis
- 2.6 Capital Expenditure Report
- 2.7 Contracts Awarded
- 2.8 Consultants Engaged
- 2.9 Governance – Use of Council Seal

2.1 SUMMARY FINANCIAL STATEMENTS

Statement of Comprehensive Income

This report provides the draft YTD operating results for the period ending 30 June 2020.

YTD Comprehensive Income Statement

	YTD Actual	YTD Budget	YTD Variance to Budget	Annual Budget 2020	Annual Forecast 2020	Forecast Variance to Budget	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Recurrent Income							
Rates and charges	22,800	22,923	⊖ 123	22,923	22,800	⊖ 123	U
Statutory fees and fines	974	1,024	⊖ 50	1,024	967	⊖ 57	U
User fees	4,054	4,732	⊖ 678	4,732	4,275	⊖ 457	U
Grants	3,486	3,399	⊕ (87)	3,399	3,492	⊕ (93)	F
Reimbursements	569	323	⊕ (245)	323	604	⊕ (281)	F
Other income	733	902	⊖ 169	902	746	⊖ 156	U
Investment income	469	917	⊖ 448	917	469	⊖ 448	U
Total recurrent income	33,085	34,221	⊖ 1,136	34,221	33,354	⊖ 867	U
Recurrent Expenses							
Employee benefits	11,459	12,210	⊕ (751)	12,210	12,057	⊕ (153)	F
Materials and services	10,066	10,786	⊕ (720)	10,786	10,444	⊕ (343)	F
Depreciation and amortisation	7,629	7,765	⊕ (136)	7,765	7,658	⊕ (108)	F
Finance costs	57	57	⊕ 0	57	57	⊕ -	F
Other expenses	3,275	3,400	⊕ (125)	3,400	3,393	⊕ (7)	F
Total recurrent expenses	32,486	34,219	⊕ (1,733)	34,219	33,609	⊕ (610)	F
Operating surplus/(deficit)	599	2	⊕ (597)	2	(255)	⊖ 257	U
Capital Items							
Capital grants	1,270	2,163	⊖ 893	2,163	2,481	⊕ (318)	F
Expenditure on assets not owned by Council	-	-	⊕ -	-	-	⊕ -	F
Contributions - non-monetary assets	1,872	-	⊕ (1,872)	-	1,872	⊕ (1,872)	F
Net gain/(loss) on disposal of assets	(508)	-	⊖ 508	(250)	(250)	⊕ -	F
	2,634	2,163	⊕ (472)	1,913	4,103	⊕ (2,190)	F
Surplus/(deficit)	3,233	2,165	⊕ (1,069)	1,915	3,848	⊕ (1,933)	F
Operating Margin	1.02	1.00		1.00	0.99		

- ⊕ A favourable variance
- ⊖ An unfavorable variance < \$50k
- ⊗ An unfavorable variance > \$50k

F = YTD favourable variance to budget U = YTD unfavourable variance to budget

Council is currently forecasting a deficit of \$255k as at the end of June 2020. The forecast has been significantly impacted by the effects of COVID-19. Council officers are in the process of preparing Council's final June 2020 financials. Details on Council's financial results for 2019-20 will be table with Council's financial statements at Council's October meeting.

Statement of Financial Position

The Statement of Financial Position provides a snapshot of Council's financial position at the end of the reporting period. The current ratio line is an indicator of Council's liquidity and ability to pay its debts when they fall due. A ratio of more than 1.00 or more indicates that there is more cash and short terms assets than short term liabilities.

Statement of Financial Position

	Actual 2020 \$'000	Budget 2020 \$'000	Forecast 2020 \$'000
Assets			
Current assets			
Cash and cash equivalents	14,263	4,096	12,691
Trade and other receivables	2,681	1,492	1,492
Inventories	103	139	139
Other assets	13	34	34
Total current assets	17,060	5,761	14,356
Non-current assets			
Investment in water corporation	75,672	75,672	75,672
Investments in subsidiaries	2,103	2,103	2,103
Investment in joint venture	3,311	3,311	3,311
Property, infrastructure, plant and equipment	340,795	342,869	345,206
Total non-current assets	421,881	423,955	426,292
Total assets	438,941	429,716	440,648
Liabilities			
Current liabilities			
Trade and other payables	1,415	2,347	2,347
Trust funds and deposits	131	138	138
Interest-bearing loans and borrowings	326	329	329
Employee provisions	2,259	2,411	2,411
Total current liabilities	4,131	5,225	5,225
Non-current liabilities			
Interest-bearing loans and borrowings	11,011	1,811	11,011
Employee provisions	164	163	163
Total non-current liabilities	11,175	1,974	11,173
Total liabilities	15,306	7,199	16,398
Net Assets	423,635	422,517	424,250
Equity			
Accumulated surplus	274,147	274,348	274,148
Surplus/(deficit)	3,233	1,915	3,848
Reserves	146,255	146,254	146,254
Total Equity	423,635	422,517	424,250
CURRENT RATIO	4	1.10	2.75

Statement of Cash Flows

This report details cash and investment movements and balances as at the end of the reporting period.

Council's cash and investments balance as at 30 June 2020 is \$14.263m.

Burnie City Council
Statement of Cash Flows

	Actual 2020 \$'000	Budget 2020 \$'000	Forecast 2020 \$'000
Cash flows from operating activities			
Rates and charges	21,577	22,923	22,767
Statutory fees and fines	974	1,023	967
User fees	4,054	4,679	4,275
Grants	3,486	3,399	3,492
Reimbursements	569	323	604
Other income	2,605	925	746
Payments to suppliers	(12,450)	(10,731)	(13,330)
Payments to employees	(11,757)	(12,357)	(12,205)
Other payments	(3,275)	(3,400)	(3,393)
Net cash provided by (used in) operating activities	5,784	6,784	3,924
Cash flows from investing activities			
Payments for property, infrastructure, plant and equip	(8,146)	(11,970)	(9,071)
Dividends and distributions	469	917	469
Capital grants	1,270	2,163	2,481
Net cash provided by (used in) investing activities	(6,407)	(8,890)	(6,121)
Cash flows from financing activities			
Finance costs	(57)	(57)	(57)
Trust funds & deposits	-	3	-
New borrowings	10,398	1,200	10,398
Repayment of interest bearing loans and borrowings	(325)	(324)	(322)
Net cash provided by (used in) financing activities	10,016	822	10,018
Net increase (decrease) in cash and cash equivalents	9,393	(1,284)	7,821
Cash and cash equivalents at the beginning of the financial year	4,870	5,380	4,870
Cash and cash equivalents at the end of the period	14,263	4,096	12,691

2.2 SCHEDULE OF INVESTMENTS

A schedule of Council's investments is provided as at 30 June 2020:

Investments Schedule as at 30/06/2020							
<u>Institution</u>	<u>Term</u>	<u>Rate</u>	<u>S&P Rating</u>	<u>Lodgement Date</u>	<u>Maturity</u>	<u>Amount</u>	<u>Total</u>
ANZ	At Call	1.15%	A1+			2,754,419	2,754,419
MyState	365 Days	1.90%	A2	2/09/2019	2/09/2020	1,000,000	
MyState	90 Days	1.10%	A2	30/06/2020	1/10/2020	1,000,000	
MyState	90 Days	1.10%	A2	30/06/2020	1/10/2020	1,000,000	3,000,000
NAB	180 Days	0.90%	A1+	30/06/2020	26/12/2020	2,000,000	
NAB	90 Days	0.80%	A1+	30/06/2020	27/09/2020	1,000,000	3,000,000
ME Bank	62 Days	0.80%	A2	30/06/2020	31/08/2020	2,000,000	2,000,000
Bank of Queensland	365 Days	1.05%	A2	30/06/2020	30/06/2021	1,000,000	1,000,000
							11,754,419

Investment Allocation by Credit Rating

<u>Credit Rating</u>	<u>%</u>	<u>Amount</u>	<u>WAIR</u>
A1+	49%	\$5,754,419	0.55%
A1	0%	\$0	
A2	51%	\$6,000,000	0.32%
	100%	\$11,754,419	

Investment Allocation by Bank

<u>Bank</u>	<u>%</u>	<u>Amount</u>
ANZ	23%	\$2,754,419
MyState	26%	\$3,000,000
NAB	26%	\$3,000,000
ME Bank	17%	\$2,000,000
BOQ	9%	\$1,000,000
	100%	\$11,754,419

Council's Treasury Management Policy CP-CBS-SG-038 sets the parameters for management of Council's investment portfolio.

Cash reserves require careful management to both achieve optimum investment incomes and to ensure that cash is available when needed for planned expenditures. Funds are invested in a manner that allows Council to earn interest on community funds for as long as possible while retaining flexibility in accessing those funds for Council operations.

The primary tool for deciding on how much and how long to invest is the cash flow budget. A buffer of funds is retained in an interest bearing at call account to ensure funds are available to meet the Council's commitments.

Council's risk from exposure to any individual institution is restricted through diversification of the investment portfolio. No more than 40% of Council's total investment portfolio will be

invested in any one institution. Council is also mindful of limiting its exposure to institutions with a credit rating of less than A1 and will not invest more than \$3 million with any one institution with a credit rating of less than A1.

2.3 OPERATIONAL REPORT BY DIRECTORATE/DEPARTMENT

Final directorate reports for 2019-20 will be provided to Council once Council's 2019-20 financial statements are finalised.

2.4 RECEIVABLES ANALYSIS

The receivables analysis summarises all current amounts owed to Council as at the end of the reporting period. Graphical analysis is provided for the breakup of main receivable categories.

Receivables Analysis as at 30 June 2020

	<u>Total</u>	<u>Current - 30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120+ Days</u>
Trade Debtors					
Sundry Debtors	145,640	117,937	15,527	1,935	10,241
Reserved Parking Spaces	5,019	4,666	(426)	417	361
Burnie Venues & Catering	(116)	-	(116)	-	-
Lease Debtors	101,219	77,305	14,222	8,022	1,671
Business & Recreation Debtors	316	-	-	-	316
Waste Debtors	81,449	79,578	938	193	741
Total Trade Debtors	333,527	279,486	30,144	10,567	13,330
Goods & Services Tax	(8,243)				
Infringements & Parking	1,302,196				
Other Receivables	389,290				
Rates & Charges	1,753,258				
Allowance for Impaired Debts	(1,089,863)				
Total Receivables	2,680,166				

Infringements & parking

	Jun-20		Jun-19		Movement	
	Count	Balance	Count	Balance	Count	Balance
Issued 2020	2,269	194,313			2,269	194,313
Issued 2019	1,205	112,231	2,882	209,152	(1,677)	(96,921)
Issued 2018	948	63,064	1,187	90,842	(239)	(27,778)
Issued 2017	1,637	50,303	1,676	63,651	(39)	(13,348)
Issued 2016	968	35,660	1,003	42,562	(35)	(6,902)
Issued 2015	563	34,864	612	39,790	(49)	(4,926)
Issued 2014	500	32,015	550	36,830	(50)	(4,815)
Issued 2013	614	36,608	650	39,654	(36)	(3,046)
Issued 2012	504	30,874	547	34,704	(43)	(3,830)
Issued 2011	508	30,706	565	34,518	(57)	(3,812)
Issued 2010	635	23,162	669	25,082	(34)	(1,920)
Issued 2009	749	51,911	776	53,773	(27)	(1,862)
Issued 2008	1,431	70,480	1,457	72,622	(26)	(2,142)
Issued Pre-2007	11,875	542,939	11,905	549,225	(30)	(6,286)
	24,406	1,309,129	24,479	1,292,405	(73)	16,724

2.5 RATES ANALYSIS

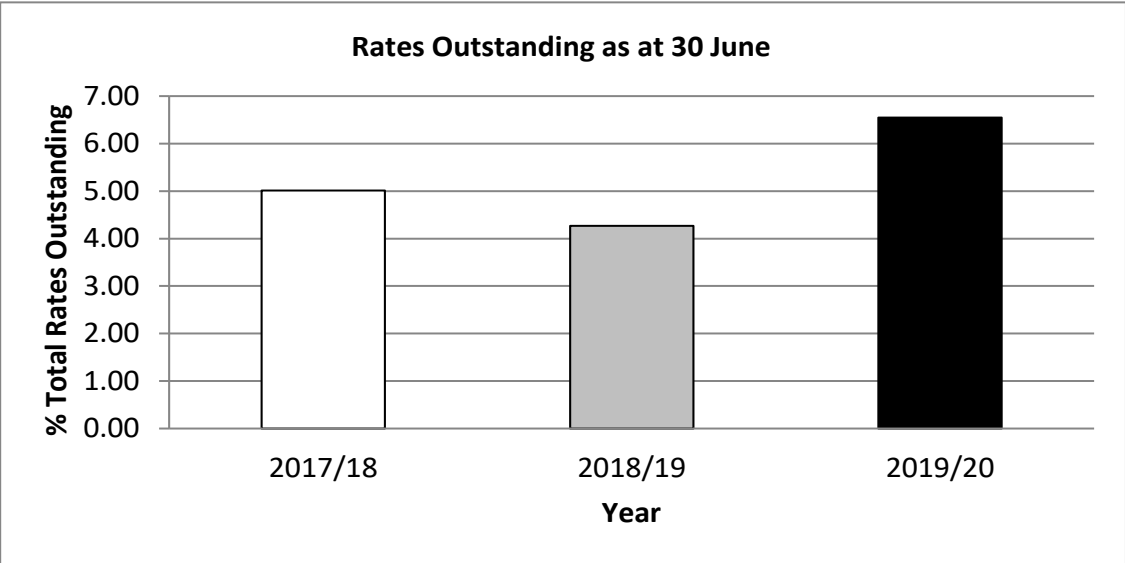
The rates analysis contains a summary of rating transaction movements for 2019/20 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

Rates Outstanding as at 30/06/2020

	This Financial Year 30 Jun 2020		Last Financial Year 30 Jun 2019		Change
		\$		\$	\$
Arrears Brought Forward as at July	2.87%	672,826	5.29%	1,239,630	(566,804)
Credit Brought Forward	-0.44%	(103,929)	-2.96%	(692,968)	589,039
Add Current Rates & Charges Levied	96.92%	22,717,646	95.80%	22,431,821	285,825
Penalty	0.30%	69,247	0.39%	91,110	(21,863)
Supplementary Rates	0.35%	82,987	1.48%	346,526	(263,539)
Gross Rates and Charges Demanded	100.00%	23,438,778	100.00%	23,416,120	22,658
Less: Rates & Charges Collected	91.37%	21,415,775	92.56%	21,674,198	(258,423)
Pension Remission	3.07%	720,431	3.01%	705,175	15,255
Residential Waste Remission	0.08%	19,008	0.08%	18,144	864
Hardship Interest Remission	0.00%	76	0.00%	410	(334)
Private Conservation	0.00%	165	0.00%	105	60
Misc Remissions	0.00%	-	0.06%	12,988	(12,988)
Services Remissions	0.00%	-	0.00%	-	-
Stormwater Remission	0.04%	8,933	0.04%	8,692	240
General Rate Remission	0.00%	-	0.02%	4,611	(4,611)
- Legal Fees	0.01%	1,687	-0.01%	(1,638)	3,325
- Discounts	1.47%	345,395	1.81%	422,852	(77,458)
- Roundings/Adjustments	-0.01%	(1,935)	0.00%	(2)	(1,933)
Sub Total	96.04%	22,509,534	97.56%	22,845,536	(336,002)
Unpaid Rates & Charges as at 30/06	3.96%	929,244	2.44%	570,584	358,659

	<u>2019/2020</u>	<u>2018/2019</u>
Outstanding as at 30 June	1,734,603	1,319,596
Rates in credit	(805,360)	(749,012)
	929,244	570,584
Total number of assessments	10,091	10,036
Assessments outstanding	13.06% 1,318	23.8% 2,385

There were 1,318 assessments outstanding as at 30 June 2020 compared to 2,385 as at 30 June 2019.



2.6 CAPITAL EXPENDITURE REPORT

The following report outlines council's YTD capital expenditure compared to budget as at 30 June 2020. Explanations are provided below for project forecast variances to budget of \$20,000 or more.

YTD Capital Expenditure 2019/20						
	YTD Expenditure	Annual Budget	Balance Unspent	Forecast	Forecast Variance to Budget	Note
ROADS						
RURAL ROADS						
Upgrade Programme	691,542	888,920	197,378	774,293	● (114,627)	1
Rural Roads Resealing	194,910	86,700	(108,210)	196,264	⊕ 109,564	2
Rural Roads Major Patching & Resealing	191,844	146,120	(45,724)	193,787	⊕ 47,667	3
Rural Roads Bridges Programme	340,978	362,900	21,922	407,337	⊕ 44,437	4
TOTAL RURAL ROADS	1,419,274	1,484,640	65,366	1,571,681	⊕ 87,041	
URBAN ROADS						
Car Parking Improvements	205,362	151,710	(53,652)	205,363	⊕ 53,653	5
Driveways, Footpaths and Channel	141,416	221,120	79,704	235,196	● 14,076	
Retaining Walls	322,152	450,817	128,665	378,626	● (72,191)	6
Urban Infrastructure	167,964	409,920	241,956	392,369	● (17,551)	
Urban Road Renewal & Upgrades	159,392	520,160	360,768	178,419	● (341,741)	7
Urban Road Resealing	795,137	985,823	190,686	811,659	● (174,164)	8
TOTAL URBAN ROADS	1,791,424	2,739,550	948,126	2,201,632	● (537,918)	
TOTAL ROADS	3,210,697	4,224,190	1,013,493	3,773,313	● (450,877)	
STORMWATER						
Storm Water Upgrades & Replacements	383,425	652,389	268,964	661,347	● 8,958	
TOTAL STORMWATER	383,425	652,389	268,964	661,347	● 8,958	
PARKS, RESERVES AND SPORTING FACILITIES						
General Parks and Reserves	1,063,610	3,080,893	2,017,283	1,370,161	● (1,710,732)	9
Cemeteries	37,377	218,480	181,103	37,608	● (180,872)	10
Sporting Grounds & Facilities	208,964	237,076	28,112	208,963	● (28,113)	11
TOTAL PARKS, RESERVES & SPORTING FACILITIES	1,309,951	3,536,449	2,226,498	1,616,732	● (1,919,717)	
WASTE						
Garbage and Recycling	6,035	42,045	36,010	42,045	● -	
Waste Management Centre	127,021	300,179	173,158	296,639	● (3,540)	
TOTAL WASTE MANAGEMENT	133,056	342,224	209,168	338,684	● (3,540)	
BUILDINGS						
Sporting Facilities	607,260	656,336	49,076	683,719	⊕ 27,383	12
Public Amenities	206,291	474,670	268,379	206,291	● (268,379)	13
Burnie Arts & Function Centre	55,214	328,240	273,026	59,387	● (268,853)	14
Burnie Regional Museum	-	-	-	-	● -	
Other Buildings	897,725	1,077,419	179,694	1,037,692	● (39,727)	15
TOTAL BUILDINGS	1,766,490	2,536,665	770,175	1,987,089	● (549,576)	
PROPERTY, PLANT & EQUIPMENT (PPE)						
Computer Equipment	30,291	438,050	407,759	438,050	● -	
Vehicles	107,101	134,600	27,499	107,805	● (26,795)	16
Plant	891,417	960,976	69,559	962,278	● 1,302	
Other	241,805	246,416	4,611	279,599	⊕ 33,183	17
Parking Equipment	51,262	37,200	(14,062)	51,262	● 14,062	
Furniture & Fittings	15,057	49,295	34,238	49,295	● -	
Heritage Assets	5,049	11,860	6,811	5,049	● (6,811)	
TOTAL PLANT/EQUIPMENT/VEHICLES	1,341,981	1,878,397	536,416	1,893,338	● 14,941	
TOTAL	8,145,601	13,170,314	5,024,713	10,270,503	● (2,899,811)	

Note 1 – Upgrade Programme

Project Description	Actual	Budget	Forecast	Variance	Variance
Mooreville Road Widening - Stage 3	584,371	711,600	584,371	● -127,229	-18%

Mooreville Road Widening - Stage 3 - Project savings via improved methodologies and simpler constructions site.

Note 2 – Rural Roads Resealing

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Circular Rd Reseal - Sth Darling River	97,324	0	97,324	● 97,324	0%
Clarkes Rd - Lottah Rd to No.78 Clarkes Rd	17,644	25,500	18,998	● -6,502	-25%
West Mooreville Road – Penima Road Intersection	79,942	61,200	79,942	● 18,742	31%

Circular Rd Reseal – Sth Darling River – Unplanned roadworks associated with pavement failures on Circular Road which occurred the past winter. Issues need to be addressed to minimise ongoing damage.

Clarkes Rd – Lottah Rd to No. 78 Clarkes Rd – Minor changes in scope – repair works and contingency not required.

West Mooreville Road – Penima Road Intersection – Change in scope of works – minor extension of seal zone – balancing overall budget.

Note 3 - Rural Roads Major Patching and Resealing

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Stowport Rd at Bass Hwy Junction	800	40,800	800	● -40,000	-98%
West Mooreville Rd - From Multicap south to No 220	143,135	81,600	145,078	● 63,478	78%
Cascade Rd Recons-Ellis Rd-Illoura Rd	22,781	0	22,781	● 22,781	0%

Stowport Rd at Bass Hwy Junction – Project on hold due to DSG safety review – Carry Forward.

West Mooreville Rd – From Multicap South to No. 220 – Area of works extended to complete a missing link and incorporates sections of asphalt. Save rework next year – balancing overall budget.

Cascade Rd Recons – Ellis Rd – Illoura Rd – Unplanned roadworks associated with pavement failures on Cascade Road which occurred the past winter. Issues need to be addressed to minimise ongoing damage.

Note 4 Rural Roads Bridges Programme

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Bridge Approach Upgrade Program	2,856	52,500	2,856	● -49,644	-95%
Talunah Road/Guide River Tributary Culvert	40,832	30,400	40,832	● 10,432	34%
West Ridgley Road Culvert Upgrade	297,291	280,000	363,649	● 83,649	30%

Bridge Approach Upgrade Program – Included as part of West Ridgley culvert upgrade.

Talunah Road/Guide River Tributary Culvert – Tender price endorsed by Council.

West Ridgley Road Culvert Upgrade – Tender price endorsed by Council.

Note 5 - Car Parking Improvements

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Car Parks - Wiseman St - Community House	112,415	71,160	112,415	41,255	58%
Car Parks - Parks & Reserves	61,820	50,000	61,820	11,820	24%

Car Parks - Wiseman St - Community House - Increased scope to maximise parking opportunity.

Car Park – Parks & Reserves – Additional works associated with garden beds.

Note 6 Retaining Walls

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Retaining Walls - Brickport Rd NWRH	146,142	163,441	154,150	-9,291	-6%
Retaining Walls - 44 Spencer Street	18,741	37,380	18,741	-18,639	-50%
Retaining Walls - 52-58 Spencer Street	15,412	69,776	15,412	-54,364	-78%

Retaining Walls – Brickport Rd NWRH – Tender price endorsed by Council.

Retaining Walls – 44 Spencer Street – Wall repaired, not replaced.

Retaining Walls – 52-58 Spencer Street – Carry forward balance of funding. Project more difficult than anticipated.

Note 7 – Urban Road Renewal & Upgrades

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Queen St - William St - Bass Hwy	34,003	0	34,003	34,003	0%
Bay Street Upgrade - (Mollison to Noel)	52,965	194,560	52,965	-141,595	-73%
Linton St Reconstruction - Cabot St to Mount Street	69,851	304,000	69,851	-234,149	-77%

Queen St - William St - Bass Hwy - Last year's budget

Bay Street Upgrade – (Mollison to Noel) – Balance of funds to be carried forward

Linton St Reconstruction – Cabot St to Mount Street – Carry forward balance

Note 8 Urban Road Resealing

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Wiseman St - Armitage Cres to Woniora	95,655	117,701	103,000	-14,701	-12%
Hodgman St Reseal - View Rd to Jones St	31,500	67,932	31,500	-36,432	-54%
Mount St Parking Lanes - (Federal to Roslyn Ave)	177,142	265,200	185,000	-80,200	-30%
View Rd - (Ladbrooke to Little Bird)	68,388	76,500	68,388	-8,112	-11%
West Park Grove Reseal	255,517	306,000	255,517	-50,483	-16%

Wiseman St - Armitage Cres to Woniora - Contingency not required

Hodgman St Reseal - View Rd to Jones St - Reduced scope as future retaining wall replacement will impact road surface.

Mount St Parking Lanes - (Federal to Roslyn Ave) - Negotiated scope reduction in asphalt depth with DSG.

View Rd – (Ladbrooke to Little Bird) – Minor change in scope.

West Park Grove Reseal - Contingency provision and pavement renewal not required.

Note 9 – General Parks & Reserves

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Burnie Park - Foot Bridge Replacement	5,251	23,051	5,251	-17,800	-77%
Coastal Pathway - Red Rock to Cam River	16,976	1,220,100	16,976	-1,203,124	-99%
Fernglade Reserve - Install new path	53,213	13,779	53,213	39,434	286%
Design Work - Coastal Pathway - Round Hill	5,962	200,000	5,962	-194,038	-97%
Cooee Point Truck Wash Decommissioning (Provisional)	2,400	64,800	2,400	-62,400	-96%
Oakleigh Park Fountain Replacement	15,750	102,000	15,750	-86,250	-85%
Public Art Program	0	40,000	0	-40,000	-100%
South Burnie Bowls Club - New Fence	26,134	42,560	26,134	-16,426	-39%
Montello Soccer Ground Upgrade Management Plan & Stage 1	83,366	205,862	82,811	-123,051	-60%

Burnie Park - Foot Bridge Replacement - Project on hold - reviewing opportunities for reconfigure site.

Coastal Pathway - Red Rock to Cam River – Carry Forward balance.

Fernglade Reserve - Install new path - Scope of works has increased as boardwalk sections required.

Design Work - Coastal Pathway - Round Hill– Carry Forward balance.

Cooee Point Truck Wash Decommissioning (Provisional) - Carry forward balance - project reliant on alternate facility.

Oakleigh Park Fountain Replacement - Project in train - carry forward balance.

Public Art Program - Incorporate into Oakleigh Park project.

South Burnie Bowls Club - New Fence - Reused part of existing fence (plinth) reduced cost of the project

Montello Soccer Ground Upgrade Management Plan & Stage 1 - Works in progress - carry forward balance to next FY to complete project.

Note 10 – Cemeteries

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Cemetery - Retrofit Concrete Plaque Plinths	26,756	177,900	26,756	-151,144	-85%
Lawn Cemetery - Upgrade Footpath and Bridge	5,250	35,580	5,250	-30,330	-85%

Cemetery – Retrofit Concrete Plaque Plinths – Developing a solution for consultation – not complete.

Lawn Cemetery - Upgrade Footpath and Bridge – On hold, reviewing project scope.

Note 11 – Sporting Grounds & Facilities

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
McKenna Park - J League Support Facilities	0	90,000	0	-90,000	-100%
Tennis Club Remediation	131,024	75,000	131,024	56,024	75%
Ridgley Bowls Club - Fencing	29,876	17,790	29,876	12,086	68%
Ridgley Recreation Ground - Cricket Pitch Upgrade/Repair	13,804	20,400	13,804	-6,596	-32%

McKenna Park - J League Support Facilities – Carry forward – need additional funding.

Tennis Club Remediation - Refer Council Workshop report for details

Ridgley Bowls Club – Fencing - Unforeseen additional electrical and concrete work required due to latent conditions

Ridgley Recreation Ground – Cricket Pitch Upgrade/Repair – Project complete. Scope of works reduced following detailed investigation

Note 12 – Sporting Facilities

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
West Park Grandstand Facilities Upgrade	437,477	424,320	437,477	13,157	3%
Surf Club Redevelopment Project	10,000	0	10,000	10,000	0%

West Park Grandstand Facilities Upgrade – Additional works approved by Council to upgrade BAC entry. Council to recover \$14,421 from BAC

Surf Club Redevelopment Project – Return of security end of contract defects period

Note 13 – Public Amenities

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Waterfront Playground Toilet	120,253	66,170	120,253	54,083	82%
South Burnie Beach - Toilet and Changerooms	19,525	306,000	19,525	-286,475	-94%
Barker St Reserve - Toilet	66,513	102,500	66,513	-35,987	-35%

Waterfront Playground Toilet - Construction costs estimate was greater than the original budget due to a number of factors thus, carried forward funds were not sufficient to fund the balance of the project. To balance across the program.

South Burnie Beach - Toilet and Changerooms - Permit processes have delayed project. To be combined with carpark upgrade.

Barker St Reserve – Toilet - Alternate design solution used.

Note 14 – Burnie Arts & Function Centre

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
BAFC - Fire Curtain	8,747	75,600	8,747	-66,853	-88%
BAFC - Lift Installation for All Floors	1,387	204,000	2,000	-202,000	-99%

BAFC - Fire Curtain - Existing system reinstated.

BAFC - Lift Installation for All Floors - Project on hold - potential carry forward.

Note 15 – Other Buildings

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
North West Museum & Art Gallery Project	557,434	616,473	560,000	● -56,473	-9%
City Offices - Carpet and Repaint Customer Service (Provisional)	200	10,200	200	● -10,000	-98%
City Offices - HVAC Chiller Unit Replacement	196,309	153,000	196,309	● 43,309	28%
City Offices - Flagpole - Aboriginal Flag	9,902	0	9,902	● 9,902	0%
Trade Waste Compliance Works - Council buildings	5,333	30,600	5,333	● -25,267	-83%

North West Museum & Art Gallery Project – Current stage of project complete. Some elements delayed to stage 2.

City Offices - Carpet and Repaint Customer Service (Provisional) – Project on hold.

City Offices - HVAC Chiller Unit Replacement - Refer Council report - Original budget estimate inadequate

City Offices - Flagpole - Aboriginal Flag - Unbudgeted expenditure approved by Council

Trade Waste Compliance Works - Council buildings - Negotiated to reduce scope of works with Taswater.

Note 16 – Vehicles

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Corporate Fleet Changeover	54,805	81,600	54,805	● -26,795	-33%

Corporate Fleet Changeover – No further purchases required. Replacement based on age and KM's

Note 17 – Other PPE

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Point POS System	4,949	0	4,949	● 4,949	0%
BRAG - Art Acquisitions	24,855	20,400	24,855	● 4,455	22%
Asset Failure Contingency	69,327	51,000	69,327	● 18,327	36%
Building Revaluation	5,440	0	5,440	● 5,440	0%

Point POS System – Last year's budget

BRAG – Art Acquisitions – Last year's budget. 2018-19 budget carried forward

Asset Failure Contingency – Unexpected asset and equipment failures exceeded budget provision

Building Revaluation – Last year's budget

2.7 CONTRACTS AWARDED

The following table shows contracts awarded over \$100,000 (full contract value) during June 2020:

Contract Number	Contract Title	Contractor Registered Business Name and Address	Awarded Date	Initial Term/ Delivery Date	Value of Contract (Ex GST)
No Contracts awarded over \$100,000 during June 2020.					

2.8 CONSULTANTS ENGAGED

The following table lists consultants engaged throughout the current financial year for a cost greater than \$10,000. For the purpose of this table, a consultant is defined as a person or organisation that provides Council with professional advice in areas of strategy, planning or engineering. Consultants are engaged in accordance with Council's policy *Code for Tenders and Contracts CP-CBS-SG-012*.

Reasons that consultants may be engaged:

- A Lack of resource within Council
- B Specialist expertise required
- C Independence
- D Value for money (where Council cannot provide the service as efficiently)
- E Legal requirement

Project	Consultant	Description	Committed \$	Actual \$ LTD	Reason	Funded from	Complete
West Park Grandstand Upgrade	JD2 Consulting	Consultant Brief 192 Architectural Design and Project Delivery	37,170	37,170	B	Capital Works Allocation	Yes
North West Museum & Art Gallery	Lifecycle Cost Management	Quantity Surveyor Cost Estimating, Stage 1 Services	19,550	25,026	B	Capital Works Allocation	On Hold
Mooreville Road Upgrade Stage 3	PDA Surveyors	Detail Land Survey and Structures assessment	16,300	20,708	B	Capital Works Allocation	Yes
Bay Street Upgrade	PDA Surveyors	Detail survey and civil design	15,000	15,000	A/B	Capital Works Allocation	Yes
Linton Street Upgrade	PDA Surveyors	Detail survey and civil design	14,500 (reduced scope)	14,500	A/B	Capital Works Allocation	Yes
West Ridgley Culverts Upgrade	Pitt & Sherry	Detail design of culverts	29,920	29,920	A	Capital Works Allocation	Yes
North West Museum & Art Gallery	Terroir	Stage 1 Services – Concept and Design Development	566,473	217,228	B	Capital Works Allocation	On Hold

Project	Consultant	Description	Committed \$	Actual \$ LTD	Reason	Funded from	Complete
Sports Centre Planning Study	@Leisure Planners	Planning study	19,765	17,959	B	Strategic project funding	No

2.9 GOVERNANCE – USE OF COUNCIL SEAL

2 June 2020	Final Survey Plan and Schedule of Easements – SD 2019/1302 – 13 and 30 Durham Road, Cooee
9 June 2020	Part 5 Agreement – Devonshire Drive and Bower Circuit – Eagle Sea Estate - SD2008/113
9 June 2020	Final Survey Plan and Schedule of Easements – SD 2008/1113 – Eagle Sea Estate – CT 160924/98
23 June 2020	Agreement to Grant Easement – Crown Land at 41-43 Mooreville Road Shorewell Park
23 June 2020	Contract of Sale – Land at 12-20 King Street, Burnie to University of Tasmania
25 June 2020	Final Survey Plan and Schedule of Easements – SD 2019/1288 – 11 – 15 Wembley Street Lane, Brooklyn
25 June 2020	Final Survey Plan and Schedule of Easements – SD 2019/1300 – 10 Breffney Road, Romaine
29 June 2020	Assignment of Lease from The Abbeyfield Society (Burnie) Inc to Abbeyfield Australia Limited
30 June 2020	Easement Deed – N/005105 CS19-6784 - 2 North Terrace Burnie – Tas Networks

COUNCIL RESOLUTION

Resolution number: MO205-20

MOVED: Cr G Simpson

SECONDED: Cr C Lynch

“THAT the General Manager’s Information Report for Corporate and Business Services for June 2020 be noted.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

AO179-20 COMMUNICATIONS JOURNAL JUNE 2020

FILE NO: 2/17/3
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.2	Council and the community are informed and engaged on issues of local importance.
Strategy	7.2.2	Inform the community of key decisions and actions of Council.

1.0 RECOMMENDATION:

“THAT Council note the information contained in the Communications Journal as listed.”

2.0 SUMMARY

The purpose of the Communications Journal section of the Agenda is to provide Council with relevant general communication items received that need to be brought to the attention of Councillors.

Items contained in this monthly report are generally for noting. Any specific correspondence items which require an officer’s comment and a recommendation are tabled in the reports immediately following this one.

3.0 MAYOR’S COMMUNICATIONS

The Mayor advised that the following meetings, events or appointments were attended since the last Council Meeting report:

- Worksafe Tasmania – Tourism Industry Workshop (WxNW)
- Stakeholder Meeting with Tasmanian Audit Office
- Meeting with Anita Dow
- World Elder Abuse Webinar “Talks Against Elder Abuse: Stories of Hope”
- Meeting with Minister Roger Jaensch MP and Chief of Staff
- WxNW Virtual Café – Q&A Session with Robyn Denholm (Chair of Tesla Inc)
- Business North West – General Meeting
- WxNW Board Meeting
- GM Recruitment Working Group Meeting
- Gavin Pearce re Food Boxes
- LGAT Webinar – Leading in a time of a Pandemic
- “Paper on Skin” judging
- Premier Gutwein – Tourism Tasmania

4.0 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	23 June 2020	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	Operational Budget – Land and Environmental Services	Councillor Briefing
	Operational Budget – Community and Economic Development	Councillor Briefing

Workshop	30 June 2020	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	Strategic Asset Management Plan	Discussion with Councillors
	City and Suburb Infrastructure Review	Discussion with Councillors
	View Road Pump Track and Funding Opportunity – Jeremy White Foundation	Discussion with Councillors
	LGAT AGM and General Meeting	Agenda review with Councillors
	Cradle Coast Authority Update	Councillor Briefing with CCA staff
	Burnie Airport Corporation - Directors	Discussion with Councillors

Workshop	14 July 2020	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	Annual Plan	Discussion with Councillors
	Operational Budget – Community and Economic Development	Councillor Briefing
	Operational Budget – Works and Services	Councillor Briefing

5.0 CORRESPONDENCE FOR NOTING

The following correspondence is **attached** for noting.

Disclosure from Closed Session AC089-20 General Manager Transition

The Mayor advised that a resolution was passed in the Closed Session to agree to sell a Subaru Outback vehicle to Mr Andrew Wardlaw for the sum of \$27,000 supported by an independent market dealers assessment of value. This resolution was carried in Closed Session and was disclosed in Open Session.

ATTACHMENTS

1. The Hon Michael McCormack MP and The Hon Mark Coulton MP - Letter of offer for the Local Roads and Community Infrastructure (LRCI) Program

COUNCIL RESOLUTION

Resolution number: MO206-20

MOVED: Cr G Simpson

SECONDED: Cr A Keygan

1.0 RECOMMENDATION:

"THAT Council note the information contained in the Communications Journal as listed."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY



THE HON MICHAEL MCCORMACK MP
Deputy Prime Minister
Minister for Infrastructure, Transport and
Regional Development

THE HON MARK COULTON MP
Minister for Regional Health, Regional
Communications and Local Government

Ref: MS20-000934

Mayor Steven Kons
Burnie City Council
PO Box 973
BURNIE TAS 7320

Dear Mayor

Letter of Offer – Local Roads and Community Infrastructure Program

We are writing to offer you, Burnie City Council ABN 29 846 979 690, an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program.

The offer is for a grant of \$484,186 total, excluding GST, (the 'Grant') to undertake the Grant Activity as set out in the attached Grant Agreement.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are included with this letter and can also be accessed through the Department's website at www.investment.infrastructure.gov.au/lrci.

To accept this offer in relation to the Grant, please sign the attached Grant Agreement and send or email a scanned copy to IIP@infrastructure.gov.au by 31 July 2020, otherwise this offer will lapse. A legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017.

In agreeing to and signing the Grant Agreement, you confirm that you have read and understood the Program Guidelines and Grant Agreement.

Yours sincerely

Handwritten signature of Michael McCormack in blue ink.

MICHAEL MCCORMACK

Handwritten signature of Mark Coultou in black ink.

MARK COULTON

Enc

The Hon Michael McCormack MP
Parliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.au
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au

AO180-20 COMMUNICATIONS JOURNAL - DIRECTOR OF LOCAL GOVERNMENT - STRATEGIC AND FINANCIAL MANAGEMENT PLANS

FILE NO: 2/17/3; 961456
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.3	Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.
Strategy	7.3.1	Ensure Council remains compliant with all its statutory and regulatory obligations and contributes to the regulatory environment which affects our community.

1.0 RECOMMENDATION:

“THAT Council note the information and provide a written response to the Director of Local Government in accordance with this report.”

2.0 SUMMARY

Correspondence has been received from the Director of Local Government requiring an update on the status of Burnie City Council’s strategic and financial management plans. It follows a desktop audit by the Local Government Division of all Tasmanian Councils plans as published on websites.

3.0 GENERAL MANAGER’S COMMENTS

The Director notes a number of Plans that are outside the four yearly review dates. The following comments provide explanation on the status of each plan.

Strategic Plan (section 66)

Council’s Strategic Plan *Making Burnie 2030* was last reviewed by Council on 17 May 2016, following a public review process. The plan is required to be reviewed every four years.

Preparation for the next review was made in early 2020 with a workshop paper to Council on 25 February outlining the review process. The review was then delayed due to the onset of COVID-19 and restrictions in places.

Since then, the review with targeted sectors through Burnie Works has since been completed with a number of recommendations to go to public consultation. This is expected to be undertaken in July/August, with a report to Council in August. It is anticipated that this plan will be compliant by the end of August.

Long Term Financial Management Plan (section 70)

The Financial Management Strategy reviewed and adopted by Council incorporates both the Long Term Financial Management Plan (per section 70 requirement) and the Financial Management Strategy (per section 70A), in that the FMS is designed to model the planning for the next ten years.

The FMS is reviewed every year by Council as part of its budget preparation process.

It is not clear from the document that it is designed to meet both requirements, and this will be updated in the endorsement details of the document, for clarity.

Council is compliant in this matter but will update the document for clarification.

Long term Strategic Asset Management Plan (section 70B)

Council will consider endorsing a Strategic Asset Management Plan (SAMP) at the July 2020 meeting.

Individual Asset Management Plans for the six major infrastructure asset classes have been developed and underpin the SAMP.

It is anticipated that this plan will be compliant by the end of July.

Asset Management Strategy (Section 70D)

Council last reviewed its Asset Management Strategy on 19 February 2013. The plan is required to be reviewed every four years.

The new Strategic Asset Management Plan documents the longer term strategy for managing Council's assets and will replace the existing strategy.

The new SAMP will therefore cover both the Long Term Strategic Asset Management Plan and the Asset Management Strategy requirements under sections 70B and 70D. This will be stated clearly in the endorsement details of the document, for clarity.

It is anticipated that this plan will be by the end of July compliant.

Each of the required plans have been incorporated into the Compliance Register for annual check and review.

ATTACHMENTS

1 [↓](#) Correspondence from Craig Limkin, Director of Local Government

COUNCIL RESOLUTION

Resolution number: MO207-20

MOVED: *Cr A Keygan*

SECONDED: *Cr G Simpson*

“THAT Council note the information and provide a written response to the Director of Local Government in accordance with this report.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Department of Premier and Cabinet

Executive Building 15 Murray Street HOBART TAS 7000 Australia
GPO Box 123 HOBART TAS 7001 Australia
Ph: 1300 135 513 Fax: (03) 6233 5685
Web: www.dpac.tas.gov.au



Cr Steve Kons
Mayor
Burnie City Council
Email: skons@burnie.net

Dear Mayor

The *Local Government Act 1993* (the Act) requires that councils review and update a number of their strategic and financial management plans regularly. In the interests of supporting sector performance and capability, the Local Government Division of the Department of Premier and Cabinet (the Division) has a regulatory function in monitoring council compliance with this requirement.

As you would be aware, the contents required to be contained within these documents is within Division 2 of Part 7 of the Act, with further detail specified in the *Local Government (Contents of Plans and Strategies) Order 2014*. The intent of these documents are that they form an integrated and complimentary set of strategic documents that both guide and respond to annual budgets and annual plans. This is particularly important in the current context of the current COVID-19 pandemic.

In accordance with section 70E of the Act, a council should update the following statutory documents on a regular, four-yearly cycle (together, the Strategic Plans):

- Strategic Plan (section 66);
- Long-term Financial Management Plan (section 70);
- Financial Management Strategy (section 70A);
- Long-term Strategic Asset Management Plan (section 70B);
- Asset Management Policy (section 70C); and
- Asset Management Strategy (section 70D).

A further requirement provided for under section 70G of the Act, is that within one month of council adopting any of the above documents, it must be published on the council website and remain in place until the plan, strategy or policy is repealed or replaced.

In consideration of the above, the Local Government Division recently conducted a desktop audit of all Tasmanian councils' Strategic Plans as published on council websites. The audit revealed that one or more of the Strategic Plans were not clearly discoverable on your council website or have potentially not been updated in accordance with section 70E of the Act. As a general observation, it also appears across a number of council websites that many of these documents do not have a date/timestamp indicating the

20/64947

2

month and year in which the documents were approved by the council. I note that there may also be instances where the document does exist on the website but is not easily discoverable or one document has been incorporated into another without this being made immediately clear (such as the Asset Management Policy being within the Strategic Plan).

While not all of the above observations may apply to your council, I have attached a schedule to this letter, which specifies a number of areas where I understand your council is not compliant with Division 2 Part 7 of the Act.

In providing the schedule, I do acknowledge that the process of assessment of your Strategic Plans was by way of desktop audit, so there may be instances where my office has misunderstood or failed to identify certain information. It may also be the case that documents have been uploaded since the desktop audit was undertaken or that a document does exist on your website but that the Division was not able to locate it. Should this be the case for your council, I apologise for any inconvenience.

I request that your council provides me with advice in relation to the status of your Strategic Plans and, should there be non-compliance, provide advice on the process by which the requirements of Division 2 Part 7 of the Act will be satisfied. I would also appreciate clarification on the date at which your Strategic Plans were approved and where applicable, whether or not certain Strategic Plans have been combined.

It would be appreciated if this information could be provided to the Division by 7 August 2020.

If you have any questions or would like to discuss any aspect of this decision, please contact the Local Government Division on 6232 7022 or email lgd@dpac.tas.gov.au.

Yours sincerely



Craig Limkin
Director of Local Government
3 July 2020

C.c. Andrew Wardlaw

20/64947

Schedule

Burnie City Council

- Strategic Plan (section 66) - (for confirmation) is due for review in 2020
- Long-term Financial Management Plan (section 70) – does not appear to be published on website
- Long-term Strategic Asset Management Plan (section 70B) – does not appear to be published on website
- Asset Management Strategy (section 70D) – is out of date

20/64721

AO181-20 COMMUNICATIONS JOURNAL - NOTICE OF LGAT GENERAL MEETING ON 4 DECEMBER 2020

FILE NO: 2/17/3, 16/9/8; 961472
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.1	A Council that provides engaging and effective leadership to Burnie.
Strategy	7.1.2	Ensure effective operation and support for Council entities, authorities and special committees.

1.0 RECOMMENDATION:

“THAT Council:

1) Endorse the following motions to the LGAT General Meeting on 4 December 2020:

-
-
-

AND/OR

2) Invite the Councillors to provide motions to the General Manager by 7 August 2020 for consideration of the Council at its meeting on 18 August 2020;

AND

3) Authorise the General Manager to submit the endorsed motions to LGAT.”

2.0 SUMMARY

Correspondence has been received from the Local Government Association of Tasmania (LGAT) deferring the General Meeting linked with the annual conference to Friday, 4 December 2020 at Wrest Point Casino, Hobart.

3.0 GENERAL MANAGER’S COMMENTS

The Council has been invited to submit motions to the LGAT General Meeting on 4 December 2020.

The motions can:

- Address the objectives of the Association;
- Relate to matters of common concern to Councils;
- Recommend priorities to be followed by LGAT in pursuit of the State Agenda;
- Direct LGAT to undertake certain priorities; or
- Refer to public policy generally.

All motions will need to be received by close of business on Friday, 7 August 2020.

The Australia Day motion that Council endorsed at the ordinary meeting on 17 March 2020 (AO068-20) has already been submitted to LGAT and will be debated at this meeting. The endorsed motion is:

“That LGAT approach the State Government to lobby the Federal Government for a “change of date” for Australia Day.”

At the meeting on 17 March 2020 Council also endorse the following motion to be debated at the General Meeting that is to be held on 21 July 2020:

“That LGAT request the State Government to endorse a five year financial management strategy for local government rather than ten years.”

Council has an opportunity to seek the endorsement of Council for additional motions for the meeting in December. To do so, any proposed motions would need to be endorsed at this meeting or alternatively provide them to the General Manager to allow for their endorsement at the next ordinary meeting of Council on 18 August 2020.

ATTACHMENTS

[1](#) LGAT Notice of General Meeting - 4 December 2020

COUNCIL RESOLUTION

Resolution number: MO208-20

MOVED: *Cr K Dorsey*

SECONDED: *Cr T Brumby*

“THAT Council:

- 1) Invite the Councillors to provide motions to the General Manager by 7 August 2020 for consideration of the Council at its meeting on 18 August 2020;***

AND

- 2) Authorise the General Manager to submit the endorsed motions to LGAT.”***

For: *Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.*

Against:

CARRIED UNANIMOUSLY



Our Ref: KS:CA

1 July 2020

Mr Andrew Wardlaw
Burnie City Council
PO Box 973
BURNIE TAS 7320

Dear Andrew

General Meeting - 4 December 2020

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

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

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

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

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

It is planned to distribute the agenda on Friday 6 November 2020 and motions will need to be received at the Association's offices by no later than close of business, Wednesday 2 September, 2020. This lead time

will ensure relevant matters can be forwarded to the State Government for comment in accordance with the Communication and Consultation Protocol Agreement. The responses from State Government will then be included with the agenda to provide councils with a full briefing of the issues to be considered. We will also provide councils the agenda four weeks in advance, instead of the usual two in December, to enable them to contribute fully to the debate on motions.

If councils consider a matter is of significant concern but that it may struggle to be supported, it is suggested that conversations ensue with potential like minded councils to ensure procedural issues, such as having a motion seconded, can occur. This assists both the council/community where the issue exists and provides the opportunity for more rigorous debate and points of contention to be canvassed.

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

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

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

Yours sincerely



Dr Katrena Stephenson
Chief Executive Officer

**AO182-20 COMMUNICATIONS JOURNAL - BURNIE MENS SHED COMMITTEE
- FINANCIAL ASSISTANCE****FILE NO: 2/17/3; 960613****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.2	Council and the community are informed and engaged on issues of local importance.
Strategy	7.2.1	Enhance the level of community and organisational engagement across a range of Council operations.

1.0 RECOMMENDATION:

“THAT Council provide assistance to the Burnie Men’s Shed of \$2,500 per annum for a period of five years in recognition of the valuable support it provides to residents of the Burnie community.”

2.0 SUMMARY

Correspondence has been received from the Burnie Men’s Shed Committee requesting financial assistance from council.

3.0 GENERAL MANAGER’S COMMENTS

Following recent discussion with the Burnie Men’s Shed around no longer managing the Burnie Farmer’s Market, the organisation has indicated that with no longer receiving a revenue from the market, it may require Council’s assistance to ensure it is sustainable.

Council assisted the creation of the Burnie Men’s Shed and leases a building at Wivenhoe to the organisation.

From very small beginnings, the Men’s Shed has proven to be very successful, and provides meaningful activities and social connections to many Burnie residents.

A number of studies have shown the value of social connections for mature age and retired men through organisations such as the Men’s Shed, and the organisation has been actively involved in men’s mental health and suicide prevention activities.

It is recommended that council provide financial assistance of \$2,500 per annum in the same way it supports a number of bands and community organisations.

An investment of \$2,500 per annum is an excellent investment by Council in community well-being particularly with the issues around the social and economic impacts of COVID-19.

It is recommended that Council provide the assistance for a period of five years, with a review to be completed with the Men's Shed before the end of the period.

ATTACHMENTS

1. Request for Financial Assistance - Burnie Men's Shed

COUNCIL RESOLUTION

Resolution number: MO209-20

MOVED: Cr A Boyd

SECONDED: Cr D Pease

“THAT Council provide assistance to the Burnie Men’s Shed of \$2,500 per annum for a period of five years in recognition of the valuable support it provides to residents of the Burnie community.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

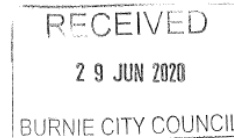
CARRIED UNANIMOUSLY



Burnie Mens Shed Committee
14 Smith St
Wivenhoe 7320
Phone 0364 310 151

Monday, 15th June 2020

Allison Daley
Community Development Officer
Burnie City Council
Wilson St
Burnie 7320



Dear Allison

With respect the Burnie Mens Shed have decided not to take up the offer of managing the Burnie Farmers Market for the Burnie City Council when the market reopens


Though taking this into consideration it did form part of an income for us to pay for ongoing costs ie rubbish and recycle removal, phone costs, rent, power and machine maintenance and replacement, office consumables and usual kitchen catering and Covid19 requirements.

So we are requesting the Burnie City Council to see if they can assist the Burnie Mens Shed in covering these costs.

Thank you

Regards

Committee Burnie Mens Shed

 BURNIE CITY COUNCIL	Council Waste/Recycling Collection Service(s)		Document Code: FO-WS-W-002 Version: 1.0 Approved Date: 27 May 2015	Burnie City Council PO Box 973, Burnie TAS 7320 P 03 6430 5700 F 03 6431 3896 E burnie@burnie.net
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APPLICATION DETAILS													
Assessment Number	PID Bin Number												
Property Address	14 SMITH ST WIVENHOF												
Property Owner	BCC												
Tenant/Contact Name	BURNIE MENS SHOP 64310151												
Business Name (if applicable)	ABN 29521199018												
Postal Address	AS ABOVE Email burniemensshop@gmail.com												
SERVICE REQUEST													
CONDITIONS													
<input checked="" type="checkbox"/> NEW Commercial Waste Collection	As the Manager/Owner I agree to keep the surrounding area and/or bin(s) in a clean and sanitary condition. Wheelie bin(s) must be placed at the kerbside, following the positioning guidelines and times as listed on www.burnie.net <i>Note: Each rated tenement is entitled to a one bin weekly Waste Collection Service. An Instruction Sheet and new stickers will be issued after processing.</i>												
<input type="checkbox"/> ADDITIONAL Commercial Waste Collection(s)	As the Manager/Owner I agree to pay the additional waste charge for each collection in excess of one bin per week invoiced monthly. Council reserves the right to suspend collection for unpaid accounts. New stickers will be issued after processing. <i>Please indicate total number of collections required:</i>												
	<table border="1"> <tr> <td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Mon	Tue	Wed	Thu	Fri	Sat						
Mon	Tue	Wed	Thu	Fri	Sat								
<input type="checkbox"/> NEW Commercial Cardboard Collection	As the Manager/Owner I agree to remove plastic tape and empty boxes of all contents, including packaging material prior to flattening. I agree to place cardboard flattened and stacked neatly at the approved pickup point maintained in a clean and litter free condition.												
<input type="checkbox"/> NEW Commercial Comingled Recycling Collection (outside of CBD)	As the Manager/Owner I agree to pay the pro-rata recycling collection charge, and that future payments will be made within thirty days of invoices issued every twelve months. I agree to place only the accepted recycling materials as listed in information pack within the recycling bin.												
<input checked="" type="checkbox"/> NEW Residential Recycling Collection	As the Tenant/Owner I certify that a recycling bin has not previously been allocated to this property. I agree to place only the accepted recycling materials as listed in the information pack. The recycling bin will be delivered to the above property within two weeks of this application.												
<input type="checkbox"/> REPLACEMENT Recycling Bin	As the Tenant/Owner I agree to pay the replacement charge in advance of receiving a recycling bin. I understand that each recycling bin has a serial number and must remain with the property it is allocated to. The bin remains the property of the Council, but the maintenance is the responsibility of the property occupant.												
<input type="checkbox"/> NEW Rural Waste Collection	As the Tenant/Owner I agree to pay the pro-rata and either <input type="checkbox"/> Ongoing waste collection charge or <input type="checkbox"/> Waste charge to be included in future rates notice. (Signed by Property Owner)												
<input type="checkbox"/> CANCELLATION (describe service to be cancelled)													
Additional Comments	Funding for above provided by BCC 2017/2020 from grant *												
Declaration													
I agree to the Service Request Conditions as selected above in accordance with the Fees and Charges listed on www.burnie.net													
Name	NEVILLE SMITH Signature Date 24-6-2020												
Office Use Only													
Payment Receipt Number	Amount												
Revenue Officer	Date												

* Grant money ongoing requested as from July Bms will need to pay fee.

Privacy Statement

1. Council is committed to upholding your right to privacy. 2. Personal information collected by Burnie City Council is used in the provision of services. 3. Information collected will be retained confidentially and disposed of in accordance with requirements of the Personal Information Protection Act 2004. 4. You have the right to access your own personal information on request.

Print Date: 10/06/15

This document is uncontrolled if printed.

recycle Bin
waste Don Alan 72
NCC 2148327
Page 1 of 1

Cr T Bulle left the meeting, the time being 8.00pm.

AO183-20 COMMUNICATIONS JOURNAL - BURNIE HEALTH INFORMATION AND WELLBEING HUB - FUNDING

FILE NO: 2/17/3; 961730

PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	2	AN INCLUSIVE AND HEALTHY COMMUNITY
Objective	2.1	Well-developed health infrastructure and programs respond to and meet regional needs.
Strategy	2.1.3	Maintain effective and supportive relationships with non-governmental health agencies.

1.0 RECOMMENDATION:

“THAT Council invite representatives of the Burnie Health Information and Wellbeing Hub Inc. to present a detailed plan for the Hub and to discuss the types of support Council may be able to provide.”

2.0 SUMMARY

Correspondence has been received from Tim McCarthy, President of the Burnie Health Information and Wellbeing Hub Inc, regarding funding arrangements.

3.0 GENERAL MANAGER’S COMMENTS

Council assisted in the establishment of the Burnie Health Information and Wellbeing Hub Inc and at the time of providing assistance it suggested that once the organisation was established and planning completed it would be in a position to further discuss on-going Council support.

It is recommended that Council invite representatives of the Hub to a workshop of Council, to present a detailed plan for the Hub, and to discuss the types of support Council may be able to provide.

ATTACHMENTS

1↓. [Email from President - Burnie Health Information and Wellbeing Hub Inc](#)

COUNCIL RESOLUTION**Resolution number: MO210-20****MOVED:** *Cr C Lynch***SECONDED:** *Cr A Keygan*

“THAT Council invite representatives of the Burnie Health Information and Wellbeing Hub Inc. to present a detailed plan for the Hub and to discuss the types of support Council may be able to provide.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Cr T Bulle returned to the meeting, the time being 8.01pm.

From: tim mccarthy
Sent: Thursday, 9 July 2020 11:25 PM
To: Andrew Wardlaw
Cc: Themba Bulle; Rodney Greene; Jennifer Atkinson
Subject: Burnie Hub Funding

Dear Mr Wardlaw

I now have an email that confirms the allocation of \$29,180 to this project. You will recall that \$20,000 was initially allocated and I was invited to apply for an additional amount that was likely to remain prior to 30/6/20, the initial proposed end date of the Collaborative Care Program. This is a Commonwealth initiative with a Committee established in each State to administer the funds allocated. I am the only consumer representative on the Committee and also the sole representative from the NW. It is perhaps slightly ironic that a group of health professionals based in the southern part of Tasmania have been more enthusiastic in their support, for an initiative to improve access to health services and community supports for residents living in the NW, than many from this Region. The Committee has been in hiatus since mid-March as members were seconded to other duties, hence the delay in establishing clarity of funding.

I understand that Council has indicated that it is actively supporting our search for a suitable location for the Hub in the CBD of Burnie and I request that you provide an update to Councillors at the next meeting : also, I request their consideration of the following issues:-

- waiving of rates charged on the property that is mutually identified as the "best fit" by Council staff and Hub Committee members
- identifying a maximum level of financial support that will be provided to meet any shortfall in the grant/rent equation, after rental from third parties is included.
- identification of any surplus furniture, i.e. tables and chairs, that could be made available to the Hub

I have separately advised you of the, very belated, approval of Commonwealth funding for the employment of a NW Aged Care Navigation worker- 14 hours pw- and I have put forward the Hub as an ideal co-location for this position. Attached funding for office costs will obviously contribute to the financial viability of the Hub and reduce any cost impost on Council.

Temporary Hubs, for one week duration, will shortly be set up in Wragg St Somerset and Saunders St Wynyard and I have approached appropriate workers in Circular Head and West Coast about establishing Hubs in those locations.

A lease is about to be signed on a large part of the former Devonport Library, where a Wellbeing Centre, incorporating the Burnie Hub concept, will be established by TANA Tas Inc.

Funding has been secured to produce 30 copies of a comprehensive local Resource Directory and funding confirmation of a further \$5,000 is expected very shortly: this will enable purchase of required hardware and promotional materials, leaving other grant money to be applied to rent.

The Collaborative Care Committee require their contribution to be publicised and an extensive promotional campaign is about to be undertaken across the Region, highlighting current system inadequacies. These have been identified, individually and collectively to Burnie Councillors and form the basis of our submission to PESRAC, of which you have a copy.

I understand that there is a Council meeting next Tuesday and I am available to discuss any of the above matters as required. I also wish to point out that Councillor Bulle has been instrumental in proving momentum to the establishment of the Hub and is Vice President of our Committee.

Yours sincerely

Tim McCarthy
President Burnie Health Information & Wellbeing Hub Inc.

Cr C Lynch left the meeting, the time being 8.01pm.

AO184-20 COMMUNICATIONS JOURNAL - BURNIE COMMUNITY HOUSE INC - HOUSING OF A2P'S VEHICLE

FILE NO: 2/17/3; 961744

PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.2	Council and the community are informed and engaged on issues of local importance.
Strategy	7.2.1	Enhance the level of community and organisational engagement across a range of Council operations.

1.0 RECOMMENDATION:

“THAT Council continue to donate two car parking spaces at the Multi-Storey Car Park to the A2P’s Learner Driver Mentor Program, to be delivered by the Burnie Community House.”

2.0 SUMMARY

Correspondence has been received from Burnie Community House Inc requesting a parking space at the Burnie Multi-Storey Car Park at no cost to the A2P program.

3.0 GENERAL MANAGER’S COMMENTS

Council has actively supported and promoted the A2P’s Learner Driver Mentor Program in the Burnie community since it commenced in August 2012.

The program supports young people in the Burnie area who have limited or no access to a supervisory vehicle or driver to obtain the required hours of learner driving to obtain a Provisional Drivers Licence.

The program is in high demand as demonstrated by the number of applications to participate in the program.

The budget for the A2P’s program does not include provision for secure parking.

Until recently the program was conducted by the Red Cross, with Council providing two car parking spaces at the Multi-Storey Car Park (MSCP) free of charge for the program since December 2014.

While the Community house has only requested one car parking space, Council’s experience of the program is that two spaces are required.

It is recommended that Council continue to donate two car parking spaces to the A2P's Learner Driver Mentor Program. This amount will be allocated from the Financial Assistance Grants budget each year.

ATTACHMENTS

1 [↓](#). Correspondence from Burnie Community House - Multi-storey parking space

COUNCIL RESOLUTION

Resolution number: MO211-20

MOVED: Cr A Keygan

SECONDED: Cr A Boyd

"THAT Council continue to donate two car parking spaces at the Multi-Storey Car Park to the A2P's Learner Driver Mentor Program, to be delivered by the Burnie Community House."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Cr C Lynch returned to the meeting, the time being 8.02pm.



24 Wiseman Street, Shorewell Park 7320

Phone: 6433 3219

Fax: 6433 4663

Email: info@burniech.com.au

Burnie Community House

To Burnie City Councillors.

Dear Councillors.

Burnie Community House has been offered and as agreed to take on Learner Driver Mentoring Program – branded as the A 2 P program in Burnie Tasmania.

We are working with the peak body Driver Mentoring Tasmania and State Growth to complete the final paperwork to commence the program again in Burnie. At this stage the expected start date is the beginning of August 2020 with all Covid19 procedures in place.

The program has a fixed and lean operational budget with no provision for safe parking for the vehicle.

Burnie Community House would like to request of Burnie Councillors a parking space at the secure high rise car park in Burnie at no cost to the program if at all possible.

Thank you for considering this request and we look forward to hearing from Council in the near future.

Dr Tracy Edington-MacKay
Manager
Burnie Community House Inc
HILLTOP CENTRAL
24 Wiseman Street, Shorewell Park TAS 7320
PO Box 213 Burnie TAS 7320
Ph: 6433 3219
Mobile: 0428 083 234
Fax: 6433 4663
Email: info@burniecommunityhouse.com.au

Burnie Community House acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

MINUTES AND REPORTS OF COMMITTEES**AO185-20 CRADLE COAST WASTE MANAGEMENT GROUP UNCONFIRMED
MINUTES OF MEETING HELD ON 27 MAY 2020**FILE NO: 2/5/37

RECOMMENDATION:

“THAT the Unconfirmed Minutes of meeting of the Cradle Coast Waste Management Group held on 27 May 2020, be received for discussion.”

SUMMARY

The minutes report on the activities of the Cradle Coast Waste Management Group (CCWMG) meeting.

Items of note from the minutes:

- A revised Governance model for the CCWMG was endorsed at the meeting. The group propose to report to the General Managers of the Councils who comprise the CCWMG.
The General Managers to respond to the group.
- Annual Plan and budget estimates approved.

ATTACHMENTS

1. [Cradle Coast Waste Management Group Unconfirmed Minutes of Meeting held on 27 May 2020](#)

COUNCIL RESOLUTION

Resolution number: MO212-20

MOVED: *Cr A Boyd*

SECONDED: *Cr D Pease*

“THAT the Unconfirmed Minutes of meeting of the Cradle Coast Waste Management Group held on 27 May 2020, be received for discussion.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY



CRADLE COAST WASTE MANAGEMENT GROUP MEETING
27 May 2020
Meeting Highlights

- The CCWMG unanimously endorsed the proposed Waste Governance Model for decision by the Cradle Coast General Managers.
- 2020/21 Annual Plan & Budget was approved.

DRAFT



CRADLE COAST WASTE MANAGEMENT GROUP

UNCONFIRMED MINUTES

Meeting held Wednesday 27th May 2020
Via Microsoft Teams Video Link

1. WELCOME

The Acting Chair, Rowan Sharman opened the meeting at 10:32 am and welcomed attendees.

Present at the meeting were:

• Rowan Sharman	CCWMG Acting Chair	Burnie City Council (BCC)
• James Brewer	CCWMG Member	Circular Head Council (CHC)
• Carol Walker	CCWMG Member	Devonport City Council (DCC)
• Adam Gardner	CCWMG Member	Kentish (KC) & Latrobe (LC) Councils
• Dana Hicks	CCWMG Member	Waratah Wynyard Council (WWC)
• Don Thwaites	Observer	CCA Representatives Group
• Mat Greskie	CCWMG Project Manager	Cradle Coast Waste Service (CCWS)
• Mel Pearce	CCWMG Project Manager	CCWS
• Marg Smith	Minute Secretary	CCWS

2. APOLOGIES

Apologies were received from:

- Sandra Ayton CCWMG Chair Central Coast Council (CCC)

3. GOVERNANCE

3.1 Confirmation of Minutes (11th March 2020)

The Unconfirmed Minutes of the 11 March 2020 meeting were presented at Item 3.1 of the Agenda

MOTION

That the Cradle Coast Waste Management Group (CCWMG) **CONFIRM** and **ACCEPT** the Unconfirmed Minutes of the meeting of 11 March 2020 as a true and correct record.

Moved: Hana Hicks / Seconded: Adam Gardner / CARRIED

3.2 Business Arising from Minutes

Nil.

3.3 Waste Governance Update

A copy of the Memorandum (Memo) regarding the proposed Waste Governance Structure that was presented to Cradle Coast General Managers by MG, dated the 11th May 2020, was tabled for the CCWMG.



At the last Council General Managers (GM's) Meeting MG was requested to prepare a report based on his personal view of an improved model for the waste governance in the Cradle Coast Region. MG stated that the Memo reflected his views alone, not those of DWM or the CCWMG and that whilst the CCWMG was the strongest performing waste group within the state, there is an opportunity to further improve the group's effectiveness.

Each member spoke in support of the proposed waste governance model. The CCWMG agreed it would be important to engage stakeholders throughout the process including elected members and the community.

ACTION

1. MG to advise the General Managers that the CCWMG unanimously supported the proposed waste governance model as detailed in the Memo from MG dated 11 May 2020.

MOTION

The CCWMG **unanimously endorsed** the proposed Waste Governance Model for decision by the Cradle Coast General Managers.

3.4 Review of Action List

The meeting Action List was tabled for the CCWMG's information.

MP explained that a number of tasks on the Action List have not yet been started as they rely on the acceptance of the Terms of Reference (TOR) tabled later in the meeting.

MG provided an update regarding the action to seek an interim ruling from the Australian Tax Office (ATO) regarding the accounting treatment of the CCWMG levy funds. Based on advice from accounting firm Findex, DWM have decided against seeking the ruling as the current treatment of funds is deemed acceptable and there is a significant cost associated with applying for an interim ruling.

The CCWMG **NOTED** the actions list.

4. FOR DECISION

4.1 Financial Report & Project Task List

The financial report and Project Task List as at 17 April 2020 was presented by the CCWS to the CCWMG.

The CCWMG **NOTED** the report.

4.2 CCWMG Terms of Reference (TOR)

The Terms of Reference (TOR) were tabled for approval by the CCWMG.

The changes to the treatment of the Tax position for waste levies was discussed.

It was noted that should the General Managers accept the alternative governance model as proposed by MG, the TOR will require substantial modification.

**ACTION**

2. MP to update Section 1.2 of the TOR adding that this version of the Terms of Reference supersedes previous agreements.
3. MG to Forward the TOR to the General Managers for their consideration.

MOTION

That the CCWMG **ENDORSE** the TOR for approval by the General Managers subject to the minor amendment, noting there may be a case for review subject to the General Managers decision regarding the alternative governance model.

Moved: Carol Walker / Seconded: James Brewer / CARRIED

4.3 CCWMG Annual Plan & Budget

The CCWMG Annual Plan & Budget (AP&B) 2020/21 was presented by CCWS to CCWMG and was discussed in detail. The CCWMG agreed that the addition of the five-year plan provides a good trajectory for future planning and that the AP&B is a well presented document.

ACTION

4. MP to make the following amendments to the document:
 - Verify the Household Hazardous Waste Project details;
 - Verify the Allocation for Unknown project budget value; and
 - Check the wording on Page 53 regarding the Tyre Subsidy.
5. Once amendments are complete MP to forward a copy to councils for their records

MOTION

That CCWMG accept the CCWMG Annual Plan & Budget with minor amendments

Moved: Dana Hicks / Seconded: Rowan Sharman / CARRIED

4.4 Dorset Council Waste Levy (transferring back to NTWMG)

The CCWMG agreed that as at 1st July 2020 any levy funds received at the DWM landfill from the Dorset Council would be transferred to the Northern Tasmania Waste Management Group (NTWMG).

MOTION

That the CCWMG **AGREE** to transfer waste levy fees paid by Dorset Council to the NTWMG as at 1st July 2020.

Moved: Dana Hicks / Seconded: James Brewer / CARRIED

5. FOR DISCUSSION**5.1 Draft CCWMG 10 Year Financial Plan**

The Draft CCWMG 10 Year Financial Plan (10YF) was presented by CCWS to CCWMG. The CCWMG agreed that it is a comprehensive body of work and provides a good resource for forward planning.

**MOTION**

That the CCWMG **ACCEPTED** the Draft CCWMG 10 Year Financial Plan and support the presentation of the 10YFP to the CCWMG General Managers for approval.

Moved: James Brewer / Seconded: Rowan Sharman / CARRIED

6. FOR NOTING**6.1 Progress Update MEMO for Regional Waste Collection Services**

The Progress Update Report for Regional Battery, E-waste, Fluoro Tubes & Globes and Paint Recycling, by the CCWS was tabled for the CCWMG's information.

The CCWMG **NOTED** the Memorandum as received.

6.2 Soft Plastic Recycling

The Soft Plastic Recycling Memo by the CCWS was tabled for the CCWMG's information. The CCWMG agreed that the soft plastic recycling service in supermarkets should continue to be promoted by the State-wide Waste Communications Team and no further action can be taken at this stage (which was detailed within Option 1 of the report).

The CCWMG **NOTED** the report.

6.3 Regional Waste Reporting Q3

The Regional Waste Reporting for Quarter 3 was tabled for the CCWMG's information. The CCWMG agreed that it was pleasing to see that a number of Councils have inputted data for this quarter.

The CCWMG **NOTED** the report.

7. GENERAL BUSINESS

JB informed the meeting about the status of the recycling of silage wrap, advising that Environex have placed their processing on hold whilst they await repairs by an international technician whose arrival was impacted by the COVID-19 situation. As a result the farmers are now disposing of the silage wrap into landfill. When the situation is resolved effort should be made to raise awareness of the service again.

RS to email to SA informing of the consensus of support for the proposed Waste Governance Model that was presented to the council General Managers by MG.

8. NEXT MEETING & MEETING CLOSE

The next meeting will be held on Wednesday, 19th August 2020 at the Devonport City Council Offices unless COVID-19 restrictions are still in place.

Meeting closed at 11:30 am.

MINUTES AND REPORTS OF COMMITTEES**AO186-20 UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED
MINUTES OF MEETING HELD ON 13 JULY 2020**FILE NO: 2/5/16; 3383617

RECOMMENDATION:

“THAT the Unconfirmed Minutes of Meeting of the Upper Natone Reserve Special Committee held on 13 July 2020, be received for discussion.”

SUMMARY

The minutes record the discussions of the most recent Upper Natone Reserve Special Committee meeting.

This was the first meeting of the Committee for a few months, due to COVID-19 restrictions.

Forward planning for reserve maintenance activities was discussed, with a working bee planned for 26 July 2020.

Nominations for Committee members have been called.

Officers are working with the Chair in regard to plans for the AGM in August 2020.

ATTACHMENTS

1. [Unconfirmed Minutes of the Upper Natone Reserve Special Committee meeting held on 13 July 2020](#)

COUNCIL RESOLUTION

Resolution number: MO213-20

MOVED: Cr K Dorsey

SECONDED: Cr A Keygan

“THAT the Unconfirmed Minutes of Meeting of the Upper Natone Reserve Special Committee held on 13 July 2020, be received for discussion.”

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Minutes of the Upper Natone Reserve Special Committee
13th July 2020

Meeting opened 7.51pm

Attendance: *Fiona Tustian (President), Phil Tustian (Secretary) Ivan Caston, Dianne Cripps, Garry Watts, Heather Ross, & Ken Dorsey (BCC).*

Apologies: Arthur Bryan & Gary Neil (BCC)

Declaration of Interest – Nil Declarations

Minutes of previous Meeting (16th March 2020) were read by the Secretary.

Moved Fiona Tustian & seconded Gary Watts the Minutes be accepted as read – **Carried**

Business arising:

1. Deferred until General Business

Correspondence: (Inwards) Gary Neil 30/6/20 ref covid19 instructions

12/7/20 apology inability to attend 13/7/20

13/5/20 covid 19 restrictions

(Outwards) email (phone) Notice of Meeting 13/7/20

Treasurer's Report

Gary Neil has advised of the Budget \$2000 allocation for 2020/2021

General Business

1. Nominations opened for the Reserve Committee 20/21
Nominations received for Fiona Tustian, Phil Tustian, Diane Cripps, Gary Watts, Ivan Caston & Heather Ross. It is believed Andrew Stephenson wishes to nominate. Jess Reynolds is also believed to be interested. Nominations close this Friday 17th July 2020.
2. After discussion a "Working Bee" was scheduled for Sunday 26/7/20 10am – 1pm. Refreshments will be provided by Tustian's. Ivan will do some concrete repairs if weather permits.
3. AGM to be held by 31/8/20 & a date will be set after advice from Gary Neil.
4. The remediation work by Wayne Bramich over the bridge yet to be completed. He has been recently contacted and the work will be done shortly (quote \$990)
5. Next Meeting to be held same date as AGM.

Meeting Closed 7.55pm

ACKNOWLEDGEMENT OF SERVICE TO ANDREW WARDLAW, GENERAL MANAGER

The Mayor gave the following acknowledgement of service to Andrew Wardlaw, General Manager:

"I would like to thank you Andrew on behalf of the Councillors and myself for the effort and work that you have put in over the last number of years.

Your integrity has certainly been outstanding and I think it was one of the things that I originally said to you when you became General Manager. One of the reasons that I supported you fully was the fact that whenever we wanted information, you supplied the information whether other people thought it was prudent or not. The councillors were always apprised with any information that we requested and that is very hard to get through a lot of councils where General Manager's try to protect their patch.

You were always a shining example of someone that provided everything we needed. You are hard working. Your administrative skills are second to none. I think that we have probably one of the best managed councils across the state particularly when it comes to administrative aspects, I don't think that there are any other Councils that are up to date as far as we are concerned.

The support that you have given to myself, providing fearless and frank advice, and to the Councillors as well, I don't think anyone could argue the point that if we ever needed anything the advice and support wasn't there. We would like to thank you very much for the efforts you have taken over a long career.

Your networking skills as well across the state have certainly held you in good stead particularly with large bodies and national bodies that you have been on is truly a testament to your skills as a General Manager. You have gone to a number of councils now from King Island to a reasonably large one here and I think the Community would also like to thank you for your efforts that you have put in over many many years.

I think the respect that you have from your staff and senior management team is a credit to you.

On behalf of the community, Councillors and staff, I would like to thank you for your efforts. Thank you very much."

AO187-20 NON AGENDA ITEMS

In accordance with the requirements of Regulation 8(5) of the *Local Government (Meeting Procedures) Regulations 2015* a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.

Council by absolute 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; and
- (b) the matter is urgent; and
- (c) that advice has been provided under section 65 of the *Act*.

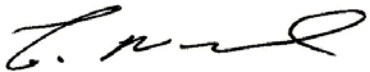
There were no non agenda items.

There being no further business the Mayor declared the Meeting closed at 8.09pm.

CERTIFICATION OF MINUTES AS A TRUE RECORD

These minutes are confirmed as an accurate record of the Ordinary Meeting of Burnie City Council held on 21 July 2020.

Confirmed:



Gary Neil, ACTING GENERAL MANAGER

Confirmed:



Steven Kons, MAYOR