



BURNIE
CITY COUNCIL

MINUTES

Ordinary Meeting

TUESDAY, 15 MAY 2018

7.00PM

CITY OFFICES, 80 WILSON STREET, BURNIE

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**MINUTES OF THE OPEN SESSION ORDINARY MEETING
OF THE BURNIE CITY COUNCIL
HELD AT THE CITY OFFICES ON TUESDAY, 15 MAY 2018**

HOUR: 6.00pm – 6.01pm
7.00pm – 8.43pm

TIME OCCUPIED: 1 hour 44 minutes

PRESENT: Mayor A Boyd, Deputy Mayor S French AM, Ald R Bentley, Ald R Blake OAM, Ald T Brumby, Ald K Dorsey, Ald A Keygan, Ald S Kons and Ald C Lynch.

Officers in Attendance:

General Manager (A Wardlaw), Director Community and Economic Development (R Greene), Acting Director Land and Environmental Services (S Pearce), Manager Engineering Services (R Sharman), Executive Manager Corporate Finance (M Smith), Executive Manager Corporate Governance (M Neasey), Governance Officer (N French) and Communications Officer (F Loughran).

APOLOGIES: There were no apologies tendered.

AO108-18 COUNCIL ALDERMAN DECLARATIONS OF INTEREST

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

Ald Kons declared an interest in Item AC060-18 Motion on Notice – Surf Club Extension – Lese Matters

Ald Bentley declared an interest in Item AO136-18 Communications Journal – Burnie Highland Pipe Band – Compensation for playing for cruise ships

'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
AC057-18 COUNCIL ALDERMAN DECLARATIONS OF INTEREST	15(2)(f)
AC058-18 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 17 APRIL 2018	15(2)(f)
AC059-18 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC060-18 MOTION ON NOTICE - SURF CLUB EXTENSION - LEASE MATTERS	15(2)(i)
AC061-18 MOTION ON NOTICE - STAFF SURVEY	15(2)(g)
AC062-18 BURNIE AIRPORT CORPORATION PTY LTD - QUARTERLY REPORT	15(2)(g)
AC063-18 TAS COMMUNICATIONS PTY LTD - QUARTERLY REPORT	15(2)(g)
AC064-18 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(f)
AC065-18 PERSONNEL REPORT APRIL 2018	15(2)(a)
AC066-18 TENDERS CONTRACT 2604 PROVISION OF SECURITY AND/OR CASH COLLECTION SERVICES	15(2)(d)
AC067-18 CRICKET AUSTRALIA - WOMEN'S BIG BASH LEAGUE	15(2)(c)
AC068-18 OUTSTANDING DEBTORS	15(2)(j)
AC069-18 ABBEYFIELD AUSTRALIA LTD - REVIEW OF LEASE	15(2)(f)
AC070-18 NON AGENDA ITEMS	15(2)(f)
AC071-18 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC072-18 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 AC057-18 to AC072-18 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

COUNCIL RESOLUTION

Resolution number: MO151-18

MOVED: Ald S French AM

SECONDED: Ald S Kons

“THAT the meeting be closed to the public to enable Council to consider agenda items AC057-18 to AC072-18 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

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 7.00pm 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.

PRAYER

The meeting was opened with prayer by Mr Steve Arnol of Lifehouse Church.

AO109-18 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 17 APRIL 2018**RECOMMENDATION:**

"THAT the minutes of the 'Open Session' of the Burnie City Council, held at the City Offices on 17 April 2018, be confirmed as true and correct."

COUNCIL RESOLUTION

MOVED: Ald S French AM

SECONDED: Ald A Keygan

"THAT the minutes of the 'Open Session' of the Burnie City Council, held at the City Offices on 17 April 2018, be confirmed as true and correct."

CARRIED UNANIMOUSLY

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

QUESTIONS ON NOTICE**AO110-18 QUESTION ON NOTICE - POPULATION DECLINE IN BURNIE**

FILE NO: 15/5/5
PREVIOUS MIN:

THE GENERAL MANAGER referred to Alderman Ken Dorsey's Question on Notice which asked:

Can the General Manager advise Council what plan is in place to arrest population decline in Burnie?

ALDERMAN'S COMMENTS

From the information provided on the attached schedule, the decline in population is primarily on the Northwest Coast. Burnie's population has been in decline since becoming a city which required a population of 20,000. According to the **attached** document Burnie now has 19,245.

GENERAL MANAGER'S COMMENTS

Population decline is usually a result of a lack of employment opportunities resulting in residents migrating out of the area to seek work.

However in the case of the north-west region, the Department of Jobs and Small Business consistently advise that while there would appear to be a lack of employment opportunities given the rate of unemployment is higher than the state and national averages; there are actually many vacant positions which local businesses struggle to fill. The challenge is ensuring local residents are provided with the training to develop the skills required for these positions so that they stay in the region; or to ensure vacant positions are promoted outside of the region and are sufficiently attractive in terms of remuneration. A further issue is that the partners of many people coming to the region to take up employment opportunities struggle to find employment, and this can make sustainable in-migration a challenge.

There is also anecdotal evidence of young people coming to the region but are unable to establish social connections strong enough to stay.

A second significant issue affecting population rates is that of young people leaving the region to undertake university studies. While this may be countered somewhat with the UTAS focus on expanding its presence into the regions, including the development of a new campus at West Park, previous community consultations have revealed many parents encourage their children to leave the region to study to provide exposure to life experiences that may not be available locally. Data indicates that a proportion of young people who

leave the region do return to raise their families, however research indicates that proximity to a family network is often vital when families consider relocating to a regional area.

A third issue that can impact on Burnie's population decline is that of housing costs relative to other towns in the regions. Much of Burnie's housing stock is more difficult and therefore more expensive to develop due to topography, than for example Wynyard and Sulphur Creek. This can impact on where families choose to own homes. Given over a third of Burnie's workforce commute from outside of the municipality, workers are obviously choosing to live outside of Burnie for either lifestyle, financial or family/social networking considerations.

Council is currently in various stages of addressing these issues.

1. Promoting Burnie as a place to live through Make it Tasmania website and social media. This has only just commenced but through sharing stories about Burnie in this forum, it provides a global reach, and is targeted at people considering relocating to Tasmania.
2. Working with the Department of Social Services through the Try Test and Learn Fund to assist mature age workers to re-enter the workforce. A number of these job seekers have relocated to the region.
3. Working with the Department of Jobs and Small Business to develop a program aimed at young job seekers to provide work experience, relevant job readiness and training programs and wrap around support to bridge the gap between unemployment and job vacancies.
4. Working with the University of Tasmania in the development of a new campus at West Park.
5. Through the Cradle Coast Authority - working with the University of Tasmania, TasTAFE and other training providers to develop education and training that meet the needs of regional industry sectors.
6. Promoting the work of The Coasters, and encouraging the group to consider ways of building social networks between young professionals and tradespeople.
7. Advocating for improved public transport opportunities to link Burnie residents to work opportunities outside of Burnie such as the berry farm at Sulphur Creek and the manufacturing and food processing facilities at Wynyard.
8. Ensuring that Burnie remains a place that is attractive to families. This includes the provision of public infrastructure and family friendly events.

However, Council should also consider if Burnie workers residing in other settlements along the north-west coast is an issue to be addressed; or an opportunity to promote the variety of housing and lifestyle choices available to new residents.

RECOMMENDATION:

"THAT the information be noted."

ATTACHMENTS

1↓. Regional Population Growth

COUNCIL RESOLUTION

Resolution number: MO152-18

MOVED: Ald K Dorsey

SECONDED: Ald R Blake OAM

“THAT the information be noted.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

Regional Population Growth (ABS Cat No 3218.0)

Latest period: 2016-17

Release date: 24 April 2018

Next release date: 27 March 2019

This data release describes sub-State level population estimates on a Local Government Area (LGA) basis. Please note that the ABS publication provides various other sub-State regional groupings, which can be accessed via the ABS publication.

All estimates in this data release are at 30 June of each year. Estimates for 2017 are preliminary, estimates for 2012 through 2016 are revised from previous publications, while estimates are final for 2001 to 2011.

Tasmania and its regions

As at 30 June 2017, the ABS estimated that Tasmania's total population grew by 3 289 persons (or 0.6 per cent) to 520 877 persons compared to the previous year (Table 1). Tasmania's population, as a proportion of Australia's population, was 2.1 per cent as at 30 June 2017.

Through the year to 30 June 2017 the majority of population growth was in the Hobart and South East region (Table 1). Over the past decade, this region has grown at a faster rate than the other two regions, contributing the majority of growth at a state-level (Chart 1).

Local government areas

As at 30 June 2017, the LGA with the largest population in Tasmania was Launceston, which accounted for 12.9 per cent of Tasmania's estimated total population. This was followed by Clarence (10.7 per cent), Hobart (10.0 per cent) and Glenorchy (9.0 per cent) (Table 2).

In absolute terms, Clarence experienced the largest growth of 574 persons through the year to 30 June 2017, followed by Kingborough (up 471 persons), Hobart (up 441 persons) and Glenorchy (up 393 persons).

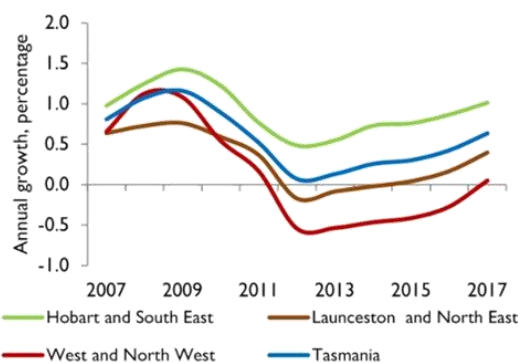
As at 30 June 2017, the LGAs with the strongest yearly growth in percentage terms were Flinders and Sorell (both up 1.8 per cent), Brighton (up 1.6 per cent), and Huon Valley and Latrobe (both up 1.5 per cent) (Chart 2).

Table 1: Population change by region, as at 30 June 2017, original data

Original Data	Population	Change of previous year	
	(persons)	(persons)	(%)
Hobart and South East	265 147	2 662	1.0
Launceston and North East	144 107	570	0.4
West and North West	111 623	57	0.1
Tasmania	520 877	3 289	0.6

SOURCE: REGIONAL POPULATION GROWTH, ABS CAT NO 3218.0

Chart 1: Tasmania's population size by LGA, as at 30 June 2017, original data



SOURCE: REGIONAL POPULATION GROWTH, ABS CAT NO 3218.0

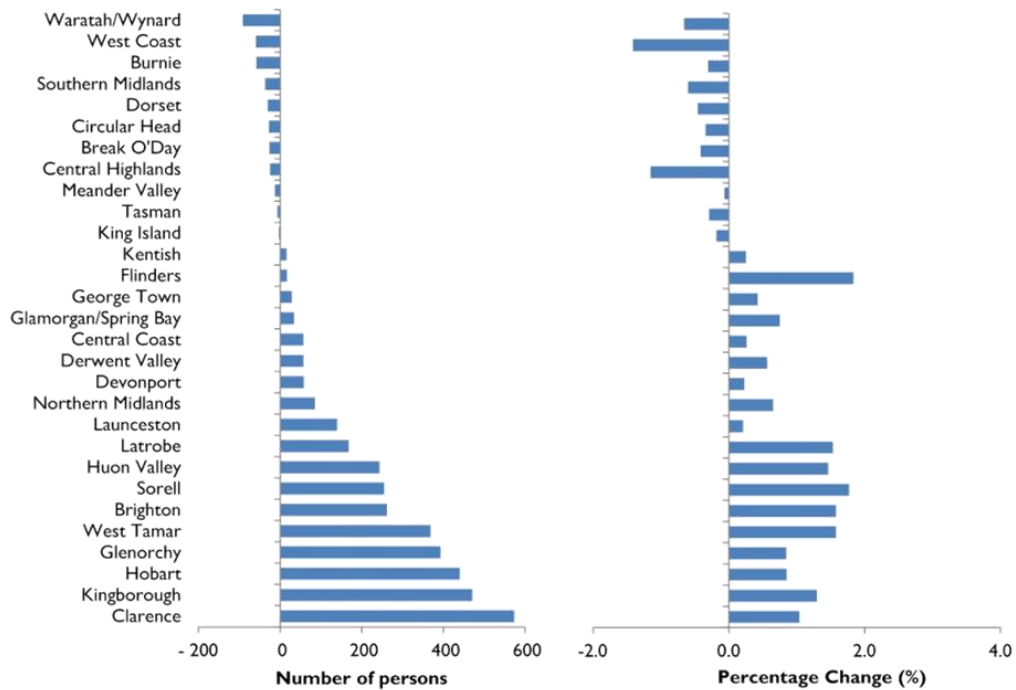
Of the 29 LGAs in Tasmania, 11 experienced a decline in population through the year to 30 June 2017. Waratah/Wynyard recorded the most significant population decrease in absolute terms (down 92 persons), followed by West Coast (down 60 persons).

Through the year to 30 June 2017, the LGAs with the greatest percentage decline in population were the West Coast (down 1.4 per cent) and Central Highlands (down 1.2 per cent) (Chart 2).

Regional Population Growth (ABS Cat No 3218.0)

Latest period: 2016-17

Chart 2: Population change by LGA, 30 June 2016 to 30 June 2017, original data



SOURCE: REGIONAL POPULATION GROWTH, ABS CAT NO 3218.0

Department of Treasury and Finance



Regional Population Growth (ABS Cat No 3218.0)

Latest period: 2016-17

Table 2: Key data by LGA, Tasmanian Population, original data

Original Data	Estimated Population		Change in Population		Share June 17 (%)
	June 16	June 17	(persons)	(%)	
	(persons) Revised	(persons) Preliminary			
Break O'Day	6 193	6 167	-26	-0.4	1.2
Brighton	16 610	16 872	262	1.6	3.2
Burnie	19 304	19 245	-59	-0.3	3.7
Central Coast	21 851	21 908	57	0.3	4.2
Central Highlands	2 164	2 139	-25	-1.2	0.4
Circular Head	8 173	8 145	-28	-0.3	1.6
Clarence	55 085	55 659	574	1.0	10.7
Derwent Valley	10 091	10 148	57	0.6	1.9
Devonport	25 259	25 317	58	0.2	4.9
Dorset	6 746	6 715	-31	-0.5	1.3
Flinders	926	943	17	1.8	0.2
George Town	6 817	6 846	29	0.4	1.3
Glamorgan/Spring Bay	4 521	4 555	34	0.8	0.9
Glenorchy	46 397	46 790	393	0.8	9.0
Hobart	51 750	52 191	441	0.9	10.0
Huon Valley	16 675	16 919	244	1.5	3.2
Kentish	6 303	6 319	16	0.3	1.2
King Island	1 617	1 614	-3	-0.2	0.3
Kingborough	36 263	36 734	471	1.3	7.1
Latrobe	10 940	11 108	168	1.5	2.1
Launceston	66 864	67 004	140	0.2	12.9
Meander Valley	19 596	19 583	-13	-0.1	3.8
Northern Midlands	13 043	13 128	85	0.7	2.5
Sorell	14 393	14 648	255	1.8	2.8
Southern Midlands	6 140	6 103	-37	-0.6	1.2
Tasman	2 396	2 389	-7	-0.3	0.5
Waratah/Wynyard	13 883	13 791	-92	-0.7	2.6
West Coast	4 236	4 176	-60	-1.4	0.8
West Tamar	23 352	23 721	369	1.6	4.6
Tasmania	517 588	520 877	3 289	0.6	100.0

Note: Discrepancies in tables between totals and sums of components are due to rounding.
SOURCE: REGIONAL POPULATION GROWTH, ABS CAT NO 3218.0

This Data Release is not to be reproduced or altered without the permission of the Economic Analysis Unit.

Contact Details
Economic Analysis Unit
Economic.Analysis@treasury.tas.gov.au



QUESTIONS ON NOTICE**AO111-18 QUESTION ON NOTICE - OPPORTUNITIES FOR WORKING
TOWARDS INCREASING THE POPULATION**

FILE NO: 15/5/5; 2/5/3
PREVIOUS MIN:

THE GENERAL MANAGER referred to Alderman Ken Dorsey's Question on Notice which asked:

How are the Councils and CCA working towards increasing the population of the following municipalities?

Burnie

Waratah/Wynyard

Circular Head

West Coast

King Island

ALDERMAN'S COMMENTS

No comments were provided.

GENERAL MANAGER'S COMMENTS

It is understood that the Cradle Coast Authority views population growth as being a result of economic development and growth. Without employment opportunities it is difficult to attract new residents to a region.

The Authority is currently developing a Regional Futures Plan which will seek to develop a number of strategic actions to promote economic growth across the region.

Based on international research and initial data analysis, a primary action from the Plan is anticipated to be the development and support of industry clusters and specialisations within the region, as a primary means of encouraging economic growth.

The Cradle Coast Authority Chair and CEO will be providing an update to Council shortly on its activities and it is expected they will also provide an update on the development of the Regional Futures Plan.

RECOMMENDATION:

“THAT the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO153-18

MOVED: *Ald K Dorsey*

SECONDED: *Ald S Kons*

“THAT the information be noted.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

QUESTIONS ON NOTICE**AO112-18 QUESTION ON NOTICE - STRATEGIES FOR INCREASED ECONOMIC ACTIVITY**

FILE NO: 15/5/5

PREVIOUS MIN:

THE GENERAL MANAGER referred to Alderman Ken Dorsey's Question on Notice which asked:

Can the General Manager advise Council on the actions he has taken and strategies in place to increase economic activity for the city?

ALDERMAN'S COMMENTS

No comments were provided.

GENERAL MANAGER'S COMMENTS

Sustainable economic development is driven by growth in trade based industry sectors - that is in those sectors that either extract natural resources, value add to these resources, or use intellectual property to create services that provide a value to others, with a primary focus on selling products to customers from outside the region. This creates an inflow of wealth to the region.

This is separate to those economic activities which merely bring in value added goods from outside the region and sells them to either wholesale or retail customers within the region. This creates an outflow of the region's wealth.

The most obvious example of wealth in-flow is tourism, with visitors from outside the region spending money. This is why many regions have tourism development as a major activity in their economic development plan. While tourism is only one of a number of industry sectors in the Burnie region, Council actively supports it through its activities in destination marketing, the support it provides to cruise ships, the development of the Waterfront and coastal pathway which maximise Burnie's coastal location, and the support of tourism attractions such as Creative Paper, Makers' Workshop and VIC, Penguin Tours, Fern Glade, Hellyer's Road Distillery and the Emu Valley Rhododendron Gardens. Activity is also focused on the implementation of the Destination Action Plan with a current focus on road and highway signage. Another way Council is seeking to attract visitation to the region is through the development of new events.

International research in economic development has also demonstrated that sustainable growth occurs from focusing on a region's competitive advantages or specialisations. These are generally related to the capability generated in developing efficient extraction of natural resources within the region, and in many cases driven by the local presence of a larger, often

global company, which introduces rigour in efficiencies and innovation in its local supply chain.

This is why Council economic development strategy concentrates primarily in supporting the growth of larger new or existing businesses in trade based sectors; as it is through their activities and their support of local suppliers which generates new wealth in the region.

The most recent activities in implementing this strategy is the support to Lion in consolidating cheese making activities across south eastern Australia to their Burnie site; assistance to the Elphinstone Group in restructuring the company to access new opportunities; and assisting the Hermal Group in identifying a suitable site for their timber processing facility. The support for the UTAS expansion at West Park is another example of Council supporting economic growth through new wealth creation.

Council is also working with the Cradle Coast Authority on its Regional Futures Plan which anticipates a focus on the development and growth of industry clusters and specialisations. As was also noted in the North West Regional Economic Development Plan, there are significant opportunities to the region through the application of innovation across sectors.

Another plank in Council's economic development strategy is the development of human capital so that our residents have the skills and capacity to support new industries or the growth in existing businesses. This is the basis for much of Council's involvement in the Burnie Works initiative in ensuring that our young people are provided with every opportunity to participate in education and training and develop their full potential. These initiatives include Dream Big, Up Close and Big, the Science and Engineering Investigation Awards and the Next Gen Challenge. It is also why Council is supportive of the University College as it seeks to break down barriers to a university education through the provision of accessible educational pathways.

The development of human capital also requires education and training institutions to ensure that their training programs prepare people for the employment opportunities both current and future presented in the region. Council is currently actively participating in an initiative to develop a regional Workforce Development Plan, involving industry, education and training providers and employment service agencies.

Another aspect of economic growth relates to the provision of infrastructure to support industry growth. This includes access to transport infrastructure, electricity, water and sewerage and information and communications technology. Areas where Council has been actively involved in promoting infrastructure investment include the Burnie Port upgrade, Bass Highway upgrade, Birralee Road upgrade, the removal of domestic and other water from the sewerage treatment system to accommodate trade waste from the Lion expansion, and lobbying for Fibre to the Premises under the NBN.

A final aspect of economic development is the promotion of social and economic inclusion. This ensures more people participate and benefit from economic growth in the region and increases the amount of wealth generated through indirect economic activity, particularly in discretionary areas. Council is involved in this area through a number of Burnie Works activities such as the development of an initiative to support mature age job seekers to re-

enter the employment market; and an initiative to support young people to access supported work experience opportunities.

RECOMMENDATION:

“THAT the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO154-18

MOVED: Ald K Dorsey

SECONDED: Ald A Keygan

“THAT the information be noted.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

QUESTIONS ON NOTICE

**AO113-18 QUESTION ON NOTICE - COST TO FILL THE TRAFFIC CONTROL
INNER CITY ISLANDS WITH RED CEMENT**

FILE NO: 15/5/5; 31/3/24
PREVIOUS MIN:

THE GENERAL MANAGER referred to Alderman Ken Dorsey's Question on Notice which asked:

Can the General Manager advise Council on the cost to fill the traffic control inner city islands with red cement?

ALDERMAN'S COMMENTS

No comments were provided.

GENERAL MANAGER'S COMMENTS

The expenses allocated to the work order for this project totalled \$7,087.

RECOMMENDATION:

"THAT the information be noted."

COUNCIL RESOLUTION

Resolution number: MO155-18

MOVED: *Ald K Dorsey*

SECONDED: *Ald S Kons*

“THAT the information be noted.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO114-18 MOTION ON NOTICE - TENDER PROCESS WEIGHTING**

FILE NO: 15/5/2
PREVIOUS MIN:

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

“THAT COUNCIL resolve to increase the “weighting” on tenders to utilise the services of local businesses in preference to firms from other municipalities.”

ALDERMAN’S COMMENTS

Council awarded the intercity pathway project (>\$1 million) to a Devonport firm that is subcontracting work to a Launceston firm. Whilst there are benefits and employment opportunities for Burnie resident; the profits, the bulk of employment and capacity building remains elsewhere.

We recently provided a Melbourne based company a tender to provide services for the municipality. This does not create employment, does not create capacity building, does nothing to help the people of Burnie.

We are spending Burnie resources on firms that create wealth and employment for other municipalities. I appreciate that we want to secure the best deal possible to prudently use ratepayers’ funds; however, the corresponding benefits may be considerably greater utilising local firms.

It must be noted that local firms generally:

1. Pay BCC rates
2. Employ Burnie residents
3. Purchase Burnie homes
4. Lease or purchase “headquarters” space
5. Purchase vehicles in Burnie – allowing continuation of employment for Burnie residents
6. Outsource work to local firms who:
 - a. Pay BCC rates
 - b. Employ Burnie residents
7. Spend their money in Burnie shops
8. Create wealth for the community
9. Create greater opportunities for growth
10. Add to capacity building of Burnie firms that are then able to compete intra and inner state.

The policy will not exclude the opportunity for firms from other municipalities to successfully tender for council work, but provides a greater buffer zone for local businesses. The corresponding benefit is that non-local firms being aware of the policy may actually reduce prices to secure tenders.

We want to build a stronger Burnie, we want opportunities for our youth, we want businesses to succeed and prosper. A strengthened policy to support local businesses is a logical use of rate payers' funds.

GENERAL MANAGER'S COMMENTS

Background

One of the principles of Council's Code for Tenders and Contracts is to "enhance the capabilities of local business and industry."

There are various means to support this aim including:

- Engage with local businesses to make them aware of Councils expectations when purchasing good and services and provide feedback where necessary to aid the businesses in future dealings with Council.
- Recognition of the value of the contribution of local business to the local economy and local employment though assigning a local content provision in the tender assessment criteria.

The discussion at hand relates to the local content weighting in the tender assessment criteria.

It is noted that the local content provision has been in use for a number of years.

Legislative Requirements

The *Local Government (General) Regulations 2015* details the content of Codes for Tenders and Contracts. Section 28 is reproduced below.

Code for Tenders and Contracts

The Code adopted under [section 333B](#) of the Act is to –

- (a) *promote the following principles:*
 - (i) *open and effective competition;*
 - (ii) *value for money;*
 - (iii) *enhancement of the capabilities of local business and industry;*
 - (iv) *ethical behaviour and fair dealing; and*
- (b) *establish and maintain procedures to ensure that all potential suppliers are provided with the same information relating to the requirements of a tender or contract and are given equal opportunity to meet the requirements; and*
- (c) *establish and maintain procedures to ensure that fair and equal consideration is given to all tenders or quotations received; and*

- (d) *establish and maintain procedures to deal honestly with, and be equitable in the treatment of, all potential or existing suppliers; and*
- (e) *establish and maintain procedures to ensure a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers; and*
- (f) *seek to minimise the cost to suppliers of participating in the tendering process; and*
- (g) *protect commercial-in-confidence information; and*
- (h) *for contracts valued at under \$250 000 (excluding GST), specify when 3 written quotations are required; and*
- (i) *establish and maintain procedures for the use of multiple-use registers for contracts valued at under \$250 000 (excluding GST); and*
- (j) *establish and maintain procedures for reporting by the general manager to the council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used; and*
- (k) *establish and maintain procedures for the review of each tender process to ensure that it is in accordance with these regulations and the code; and*
- (l) *establish and maintain procedures for the following:*
 - (i) *amending or extending a tender once it has been released;*
 - (ii) *opening tenders;*
 - (iii) *the consideration of tenders that do not fully conform with the tender requirements;*
 - (iv) *the debriefing of unsuccessful tenderers;*
 - (v) *handling complaints regarding processes related to the supply of goods or services*

Tender Assessment Criteria must be consistent with the provision of the Regulations.

Policy Considerations

Council's current Tender Assessment Criteria has a local content provision which has a weighting of 5%.

Financial Impact

The discussion section of this report suggests that the local content provisions of 5% provides a notional price advantage of 4% of the tender sum.

Were the local content weighting to be increased to 10%, the notional price advantage increases to 8.8%.

These figures are based on comparing a Burnie based business against a Northern Tasmania based business.

The percentage differential is greater where a tender submission from a southern or mainland company is being assessed.

Discussion

Council's Code for Tenders and Contracts provides a framework to enable Council to meet its legislative obligations related to tendering.

The *Local Government (General) Regulations 2015* in section 28 notes the following principles which Councils should adhere to in tendering processes.

- (i) open and effective competition;

- (ii) value for money;
- (iii) enhancement of the capabilities of local business and industry;
- (iv) ethical behaviour and fair dealing.

Council's Code for Tenders and Contracts includes and expands upon these principal as follows:

- Open and effective competition;
- Value for money;
- Enhancement of the capabilities of local business and industry;
- Ethical behaviour and fair dealing;
- Environmental and sustainability considerations; and
- Risk management considerations.

These principles are also included in Council's internal purchasing policy which guides minor purchasing.

The manner in which Council aims to demonstrate it is adhering to these principles is by having appropriate systems and processes in place in regard to tendering, documenting Council's purchasing and supply requirements and expectations in its tender documentation, all which support consistent and transparent decision making.

One tool used in the decision making process is the tender selection criteria as a means to objectively compare tender submissions.

The criteria used are noted in the table below. Generally the weighting assigned is as noted in the table however the respective weighting may change depending upon the nature of the project or procurement, for example in the purchase of a specific item of equipment price may be assigned a higher weighting.

Criteria	Weighting
Project understanding including quality and completeness of submission.	10
Capacity and resources, materials, plant and equipment to complete the works, including financial viability.	15
Capability and relevant experience of key personnel.	15
Quality Management Systems, including WHS, traffic, risk and environmental.	5
Local content is defined as a 5% weighting for Burnie based companies, a 3% weighting for northern Tasmania companies and a 1% weighting for companies from other areas of Tasmania/Australia.	5
Tender Sum	50
	100

As can be seen, while price has a significant weighting, the capacity of a Contractor to deliver a quality product or outcome though having appropriate skills, resources and knowledge of the works or activities to be undertaken are also equally important (45% weighting).

The local content provision as it stands provides an opportunity to recognise the local economic benefits of using Burnie based businesses. This criteria and associated weighting provides an advantage to such businesses, in situations where there is little to separate the tender submissions in terms of the other selection criteria.

It should be noted though that currently a Burnie based business could source a significant proportion of their work e.g. manufacturing of components, subcontractors, materials etc. out of the city and this would not impact on the local content weighting.

Conversely a business from another municipality or region may secure the majority of resources to undertake a project in the City from local subcontractors, suppliers and the local content aspect would not be recognised.

The majority of the tender criteria are qualitative; however the tender price is quantitative. The influence of the local content criteria can be monetised to understand the cost advantage to a local business and to understand the potential financial implications of modifying the weighting.

What is the value of this cost advantage?

Generally price is 50% (50 weighting points) of the tender criteria score. The value of a weighting point will vary depending upon the tender sum.

A weighting point is equal to: $1/50$ of tender sum = 2% of the tender sum.

The respective cost influence of a weighting point is noted in the table below.

Tender Value	Value of a Weighting Point	5 Points	3 Points	1 Point
\$ 100,000	\$ 2,000	\$ 10,000	\$ 6,000	\$ 2,000
\$ 500,000	\$ 10,000	\$ 50,000	\$ 30,000	\$ 10,000
\$ 1,000,000	\$ 20,000	\$ 100,000	\$ 60,000	\$ 20,000

Generally there are tender submissions from Burnie based and northern Tasmanian businesses.

The local content weighting gives a comparative cost advantage of 4% of the project value (where a Burnie based business competes with a northern Tasmanian business).

The State Government has a "Buy local policy" which has been put in place to enhance opportunities for Tasmanian businesses to participate in the State Government procurement processes.

The policy requires that a local benefits test be included with the selection criteria for procurements of a value greater than \$50,000. A weighting of 10% is provided in regard to local content. Local content is defined in the context of the State as a whole.

If the local content criteria were increased by 5 weighting points (i.e. 10 points (%)), the logical countering reduction in the criteria weightings would be to reduce the tender price criteria accordingly.

This is based upon the assumption that in all others respects the local offering is equal in terms of quality, capacity to deliver, appropriate systems in place etc. and thus price is the determining factor.

With a reduced criteria weighting of 45% of tender sum, the value of a weighting point would be:

Weighting point is equal to: $1/45$ of tender sum = 2.2% of the tender sum.

Tender Value	Value of a Weighting Point	10 Points	6 Points	2 Points
\$ 100,000	\$ 2,222	\$ 22,220	\$ 13,332	\$ 4,440
\$ 500,000	\$ 11,110	\$ 111,100	\$ 66,660	\$ 22,220
\$ 1,000,000	\$ 22,222	\$ 222,220	\$ 133,332	\$ 44,444

Increasing the weighting provides a comparative cost advantage of 8.8% for Burnie based businesses, against a northern Tasmania business.

Review

The benefits of supporting locally based businesses are well put forward in the rationale for the Motion on Notice.

Council must also ensure that it demonstrates compliance with the other principles of its purchasing policy including value for money (for the community as a whole), being ethical and fair and transparent in its decision making.

The current approach of Council provides a cost advantage to a local business where all other aspects of the tender assessment criteria are comparable.

While a local businesses gains a benefit from this criteria, there are potential risks for the municipality and community, should an increase be made in respect to the local content weighting, and can include:

- Increase in cost to Council through price inflation in the knowledge of the price advantage offered by the local content criteria.
- Other municipalities follow, suite, reduce Burnie based business competitiveness across the region.
- Dissuade businesses from other areas tendering for Council business.

Officers suggest that the current 5% local content weighting is appropriate recognition for local businesses.

An alternate approach to maximising the local content of projects or activities undertaken on behalf of Council would be to seek greater detail as to the local content to be used in the project or item to be purchased, regardless of where the business is based.

Under this scenario the weighting would remain the same however a contractor would be requested to provide more specific details as to the local content components of the submission and apportion a percentage of project cost based upon:

- Materials.
- Direct labour.
- Subcontractor.
- Location of the office / administration aspects of the business.

Such an approach may foster greater use of local content across all elements of the project.

An alternate motion for consideration is:

“THAT the 5% weighting for local content be retained and officers develop a revised local content tender assessment criteria framework that considers local content based upon the source of the project components including materials, direct labour, sub contractors and location of the business.”

To support such an assessment prospective tenderers would be required to provide specific detail of the local content to be used in the project.

Risk

Increasing the local content tender assessment criteria weighting to 10% could have the following risk implications for Council:

- Increase in cost to Council through price inflation in the knowledge of the price advantage offered by the local content criteria.
- Other municipalities follow suite, reducing Burnie based business competitiveness across the region.
- Dissuade businesses from other areas tendering for Council business.

As the tender assessment process also considers a range of other factors, including cost, the risk of predatory pricing may be limited.

Reducing the potential pool of tenderers due to an increased focus on local content would impact on competitiveness in the market.

Consultation

The comments provided have been developed through internal consultation.

COUNCIL RESOLUTION**Resolution number: MO156-18****MOVED:** Ald K Dorsey**SECONDED:** Ald S French AM

“THAT the 5% weighting for local content be retained and officers develop a revised local content tender assessment criteria framework that considers local content based upon the source of the project components including materials, direct labour, sub contractors and location of the business.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO115-18 MOTION ON NOTICE - LGAT ANNUAL GENERAL MEETING 25 JULY 2018 - REMOVE 'ALDERMAN' FROM LOCAL GOVERNMENT ACT 1993 AND REPLACE WITH 'COUNCILLOR' OR 'ALDERPERSON'**

FILE NO: 15/5/2
PREVIOUS MIN:

Alderman Amina Keygan has given notice that she would move the following motion at this meeting:-

“THAT Council:

1) *Endorse the following motion to the LGAT Annual General Meeting on 25 July 2018:*

‘That LGAT lobby for a change to the Local Government Act 1993 to remove the word alderman from the Act entirely, leaving only councillor, OR replace the word alderman with a non-gender specific descriptor, such as alderperson’.

and

2) *Authorise the General Manager to submit the endorsed motion to LGAT.”*

ALDERMAN’S COMMENTS

In the interests of inclusiveness for all those currently serving on councils in Tasmania, and all those who potentially seek to serve as councillors or alderman, the removal of this gender specific descriptor is warranted.

There is precedent for this to occur. In roughly 1993, the word ‘chairman’ was removed from the Act and replaced with the word ‘chairperson’. This motion seeks to achieve a similar goal.

The word ‘alderman’ appears in the Local Government Act 1993 only twice. The first instance refers to the definition of a councillor as being “...a person elected to council and includes...alderman”, and the second, in the constitution of council whereby “a person elected to a city council is a councillor but may be known as an alderman.’

While this may seem like semantics, and while some may argue that alderman is gender neutral by default, this motion seeks to make the language used in the Act, truly neutral and inclusive for any person that may wish to serve their local community.

GENERAL MANAGER'S COMMENTS

As stated by Ald Keygan this motion is self-explanatory with the term Alderman only appearing in the *Local Government Act 1993* on two occasions.

Firstly under definition of councillor in s3:

“councillor means a person elected to a council and includes the Lord Mayor, Deputy Lord Mayor, mayor, deputy mayor and alderman;”

The second mention is in s25(2) under constitution of council:

“A person elected to a city council is a councillor but may be known as an alderman.”

Such an amendment would affect the six councils that are defined cities under Schedule 3B; Burnie; Clarence; Devonport; Glenorchy; Hobart; and Launceston.

To some the term alderman may be seen as a non-gender specific, however other may find it offensive.

It is my understanding in around 1994 Queensland reverted to the use of the term councillor for both country and city councils. The largest council in Australia “Brisbane City Council” have councillors not aldermen. The term alderman is used in other states and no examples of the use of the term alderperson has been identified in Australia.

Motions for the LGAT General Meeting on 25 July 2018 close on 15 May 2018. A 24 hour dispensation has been granted by LGAT to allow lodgement on 16 May 2018.

COUNCIL RESOLUTION

Resolution number: MO157-18

MOVED: *Ald A Keygan*

SECONDED: *Ald K Dorsey*

“THAT Council:

1) *Endorse the following motion to the LGAT Annual General Meeting on 25 July 2018:*

‘That LGAT lobby for a change to the Local Government Act 1993 to remove the word alderman from the Act entirely, leaving only councillor’.

and

2) *Authorise the General Manager to submit the endorsed motion to LGAT.”*

For: Ald R Blake OAM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against: Ald S French AM, Ald T Brumby.

CARRIED

MOTIONS ON NOTICE**AO116-18 MOTION ON NOTICE - LGAT ANNUAL GENERAL MEETING 25 JULY 2018 - FIRE SERVICE CONTRIBUTION**

FILE NO: 15/5/2

PREVIOUS MIN:

Alderman Ron Blake OAM has given notice that he would move the following motion at this meeting:-

“THAT Council submit the following motion to the Local Government Association of Tasmania (LGAT) General Meeting on 25 July 2018:

That LGAT:

- 1) Advocate on behalf of all Councils the deep concern at the level of the Fire Service Contribution that councils are expected to collect from ratepayers each year on behalf of the State Fire Commission;***

And

- 2) Seek justification for the excessive level of financial burden that has been imposed over the last five years.”***

ALDERMAN'S COMMENTS

The Burnie City Council includes the Fire Service Contribution each year as part of the Rates Notice sent to all Ratepayers in the Burnie Municipality.

The table below shows the level of the contribution compared to CPI since 2014.

<i>Fire Service</i>	<i>Contribution</i>	<i>CPI for Hobart (June)</i>
2014	3.94%	2.8%
2015	5.05%	0.6%
2016	4.49%	1.2%
2017	6.84%	2.3%
2018	5.40%	2.1% (to March)
2019	7.36%	

The BCC Aldermen and Officers work extremely hard to provide a fair Municipal Rate for all Ratepayers. The current target is to reduce rates by 1% again this coming year and we are well on track to do so.

As with the past few years, Council needs to recover this excessive Fire Service Contribution from Ratepayers.

We are requesting that LGAT seek an explanation and justification for the excessive impost.

GENERAL MANAGER'S COMMENTS

Background

The State Fire Commission determines the fire service contribution and advice Council in May each year. In Burnie there are three rating districts with in 2018/19 contribution has been advised as follows:

• Composite Brigade Rating District (Burnie)	\$1,809,476
• Volunteer Brigade Rating District in (Ridgley)	\$10,609
• General Land	\$87,817
TOTAL	\$1,907,902

This is a 7.36% increase on the fire service contribution of \$1,777,079 in 2017/18.

Legislative Requirements

The State Fire Commission sources their operating costs of all brigades from three sources in accordance with the *Fire Services Act 1979*. s77A of the Act states:

77A.Sources of contributions towards operating costs of all brigades

The operating costs of all brigades shall be defrayed out of contributions to be paid to the Commission –

(a) by insurance companies as provided in Division 2B ;

(b) by the Treasurer as provided in Division 2C ; and

(c) by local councils as provided in Division 3 .

s77A of the Act states:

79. Contributions payable by local councils

(1) The local councils in the State, for the financial year commencing on 1 July 1995 and for each subsequent financial year, must contribute an amount determined in accordance with this Division towards the operating costs of brigades, being operating costs that are included in the Commission's estimates for the relevant financial year and approved by the Minister.

(2) The Commission, for a financial year to which subsection (1) applies, must provide for the recovery from councils of such an amount as will be sufficient to cover the operating costs of brigades for that year, as approved by the Minister, less the prescribed amount.

- (3) *For the purposes of subsection (2) the prescribed amount means the aggregate of the following amounts:*
- (a) *the contribution towards the operating costs of brigades required to be made for the relevant financial year by insurance companies under Division 2B ;*
 - (b) *the contribution towards the operating costs of brigades required to be made for the relevant financial year by the Treasurer under Division 2C ;*
 - (c) *any contribution towards the operating costs of brigades made or expected to be made in respect of the relevant financial year by the Commonwealth;*
 - (d) *any money received or expected to be received by the Commission in respect of the relevant financial year from its marketing activities.*

Division 3 of the *Act* determines the provisions relating to contributions payable by local councils towards operating costs of brigades. The contribution is determined by the *Act*, being operating costs that are included in the Commission's estimates for the relevant financial year and approved by the Minister.

The contribution is to provide for the recovery from councils of such an amount as will be sufficient to cover the operating costs of brigades for that year, as approved by the Minister, less the prescribed amount. The prescribed amounts are any contributions from; insurance companies; Treasurer; Commonwealth and/or marketing activities.

The calculation in Division 3 of the *Act* is complex with its methodology and irrelevant for the purpose of this report. A requirement on council in s81A is that the allowable annual increase or decrease calculated in s81 is to be no more than 5%. This is 5% after the increase imposed by the State Fire Commission that has been verbally advised 5.5% for 2018/19. Therefore the increase/decrease may be between 0.5% - 10.5%.

Policy Considerations

The Council has a target in the Financial Management Strategy to reduce rate revenue in Burnie to close the "rates per capita" gap against the state average while maintaining acceptable levels of service.

Council has no control over the amount of the fire rate; however this is calculated as rate revenue in rates per capita calculations.

The purpose of this Strategy is to reduce the burden being placed on the residential and business community of Burnie.

Discussion

The amount of the increase in the fire service contribution to the State Fire Commission is well and truly above CPI the last five years, without any explanation or accountability. Council merely receiving the **attached** standard letter each year.

The 2017/18 State Budget detailed the State Fire Commission and shows that the taxation collected (including local government contribution) is \$68.2m in 2017/18 compared to

\$67.2m in 2016/17. This is increase across Tasmania of 0.2% while in Burnie the increase was 5.4%. The forward estimate for 2018/19 was \$71.1m, an increase of 4.2% compared to actual increase of 7.36%.

It is difficult to ascertain from the publicly available information whether the increases experienced in Burnie is in isolation to local government.

A review of the Annual report for the State Fire Commission reveals that the actual revenue increases in the local government contribution across Tasmania is as follows:

2015	5.5%
2016	5.5%
2017	5.5%

This shows that the State Fire Commission has placed a standard increase of 5.5% on the state fire service contribution without having regard to the allocation necessary for the operating costs for the various brigades district around Tasmania.

The *Act* clearly states that that contribution must provide for the *recovery from councils of such an amount as will be sufficient to cover the operating costs of brigades for that year, as approved by the Minister, less the prescribed amount*. Is it a coincidence that the operating costs of all brigades have consistently risen by 5.5% from 2015.

It is timely for the sector to review the governance arrangements for determining the fire service contribution as increases are high and placing a financial burden on ratepayers with no justification or transparency as to reasons.

Motions for the LGAT General Meeting on 25 July 2018 close on 15 May 2018. A 24 hour dispensations has been granted by LGAT to allow lodgement on 16 May 2018.

ATTACHMENTS

[1](#)  Fire Service Contribution Financial Year 2018-2019

COUNCIL RESOLUTION

Resolution number: MO158-18

MOVED: *Ald R Blake OAM*

SECONDED: *Ald S Kons*

“THAT Council submit the following motion to the Local Government Association of Tasmania (LGAT) General Meeting on 25 July 2018:

That LGAT:

- 1) Advocate on behalf of all Councils the deep concern at the level of the Fire Service Contribution that councils are expected to collect from ratepayers each year on behalf of the State Fire Commission;***

And

- 2) Seek justification for the excessive level of financial burden that has been imposed over the last five years.”***

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



State Fire Commission



Finance

File No: 441

City of Burnie
P O Box 973
BURNIE TAS 7320**Attention:** Finance Manager**FIRE SERVICE CONTRIBUTION
FINANCIAL YEAR 2018-2019**

Pursuant to Part V1, Division 3 of the *Fire Service Act 1979*, you are advised that the Fire Service Contribution required to be collected by your Council for the 2018-19 financial year has been calculated as follows:

	\$
In respect of the Burnie Composite Brigade Rating District	1,809,476
In respect of the Ridgley Volunteer Brigade Rating District	10,609
In respect of General Land	87,817
Total Contribution	1,907,902

The Fire Service Contribution has been calculated in accordance with the *Fire Service Act 1979* and council returns. The *Fire Service Act 1979* includes a smoothing out of spikes in valuations by adopting a six year rolling average of assessed annual values.

The Minimum Fire Service Contribution, which is indexed, has increased and an amount of \$40 will apply for the 2018-19 financial year.

Councils can independently determine their own minimum assessed annual values of land based on the minimum fire service contribution. The Commission has determined the following minimum assessed annual values of land for the 2018-19 financial year and these may be used where council are unable to calculate their own minimums:

Permanent Brigade Rating District	\$2,551
Composite Brigade Rating District	\$2,586
Volunteer Brigade Rating District	\$8,799
General Land	\$9,549

Headquarters/Southern Region Cnr Argyle and Melville Streets | GPO Box 1526 Hobart Tasmania 7001 | Phone (03) 6230 8600 Fax (03) 6234 6647

Northern Region 339 Hobart Road Youngtown Tasmania 7249 | Phone (03) 6336 5633 Fax (03) 6344 6801

North West Region 15 Three Mile Line | PO Box 1015 Burnie Tasmania 7320 | Phone (03) 6434 6700 Fax (03) 6433 1551

www.fire.tas.gov.au



The *Fire Service Act 1979* provides for the contribution to be paid, less the prescribed collection fee of four percent, in four equal instalments as follows:

Quarter One	by 14 October, 2018
Quarter Two	by 14 January, 2019
Quarter Three	by 14 April, 2019
Quarter Four	by 14 June, 2019

Claims for pensioner rebates will be paid quarterly and may be forwarded at the same time each contribution is due. Alternatively if you wish to lodge a single claim this should be forwarded with your final contribution for 2018-19.

Should you require any further information please contact the Senior Budget Officer, Miss Lorene Smith on Phone 6173 2951.



M Harris
MANAGER FINANCE SERVICES

27 April 2018

Ald Kons left the meeting, the time being 7.33pm.

MOTIONS ON NOTICE

AO117-18 MOTION ON NOTICE - FEMALE CHANGE FACILITIES AT WEST PARK

FILE NO: 15/5/2
PREVIOUS MIN:

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

“THAT Council consider in the budget process allocating funds to the provision of proper facilities for female athletes at West Park.”

ALDERMAN’S COMMENTS

West Park is a fantastic facility; however, there is a lack of facilities for female athletes. With the development and growth of female sports, designated areas must be established to cater to their requirements. The BAC secure the attendance at the New Year’s Day Sports for world recognised female competitors that change and use the rooms with urinals against the wall.

Of greater concern is the lack of facilities for our local female competitors. Burnie’s NWFL Club supports Junior Girls and Women’s team that play immediately following the men’s team sharing rooms and facilities with the opposing teams. There are Women’s cricket teams once again allocated rooms with urinals built for men.

The latest research from the Australian Sports Commission (ASC) shows women are more active than men, but men are more likely to play club or team sports.

Chief executive of ASC, Kate Palmer, said the lack of adequate facilities like changerooms was a major barrier. “This is really critical to increasing the activity levels of young women in this country”.

Access to facilities that support and enhance participation is critical for Women’s sports at all levels, from grassroots through to elite. Having female friendly sporting clubs sends an important message to all females, that they are welcome in their chosen sport, and that their club’s culture is one that will facilitate and support their participation. The utilisation of these design consideration centres on:

Identifying need

- Involve female players and officials in the design of the change room.

- Is there a sufficient number of shower and toilet cubicles to meet the user needs now and into the future? Consider efficiency of time to shower and change.
- How many participants per team will utilise the change rooms, how often are games scheduled and what are the break times in between usage?
- For one or 2 sports teams

At the very least change rooms should:

1. Provide privacy screens to entry of change rooms.
2. Provide individual toilet cubicles.
3. Provide individual lockable shower cubicles with change seats inside each cubicle, to enhance safety and privacy for users.
4. Meet legislated building design requirements e.g. provide disability friendly toilet/shower cubicles. Fold away baby change tables can also be installed

Other safety and privacy factors to consider

- Ensure that users have access to secure storage for bags and personal belongings.
- Provide high level glazing / natural light for privacy.
- Ensure that hygiene disposal points are appropriately located.

Environmental sustainability

Facilities should aim to be environmentally sustainable. For example consider:

- Installing water efficient shower heads and energy efficient lighting.
- Installing flow restrictors for basin taps and dual flush toilet cisterns.
- Installing rain water tank systems and/or solar hot water systems.
- Establishing energy benchmark levels for energy consumption and greenhouse gas emissions.
- Monitoring and reviewing energy use over the first twelve months of operation of new/refurbished buildings for optimum efficiency.
- Selecting locally sourced materials where available.
- Where achievable, provide direct access from change rooms to playing fields with minimal level changes.
- Provide vanity/shelves for personal items, power points for hair dryers, and other accessories adjacent to wet areas to encourage female use.
- Provide natural ventilation to minimise odours.
- Ensure shower head height is appropriate for all users. Consider using an adjustable height shower head.
- Ensure cleaning equipment can access all areas in the space.
- Provide larger sized shower cubicle for family and/or people with a disability to use.

Other things to consider

- Facilities should be designed to be fit-for purpose and meet the standards required for the type of activities provided.
- The whole-of-life cost of the facility should be considered.
- Provide family change facilities within change rooms e.g. provide baby change tables.
- Aim for flexibility in design so as to accommodate for different and future users.
- Ensure that the change rooms appearance and finishes promote a welcoming, clean and hygienic environment.

GENERAL MANAGER'S COMMENTS

Council has recently received a facility audit report by AFL Tasmania which includes the suitability of facilities to support female participation in sports played at West Park. A copy of the report is **attached**.

It is clear that the current amenities do not support female participation and significant work will need to be undertaken.

At its April meeting Council established a Working Group for the West Park sports facility, including the four major user groups at the Oval. This Working Group will then form an Advisory Committee to advise Council on areas such as planning for facilities.

As there are a number of groups with a diversity of views on how to best resolve issues around the facilities at West Park, it would be appropriate for this issue to be reviewed by the Working Group and to develop a recommended solution.

The State Government has also announced a funding program to assist in the development of facilities to support female participation. It would be expected that Council will prepare a funding submission once an agreed solution is identified by the Working Group/Special Committee.

RECOMMENDATION

That Council:

- 1) Refer the issue of amenities to support female participation at West Park to the West Park Working Group and seek their recommendation as to the best solution; and*
- 2) Seek State Government funding towards implementing the agreed solution.*

ATTACHMENTS

- [1](#) Facility Audit Report - West Park

COUNCIL RESOLUTION

Resolution number: MO159-18

MOVED: *Ald K Dorsey*

SECONDED: *Ald C Lynch*

“THAT Council consider in the budget process allocating funds to the provision of proper facilities for female athletes at West Park.”

For: Ald R Blake OAM, Ald S French AM, Ald A Boyd, Ald R Bentley, Ald T Brumby,
Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

AFL TAS Facility Audit

Document number	001943
Site name	West Park
Site name and location	Bass Highway BURNIE TAS 7320
Original auditor	Barry Gaby
Club name (Primary club)	Burnie Football Club
Other AFL user	Schools
Other user	
Commission or Region	TAS - North West
AFL Football Development Region	
LGA	Burnie City Council
State electorate	Braddon (Montgomery)
Federal electorate	Braddon
Is there a written lease for the venue tenure?	Unsure
Is female football played at this venue (junior and/or senior female football)?	Yes
Will this venue be used as an AFL pre-season venue in the future?	Not answered
Original audit date	16 May 2017
Last modified	Unchanged since audit completion

Site summary

Total number of change facilities	3
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Total number of playing fields	1
Total number of netball courts	0

Site Football Rating Based on Hierarchy

Hierarchy level (based on primary level of use)	State
Ratings	Rating Based on Hierarchy Level - Football: 134
	Rating Required Based on Hierarchy Level: 184
	Facility Percentage 72.83%

Facility Investment

Upgrade	Value	Year	Funding Partners / Amount Invested
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No Facility investments have been made

Facility Audit Report

Change facilities

Rating out of 50 (calculated for home and away change facilities only)

Change facilities Yes

Number of player change facilities 3

Home change room

Change room size 55m2-75m2

Amenities (player/toilets/showers) 30m2-35m2

Massage/strapping room Yes

Size of strapping room 20m2

Number of showers 6

Shower type Open

Pan toilets 2 pan toilets

Is the change room suitable for females to change in (ie lockable shower cubicles and pan toilets)

Rate overall condition of these club player facilities	Moderate (considerable wear but still comfortable for players)
List any other player facilities that should be provided	Showers could be easily converted to female showers
Any other comments regarding the condition of the Home Club Player Facilities that you would like to provide?	



Meeting room BFC

Away change room	
Change room size	55m2-75m2
Amenities (player/toilets/showers)	30m2-35m2
Massage/strapping room	Yes
Size of strapping room	15m2
Number of showers	6

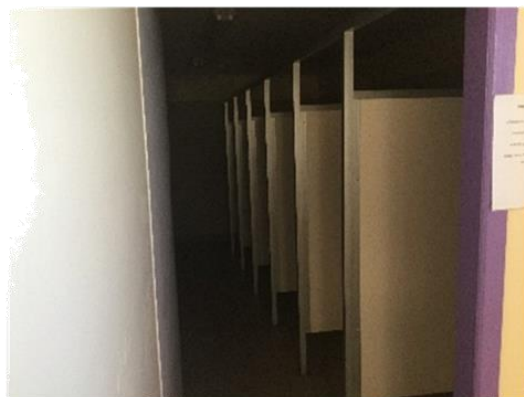
Shower type	Open
Pan toilets	2 pan toilets
Is the change room suitable for females to change in (ie lockable shower cubicles and pan toilets)	No
Rate overall condition of these club player facilities	Moderate (considerable wear but still comfortable for players)
List any other player facilities that should be provided	

Any other comments regarding the condition of the Away Club Player Facilities that you would like to provide?



Other change room

Change room size	55m2-75m2
Amenities (player/toilets/showers)	30m2-35m2
Massage/strapping room	No
Size of strapping room	
Number of showers	7
Shower type	Open
Pan toilets	2 pan toilets
Is the change room suitable for females to change in (ie lockable shower cubicles and pan toilets)	No
Rate overall condition of these club player facilities	Moderate (considerable wear but still comfortable for players)
List any other player facilities that should be provided	
Any other comments regarding the condition of this change room player facilities?	Burnie other room they use





Player support facilities

Rating out of 2	2
Gymnasium / fitness room	Yes
Size of gymnasium/fitness room	40m2-50m2

Umpire facilities

Rating out of 12 7
(calculated for main umpires room only)

Umpires Rooms Yes

Number of umpires rooms 1

Umpires room 1

Size of Umpires Room 20m2-25m2

Number of showers More than 3

Shower type Open

Pan toilets 2 pan toilets

Is the umpires change facility suitable for females to change in (ie lockable shower cubicles, has a separate change area for females and pan toilets)? No

Any other comments regarding the condition of the umpires rooms that you would like to provide?

Rate overall condition of
Umpire Facilities Moderate (considerable wear but still comfortable for umpires)

Kitchen / kiosk

Rating out of 4 3

Is there a kitchen/kiosk
area? Yes

How many kitchen/kiosk
areas are there? 2

Kitchen/kiosk area 1

Kitchen / Kiosk Area 30m²-40m²

Kitchen, kiosk and/or bar
servery External servery only

Separate kitchen storeroom 10m² or greater

Kitchen/kiosk area 2

Kitchen / Kiosk Area Greater than 40m²

Kitchen, kiosk and/or bar
servery Internal servery only

Separate kitchen storeroom 10m² or greater

Pavilion / clubrooms

Rating out of 25 20

Does the facility have a main
pavilion? Yes

Number of pavilions 1

Unique pavilion name if
known

Does the main pavilion have
an accessible entry Yes

First aid or medical room for
general public access No separate first aid or medical room is available for general public access

Is there a defibrillator
machine? Yes

Administration area / office Greater than 25m²

Social / Community /
Multi-purpose room size 200m² or greater

Bar 20m² or greater

Public Toilets (provided within the pavilion / clubrooms)	Male Female Accessible
Third umpire / match referee room	No
Timekeeper / referee room	No
Internal storage area	20 - 24m ²
External storage area	40m ² or greater
Cleaners storeroom	Yes
Utilities / plant room	Yes
Memorabilia / honour board display	No
Rate overall condition of general facilities within the main pavilion	Excellent condition (as new)
Any other comments regarding the main pavilion that you would like to provide?	



Playing field	
Rating out of 68 (calculated for main and second playing fields only)	54
Playing field	Yes
Number of playing fields?	1
Playing field 1	

Unique playing field name	
How many change rooms are located at the oval?	3
Length of playing field (can be done via Nearmaps or Google Earth)	Less than 140m
Width of playing field (can be done via Nearmaps or Google Earth)	116m-125m
Turf Profile	Soil
Drainage	Drainage functional but requires improvement
Playing field surface type	Cool season grass
Centre cricket wicket profile?	Turf wicket well maintained
How is the cricket wicket covered during football season?	Turf
Are there synthetic areas along the boundary lines or centre square?	
Does the product comply with AFL requirements (shock pads, rubber infill, pile length appropriate)	
Is there hybrid turf (reinforced natural grass) along the boundary lines or centre square?	
Does the product comply with AFL requirements (shock pads, installation stable, pile length appropriate)	
Irrigation	Automatic irrigation system
Oval surface condition	Good condition (some wear)
Any other comments regarding the condition of the oval surface that you would like to provide?	
Water	Potable (town) water
Rainwater tanks	No rainwater tanks

Is recycled or grey water available?	No
Is the oval fenced?	Yes
Boundary run off	Meets 5m AFL/State League standard
Comments	



Playing field amenities 1

Coaches box HOME	Elevated above the interchange bench
Interchange Bench HOME	4.8m long x 1.2m wide (accommodates 8 people)
Coaches Box AWAY	Elevated above the interchange bench
Interchange Bench AWAY	4.8m long x 1.2m wide (accommodates 8 people)
Estimate goal and point post height	10m x 6.5m posts (Regional)
Interchange steward bench	1.8m long x 1.2m wide (accommodates 3 people)
Scoreboard	Electronic
Playing field lighting	150-300 lux
Number of floodlight poles	4
Average number of fitting / lamps per pole	8
Outdoor ground maintenance / equipment storage	70m - 74m
Comments	10 lights per towel



Interchange area



Electronic scoreboard



Opposition coaches box

Supporting amenities















Rating out of 15	15
Is there a designated disabled area in the car park?	Yes
How many car parking spaces are there? (formal and informal car parking)	100 or more
How adequate is the car park for club needs?	Adequate for home and away season and finals
Is there a game clock? (It may form part of the Scoreboard)	Yes
Is there a siren?	Yes













Is there a public address system?	Yes
Is there fencing around the site that supports the ability to play finals at the site?	Yes
External covered viewing area	50m2 - 74m2
Is there spectator seating / grandstand?	Yes weather protected
Is there an accessible covered viewing area for spectators?	Yes
Capacity of spectator seating - number of seats. (Provide estimate of number of seats).	100 or more seats
How adequate is the spectator seating / grandstand?	Adequate

Comments



Does the site have netball courts or facilities?	No
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Rating summary					
Section	Question	Provision	Rating (maximum possible)	Rating based on hierarchy level	
Change facilities	Home change room - Number of player change facilities	3	3 / 4	3 / 4	
Change facilities	Home change room - Change room size	55m2-75m2	3 / 4	3 / 4	
Change facilities	Home change room - Size of strapping room	20m2	3 / 3	3 / 3	
Change facilities	Home change room - Size of doctors room		1 / 2	1 / 2	
Change facilities	Home change room - Number of showers	6	3 / 3	3 / 3	
Change facilities	Home change room - Shower type	Open	0 / 2	0 / 2	
Change facilities	Home change room - Pan toilets	2 pan toilets	2 / 2	2 / 2	
Change facilities	Home change room - Rate overall condition of these club player facilities	Moderate (considerable wear but still comfortable for players)	3 / 5	3 / 5	
Change facilities	Away change room - Change room size	55m2-75m2	3 / 4	3 / 4	
Change facilities	Away change room - Size of strapping room	15m2	2 / 3	2 / 3	
Change facilities	Away change room - Size of doctors room		1 / 2	1 / 2	
Change facilities	Away change room - Number of showers	6	3 / 3	3 / 3	
Change facilities	Away change room - Shower type	Open	0 / 2	0 / 2	
Change facilities	Away change room - Pan toilets	2 pan toilets	2 / 2	2 / 2	
Change facilities	Away change room - Rate overall condition of these club player facilities	Moderate (considerable wear but still comfortable for players)	3 / 5	3 / 5	
Change facilities	Other change room - Change room size	55m2-75m2	3 / 4	3 / 4	
Change facilities	Other change room - Size of strapping room		1 / 3	1 / 3	
Change facilities	Other change room - Size of doctors room		1 / 2	1 / 2	
Change facilities	Other change room - Number of showers	7	3 / 3	3 / 3	
Change facilities	Other change room - Shower type	Open	0 / 2	0 / 2	
Change facilities	Other change room - Pan toilets	2 pan toilets	2 / 2	2 / 2	

Change facilities	Other change room - Rate overall condition of these club player facilities	Moderate (considerable wear but still comfortable for players)	3 / 5	3 / 5	
Player support facilities	Size of gymnasium/fitness room	40m2-50m2	2 / 2	2 / 2	
Umpire facilities	Size of Umpires Room	20m2-25m2	1 / 2	1 / 2	
Umpire facilities	Number of showers	More than 3	2 / 2	2 / 2	
Umpire facilities	Shower type	Open	0 / 2	0 / 2	
Umpire facilities	Pan toilets	2 pan toilets	1 / 1	1 / 1	
Umpire facilities	Rate overall condition of Umpire Facilities	Moderate (considerable wear but still comfortable for umpires)	3 / 5	3 / 5	
Kitchen / kiosk	Kitchen / Kiosk Area	30m2-40m2	3 / 4	3 / 4	
Kitchen / kiosk	Kitchen / Kiosk Area	Greater than 40m2	4 / 4	4 / 4	
Pavilion / clubrooms	Does the main pavilion have an accessible entry	Yes	1 / 1	1 / 1	
Pavilion / clubrooms	First aid or medical room for general public access	No separate first aid or medical room is available for general public access	0 / 1	0 / 1	
Pavilion / clubrooms	Is there a defibrillator machine?	Yes	1 / 1	1 / 1	
Pavilion / clubrooms	Administration area / office	Greater than 25m2	2 / 2	2 / 2	
Pavilion / clubrooms	Social / Community / Multi-purpose room size	200m2 or greater	4 / 4	4 / 4	
Pavilion / clubrooms	Bar	20m2 or greater	1 / 1	1 / 1	
Pavilion / clubrooms	Public Toilets (provided within the pavilion / clubrooms)	Male,Female,Accessible	3 / 4	3 / 4	
Pavilion / clubrooms	Third umpire / match referee room	No	0 / 1	0 / 1	
Pavilion / clubrooms	Timekeeper / referee room	No	0 / 1	0 / 1	
Pavilion / clubrooms	Internal storage area	20 - 24m2	2 / 3	2 / 3	
Pavilion / clubrooms	External storage area	40m2 or greater	3 / 3	3 / 3	
Pavilion / clubrooms	Cleaners storeroom	Yes	1 / 1	1 / 1	
Pavilion / clubrooms	Rate overall condition of general facilities within the main pavilion	Excellent condition (as new)	5 / 5	5 / 5	
Playing field	Length of playing field (can be done via Nearmaps or Google Earth)	Less than 140m	1 / 7	1 / 7	
Playing field	Width of playing field (can be done via Nearmaps or Google Earth)	116m-125m	3 / 5	3 / 5	

Playing field	Drainage	Drainage functional but requires improvement	3 / 4	3 / 3	
Playing field	Centre cricket wicket profile?	Turf wicket well maintained	2 / 3	2 / 3	🚩
Playing field	Irrigation	Automatic irrigation system	2 / 2	2 / 2	
Playing field	Oval surface condition	Good condition (some wear)	10 / 15	10 / 15	🚩
Playing field	Is the oval fenced?	Yes	1 / 1	1 / 1	
Playing field	Boundary run off	Meets 5m AFL/State League standard	3 / 3	3 / 3	
Playing field	Coaches box HOME	Elevated above the interchange bench	2 / 2	2 / 2	
Playing field	Interchange Bench HOME	4.8m long x 1.2m wide (accommodates 8 people)	2 / 3	2 / 3	🚩
Playing field	Coaches Box AWAY	Elevated above the interchange bench	2 / 2	2 / 2	
Playing field	Interchange Bench AWAY	4.8m long x 1.2m wide (accommodates 8 people)	2 / 3	2 / 3	🚩
Playing field	Estimate goal and point post height	10m x 6.5m posts (Regional)	3 / 4	3 / 4	🚩
Playing field	Interchange steward bench	1.8m long x 1.2m wide (accommodates 3 people)	1 / 2	1 / 2	🚩
Playing field	Scoreboard	Electronic	1 / 1	1 / 1	
Playing field	Playing field lighting	150-300 lux	15 / 20	15 / 20	🚩
Playing field	Outdoor ground maintenance / equipment storage	70m - 74m	1 / 1	1 / 1	
Supporting amenities	Is there a designated disabled area in the car park?	Yes	1 / 1	1 / 1	
Supporting amenities	How adequate is the car park for club needs?	Adequate for home and away season and finals	2 / 2	2 / 2	
Supporting amenities	Is there a game clock? (It may form part of the Scoreboard)	Yes	1 / 1	1 / 1	
Supporting amenities	Is there a siren?	Yes	1 / 1	1 / 1	
Supporting amenities	Is there a public address system?	Yes	1 / 1	1 / 1	
Supporting amenities	Is there fencing around the site that supports the ability to play finals at the site?	Yes	1 / 1	1 / 1	
Supporting amenities	Is there spectator seating / grandstand?	Yes weather protected	2 / 2	2 / 2	
Supporting amenities	Is there an accessible covered viewing area for spectators?	Yes	1 / 1	1 / 1	
Supporting amenities	Capacity of spectator seating - number of seats. (Provide estimate of number of seats).	100 or more seats	5 / 5	5 / 5	
Total overall rating - football			134 / 185	134 / 184	

Percentage based on hierarchy level	72.83%
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MOTIONS ON NOTICE

Ald Kons returned to the meeting, the time being 7.34pm.

AO118-18 MOTION ON NOTICE - MARINE TERRACE - EVENTS AREA

FILE NO: 15/5/2
PREVIOUS MIN:

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

- 1) ***“THAT Council consider, in planning for events, the utilisation of the Marine Terrace Mall as a staging area for events in partnership with the food operators surrounding the area;***

and
- 2) ***That Council approach the building owners and discuss the possibility of furthering the street art concept to their buildings (I have spoken to 2 of the operators to date).”***

ALDERMAN'S COMMENTS

- 1) Following the staging of the Burnie Braaains movie night, it was clearly recognisable that this area is ideal for staging small events.
- 2) The area is sheltered, has controlled entrance points, convenient for parking and is slowly being surrounded by eating establishments that include:
 - a. Live Eat
 - b. Wise Guise Pizzas
 - c. The Palate
 - d. Thai Smiles
 - e. The Spirit Bar
 - f. Food and Brew
 - g. Europa



- 3) There has been continual discussion about greater utilisation of the beach front area, but the Marine Terrace Mall may be more appropriate.

GENERAL MANAGER'S COMMENTS

As is noted in the Motion, the Marine Terrace Plaza can be an ideal space for smaller events, however use of the space can be problematic depending on the weather. The space also poses challenges in that there is significant pre-work in contacting business owners who own and control space around the perimeter of the Plaza. Marine Terrace Car Park users also need to be provided with information if there will be an impact on the use of car park. Previous experience with events in this area has revealed that unless issues are identified and a management plan is in place prior to the event, outcomes can be less than positive.

The Plaza is a reasonably compact space so events and patrons are not spread out. However the event would need to be small as a large event in a confined space could create safety issues. Organisers would need to be sure of numbers attending the event.

The Plaza is close to the CBD so there may be some benefit for CBD businesses, although from previous experience, event patrons rarely flow out of the Plaza event space.

Events in this space can provide a good opportunity for the businesses located around the area, however the sale and use of alcohol does need to be well managed.

There are toilet facilities close by and obviously close access to car parking.

The ground floor of the car park could be used in the case of inclement weather, however users would need to be notified, and a management plan put in place. There would also be a cost for the use of the car park spaces.

The lane way between car park and medical centre is privately owned and many of the adjoining businesses have parking around the perimeter of the plaza. This requires event organisers to negotiate with property owners for access and use of the spaces for events. It can also have an impact on access and exit times for vehicles, or arrangements are required to be put in place to vacate the area and alternative parking provided. This can have an impact on the activities of some businesses depending on the time of the event. Communicating management plans to business owners can be challenging and can often be reliant on staff passing on plans to business owners.

The Marine Terrace Car Park operates from early morning until late in the evening with many prepaid parking spaces occupied. This can be a potential issue dependent on the size of the event and whether it will impact on parking or access to the car park. Any disruption to people's ability to park at the multistorey is met with some concerns.

Due to the confined space and the placement of objects within it, there is little space for marquees, entertainment equipment as the walkway to the car park etc. needs to be kept clear for the benefit of users.

Relative to the Waterfront there is not as much access to power available in the Plaza.

While it might appear to be a sheltered space it is not necessarily so and can be extremely exposed to wind. A number of marquees were damaged by a wind gust at a previous event.

While there are a number of food businesses in close proximity to the Plaza, those businesses which do not front onto the Plaza have not taken advantage of the invitation to participate in events, as they effectively are required to set up a second customer area at the rear of their business.

Due to the number of entry and exit points to the Plaza it is likely that only free events could be conducted in the space. Paid events would require at least six staff or volunteers to monitor each of the entry points.

Businesses in the plaza will be surveyed to seek their interest in a street art project. Once interest is identified, a concept and quote will be developed for consideration by Council.

COUNCIL RESOLUTION**Resolution number: MO160-18****MOVED:** *Ald K Dorsey***SECONDED:** *Ald A Keygan*

“THAT Council consider, in planning for events, the utilisation of the Marine Terrace Mall as a staging area for events in partnership with the food operators surrounding the area.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO119-18 MOTION ON NOTICE - WATER FOUNTAIN AT WALKING TRACKS**

FILE NO: 15/5/2

PREVIOUS MIN:

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

“THAT Council consider in the completion of the walking track the addition of strategically placed water fountains.”

ALDERMAN’S COMMENTS

- 1) There are no facilities for drinking water from South Burnie to the CBD
- 2) The area is soon to see (hopefully) a large increase in activity once the pathway is completed
- 3) Visitors off the boat may walk this route, this is a bonus for visitors
- 4) Current runners, families, enthusiasts have no easy access to drinking water
- 5) The fountain could include 3 levels, one for children, one for adults and one for pets. Or alternatively a filling station for water bottles.



GENERAL MANAGER'S COMMENTS

Background

In the development of parks and reserves and associated infrastructure the provision of various facilities is considered, including the provision of drinking fountains.

Typically with a shared pathway, activity nodes are developed including seating, signage, refuse bins and drinking fountains.

An activity node was created on the South Burnie foreshore as part of the previous shared pathway project and a drinking fountain was installed. At the waterfront a drinking foundation was installed at the western end of the promenade, which also forms part of the Coastal Pathway. The distance between the drinking fountains is some 2.3 km.

A drinking fountain is also located in Oakleigh Park.

Legislative Requirements

The report has no legislative implications for Council.

Policy Considerations

In the past Council has provided access to potable water in its parks and reserves.

Financial Impact

The supply and installation of a drinking fountain is in the order of \$3,000.

Funds are available in the Coastal Pathway project to support the installation of a drinking fountain.

Discussion

It is understood that the motion relates to the current share pathway project on Marine Terrace.

Officers have identified the potential to develop an activity node in the vicinity of the Centrelink building, Marine Terrace, on the eastern side of the street.

Facilities to be provided at the activity node would include seating, refuse bin and a drinking fountain. Access to a water supply is readily available.

This activity node would be approximately 1.0 km from the Waterfront drinking fountain. It is suggested that a closer spacing for access to a drinking fountain would not be warranted.

Signage at the activity nodes is also planned to advise users of the pathway as to where various facilities along the pathway are located.

As the Coastal Pathway progresses to the west, activity nodes including access to drinking fountains will be developed.

Risk

The main risk associated with the installation of a drinking fountain (or any other asset) is the need for ongoing maintenance.

The provision of such facilities allows users of the shared pathway to remain hydrated and this mitigates the risk of dehydration for such individuals.

Consultation

The comments provided have been developed through internal consultation.

COUNCIL RESOLUTION

Resolution number: MO161-18

MOVED: Ald K Dorsey

SECONDED: Ald C Lynch

“THAT Council consider in the completion of the walking track the addition of strategically placed water fountains.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO120-18 MOTION ON NOTICE - PIGEONS IN THE CBD**

FILE NO: 15/5/2
PREVIOUS MIN:

Alderman Steve Kons has given notice that he would move the following motion at this meeting:-

“THAT Council commence a process of eradicating pigeons in the CBD.”

ALDERMAN’S COMMENTS

Council has now received a report from Government agencies with an indication and advice of how the process can be commenced and that there are no impediments to clearing the CBD of this pest.

Accordingly to make the City a healthy and safe place the Council to commence the process.

GENERAL MANAGER’S COMMENTS**Background**

Council considered a report at the meeting held on 30 January 2018 which noted advice from the Department of Primary Industries Parks Wildlife and Environment in regard to pigeon control options.

This advice was in response to a request to the Department for in-kind or financial support to address concerns with resident pigeons in the Burnie Central Business District (CBD).

The Department advised that it was unable to provide support to Council in regard to pigeon control activities.

In the past, Council has been approached by various property owners in the CBD in regard to concerns with the mess caused by the resident pigeon population. At various locations around the CBD this mess is evident.

It is understood that some property owners have attempted to dissuade pigeons from roosting on their building by using various control methods.

As noted in the past report Alpha Chloralose can be used to euthanize pest birds in a humane manner.

Legislative Requirements

The use of chemical controls to manage the pigeon population must be carried out in accordance with relevant legislation and be undertaken by a licensed pest control company.

Policy Considerations

In the past, Council has undertaken some pigeon control activities in the CBD on lands it has control over.

These programs have met with limited success.

Council has no jurisdiction over or responsibility for pigeon control activities on private lands.

It is clear though that for a program to succeed it must be targeted to where the pigeons are roosting.

Council may consider there is broad community benefit in facilitating a control program that encompasses private lands.

Financial Impact

A two week control program has a cost of in the order of \$4,000. Quotes would be obtained from a number of companies should Council wish to progress a control program to achieve value for money.

There are no funds allocated in the operational budget at present for a pigeon control program. Funds would need to be included in the 18/19 operational budget should Council wish to progress a control program.

Discussion

Officers have spoken with a pest control company and understand that the cost to operate a two week control program would be in the order of \$4,000.

The pest controller noted above has experience in the Burnie CBD and suggests that there is a large resident pigeon population and several cycles may be required.

Implementation of the control program would be relatively straight forward.

Issues to consider in regard to the pigeon control program will include:

- Utilising the services of suitably licensed and qualified pest controllers.
- Approval to place traps on buildings where pigeons are roosting will be required.
- Potential for deceased birds to be observed in the CBD streets.

- Advice to the community should be provided as to the implementation of the control program.
- There will be various views in the community as to the merit of a pigeon control program.
- Pigeon numbers will increase over time as breeding occurs or new birds take up the roosting places vacated.
- The majority of pigeons are roosting on private property, and there may be a view that the property owner should be responsible for control activities.

Risk

The use of a suitably licensed and qualified pest control company will mitigate many of the obvious risks associated with pigeon control activities.

The more significant risk for Council is community concern with the conduct of the control activity, as there will be many persons in the community who would not support a pigeon control program.

Communicating the rationale for the program and how it may be implemented may allay some concerns, however there will be a proportion of the community who will not support such an action being taken as a matter of principle.

From past experience, the resident pigeon population will again grow over time, and subsequent control programs will be required to maintain pigeon levels at the desired level.

Consultation

Were a pigeon control program is to be implemented, it would be appropriate to inform the community as to the program and rationale for its conduct.

The consent of property owners would be required to undertake pigeon control activities on their property.

COUNCIL RESOLUTION

Resolution number: MO162-18

MOVED: Ald S Kons

SECONDED: Ald A Keygan

“THAT Council commence a process of eradicating pigeons in the CBD.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO121-18 MOTION ON NOTICE - TASWATER FEES**

FILE NO: 15/5/2
PREVIOUS MIN:

Alderman Steve Kons has given notice that he would move the following motion at this meeting:-

“THAT Council advise Taswater of its displeasure in the hike of fees and charges to consumers and acknowledges that the recent hike approved by the Regulator is excessive and unacceptable, and that the Directors of Taswater provide an explanation to Tasmanian consumers as to why a hike substantially more than the CPI can be said to be fair and equitable when wages and pensions are not growing at the same rate the fees and charges charged by Taswater have risen over the past decade.”

ALDERMAN’S COMMENTS

Local Government has become addicted to the dividend stream received for Taswater and does not effectively challenge the monopoly to provide a more streamlined and measured approach in setting fees and charges.

If Local Government gave direction to the Board of Taswater as to the rolling out of capital works in a more orderly and lengthier period then Tasmanian consumers would not suffer by excessive increases without providing relief in fees and charges.

The Local Government representatives who deal with Taswater are not capable of challenging the organisation to work in the interests of the Tasmanian consumers of its services.

Commercial development is being stifled by an organisation which has become too powerful and has no interest in listening to its shareholders and customers.

GENERAL MANAGER’S COMMENTS

The Shareholders (Councils) adopted the Shareholders Letter of Expectations (the Letter) for TasWater on 16 May 2013 and this amended in July 2015. The purpose of the Letter is to communicate and give guidance in relation to the Shareholders’ high-level performance expectations and strategic priorities to the Board of TasWater.

A guiding principle is to deliver water and sewerage services to customers in the most cost efficient manner. The Letter requires TasWater to prepare and provide a Corporate Plan that is supported the *Water and Sewerage Corporation Act 2012*. In accordance with this requirement TasWater is to present the Corporate Plan FY2019-23 to the Owner

Representatives' meeting on 10 May 2018. The draft Plan was noted by Council at its meeting on 17 April 2018

The Plan includes a section on balancing price increases with the need to improve our infrastructure stating:

"We have work to do to meet the needs of customers and Tasmania. It will cost a lot of money to deliver full satisfaction to our customers, including 100 per cent compliance with drinking water, environmental and dam safety metrics. The scale of the tasks before us requires the appropriate time be invested into fit-for-purpose solutions. We must balance the need to deliver timely improvements with the necessity to provide good quality solutions that represent value for money to our customers.

We are very conscious of minimising price rises, even against the necessary, but significant, investments we need to make in water and sewerage infrastructure. This is why we have engaged with customers, stakeholders and our regulators to understand what was most important to do first."

TasWater is required to prepare a Price and Service Plan as it is subject to regulatory control by the Tasmanian Economic Regulator. The Economic Regulator released its final determination on TasWater's Price and Service Plan (PSP3) for the period 1 July 2018 to 30 June 2021 on 4 May 2018.

While PSP3 is a comprehensive document the Executive Summary on revenue and price states:

"The maximum allowed regulated revenue (MARR) caps the amount of revenue that TasWater can earn which, in turn, determines TasWater's prices. The Economic Regulator has set the MARR at \$1.071 billion for the third regulatory period and has capped price increases at 4.6 per cent per annum. TasWater's initial calculation of its MARR of \$1.225 billion indicated a potential 7.9 per cent annual price increase. However, based on customer feedback, TasWater proposed annual price increases of 4.6 per cent.

In its Draft Report, the Economic Regulator calculated a MARR, which would have resulted in annual price increases, for tariffs, of 4.16 per cent. Based on submissions received through the consultation process, independent expert advice, feedback from industry regulators and its own analysis, the Economic Regulator has recalculated TasWater's MARR for this Final Report.

The final MARR calculated by the Economic Regulator is approximately \$155 million lower, over the third regulatory period, than that proposed by TasWater mainly due to the Economic Regulator approving lower rates of return on capital, tax allowances and regulatory depreciation. However, the Economic Regulator's final MARR for the third regulatory period

represents an increase of \$172 million over the MARR of \$899 million approved for the second regulatory period.

The Economic Regulator's Final Report has also accounted for an error in TasWater's pricing model relating to the number of water connections. This error had been present in TasWater's proposed PSP and also in the Economic Regulator's Draft Report. While there is still some uncertainty surrounding the actual number of water connections, the numbers in TasWater's pricing model were not consistent with numbers relied upon elsewhere and in past investigations.

This adjustment, along with the other changes made to the Draft Report, would have resulted in indicative annual price increases of, potentially, around eight per cent. As noted above, price increases of this magnitude would exceed customer expectations. The Economic Regulator has, therefore, decided to cap annual price increases at 4.6 per cent, which is consistent with what TasWater put forward in its proposed PSP.

.....”

Following the release of PSP3 TasWater advised:

“Our initial PSP3 proposal in June 2017 was based on setting prices that delivered the results needed at prices that were affordable for customers. Even though this determination today allows for a 4.6 per cent price rise, TasWater has listened to our customers' concerns about affordability and the Board has decided to apply 4.1 per cent instead. To enable this, TasWater will continue to focus on reducing costs through productivity improvement.

This motion is suggesting that the pricing by TasWater is excessive and unacceptable, and while it is above CPI this is a reasonable position, however Council needs to recognise the challenges being faced by TasWater in meeting the expectations of the community balanced against a pricing point that is affordable.

The PSP3 setting price for the next three years is suggesting a price of 4.6%, however TasWater has landed on a price increase of 4.1% in 2018/19.

Council also needs to be mindful of the announcement on 1 May 2018 by TasWater and the State Government that agreement has been reached for an historic agreement to improve water and sewerage services in Tasmania. While this agreement is subject to approval by the Owner Representatives Group and State Government it is suggesting in clause 4.1 of the MoU that:

4.1 Regardless of the outcome of the Tasmanian Economic Regulator's 2018 Price Determination or any subsequent Determination, TasWater provides in principle commitment to:

- a. *freezing prices for regulated services for water and sewerage customers from 1 July 2019 to 30 June 2020;*
- b. *develop a future price profile for regulated water and sewerage services with annual price increases for target tariffs to be no greater than 3.5% commencing from 1 July 2020; and*
- c. *applying any subsequent Determination by the Regulator if it is below 3.5%.*

4.2 The State, with the agreement of the other parties, will introduce the necessary legislative amendments to establish pricing arrangements for customers who are currently significantly below the target tariffs to ensure that they reach the target tariffs as soon as practicable, without facing significant price shocks.

4.3. Subject to any requirements arising from paragraph 4.2, the current economic regulatory arrangements as set out in Water and Sewerage Industry Act 2008, the Economic Regulator Act 2009 and associated Regulations will continue to apply, noting that this will require the Tasmanian Economic Regulator to regularly review TasWater's financial performance, including the prices, operational efficiency and investment program necessary to maintain sustainability.

It is a matter for Council to determine whether it is necessary to write to TasWater to display displeasure with the pricing for 2018/19 or if it is satisfied that there is sufficient undertaking between TasWater, Councils and the State Government to obtain a better outcome for customers from 1 July 2019.

COUNCIL RESOLUTION

Resolution number: MO163-18

MOVED: Ald S Kons

SECONDED: Ald T Brumby

“THAT Council advise Taswater of its displeasure in the hike of fees and charges to consumers and acknowledges that the recent hike approved by the Regulator is excessive and unacceptable, and that the Directors of Taswater provide an explanation to Tasmanian consumers as to why a hike substantially more than the CPI can be said to be fair and equitable when wages and pensions are not growing at the same rate the fees and charges charged by Taswater have risen over the past decade.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO122-18 MOTION ON NOTICE - ACCELERATED PROGRAM OF STREET LINE MARKING**

FILE NO: 15/5/2

PREVIOUS MIN:

Alderman Steve Kons has given notice that he would move the following motion at this meeting:-

“THAT Council commence an accelerated program of street line marking to make the City safe.”

ALDERMAN’S COMMENTS

Throughout the City there are numerous instances of street line marking which have deteriorated and can be said to be unsafe.

GENERAL MANAGER’S COMMENTS**Background**

Traditionally Councils have relied upon the State Government to undertake maintenance line marking within townships and in the rural areas.

The funding allocated by the State Government to such works has dwindled over the last 10 years and as noted there is a backlog of line marking within the City, and from Officers’ observations, in many other municipalities.

Officers provide a list of required line marking each year to the Department of State Growth, and works progress to the value of the budget allocated to this municipality.

Legislative Requirements

While line marking is partly funded by the State Government, line marking on a local road is the responsibility of Council to manage in accordance with the relevant provisions of the *Local Government Highways Act 1982*.

Policy Considerations

Council has a responsibility to manage line marking on its local roads, increasing the quantum of line marking reinstatement carried out has no policy implication for Council.

Financial Impact

The cost of line marking will depend on the nature of the markings to be reinstated e.g. intersection markings, solid or broken lines and the type of line marking material used (paint or thermoplastic).

A typical urban street with two sets of intersection marking (in thermoplastic) would cost in the order of \$1,600 + GST to reinstate (\$800 for a holding line and centre line per intersection, subject to width).

A rural road with a continuously painted solid centre line would cost around \$3,410 - \$3,860 per km with an addition of \$900 per km for Retro-reflective Raised Pavement Markers (RRPM's).

No specific additional funding has been allocated in the operational budget this financial year for such a project. If funding were to be allocated, a suggested annual sum would be \$20,000.

Funds of \$30,000 are noted in the draft capital works budget 2018/19 for traffic islands and safety improvements.

Discussion

There is an identified need to undertake additional maintenance line marking within the City to address a back log of reinstatement works. Based on Officer inspections up to 50% of the line markings have some form of degradation.

However not all need require reinstatement in the immediate future.

Officers have progressed work with in the funding available, however additional funding is required to accelerate the line marking reinstatement program or funds redirected from other program areas.

As noted in the finance section of this report, funding is allocated to a traffic island and safety improvement program annually. This funding could support an accelerated program in the 2018/19 financial year, with consideration of future funding part of the future budget processes.

A forward line marking program is able to be developed based upon the asset inspection information at hand.

Risk

Line marking is an important component of the road network, assisting motorists to comply with traffic regulations and to navigate in inclement and night time conditions.

Council has an obligation to maintain its assets in an operable condition. Investment in line marking reinstatement activities is required to meet this obligation.

Consultation

There are no identified consultation implications associated with this Motion on Notice, the matter at hand relates to normal operational activities of Council.

COUNCIL RESOLUTION

Resolution number: MO164-18

MOVED: Ald S Kons

SECONDED: Ald C Lynch

“THAT Council commence an accelerated program of street line marking to make the City safe.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO123-18 MOTION ON NOTICE - PLACEMENT OF TWO PERMANENT VOLLEYBALL POLES - WEST BEACH**

FILE NO: 15/5/2
PREVIOUS MIN:

Alderman Teeny Brumby has given notice that she would move the following motion at this meeting:-

“THAT Council investigate the placement of two volleyball poles to be permanently erected on West Beach.”

ALDERMAN’S COMMENTS

The Burnie Volleyball association has approached me with the hopes of having the council agree to the placement of two permanent Volleyball poles on west beach. Similar to ones that can be found at Coogee and South Melbourne beaches.

I've spoken with the President of the Burnie Surf Club who suggested their club would be supportive of such an endeavour, provided they were consulted on the specific location, with their preference being on the left hand side of Fish Frenzy (looking out to the ocean).

Beach volleyball provided a fantastic outlet for Burnie residents over the summer months to exercise, socialise and all while enjoying the beautiful views our city has to offer! Truly it's a great opportunity for the community to gather.

The Masters’ Games hosted beach volleyball on our foreshore and it had a terrific atmosphere proving an excellent location for this sport, particularly alongside of eateries!

BCC would not be required to provide a net, the concept would be for groups to attach their own. Additionally The Burnie Volleyball association have nets and on request from various community/school groups they have happily loaned out.

Coupled with the soon to be completed coastal pathway, this would be a great addition to our foreshore and another great reason for people to get out and about, and experience our great city.

GENERAL MANAGER'S COMMENTS**Legislative Requirements**

The quality of infrastructure, location and installation of the sports infrastructure would need to comply with relevant standards and guidelines.

Guidance would normally be provided to users of a facility as to conditions of use.

Policy Considerations

Council has provided a range of sports equipment in its Parks and Reserves for unsupervised use by the public. Examples include the basketball court at Shorewell Park, exercise equipment at various locations, external netball court at Howe Street, to name a few.

The request at hand would be consistent with the past approach of Council in meeting a demonstrated need for infrastructure.

Financial Impact

The cost to supply and install suitable volley ball posts may cost in the order of \$1,000 plus installation costs.

Suitable signage would cost in the order of \$250.

Funds are noted in the draft 2018/19 budget for parks furniture provision and these could be applied, in part, to this project.

Discussion

Were Council to be supportive of the motion, the supply and installation of two beach volleyball posts would be a relatively straight forward exercise. Some design work would be required to determine an appropriate foundation arrangement; however this could be undertaken using internal design resources.

The cost of this work would be a function of the quality of the net posts purchased and the foundation needs. A first review of cost implications suggests posts would cost in the order of \$400 to \$500 per unit.

The potential location of the beach volley ball court is a space used for various activities during the year and the net posts may inhibit such activities occurring in the future in that location. A means to avoid that conflict would be to construct sleeved foundations and allow the posts to be removed for the event if required.

Appropriate signage would need to be provided to guide casual users of the court as to the extent of the playing area, etiquette for using the court, potential hazards and rules of the game.

The more important aspects of the project to consider would be to have clear expectations as to the on-going involvement of Council in respect to the facility provided and whether there will be sufficient use of the court to warrant installation.

In relation to the later point in the Alderman's comments suggests a level of interest in providing the beach volleyball infrastructure.

In regard to the ongoing role of Council it would be appropriate for staff to:

- Periodically inspect the net posts.
- Include the playing area in regular beach cleaning activity.

In all other regards the use of the beach volleyball court should be self-regulated.

As noted in the Alderman's comments the Burnie Volleyball Association may wish to promote the court and facilitate its use through providing a net.

On the basis of the comments above, an alternate motion is suggested for consideration:

“THAT Officers consult with the stakeholders referred to in the Alderman's comments and there being no impediments identified, install two beach volleyball net posts on West Beach, subject to Council having no role in the ongoing provision and erection of the volleyball nets.”

Risk

In providing an opportunity for beach volleyball to be played on West Beach, Council would need to ensure that the location of the court is compliant with relevant standards associated with the game e.g. clear zones from obstacles, padded net posts etc.

Signage would need to be provided to guide the equitable and safe use of the facility.

Consultation

Subject to the proposition being supported, Officers would engage with the stakeholders noted in the Alderman's comments.

Discussions with Council's Events Management Team will also need to occur to ensure impacts on planned events can be mitigated.

COUNCIL RESOLUTION**Resolution number: MO165-18****MOVED:** *Ald T Brumby***SECONDED:** *Ald K Dorsey*

“THAT Officers consult with the stakeholders referred to in the Alderman’s comments and there being no impediments identified, install two beach volleyball net posts on West Beach, subject to Council having no role in the ongoing provision and erection of the volleyball nets.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO124-18 MOTION ON NOTICE - UPCYCLE YOUR WORLD****FILE NO: 15/5/2; 883970****PREVIOUS MIN:**

Alderman Teeny Brumby has given notice that she would move the following motion at this meeting:-

“THAT Council determines to support the concept of an ‘Upcycle your World’ event and the General Manager be directed to form a staff committee to assist to detail event options.”

ALDERMAN’S COMMENTS

Over the last year we have been in continual discussions about the opportunity to pursue different events for our city.

With the recent news of China's recycling issue, I would like to propose a small way in which our city can make a difference. I would love to organise an ‘Upcycle your World’ event.

This concept would require our community to go through their wardrobes, discarding items they no longer need or wear! The Arts & Function centre would be an ideal location set up as a boutique, showcasing the discarded wears. With a fashion parade and sales of these items following the event.

It is not only an amazing way to reduce, reuse and recycle but it's especially advantageous in promoting the value of pre-loved goods, a saving that would be appreciated by many families in our city that may be doing it tough. With the recent news of TasWater’s set increase, every cent saved can make a big difference for families! Not only is this a great cost saving venture, it's an alternative way to redirect goods that might otherwise go to landfill.

In the same way council afforded me the assistance of one staff member to pull off the Adventure Fun Day (\$3,000 costs all up), perhaps a similar allocation from the events budget could be attributed to assist, particularly with the risk management plan.

I encourage you to vote for this motion so that our city can be seen as front footed in providing a cost saving initiative, an environmental blessing and an opportunity for our community to enjoy an evening out with a difference!

GENERAL MANAGER’S COMMENTS

Due to work already being completed by Council officers to respond to the request Events Working Group, it is difficult to respond to this Motion in isolation as staffing resources may not be available if required to provide support for other events endorsed by Council.

Due to this issue, it is recommended that this proposal be included with other events to be presented to Aldermen by staff.

A different approach could be to seek the interest of charity groups in the city who provide upcycled goods as part of their normal operations to hold an upcycled event at the BAFC, with Council making the facility available at no charge.

Along with meeting the aims proposed in the Motion, it would also provide a means for these charity groups to increase their fundraising income, which then flows through to the support for our community.

COUNCIL RESOLUTION

Resolution number: MO166-18

MOVED: *Ald T Brumby*

SECONDED: *Ald K Dorsey*

“THAT Council determines to support the concept of an ‘Upcycle your World’ event.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

PUBLIC QUESTION TIME

Ald Dorsey left the meeting at 8.05pm and returned at 8.07pm.
Ald Brumby left the meeting at 8.05pm and returned at 8.06pm.
Ald Lynch left the meeting at 8.05pm and returned at 8.06pm.

AO125-18 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.

What to do?

Council has adopted a procedure whereby any person wishing to ask a question must write it out on the form provided (available at the rear of the Meeting Room and the City Offices Customer Service Counter).

This form may be given to the General Manager seven (7) days prior to the meeting but must be given to the General Manager prior to the commencement of the meeting.

At each meeting the Mayor will invite those members of the public who have provided written questions to ask their questions.

When requested please:-

- Stand up
- State clearly your name and address
- Ask your question(s) as written (limit two (2) per meeting) as clearly and briefly as possible

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

Lynne Kershaw of Burnie, asked the following question:

How many events have been held and funded / organized by the Council in the last 12 months?

The Director of Community and Economic Development responded that the following events had been held: Night on the Terrace, Kids in the Park, Burnie Challenge, Burnie Shines, Burnie Ten, 321 GO, Burnie Arts and Function Centre Subscription Season had 16 events, Burnie Print Prize, Paper on Skin, Youth Colour Run, Youth Art Challenge, Youth - Burnie

Braaains. In addition the following events received cash or in-kind support: Carols by Candlelight, Tennis Challenger Event, Targa North West, Masters Games including the Skyfields after party, local swimming meet, New Year's Day Sports Carnival, Ten Days on the Island.

Alan Moret of Burnie, asked the following questions:

A copy of State Government Guide for Local Government 'Designated Smoke Free Areas' was circulated to all aldermen.

The General Manager thanked Mr Moret and the question was taken as a comment.

Disabled parking in the CBD – can it be free?

The General Manager advised that those with disability parking status receive double the time allowance on the meter in order to provide additional time due to mobility constraints. This is the current benefit as required under state legislation.

Trent Aitken of Burnie, asked the following questions:

How does the Mayor find the quality of works completed on Little Bird Street to be of an acceptable standard?

The Manager Engineering Services responded that by acknowledging that there are issues with the finish of the hotmix finish. When it was first put down, there were some defects that were raised with the contractor which were rectified and addressed. Subsequently there has been further degradation. Council are taking steps to patch the surface and look for longer term solutions. It was noted that Little Bird Street is a very steep street and issues were encountered in laying asphalt on such a steep gradient.

Can the Mayor offer a reason as to why there was no maintenance done to the Basalt Fountain after it was cleaned? As it is now green again.

The Manager Engineering Services responded that the Basalt fountain had since been painted on 1 May and will take ten days to cure. It is expected to fill the fountain this week and recommission it. Council does monitor the condition of the fountain and is looking at longer term solutions for better appearance outcomes with less maintenance.

Simon Crombie, of Cooe, asked the following question:

What is the estimated annual cost to Council for the repair of footpaths within the municipality caused by trucks and other vehicles mounting those footpaths. How can driver attitudes be modified to prevent further damage of a similar nature?

The Manager Engineering Services responded that Council had a significant annual allocation of funds for footpath works throughout the entire municipality, but that there are not individual costs available specifically for footpath damage caused by heavy vehicles. If Council is aware of particular situations, it will take action by writing to the relevant parties

and seek recompense for such damage. This occurs particularly in new sub-division areas. In relation to the area at Cooee, Council can engage with the relevant business involved in an attempt improve the situation.

If Council was to repair the footpaths at 14, 15 and 16 Turrung Street, how much would it cost to repair the depressions in these footpaths that collect water and create puddles which can lead to further damage? These depressions were caused by trucks delivering to Dowling McCarthy Tyres. Would it be more cost effective to widen this residential street to cater to this industry's requirements?

The Manager Engineering Services responded that Council will engage with the business concerned and get a better understanding of the issues. Footpath repairs at that location have been listed on the forward plan but haven't been a priority yet.

WORKS AND SERVICES**AO126-18 BURNIE LOOP TRAIL**

FILE NO: 8/11/6
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	4	A SECURE, INNOVATIVE AND DIVERSE ECONOMY
Objective	4.3	A five-star visitor experience on the edge of adventure.
Strategy	4.3.1	Promote Burnie as a hub for a diverse range of tourism experiences within the region.

1.0 RECOMMENDATION:

“THAT Council endorse the revised ‘Burnie Loop Trail’ proposal as presented in this report and that signage and marketing collateral be developed in the 2018/19 financial year and the trail be implemented.”

2.0 SUMMARY

An action endorsed by Council at the meeting held on 21 November 2017 was to review the route of a proposed Burnie Loop Trail as described in the Burnie Town Centre Master Plan.

A focus of the review was on alternate routes and accessibility.

The discussion section describes the review undertaken and suggests some modifications to the proposed trail and recommends the provision of suitable signage and marketing collateral to support persons to navigate the trail.

Suggesting alternate routes within the loop trail for persons with mobility limitations will support improved accessibility for visitors.

3.0 BACKGROUND

The Burnie Town Centre Master Plan was endorsed by Council at the Council Meeting held on 21 November 2017.

One action in the plan was to create a ‘Burnie Loop Trail’, to provide an opportunity for visitors to explore the environs around the CBD and be guided to features and attractions in close proximity to the Central Business District (CBD). **Attached** is an extract from the Master Plan that shows a proposed loop trail.

In respect to that action Council requested that Officers review the proposed loop trail, with a focus on accessibility and present a further report to Council.

Officers have undertaken the requested review and put forward a revised route for the loop trail for consideration.

4.0 LEGISLATIVE REQUIREMENTS

This report presents no legislative implications for Council.

5.0 POLICY CONSIDERATIONS

Council has previously endorsed the implementation of the Burnie Loop Trail.

6.0 FINANCIAL IMPACT

There are two financial implications associated with the development of the loop trail:

- Provision of signage.

Funds are noted in the draft 18/19 Capital works program for parks signage improvements. Some of these funds can be directed to the project at hand.

- Development of marketing information.

The focus of this element would be the development of a trail brochure/map and web content to inform visitors as to the trail and features and attractions along the trail. There would also be opportunities to incorporate the information into existing print and online initiatives.

This work could be funded initially via the capital works allocation, the Coastal Pathway Project and internal resources.

7.0 DISCUSSION

It is understood that the objective of the Burnie Loop Trail is to provide visitors with an opportunity to explore the environs surrounding the City Centre, with a view to showcase various aspects of the City including its local character and experiences in close proximity to the CBD.

The **attached** extract from the Town Centre Master Plan suggests a possible route for this trail.

A further aim would be to integrate the trail into the broader Coastal Pathway.

As noted in the previous report to Council the concept was supported by Aldermen however there was a desire to explore alternate and more accessible routes.

To progress the direction of Council a small working group consisting of Council's Director Works and Service (Gary Neil) and Visitor Services Co-Ordinator (Alison Burgess) reviewed the proposed route for the trail.

Issues to consider in selecting a route for a tourist trail would include:

- Accessibility: cater for a range of mobility needs and suitable path surfacing
- Gradient of paths of travel
- Distance walked
- Connection to relevant points of interest
- Signage and guidance material
- Points of interest, facilities and attractions

The loop trail as proposed in the CBD master plan connected visitors with:

- West Beach and linkages to Coastal Pathway
- Little Penguin Interpretive Centre
- Makers' Workshop / Visitor Information Centre
- Burnie Park
- The upper escarpment residential area (Seaview Avenue and pedestrian linkages to Queen Street)
- Burnie Arts and Function Centre, Burnie Regional Art Gallery and Burnie Regional Museum
- City Centre

This trail has a distance of some 3.0km.

Generally the proposed loop trail route is supported however it is suggested that the exploration of the upper escarpment residential area should be modified to include Princes Street so as to take advantage of the views of the City and Bay afforded from the top of the large retaining wall on Princes Street and provide an opportunity to pass by the federation style houses in Princes and Queen Street.

It is suggested the trail could be expanded to incorporate a connection to the Marine Terrace cycleway, commencing at the intersection of Alexander Street and Wilmot Street, progressing south along Alexander Street and east via Ladbroke Street.

Visitors could then choose to access the eastern section of the coastal pathway or traverse north along Marine Terrace to the waterfront, passing the port observation platform and Basalt Columns.

From an accessibility perspective, the section of trail from Burnie Park, via Seaview Avenue and Princes Street, to Queen Street, has significant gradient and may not be suitable for persons with mobility limitations.

An alternate route to suggest would be via Olive Street to Queen Street, a shorter and better graded path which also allows for viewing of various heritage houses in the older portion of the City.

The plan **attached** shows the suggested trail alignment and alternate more accessible routes. Guidance at key intersections can also suggest shorter walks should that be of interest to visitors.

The revised trail has a full length of approximately 4.2 km.

Signage and other collateral (hard copy map, brochure, online information) would need to be developed and provided to enable the trail to be navigated and visitors provided with relevant information to inform their experience.

A wayfinding signage strategy is being developed as part of the coastal pathway project, along the lines of the signage provided to direct visitors from the Makers Workshop to the BRAG, BAFC and BRM. Funding has been suggested for improved parks signage in the draft 18/19 budget and these funds could be used in part to facilitate this project.

The development of marketing collateral could be undertaken internally in conjunction with other marking activities of Council.

A further refinement would be to design online collateral to promote the broader walking and cycling trails in the City, this would be a longer term aim as the wayfinding signage system is rolled out more broadly across the City.

8.0 RISK

The loop trail uses existing walking / cycling infrastructure to facilitate access to various points of interest, features and facilities. The existing maintenance regimes would address the usual risks associated with persons using such infrastructure.

Specific risks to consider based upon suggesting the walking trail to visitors would be:

- Navigation – persons becoming lost
- Lack of information
- Gradient and appropriateness of the walking trail for persons with health or mobility limitations

These issues can be addressed through the installation of appropriate signage and provision of relevant information to visitors through a variety of means.

9.0 CONSULTATION

The concept of a loop trail commencing in the CBD and linking various facilities, attractions and points of interest has been in existence for some time and it is understood that there may have been a suggested walking route promoted in the past along these lines.

The CBD master planning process has captured the essence of this past work.

The suggested modifications to the proposed trail has been identified based on the knowledge of the staff involved in the review process, gained through various interactions with the community, visitors and an understanding of the intent of the project.

ATTACHMENTS

1. [Burnie Loop Trail Plan](#)
2. [Burnie City Centre - Master Plan Report Extract](#)

COUNCIL RESOLUTION

Resolution number: MO167-18

MOVED: *Ald A Keygan*

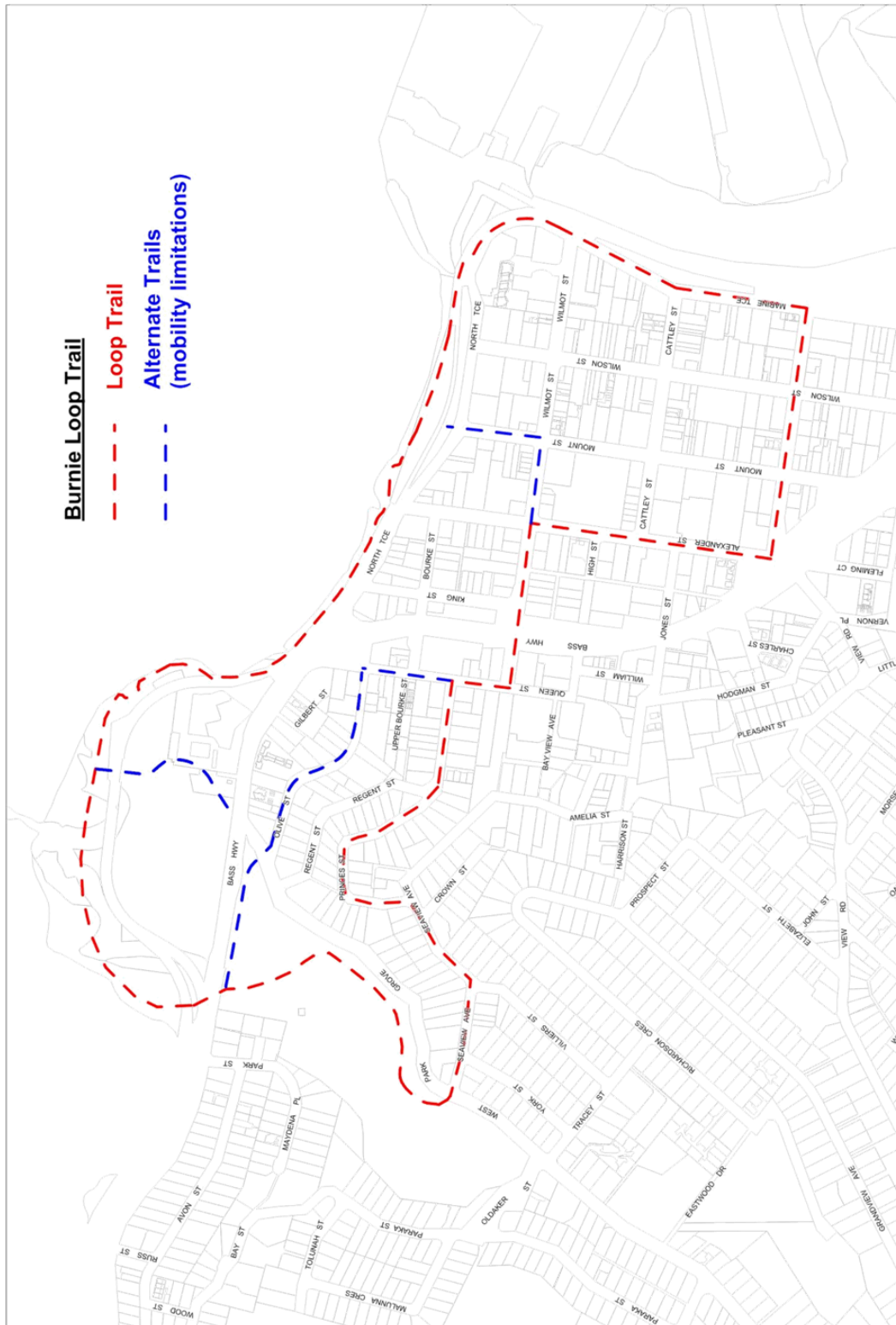
SECONDED: *Ald R Bentley*

“THAT Council endorse the revised ‘Burnie Loop Trail’ proposal as presented in this report and that signage and marketing collateral be developed in the 2018/19 financial year and the trail be implemented.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY





Transport, Movement and Parking Strategy

7 MASTER PLAN

7.4 MOVEMENT, TRANSPORT & PARKING

The Burnie Town Centre is largely characterised by a uniform grid road pattern. At present, greater priority is given to vehicular traffic, with limited provision for active modes of transport. Burnie is also an important interchange for bus services, both locally and more broadly within the region.

The Movement and Transport strategy is designed to promote public transport, in particular benefiting public transport for pedestrians, cyclists and other active modes of transport. Initiatives are aimed at providing environments which are more comfortable, safe and efficient.

+ PROMOTE SAFE CONNECTIONS
Support safe and easy access through urban and rural areas, including pedestrian crossings, footpaths, and cycle paths. Calming measures, variations in width and surface materials, and further strategic crossing locations.

+ COMMUTER PARKING
Public parking changes in strategic locations at the periphery of the city centre for commuter parking in the north-eastern part of the site – exploring the Markets Quarter / Civic Precinct, and at the southern end of Burnie, within the service precinct. This may increase local parking capacity, encouraging people to walk and explore the city centre.

+ IMPROVE BUS INTERCHANGE
To facilitate easier bus movements and reduce traffic conflicts along Catly Street, a new bus interchange is proposed. As part of the proposed improvements, through traffic shall be restricted from about to Wilson Street from the east, and Wilson Street shall be restricted from about to Catly Street from the west, and enabling people to move more freely around the area.

As a key regional centre within the northwest Tasmanian region, many bus routes stop and travel through the Burnie Centre. At present, an informal bus area is provided along Catly Street, between Wilson Street and the Burnie Centre. It is proposed to create a dedicated bus interchange in the same location, utilising the street reserve and restricting traffic along Catly Street, between Wilson and Wilson Street.

The bus interchange should be in-keeping with the surrounding heritage building stock, particularly properties along the eastern most section of Catly Street, and should create a high amenity and functional setting for bus patrons.

+ GREATER PEDESTRIAN AND CYCLING PRIORITY
The Movement and Transport Strategy is aimed at giving greater priority to pedestrians and cyclists. Traffic calming measures, such as raised crossings, and pedestrian networks are proposed to reduce traffic conflicts and promote pedestrian and cycle movements.

The proposed works include:

- Reversing parallel parking from southern side of road reserve along North Terrace, to create wider pedestrian footpaths adjoining the mixed use precinct;
- To reduce traffic conflicts and increase space for bus and patron circulation, traffic along Catly Street from the west through to Wilson Street will be restricted from about to Wilson Street;
- Close to the Burnie Centre, West Park, the addition of a new waiting and cycling link, which will provide a direct link between West Park, the Burnie Centre and the Burnie Centre;
- Close to the Burnie Centre, West Park, the addition of a new waiting and cycling link, which will provide a direct link between West Park, the Burnie Centre and the Burnie Centre;
- Close to the Burnie Centre, West Park, the addition of a new waiting and cycling link, which will provide a direct link between West Park, the Burnie Centre and the Burnie Centre;

+ STRONG CONNECTIONS
Create stronger connections between each precinct. Within the retail core, an intimate pedestrian only through link, between the Maritime Village area and Civic precinct, which promotes a direct physical and perceived sense of connection.

CARSHARING AREA	LOCATION	EXISTING SUPPLY	INDICATIVE CHANGE
WEST PARK	Public parking (around Markets Centre)	150	-
MARKETS	Eastern public	308	(15)
MARITIME VILLAGE	Multi-level public carpark	405	(20)
CIVIC PRECINCT	Eastern public carpark	110	-
SOUTHERN PRECINCT	Scenic view parking area	TBC	(6)

CORPORATE AND BUSINESS SERVICES**AO127-18 LIVE STREAMING OF COUNCIL MEETINGS**

FILE NO: 15/5/4; 875970
PREVIOUS MIN: AO005-18

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 either:

- 1) Proceed with Option 1 for the recording and next day publishing of Council Meetings utilising existing audio equipment;**
Or*
- 2) Proceed with investigation only for Options 3 and 4 for the recording and livestreaming of Council Meetings utilising existing audio equipment at a cost of \$1,920 ex GST;**
Or*
- 3) Proceed with the implementation solution for Option [3 or 4] for the recording and livestreaming of Council Meetings utilising existing audio equipment at a cost of \$3,936 ex GST plus ongoing support costs as required;**
Or*
- 4) Do not proceed with audio recordings of Council Meetings.”***

2.0 SUMMARY

This report provides information for the consideration of proposed recording and broadcasting of Council Meetings.

3.0 BACKGROUND

This report is prepared as a result of the earlier motion on notice by Ald Kons that Council consider the live streaming of council meetings. At that meeting of 30 January 2018, Council resolved:

“THAT Council receives a report detailing sensible costs at the March meeting and if deemed acceptable to proceed with the implementation of live streaming of Council meetings, within three months.”

4.0 LEGISLATIVE REQUIREMENTS

The *Local Government (Meeting Procedures) Regulations 2015* provides that Council may determine to make audio recordings of a meeting.

33. Audio recording of meetings

- (1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.
- (2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –
 - (a) retained by the council for at least 6 months; and
 - (b) made available free of charge for listening on written request by any person.
- (3) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.
- (4) A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.

Live streaming would be considered a form of audio recording, but also includes visual footage. Importantly, if livestreaming is undertaken, then an audio recording will also be required to be made and stored for six months.

5.0 POLICY CONSIDERATIONS

Council has an objective in its Corporate Plan that *'Council and community are informed and engaged on issues of local importance'*. Accountability and transparency are important values for Council to uphold.

All open sessions of council are open to the public and promoted with a notification in the newspaper, on our website, and included in the Mayor's Message each month.

Livestreaming may be considered a contemporary approach to providing access to council meetings. At the same time, the values of accountability and transparency are still upheld, whether or not livestreaming is undertaken, by:

- publishing of minutes and reports,
- media coverage of decisions,
- public gallery attendance to all meetings, and
- consultation on matters prior to decisions.

Council also has a strategy in its Corporate Plan to *'Promote a culture of continuous improvement that encourages innovation and contemporary practice'*. Livestreaming is certainly a contemporary practice being taken up by a small number of councils.

An important aspect of continuous improvement is focusing on value to the customer – in this case the local community – and delivering what is valued or needed by them.

In preparation for the coming year's budget, and in order to achieve the Financial Management Strategy target, all areas of Council have been reviewing their services and costs in order to concentrate on what adds value to the ratepayer and remove or reduce those things that do not add value. New and existing initiatives should be viewed through this lens.

For example, Hobart City Council conducted a review and evaluation of their livestreaming statistics about a year after installation and found the following (Governance Committee Meeting 1 Nov 2016 Evaluation of the Council Meeting Audio and Live Broadcasting Service):

"Whilst the service has generally operated successfully a number of technical difficulties have required intervention.

"Statistical information collected demonstrates that there is a minimal take up in respect to utilisation of the service with an average of 20 users being present on the Council's live broadcasting webpage immediately prior to the commencement of the Council meetings, a number of these being staff members who are testing the system.

"During the twelve month period, the majority of users listened to the broadcasting for less than 30 minutes in duration, and only 15 users listened to the full council meeting proceedings.

The subsequent statistics may be higher following this time as promotional efforts were then undertaken to make more people aware of the availability of the service. Earlier reports indicate that Hobart City Council invested significant funds in establishing a reliable and very high quality sound and recording system.

It is arguable whether current numbers of attendance at Burnie council meetings would indicate a high demand for additional access. Attendance is sometimes influenced by the specific matters before Council, and in these cases, it is not known whether those who attend the Gallery would still prefer to attend the meeting in person or would use a broadcast opportunity.

In summary, the following policy principles should be considered:

- Informing and engaging the community
- Accountability and transparency
- Continuous improvement focusing on value to the ratepayers (is the community as a whole willing to pay for the benefit in terms of the cost to provide it)

6.0 DISCUSSION

6.1 Options

The following table outlines the four options available to Council by utilising existing audio and camera equipment. Some of these options still require additional hardware and/or software to enable the process.

		Audio Only			Video		
Record and publish next day	<p>Option 1 Use existing audio equipment (cannot isolate individual microphones) Add microphone for public questions (likely to pick up gallery noise) Record to laptop – create mp3 file Add to website for download the next day Keep for six months then destroy Capability to switch off for break – may need editing software?</p>			<p>Option 2 Use existing audio equipment (cannot isolate individual microphones) Use existing camera Add microphone for public questions (likely to pick up gallery noise) Software required to create file Create file for download (larger than audio only) Keep for six months then destroy Capability to switch off for break – may need editing software?</p>			
	Quality Low	Capability Internal	Cost Low	Quality Low	Capability Internal and Supplier Assist	Cost Medium	
	-Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise	Internal staff able to manage	-Staff time -Recording software	-Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise -1 existing camera	-Requires initial set up advice; -Likely internal staff to manage ongoing -Some supplier technical support likely required	-Staff time -Supplier time -Mount camera position -Recording software	
Livestream	<p>Option 3 Use existing audio equipment (cannot isolate individual microphones) Add microphone for public questions (likely to pick up gallery noise) Requires additional hardware and/or software to convert and broadcast Broadcast (eg via Youtube) with still image Capture and record for six months then destroy Capability to switch off for break? Broadcast in real time Ability to manage and restore dropouts in real time needs to be confirmed</p>			<p>Option 4 Use existing audio equipment (cannot isolate individual microphones) Use existing camera Add microphone for public questions (likely to pick up gallery noise) Likely to require additional hardware and/or software to convert and broadcast Broadcast (eg via Youtube or Facebook) Capture and record for six months then destroy Capability to switch off for break? Broadcast in real time Ability to manage and restore dropouts in real time needs to be confirmed</p>			
	Quality Low	Capability Supplier	Cost Medium	Quality Low	Capability Supplier	Cost Medium	
	-Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise	-Supplier setup; -Ongoing supplier support likely	-Staff time -Additional equipment -Supplier costs Investigation Quote: \$2K investigation only, hardware / software costs and ongoing support additional OR Implementation Quote: \$4K plus ongoing support	-Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise -1 existing camera	-Supplier setup; -Ongoing supplier support likely	-Staff time -Additional equipment -Mount camera position -Supplier costs Investigation Quote: \$2K investigation only, hardware / software costs and ongoing support additional OR Implementation Quote: \$4K plus ongoing support	

6.2 Existing Equipment / Quality

All options in the table above are rated low in terms of quality due to the sound recording quality of the existing audio system.

A test of audio using existing audio equipment was taken at a council workshop in April. The audio result is fair. It is not a high quality recording, but might be considered adequate. The audio is unable to isolate microphones to the current speaker, and therefore cannot block out background noise such as people movement, coughing, papers shuffling, and is dependent on effective use of the microphones. The recording also demonstrates that it is difficult to get a clear volume for listening. There is an opportunity to potentially improve the quality of the recording by adjusting recording parameters with supporting equipment but this has not yet been tested further.

For a video option it should be noted that if only one video is utilised, it will be in a fixed position to give an overview of the chamber, without capturing the gallery area. At this distance it will not necessarily show who each speaker is.

Unless Council is of a mind to upgrade its audio equipment, then quality will remain at this level which is adequate for the purposes of the room, but less so for a broadcast purpose. Upgrade of audio equipment has been treated as out of scope for the purpose of this report.

6.3 Suppliers for Live Streaming

Tas Communications was requested to provide advice and a quote to implement required technology for livestreaming of council meetings. Further to this, two local IT suppliers were also approached for advice and a quote for services.

Mainland Provider (sourced by Tascom) - Livestreaming with Video

Indicative cost to provide a single camera option is \$7,150 for installation (capital) plus a monthly service fee of \$1,260 (operational), totalling \$15,120 pa. This order of costs is not likely to be considered a viable option in the current budget climate.

Local Supplier No. 1

A quote has been received from this supplier to investigate livestreaming with video utilising our own equipment where possible. The quote is \$1,920 ex-GST to investigate and provide advice on what equipment is needed, what process will be required and set up a trial. The result of this investigation would then identify additional costs in hardware or software, and ongoing supplier support if required (unknown at this stage).

Local Supplier No. 2

A quote has been received from this supplier to investigate livestreaming with video utilising our own equipment where possible. The supplier advised that there would be no investigation costs, but provided an implementation package solution for Option 4 which includes the purchase of equipment (web presenter box, laptop, adaptor and some technical time), totalling \$3,936 ex-GST. The quote does not provide for any ongoing support costs which would likely need to be factored in.

6.4 Procedural Considerations

If Council wishes to pursue recording in any form, a procedure to address the following matters will need to be developed.

- Standardised introductory remarks to inform that recording is taking place
- Public question time – members of the public to read their question at a microphone, or have the option for their question to be read out on their behalf
- Allocated electronic storage of the recording for required time frame
- Documented procedure for operating equipment and broadcasting files
- Process for destroying the recording after the required time period
- Guidance on handling items where an Alderman has a conflict of interest
- Any procedures required to address identified risks (refer to Risk section)

6.5 Observations of other Councils

Following is information sourced from Hobart, Launceston, Kingborough and Devonport Councils, for comparison. While the needs and expectations of the larger city councils may be different to Burnie, it is useful to understand the experience of other councils in relation to the progression of equipment required and the escalation of costs over time to support a quality result, as weighed up against the value to the community.

Hobart City Council

In October 2013 Hobart City Council indicated their proposed costs to upgrade audio recording equipment and further costs to support video streaming (which supported four moveable cameras and the ability to edit footage), noting that while it was a high end option, the equipment cost outlay would directly impact on the quality and usability of the end result. In May 2015 it reported that additional costs to the sound system provided for future enhancements including audio and video conferencing, e-conferencing and electronic voting. The report also identified that as a result of audiostreaming, a further enhancement would be required to comply with new standards for hearing impaired people. In August 2015, further improvements were put forward for necessary equipment to facilitate high quality recording, live broadcasting and publication of open Council meetings, in order to proceed with audio live broadcasting. Hobart have provided live broadcasting since 2015 and did an evaluation one year later (comments noted above under Policy Considerations).

Launceston City Council

Launceston City Council audiostream their council meetings and in the past have used a third party provider to undertake this service. One of the challenges experienced with this was the ability to manage broadcast dropouts and the need to contact the provider during the meetings to re-establish the connection. More recently, the decision was made to significantly upgrade the full audio and recording system including microphones, speakers, control and recording software, and the broadcasting is now done in-house. Staff at Launceston advised that the key component of hardware was a Teradek device to stream high definition video directly to service such as Youtube, Facebook and others, as well as an Analogue Audio Switcher to switch from live audio to a recorded 'on break' message. Being Youtube, their solution requires video along with the audio, however their video content is simply a still image. They use Youtube as the platform, due to being free and mainstream.

Kingborough Council

Kingborough responded that they livestreamed their AGM, and used entry level professional Panasonic production and control equipment, two PTZ cameras with a web encoder. Their infrastructure solution was funded by the Digital Local Government Program for a wider use than just Council Meetings and is installed in a multi-purpose venue for a variety of purposes including video conferencing. It was noted that they already had a suitable audio system so the signal was fed into the new video production setup. They had no streaming costs due to using Facebook but noted that an enterprise grade streaming service is recommended where reliability and consistent quality is expected.

Staff at Kingborough advised that they spent many months researching and ultimately selecting a solid and cost effective streaming solution, noting at that time that it was extremely difficult to find a responsive local firm with sufficient knowledge and experience in streaming events of this nature. (As far as is known, Kingborough still do not livestream their monthly council meetings, but do record them and make available online).

Devonport City Council

Devonport do not livestream their council meetings. Instead audio recordings are undertaken of the open session using a relatively standard MP3 recording system which is then uploaded and placed on their website.

6.6 Internal Capacity

The decision of whether to undertake livestreaming on a regular basis needs to be considered in the context of Council's internal capacity to undertake the tasks involved, particularly given the recent restructure from two positions (Communications Officer and Web Developer) back to one position (Media and Communications Officer).

Other councils also noted the importance of having a backup staff person trained if the regular person is away or unable to attend, as the service needs to be provided consistently.

Some of the considerations that make the matter slightly more complex are:

- Ensuring adequate bandwidth for broadcast
- The ability to manage and restore dropouts in real time
- Capability to switch off for breaks if required
- Ability to record and capture if a livestream method is used (for Regulations)
- Available skills on the night for troubleshooting
- What platform is best suited for streaming
- Social media commenting (Council is responsible for managing all content on its sites)
- Inability to record and broadcast off-site meetings (currently two per year plus AGM)
- Obligations for meeting the needs of hearing impaired people if required (for example engagement of transcript typist)

6.7 Conclusion

It is appreciated that the motion appears to call for a simple solution, and that expectations are that a solution will be able to be implemented both quickly and simply at little cost.

Discussions with other councils have found that most councils took many months to research and implement a solution; that a medium level of equipment cost was ultimately

required in order to deliver a quality result, particularly in relation to audio; and that there was an ongoing reliance on their IT staff to deliver and support the functionality.

If council is of a mind to pursue recording or streaming of its meetings, then the required steps will likely be:

1. Decide the most suitable option
2. Assessment of existing equipment and additional equipment required through a supplier
3. Installation and testing phase by supplier
4. Undertake risk assessment
5. Develop required policy and procedures

It is noted that there still remains a risk after any installation and setup costs, that the existing audio quality may not be considered adequate on an ongoing basis for the standard Council would wish to maintain.

It is requested that the proposal be weighed up against the expected value to the community and considered in the context of ongoing cost reductions that have been identified in preparation for the 2018-19 budget as part of Council's commitment to its Financial Management Strategy.

7.0 FINANCIAL IMPACT

Estimated costs for the various options are listed below.

Option 1 (Audio Only – Record and publish to Website the following day)

As a minimum, if Council were happy with this quality, then the audio could be recorded in this way and made available from Council's website as an mp3 file. This would be relatively low-cost to implement, but would take regular staff time to undertake each month. Some software may be required for editing if breaks are taken in the session. Procedures would also need to be introduced for the storage and destruction of recorded files to meet regulatory requirements.

Estimated cost – Internal – estimate 3-4 hours per month

Option 2 (Video – Record and publish to Website the following day)

Not recommended. The additional camera and software cost adds limited value to a recording that is not live.

Option 3 (Audio Only – Livestream)

The quote received from a local supplier is \$1,920 to investigate and provide advice on what hardware or software is required to implement livestreaming. This quote applies to Options 3 and 4, as per section 6.3 above.

Option 4 (Video – Livestream)

The quote received from a local supplier is \$3,936 to implement livestreaming. (Refer section 6.3 above). It is expected that this quote would also apply to Option 3 as the same equipment would be needed to deliver an audio only livestream, but just with a still image.

The quote provided indicates that an allowance for technical support time has been included but will be charged on an 'actual time required to complete' basis. This does not include any ongoing support costs.

8.0 RISK

A number of risks need to be managed if live streaming is pursued. A copy of the guidance document *Recording and Publishing Council Meetings* prepared by MAV Insurance legal counsel is attached which outlines the associated risks to be considered and managed. MAV Insurance is Council's public liability and professional indemnity insurer.

The absence of parliamentary privilege poses risks around the potential for legal action and adverse or unwanted public attention.

In summary, MAV outlines the following risks and notes that they generally related to the content of the meeting and the legal effect of publishing that content over the internet.

- Defamation
- Infringement or copyright
- Breach of privacy / disclosure of personal information
- Publishing of offensive material
- Offensive behaviour on the basis of race, colour or national and ethnic origin
- Vilification or inciting hatred
- Confidential or privileged Council information
- Conflict of interest

The advice recommends that a risk assessment be undertaken and appropriate controls be determined. These controls would then need to be reflected in a policy or procedure for ongoing implementation, as recommended.

For example, members of the public would need to be advised that Council meetings are being recorded and published, and should a member of the public not wish to have their words or image recorded or published, that a nominated person and procedure should be in place to manage this situation.

The advice also recommends that *"Council should determine whether it has adequate resources for both the initial and ongoing costs associated with recording and publishing council meetings. Initial costs include the purchase of recording equipment (e.g. cameras, microphones, encoder etc.). Ongoing costs are associated with employing staff to operate the equipment and monitoring the content of the recording."*

Discussion with other councils has certainly indicated that there is an ongoing cost in staff resource to facilitate the broadcasting each meeting. If review and editing is required, this would be an onerous addition of time. A livestream would not require editing, but carries greater risk of problematic content.

It is thought that less than half of Tasmanian Councils do use some form of technology. It is noted from the Hobart report in May 2015, that Break-O-Day once audio recorded Council meetings, but discontinued the practice approximately [then] nine years ago following the use of a recording in a Code of Conduct complaint against the Council. Some other Councils use livestreaming or audio recording on a regular basis as part of their normal practice.

A further aspect that should be noted is the potential for the taking of grabs or snippets of aldermen comments during a debate and for these to be used and quoted out of context. Whilst there may be an advantage to recording the full debate on an issue (where the minutes only capture the vote split), there can be the potential for misconstruing of comments if only a short grab is taken.

MAV also recommends community consultation to gauge the community's response to any proposed introduction to audio or video recording, publication or live streaming of Council and committee meetings, before making any decision.

9.0 CONSULTATION

Relevant information was sought from other Tasmanian Councils who currently broadcast their council meetings, from local suppliers, and from Council's public liability insurer MAV Insurance.

ATTACHMENTS

1. [Recording and Publishing Council Meetings - MAV Insurance Guidance Document 2015](#)

COUNCIL RESOLUTION

Resolution number: MO168-18

MOVED: Ald T Brumby

SECONDED: Ald S French AM

“THAT Council do not proceed with audio recordings of Council Meetings.”

For: Ald S French AM, Ald A Boyd, Ald R Bentley, Ald T Brumby.

Against: Ald R Blake OAM, Ald S Kons, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

LOST



Recording and Publishing Council Meetings

Risk Management and Insurance Implications

The MAV encourage councils to maintain a publicly accessible audio archive of council meetings, in order to provide a fuller public record of proceedings than can be made available in addition to formal written minutes. As with any new business activity, however, there are risk considerations that should be assessed prior to councils confirming what (if any) approach to recording and publishing council meetings is the most appropriate for that council.

The purpose of this guidance document is to:

- Clarify the MAV Insurance Liability Mutual Insurance ("LMI") scheme's position regarding public liability insurance coverage for webcasting and audio recordings
- Identify some of the risks associated with webcasting and/or audio recordings
- Provide risk management recommendations to assist councils in making an informed decision when considering whether / how to record and publish their council meetings online

Benefits of Recording & Publishing Council Meetings

Webcasting and audio recording is recognized as promoting and improving the democratic process at the local Council level. Other benefits to Councils are:

- Improved accessibility of Council meetings to residents
- Improved participation and interaction in Council meetings
- Improved communication to residents of Councils' forthcoming plans and projects
- Improved transparency in the decision making process of Council
- Providing a complement to formal minutes
- Maintaining a more detailed historical record of meetings than formal minutes alone will offer

Identified Risks

Public Council meetings are an open forum of statements, questions and answers. Occasionally, some things that are said may be regarded as offensive, defamatory or contrary to law.

When such statements occur during a meeting that is not recorded, the potential for damage is generally confined to the audience in attendance. In contrast, when a recording of a meeting is published the audience is potentially

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far greater, increasing the likelihood and/or severity of potential liability. Additionally, whilst the council may not be liable for any defamatory comments made by an individual at a meeting, it may be liable if it publishes that material. Outlined below are some of the risks associated with webcasting and audio recording, including defamation. Councils will note that the risks identified generally relate to the content of the meeting and the legal effect of publishing the content over the internet or making that material available in any other way.

Defamation

- Council may be liable for defamatory statements made by Councillors during a Council meeting. Council's liability risk is increased if the meeting is recorded and published online or made available to the public. In that case it may be liable for defamatory statements made by Councillors or members of the public, as it has published those comments.
- Defamation occurs when statements are made and published about a person, which causes injury to that person's reputation by:
 - Disparaging them
 - Causing others to shun or avoid them, or
 - Subjecting them to hatred, ridicule or contempt
- A defamatory statement can be in written form, or in verbal form.
- Scheme members should be aware of the provisions of the *Defamation Act 2005 (Vic)* and the *Defamation Act 2005 (Tas)*, which will apply in addition to the common law position stated above.

Infringement of Copyright

- A copyright owner has certain exclusive rights over their work. . The copyright owner has the exclusive right to reproduce the work in a material form, publish it, perform it in public, communicate it to the public, or make any adaptation of it.
- Infringement of copyright occurs when a person uses copyright material without the consent of the owner and the use contravenes one or more of the 'exclusive rights' of the owner
- If someone at a Council meeting reads material subject to copyright, without the consent of the copyright owner, the person may have violated the copyright owner's exclusive right to reproduce the material. The council may breach the person's exclusive right to the material, if the material is published as a webcast or audio recording.

Breach of Privacy / Disclosure of Personal Information

- Councils are required to comply with their state's privacy principles:
 - In Victoria the Information Privacy Principles are contained within Schedule 1 of the *Privacy Data and Protection Act 2014 (Vic)*
 - In Tasmania the Personal Information Protection Principles are contained within Schedule 1 of the *Personal Information and Protection Act 2004 (Tas)*.



Councils may be liable for breach of the privacy principles if Councillors or Council Officers are found to have used or disclosed personal, health or sensitive information about individuals during a Council meeting, and that information is made public.

Publishing of Offensive Material

- Council may be liable for an offence under:
 - The *Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic)*
 - The *Classification (Publications, Films and Computer Games) Enforcement Act 1995 (Tas)*, or
 - Commonwealth legislation

If it publishes content through a webcast or audio recording relating to sex, drugs, violence or revolting or abhorrent phenomena, which is likely to cause offence to a reasonable person.

- Council should seek independent legal advice if in doubt of the appropriateness of the content of a council meeting prior to making it digitally available.
- Deliberately publishing offensive material with the intention to cause harm may be uninsured under LMI.

Offensive behaviour on basis of race, colour or national or ethnic origin

- Under section 18C of the *Racial Discrimination Act 1975 (Cth)*, it is unlawful for a person to do an act, otherwise than in private that is reasonably likely, in all the circumstances, to offend, insult, humiliate or intimidate another person or group of people and the act is done because of race, colour or national or ethnic origin of the other person or group of people.
- An act is taken not to be done in private if it causes the words, sounds, images or writing to be communicated to the public. Therefore, this may include councils publishing material that falls within this area.
- There are exemptions to this provision under 18D of the Act, which include making or publishing a fair and accurate record of any event or matter of public interest. However, it is arguable whether this will apply, as the council may not be considered to be reporting on the event but rather publishing it to the public. Accordingly, it is recommended councils seek legal advice before publishing such material.
- Deliberately publishing offensive behaviour with the intention to cause harm may be uninsured under LMI.

Vilification or inciting hatred

Victoria only

- In Victoria, councils may be liable if they publish material that vilifies groups on religious or racial grounds under the *Racial and Religious Tolerance Act 2001 (Vic)*.
- Behaviour that could be seen as vilification includes:
 - Speaking about a person's race or religion in a way that could make other people hate or ridicule them



-
- Publishing claims that a racial or religious group is involved in serious crimes without any proof
 - Repeated and serious spoken or physical abuse about the race or religion of another person
 - Encouraging violence against people who belong to a particular race or religion, or damaging their property
 - Encouraging people to hate a racial or religious group using flyers, stickers, posters, a speech or publication, or using websites or email

Tasmania only

- In Tasmania the *Anti-Discrimination Act 1998 (Tas)* prohibits a person by public act from inciting hatred towards, serious contempt for, or severe ridicule of, a person or group of people on the grounds of:
 - Race
 - Being a member of any group
 - Disability
 - Sexual orientation
 - Lawful sexual activity, or
 - Religious belief / affiliation

General

- At the federal level, under section 85ZE of the *Crimes Act 1914 (Cth)* it is an offence to use the Internet intentionally to disseminate material that results in a person being menaced or harassed. Federal criminal law, therefore, is available to address racial vilification where the element of threat or harassment is also present, although it does not apply to material that merely causes offence.
- Deliberately publishing material that:
 - Vilifies groups on religious or racial grounds
 - Results in a people being menaced or harassed, or
 - Incites hatred

May be uninsured under the LMI policy.



Confidential or privileged council information

- Some material, including current litigation will be discussed at closed council meetings, rather than in an open forum. The council should record minutes that it has discussed this issue, without disclosing the material which is confidential or privileged.
- In Tasmania there is specific provision under Regulation 34 of the *Local Government (meeting procedures) Regulations 2005 (Tas)*, as to the recording of minutes of closed meetings.
- To ensure that this confidential and/or privileged material is not disclosed, it is recommended that those confidential parts of meetings which are not held in public not be audio or visually recorded.

Conflict of Interest

- Comments made by Councillors and Officers during meetings may be perceived as a conflict of interest, and the recording of such comments has the potential to increase their influence / impact. Among other consequences, such conflicts of interest may result in loss of income to third parties if the comments create an unfair advantage to a particular organisation.
- It is recommended that councils consider the removal of any statements which may be perceived as a conflict of interest from any recording, before it is made available publically.

Insurance Options

Insurance – MAV Insurance Liability Mutual Insurance

The LMI policy provides coverage in relation to 'libel and slander' and 'advertising'. Councils will be covered for any defamatory 'publication' that occurs as a result of webcasting / audio recordings, subject to the full terms and conditions of the LMI policy. The policy would, for example, cover the Council's liability for inadvertently webcasting a deliberate, malicious defamatory comment; however the councillor or officer knowingly making a deliberate, malicious statement would not be covered.

Please see the following "Libel and Slander" Extension No. 5 in the current LMI liability policy wording:

5 LIBEL AND SLANDER

Notwithstanding exclusion 10, this policy shall indemnify The Insured against any claim or claims first made against The Insured, and notified to the Association, during the insurance year arising out of the publication or utterance of a libel or slander or infringement of copyright, title, slogan, patent and design by The Insured, except any such publication or utterance of a libel or slander which is made by, or at the direction of, The Insured with The Insured's knowledge of the falsity thereof.

- Coverage is also subject to existing policy conditions, in particular council demonstrating it acted with 'reasonable care'. As mentioned previously, LMI is of the view that deliberately publishing:
 - Offensive material with the intention to cause harm
 - Material that vilifies groups on religious or racial grounds
 - Material that results in people being menaced or harassed, or



- Material that incites hatred

Falls outside the LMI policy wording, and therefore is not covered.

Insurance – Other

In view of the LMI policy not covering Councillors for defamatory statements knowingly made during a Council meeting, Councils should ensure Councillors are adequately covered for defamation under another policy, such as a Councillors and Officers policy.

Risk Management Control Strategies

Risk Assessment

Prior to making a decision about publishing recordings or webcasting council meetings, councils should conduct a risk assessment to identify risks and determine appropriate controls. The risk assessment should be performed in consultation with experienced staff and/or experts in such areas as IT. LMI recommends where necessary, suitably qualified lawyers, may also be of assistance.

Resources / Community Response

Councils should determine whether it has adequate resources for both the initial and ongoing costs associated with recording and publishing council meetings. Initial costs include the purchase of recording equipment (e.g. cameras, microphones, encoder etc.). Ongoing costs are associated with employing staff to operate the equipment and monitoring the content of the recording.

Councils should also consult with stakeholders to gauge the response to online access to Council meetings. If a decision is made in the affirmative, delegate responsibilities, allocate resources etc.

Policy & Procedure

Prior to commencing online publishing of council meetings, Councils should have a detailed *policy and procedure* in place. The policy should outline how Council will manage the use of webcasting / audio recordings. Procedures should provide technical guidance for recording or conducting a webcast and include processes for reducing the associated risks.

These documents should be developed in consultation with experienced staff and/or relevant experts. Training should be provided to all relevant Council staff to ensure awareness and understanding of the policy provisions. The policy & procedure should consider:

- **Live or delayed publishing**

Most of the risks of webcasting can be eliminated or certainly reduced by monitoring the content of the webcast and editing the content where required. LMI recommends that councils pre-record the meetings and ensure the recording is thoroughly reviewed and signed off by an authorised member of Council before the webcast / audio record is made publicly available.



For those councils which prefer to broadcast meetings live or only with a short delay, it is important that a procedure is followed for the identification and treatment of problematic content (e.g. termination of webcast). Council's decision to pre-record or broadcast live should take into consideration the level of risk exposure Council is willing to retain.

Council will need to consider whether the webcast / audio recording will be made available for download at a later date, or will only be accessible via the website as a live broadcast. Both scenarios present risks:

- A downloadable file can be viewed several times and may reach a greater audience than a live broadcast, thus increasing the potential of a claim arising. In comparison,
- Defamatory content or other content that is problematic is more likely to be found in a live broadcast which has undergone little or no editing than a pre-recorded (downloadable) webcast / audio recording.

- **Attendees consent**

Councils should ensure members of the public attending the council meeting are notified of the fact that the meeting is being recorded and will be published online. They should advise that those who do not wish for their words or image to be recorded and/or published should contact a relevant contact council officer, and advise of their wishes. There should be a nominated person and procedure put in place for this occurrence.

- **Conflict of Interests**

While councils should have existing policies in place in relation to Conflicts of Interest, it may be worthwhile for councils to include guidance in relation to conflicts of interest within the policy / procedure for recording and publishing council meetings.

Disclaimer

Councils may consider accompanying the online content with a disclaimer. A disclaimer provides councils with some limited protection from liability. Generally, a disclaimer will include words to the effect that the opinions or statements made during the course of the Council meeting are those of the particular individual, and not the opinions or statements of council.

The disclaimer can be included as part of the broadcast, or separately as a link on the webpage prior to opening the link to the meeting recording. Councils should seek independent legal advice on the appropriate wording of a disclaimer, to ensure that it meets the council's specific requirements.

Formal Minutes

Victoria only

Victorian councils are required under Section 93 of the *Local Government Act 1989 (Vic)* to keep minutes of each meeting of council. Therefore, the council must ensure that it keeps formal minutes in addition to any recording of meetings.



Tasmania only

In Tasmania, Regulation 32 of the *Local Government (Meeting Procedures) Regulations 2005 (Tas)* requires that the council meet certain criteria in relation to the taking of minutes of meetings. These are subject to Regulation 34(1), which applies to closed council meetings. Accordingly, councils must ensure that they comply with this requirement to keep minutes in addition to any recording of meetings.

Tasmania has specific provisions in relation to audio recordings of council meetings under Regulation 33. These include that the council may determine that an audio recording be made of any meeting or part of a meeting.

If the council determines to make an audio recording, the recording of the meeting or part of meeting that is not closed to the public is to be:

- Retained for at least six months; and
- Made available for listening on written request by a person.

Under Regulation 33(3) the minutes of a meeting once confirmed will prevail over any audio recording

Under Regulation 33(4) a council may determine any other procedures relating to audio recording of meetings it considers appropriate.

For more information, please contact MAV Insurance Liability Mutual Insurance:

Phone: (03) 8664 9344

Email: riskhelp@jlta.com.au

CORPORATE AND BUSINESS SERVICES**AO128-18 POLICY REVIEW - RATES AND CHARGES POLICY CP-CBS-SG-004**

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	7.4	A sustainable, viable financial future is assured and accountability is demonstrated through open and transparent processes.
Strategy	7.4.1	Ensure a long term strategic focus drives financial policy and decisions.

1.0 RECOMMENDATION:

“THAT Council adopt the revised Rates and Charges Policy CP-CBS-SG-004, as presented.”

2.0 SUMMARY

Council’s current *Rates and Charges Policy* CP-CBS-SG-004, dated 21 June 2017 has been reviewed and Council officers present a copy of the policy for Council adoption.

3.0 BACKGROUND

The *Local Government Act 1993* provides a variety of tools for Council to raise its rates and Council uses those tools in a way that is suitable to its municipal area.

The *Act* requires Council to have a rates and charges policy in order to provide transparency and better educate their communities about how revenue is raised. The document gives ratepayers detailed information in relation to Council’s rating practices and the rationale behind its rating decision-making.

4.0 LEGISLATIVE REQUIREMENTS

The *Local Government Act 1993* requires Councils to implement a rates and charges policy. The relevant sections of the *Act* are as follows:-

86A. General principles in relation to making or varying rates

- (1) *A council, in adopting policies and making decisions concerning the making or varying of rates, must take into account the principles that –*
- (a) *rates constitute taxation for the purposes of local government, rather than a fee for a service; and*
 - (b) *the value of rateable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates.*

- (2) *Despite subsection (1), the exercise of a council's powers to make or vary rates cannot be challenged on the grounds that the principles referred to in that subsection have not been taken into account by the council.*

86B. Rating and charging policies to be made available to public

- (1) *A council must adopt a rates and charges policy by 31 August 2012.*
- (2) *A council's rates and charges policy must contain –*
- (a) *a statement of the policy that the council intends to apply in exercising its powers, or performing its functions, under this Part; and*
 - (b) *a statement of policy in respect of prescribed matters, if any.*
- (3) *A council's rates and charges policy in relation to the making or varying of a rate must take into account the principles referred to in section 86A(1).*
- (4) *A council must review its rates and charges policy –*
- (a) *by the end of each successive 4-year period after 31 August 2012; and*
 - (b) *at the same time as, or before, making a type of rate, charge or averaged area rate in respect of a financial year, if a rate, charge or averaged area rate of that type was not made in respect of the previous financial year; and*
 - (c) *at the same time as, or before, making under [section 107](#) a variation of a rate or charge in respect of a financial year, if such a variation of that rate or charge was not made in respect of the previous financial year; and*
 - (d) *at the same time as, or before, setting a minimum amount under this Part; and*
 - (e) *at the same time as, or before, altering the circumstances in which a rate, charge or averaged area rate, or a variation of a rate or charge, is to apply to rateable land.*
- (5) *A council, as soon as reasonably practicable after adopting or altering its rates and charges policy, must make copies of the policy as so adopted or altered available to the public –*
- (a) *in paper form, on payment of a reasonable charge; and*
 - (b) *in electronic form, at a website of the council, free of charge.*
- (6) *A rate, averaged area rate or charge is not invalid by reason only that it does not conform to the council's rates and charges policy.*

5.0 POLICY CONSIDERATIONS

Upon adoption the attached policy supersedes Council's current policy *Rates and Charges Policy CP-CBS-SG-004*, dated 20 June 2017.

The policy is consistent with Council's Financial Management Strategy, the proposed Annual Plan and Budget Estimates, and the proposed Rating Resolution for 2018/19.

6.0 FINANCIAL IMPACT

Council has allowed for the effects of this policy in the proposed Annual Plan and Budget Estimates for 2018/19.

7.0 DISCUSSION

Council's role is to provide services that meet the needs and expectations of the community. To fund these services Council must set appropriate levels of tax to fulfil its roles and responsibilities.

The purpose of this policy is to outline Council's approach to determining and collecting rates from the community and to provide transparency to the community about how Council makes decisions in relation to setting its annual rates and charges and how Council distributes the tax burden across the community.

The rating strategy is in line with Council's recently adopted Financial Management Strategy target to reduce Council rates and charges to the community over 4 years of 1% per annum. This is exclusive of state government fire levy and any redistributive effects of revaluations.

There are no proposed changes to the rates and charges policy for the 2018/19 rating year.

8.0 RISK

If not adopted, Council's existing Rates and Charges Policy will not reflect Council's current rating practice and planned rating practice for the 2018/19 financial year.

The adoption of the revised policy will ensure compliance with the *Local Government Act 1993*.

9.0 CONSULTATION

Council were provided with an overview of the policy at a workshop held on the 8th May 2018.

ATTACHMENTS

1 [↓](#) Rates and Charges Policy - revised draft

COUNCIL RESOLUTION

Resolution number: MO169-18

MOVED: *Ald S French AM*

SECONDED: *Ald T Brumby*

"THAT Council adopt the revised Rates and Charges Policy CP-CBS-SG-004, as presented."

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



COUNCIL POLICY

Rates and Charges Policy (DRAFT)

Approved By: **Council**
Doc Controller: **General Manager**
File: 4/14/2

Document Code: **CP-CBS-SG-004**
Version: **8.0**
Approved Date:
Next Review Date:

1 PURPOSE

The purpose of this policy is to outline Council's approach to determining and collecting rates from the community.

2 OBJECTIVE

To provide transparency to the community about how Council makes decisions in relation to setting its annual rates and charges and how Council distributes the tax burden across the community.

3 SCOPE

This policy covers:-

- Rating Strategy
- Council's Revenue Raising Powers
- Property Valuation Base
- General Rates
- General Rate Cap
- Minimum General Rate Payable
- Exemptions from General Rate
- Services Rates and Charges
- Remissions and Discounts
- Supplementary Valuations
- Payment of Rates
- Objection Rights

4 POLICY**4.1 Rating Strategy**

Council ensures it only raises the revenue it needs, and does so in the most efficient and equitable manner possible. Council must balance its service levels with the needs and expectations of the community and set appropriate levels of tax to adequately fulfil its roles and responsibilities.

The aim of rates and charges decision-making is to spread the burden fairly across the community with those that have the greatest capacity to pay paying more than those with a lesser capacity to pay.

When considering how the rate burden will be distributed, Council must balance capacity to pay with the benefit principle acknowledging that there are some groups of the community that have more access to and benefit from specific services.



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To achieve this balance Council has established a rating structure comprising of two key elements – general and service rates.

The general rates are levied based on the Annual Assessed Value (AAV) of properties determined by the Valuer General. Property values generally reflect the capacity of the ratepayer to pay.

The service rates are a user pays component and currently covers stormwater and waste management services. Services charges are designed to reflect payment based on access or usage of services provided by Council.

Rates per Capita

In determining its rates each Council gives consideration to the current economic climate and the capacity of the community to pay for services.

Burnie is a regional centre and Council provide a broad range of services relative to its population. As such, rates are currently higher than the state average. Council will actively work to close the “rates per capita” gap in Burnie against the state average while maintaining acceptable service levels.

Council will work toward reducing rates to the community over 5 years. This is exclusive of state government fire levy and any redistributive effects of revaluations. In order to achieve the rating relief and maintain financial sustainability, Council will also work towards reducing costs through the continual review of its operations.

4.2 Council's Revenue Raising Powers

The Local Government Act 1993 provides for a Council to raise revenue for the purposes of providing broad services to the community. The Act provides numerous tools for Councils to raise rates in a way that it deems most suitable for its own municipal area.

Every year Council makes a rates resolution at the time of adopting its Annual Plan and Budget Estimates outlining how the rates burden will be distributed across the community.

4.3 Property Valuation Base

The Valuer-General is required to establish and maintain the Valuation Roll and to revalue each valuation district within a seven-year period as detailed in the Valuations of Land Act 2001.



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The revaluations program has been established and a six-year cycle has been agreed with one-third of Councils being revalued every two years.

The valuations undertaken by the Valuer-General are important for ratepayers because Council must by law use the valuation data in order to levy its rates. Property values are generally considered a reasonable proxy for assessing a ratepayer's capacity to pay.

Council has the option of choosing one of the following three bases to calculate its rates and charges:-

- Land Value
- Capital Value; or
- Assessed annual value (AAV)

Council, along with most other Councils in Tasmania, use the AAV for calculating its rates and charges (with the exception of fixed charges). The AAV is the estimated rental value of the property or four percent of the capital value of the property (whichever is greater). AAV adjustment factors are issued by the Valuer General every two years in an attempt to ensure property assessments closely reflect changes in the property market.

4.4 General Rates

The general rate is calculated on a cent in the dollar amount, based on the AAV of a property. The general rate pays for general services including:-

- Sporting facilities and recreation grounds
- Roads, streets, kerb and channel, footpaths, street furniture, and street lighting
- Parks and reserves
- Public buildings including halls and amenities
- Burnie Aquatic Centre
- Environmental services, land use, building and development control, animal control and cemeteries
- Burnie Arts and Function Centre
- Burnie Regional Art Gallery
- Burnie Regional Museum
- Visitor Information Centre
- Tourism, Marketing and Events
- Youth Services
- Community and Economic Development

Variations to the General Rate

The aim of rates and charges decision-making is to spread the burden fairly across the community with those that have the greatest capacity to pay paying more than those with a



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lessor capacity to pay. A property's AAV is generally considered a reasonable proxy for assessing a ratepayer's capacity to pay.

In recognition that land use categories have varying capacity to pay and have a varying impact on the demand for Council services, the general rate payable is varied for those properties used for the following purposes:-

- Residential
- Primary production purposes
- Commercial

The variation of the general rate for these ratepayers is to ensure there is no unfair shift in rate burden from one land use group to another. It also allows Council sufficient flexibility within the rating framework to assess capacity to pay by land use group and to ensure that the general rate payable by each land use group is affordable and in line with the level of service received.

4.5 General Rate Cap Increase

Council acknowledges the limited capacity for households to absorb significant increases in general rate as a result of property revaluations particularly in the current economic climate of rising household costs.

As a means of managing fluctuations in rates payable arising from changing property valuations, Council may use capping provisions the Local Government Act.

Rate caps limit the maximum percentage increase in general rates in any single year for a ratepayer and are used primarily by Council as a tool for limiting significant price increases for residential ratepayers.

In circumstances where a residential property has a significant increase in valuation, a cap is granted to provide relief against what would otherwise be a substantial change in rates payable by the ratepayer. The general rate increase may be limited by up to 10% which effectively smooths the rate increase over time.

The rate cap is applied automatically to properties that can be readily identified as being eligible

4.6 Minimum General Rate Payable

Council imposes a minimum amount payable on the general rate as a means of ensuring that all ratepayers contribute towards the provision of basic services at a reasonable level.



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4.7 Exemption from General Rate

All land defined under Section 87(1) of the Local Government Act 1993 is exempt from general rates.

In relation to charitable purpose as mentioned in Section 87(1)(d) an exemption will be granted if land or part of the land is owned and occupied by a non-government organisation exclusively for: -

- i) the relief of poverty; or
- ii) the advancement of religion; or
- iii) the advancement of education; or
- iv) community welfare; or
- v) is registered as a "Deductible Gift Recipient" by the Commonwealth Government.

Church owned manses are included in the definition of the "advancement of religion"

4.8 Service Rates and Charges

Service charges are designed to reflect payment based on access or usage of services provided by Council. The charges are set to recover the cost of the specific service/s provided. Council levies service charges for the following services:-

Stormwater - Covers maintenance and upgrade of connections, drainage, and storm water removal systems including from roads and funds programs to improve municipal storm water removal systems.

Waste management - Covers waste collection including recycling, and running the waste management centre. The waste charge is split into 2 components being the kerbside collection charge and the municipal waste charge.

The kerbside collection charge is set to cover the cost of kerbside collections and is payable by all ratepayers falling within Council's kerbside collection areas.

The municipal waste charge is set to cover the costs of all other municipal waste services including maintaining litterbins in the municipality, some costs associated with the Waste Management Centre and the provision of waste vouchers to all ratepayers. The municipal charge is paid by all ratepayers within the municipality.

Fire levy - This charge is collected on behalf of the state fire commission for fire protection services.



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4.9 Remissions and Discounts***General Remissions***

A ratepayer, under Section 129 of the Act may apply to the Council for remission of all or part of any rates paid or payable by the ratepayer or any penalty imposed or interest charged. In accordance with the Act Council, by absolute majority, may grant a remission of all or part of any rates, penalty or interest paid or payable by the ratepayer.

An application must be made in writing and lodged with the General Manager. The General Manager is to keep a record of the details of any remission granted by Council under in accordance with the Act.

A ratepayer suffering financial hardship may apply to the General Manager for a freeze on interest penalties. To be eligible ratepayers must satisfy the General Manager that the remission should be granted on the basis of financial hardship, and that the property is the ratepayer's principle place of residence. In addition the ratepayer must enter into and maintain a suitable formal payment arrangement.

Stormwater Service Charge Remissions

Owners of properties with no ability to connect to the stormwater system may make an application to Council for a remission of the storm water service charge.

An application must be made in writing and lodged with the General Manager. Application forms are available online or from the Customer Service Centre at 80 Wilson Street, Burnie.

Each application will be assessed on a case by case basis and a remission will be granted if the General Manager is satisfied that one of the following criteria are met:-

- The property discharges to a waterway not under Council management and there is no alternative drainage system available
- Property discharges to a soakage pit on the property and there is no alternative drainage system available
- The property discharges to ground or offsite by over land flow and there is no alternative drainage system available
- The property discharges to roadside table drain that only incorporates cross road drainage and there is no alternative drainage system available.

Kerbside Collection Charge Remissions

A remission of the kerbside collection for waste and/or kerbside collection for recycling may be approved where collection is impractical due to limited presentation space at kerbside or insufficient storage space within the property.



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An application must be made in writing and lodged with the General Manager. Application forms are available online or from the Customer Service Centre at 80 Wilson Street, Burnie.

Each application will be assessed on a case by case basis and reviewed annually. To be eligible for a remission the following conditions must be met:-

- The property must be used for a residential purpose.
- All owners within the property have provided written confirmation to accept responsibility for managing the disposal of refuse and recycling arising from the property in an approved manner (normally, this would be provided via a body corporate).
- The cost of managing waste and recycling will be borne by the property owner/s and a demonstrated suitable commercial arrangement is in place between the body corporate and a waste service provider.

General Rate Remissions

A remission is also provided effectively capping the general rate payable on residential land. This is in recognition that all residential owners can access general rate services similarly so there should be a maximum amounts payable to these general rate services.

Discount for Early Payment

Council provides a discount of 3.0% of the total current rates and charges if rates including arrears are paid in full by the 31 August each year.

Rate Rebate – Conservation Covenants

A rate rebate is to be provided to ratepayers that have registered Conservation Covenants within the municipality of Burnie under the Private Land Conservation Program.

The rebate is set at \$5 per hectare per annum with a minimum of \$50 and a maximum of \$500.

Pensioner Assistance

Pensioners eligible for assistance under the Local Government (Rates and Charges Remission) Act 1991 may receive a rebate of rates and charges on their principal place of residence up to a maximum amount in any given year.

The Act defines the holder of any of these three card types to be an eligible pensioner for rates remission purposes:-

- Pensioner Concession Card,
- Health Care Card; or a
- Repatriation Health Card



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The card must have a date of grant on or prior to 1 July of the year to which the rate remission relates. The possession of an Australian Government Seniors Health Card does not qualify the holder for a rates remission.

The applicant must be liable to pay the rates on the property that they occupy as their principal place of residence. In the case of joint ownership, at least one of the owners must meet the eligibility criteria. There is a limit of one remission per year per pensioner household.

Any pensioner who has not previously received a remission must complete an application form. Application forms are available from the Customer Service Centre at 80 Wilson Street, Burnie.

Eligibility of a pensioner remission is determined by the State Government - Department of Treasury and Finance and Centrelink records.

4.10 Supplementary Valuations

In certain circumstances, valuations must be determined between general revaluations. These are known as supplementary valuations and are required when the circumstances of a property changes which affects the property's value.

Some circumstances that may trigger a supplementary valuation are as follows:

- Construction of a new building(s) on the land,
- Extension to or renovation of existing building(s),
- Subdivision or consolidation of the land,
- Demolition of a building(s) on the land,
- Other improvements to the land such as out buildings, swimming pools etc,
- Change in the land's usage,
- Realignment of the properties boundary,
- Property becomes rateable.

When any of the above situations arise, a supplementary valuation will be undertaken by the Valuer General. The supplementary valuations will bring the valuation of the property in line with the general valuation of other properties in the municipality. Values are assessed at the same date of the general valuation currently in use.

Where the Valuer-General has undertaken a supplementary valuation, the ratepayer will be issued with a supplementary rates notice. The notice will show the new adjusted valuations for the property and will include any adjustments to the rates and charges affected by the supplementary valuation for the current financial year. Rates and charges adjustments of less



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than \$50 will not result in a supplementary rates and charges notice for the current financial year.

4.11 Payment of Rates

Rates are levied in early July each year and Council and are payable by four equal instalments. The due date for instalments being:

1st Instalment – 31 August
 2nd Instalment – 30 November
 3rd Instalment – 28 February
 4th Instalment – 31 May

A discount for early payment is granted if payment is received in full by 31 August.

Difficulty in paying

A ratepayer who is having difficulty in paying their rates by the due date should contact Council at the earliest opportunity to arrange a payment schedule that is agreeable to Council and the ratepayer. Interest penalties will be payable on amounts not paid by the above instalment due dates.

If a ratepayer does not pay the rates on his or her property and does not have an agreed payment arrangement in place, Council may commence legal action to recover the outstanding amount. If Council takes such action the ratepayer will also be liable for legal costs associated with the action.

If a ratepayer has not made a satisfactory arrangement to pay their outstanding rates and have rates and charges outstanding in excess of 3 years, action may be taken to sell the property in accordance with the Local Government Act to recover the amount owed.

Interest Penalties

If rates are not paid by the due date, daily interest will be charged in accordance with Section 128 of the Local Government Act 1993.

The charged will be calculated in accordance with the following formula:

$$P = \frac{LTB + 6\%}{365}$$

where –

- P is the prescribed percentage;
- LTB is the official ten-year long term bond rate as determined by the Reserve Bank as at the close of business on the last day of business preceding 1 March.



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 Next Review Date:

4.12 Objection Rights

If a ratepayer believes that they have been rated incorrectly, an objection can be made on the following grounds:-

- the land specified in the rates notice is exempt from the payment of those rates; or
- the amount of those rates is not correctly calculated having regard to the relevant factors; or
- the basis on which those rates are calculated does not apply; or
- he or she is not liable for the payment of the rates specified in the rates notice; or
- he or she is not liable to pay those rates for the period specified in the rates notice.

Objections should be made in writing to the General Manager within 28 days of the rates notice being issued. The General Manager may amend the rates notice as he considers appropriate or refuse to amend the rates notice.

A person may appeal to the Magistrates Court (Administrative Appeals Division) for a review if the General Manager fails to amend the rates notice within 30 days after lodging the objection; or refuses to amend the rates notice.

5 LEGISLATION

Local Government Act 1993

6 RELATED DOCUMENTS

Annual Plan and Budget Estimates 2017-18 CD-CBS-SG-001
 Financial Management Strategy 2027 (2017) CD-CBS-FIN-001

Policy Endorsement	
Responsibility:	It is the responsibility of the General Manager to ensure Council's compliance with this policy. It is the responsibility of the Executive Manager Corporate Finance to administer and review this policy as required. It is the responsibility of the Governance Unit to maintain this policy within the Policy Register.
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.
Previous Policies Replaced:	This policy replaces the previous Rates and Charges Policy version 7.0 dated 20 June 2017, Item Number AO138-17.
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**AO129-18 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 of the following functions and meetings attended since the last Council Meeting report:

Date	Meeting / Function
9 April	Service Tasmania – 20 Year Celebration
	CityLink Burnie Inc Meeting
10 April	Senator Steve Martin - Reader's Cup
11 April	Allan Garcia – Infrastructure Tasmania
12 April	CCA Events, Arts and Festivals Strategy for Cradle Coast Workshop
16 April	Burnie Airport Corporation Board Meeting
17 April	Andrew Harris - Project Director of the Planning and Building Portal (PABP) Project (Department of Justice)
	Provost, Professor Jane Long – UTAS
	Events Working Group
18 April	BCCI Breakfast
	Kurt and Anne Wyss – Bayviews Restaurant
	BCCI General Meeting
19 April	Paul Taylor – Friends of Burnie Regional Museum
24 April	Hermal Group
	West Park Oval Meeting
26 April	Metro Tasmania - North West Stakeholder Function 2018
30 April	Fire Warden Training
	Year 2 Rural Week program - Welcome to Students
2 May	Audit Committee Meeting
3 May	Regional Shared Services Workshop
4 May	Office Professionals Breakfast
	Year 2 Rural Week - Student Presentations to the Rural Clinical School
7 May	John Reardon - Net Intellect
	Kim Houghton and Steve Gleeson - Regional Australia Institute

2.2 COUNCIL MEETING ACTION LIST

The action lists from Council Meetings in Open Session are attached:

ATTACHMENTS

1. [Open Session - All Actions - 17 April 2018](#)

[2](#) Outstanding Actions - Open Sessions Sep 2015 - Mar 2018

COUNCIL RESOLUTION

Resolution number: MO170-18

MOVED: *Ald S French AM*

SECONDED: *Ald A Keygan*

“THAT Council note the information contained in the General Manager’s Report.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

Council Meeting Action Report		Date From: 17/04/2018		
All Actions for Open Session of 17 April 2018		Date To: 17/04/2018		
		Printed: Thursday, 10 May 2018 11:32am		
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
AO095-18	MOTION ON NOTICE - BURNIE SKATE PARK	17/04/2018 RES: Add an allocation of \$25,000 (per the report) to the Capital Works Budget for 2018-19 for upgrades at the Burnie Skate Park, in accordance with the resolution of Council AO095-18. 4/05/2018 Action completed Funds have been allocated in the 18/19 Budget as per the decision of Council	Works and Services	4/05/2018
Council 17/04/2018				
AO098-18	GENERAL MANAGER'S REPORT - OPEN SESSION	17/04/2018 QON: Provide a response to Ald Keygan's question on the expected timeframe to receive the Adventure Park report. 3/05/2018 Action completed Email advice sent to aldermen 3 May 2018	Works and Services	3/05/2018
Council 17/04/2018				
AO100-18	GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MARCH 2018	17/04/2018 ACT: Introduce a YTD running total on the vandalism report each month as requested by Aldermen. 3/05/2018 Request to be implemented in the May 2018 Agenda 3/05/2018 Action completed Information to be reported going forward	Works and Services	3/05/2018
Council 17/04/2018				
AO101-18	GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT MARCH 2018	17/04/2018 QON: Provide a response to Ald Lynch's question asking who is on the Local Drug Action Team, as reported in the CED Report.	Community and Economic Development	
Council 17/04/2018				
AO102-18	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MARCH 2018	17/04/2018 QON: Provide a response to Ald Kons' query on cap ex variances, by providing aldermen with a report on variances +/- 20K, out of session.	Corporate and Business Services	
Council 17/04/2018				
AO103-18	COMMUNICATIONS JOURNAL APRIL 2018	17/04/2018 RES: Provide an acknowledgment to Citylink for their letter dated 22 March 2018 tabled in the Comms Journal AO103-18. 18/04/2018 Action completed Letter of acknowledgement sent to City Link (DOC ID 882565)	Office of the General Manager	20/04/2018
Council 17/04/2018				
AO104-18	COMMUNICATIONS JOURNAL - NOTICE OF LGAT ANNUAL GENERAL MEETING AND GENERAL MEETING ON 25 JULY 2018	17/04/2018 RES: Submit the endorsed motion regarding mayoral vacancies to LGAT for its Annual General Meeting on 25 July 2018, in accordance with the resolution of Council AO104-18. 18/04/2018 Action completed A copy of the Motion provided to LGAT in an email on 20.04.2018.	Office of the General Manager	20/04/2018
Council 17/04/2018				

Council Meeting Action Report		Date From: 17/04/2018
All Actions for Open Session of 17 April 2018		Date To: 17/04/2018
		Printed: Thursday, 10 May 2018 11:32am
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
AO105-18	COMMUNICATIONS JOURNAL - BURNIE ATHLETIC CLUB INC - WEST PARK CLUB ROOMS	17/04/2018 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.	Community and Economic Development	
Council 17/04/2018				
AO102-18	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MARCH 2018	17/04/2018 QON: Provide a response to Ald French's question on the reasons for the over-run on reactive building maintenance, as reported on page 109 of the agenda.	Corporate and Business Services	
Council 17/04/2018				

Council Meeting Action Report		Date From: 1/09/2015	
Outstanding Actions for Open Sessions Sep 2015 – Mar 2018		Date To: 31/03/2018	
		Printed: Thursday, 10 May 2018 11:43:30 AM	
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
AO274/15	PUBLIC QUESTION TIME	16/11/2015 ACT: Schedule a workshop revision of Council's guidelines around buskers, as requested by the Mayor in response to the public question about buskers.	Land and Environmental Services
Council 17/11/2015			
AO042/16	NBN - BURNIE CBD	16/02/2016 RES: Explore opportunities for Council to provide assistance to those businesses seeking Fibre to the Premises, in accordance with the resolution of Council, and provide a briefing back to Council. 29/02/2016 NOTE: Workshop Presentation provided by NBN Co to Aldermen on 1/3/16 4/05/2016 NOTE: Currently working with NBN to understand costs associated with individual technology switches 10/09/2016 NOTE: Due to staff changeover within NBN, a delay occurred with costings. 2/11/2016 NOTE: In a recent phone discussion NBN Co has now advised that it is unable to undertake exploratory work on Technology Choice until the physical roll-out of FTTN is nearly completed. 1/05/2017 NOTE: With the NBN going live in Burnie in may further contact has been made to develop a case study on technology switching for local companies 4/04/2018 NOTE: Senate Committee hearing on NBN in late 2017, advice was provided about the significant variations in the cost of technology switches. This makes a case study problematic, as the results of one site cannot be used for another site. It is recommended that this action be discontinued.	Community and Economic Development
Council 16/02/2016			

<p>Council Meeting Action Report Outstanding Actions for Open Sessions Sep 2015 – Mar 2018</p> <p>Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note</p>	<p>Date From: 1/09/2015 Date To: 31/03/2018 Printed: Thursday, 10 May 2018 11:43:30 AM</p>
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Item Number	Report Title	Action	Department	Completed
AO054-16	ADVENTURE PARK	<p>16/03/2016 RES: Investigate options for an Adventure Park in Burnie, in consultation with relevant stakeholders, and potential funding options for a staged development, in accordance with the resolution of Council.</p> <p>3/11/2016 NOTE: Item listed for discussion at a workshop late November 2016</p> <p>7/12/2016 NOTE: Workshopped late November. Seeking consultant proposal for community engagement process</p> <p>7/03/2017 NOTE: Met with consultant 7 march workshop. To progress a community consultation process.</p> <p>6/07/2017 NOTE: Consultant provided outcome from Community Consultation at Workshop on 27 June 2017. Consultant inspected additional potential sites with Mayor and Ald Brumby and will submit a further report to Council providing update on concepts and a recommended direction to progress the scope and feasibility of an all ages playground</p> <p>25/09/2017 NOTE: Summary of consultation and discussions with Alderman to be collated and a basic position paper / fact sheet developed. Broader consultation to occur - plan being developed to undertake this work in late October 2017</p> <p>2/01/2018 NOTE: 2nd round of consultation occurred. Pop up park approach planned for early February 2018</p> <p>4/03/2018 NOTE: Last round of consultation has occurred. Awaiting report from consultant.</p>	Works and Services	
Council 15/03/2016				
AO197-16	COMMUNICATIONS JOURNAL - NATONE FOOTBALL CLUB - NATONE RECREATION GROUND UMPIRE CHANGE ROOMS	<p>1/08/2016 RES: Advise Natone Football Club of Council's decision re change rooms.</p> <p>3/08/2016 NOTE: Advice provided to Council in respect to Council's decision. Project noted on forward works program. Potential to fund in the current financial year to be explored</p> <p>5/09/2016 NOTE: Council has allocated funds to facilitate the project in the 16/17 fin year. Officers working with the club on options</p> <p>6/07/2017 NOTE: Design in progress, project is a carry forward to 2017/18 capital works program</p> <p>25/09/2017 NOTE: Awaiting comment from the Club on preferred option</p> <p>2/01/2018 NOTE: Continuing to await advice from the club as to options and capacity to support with funding as at 4 Jan 2018</p>	Works and Services	
Council 26/07/2016				

<p>Council Meeting Action Report Outstanding Actions for Open Sessions Sep 2015 – Mar 2018</p> <p>Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note</p>	<p>Date From: 1/09/2015 Date To: 31/03/2018 Printed: Thursday, 10 May 2018 11:43:30 AM</p>
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Item Number	Report Title	Action	Department	Completed
AO269-16	MOTION ON NOTICE - A LEAGUE SOCCER MATCH	<p>18/10/2016 RES: Work with Football Federation Tas toward the opportunity to attract an A League soccer match to Burnie at West Park Oval in 2017, in accordance with the resolution of Council under AO269-16.</p> <p>14/03/2017 NOTE: FFTas have approached FFAustralia with two weekends in mid-September to host an A League match at West Park.</p> <p>5/07/2017 NOTE: Representatives of Football Federation Australia will be inspecting West Park Ground week commencing 10/7/2017</p> <p>1/08/2017 A representative of Football Federation Tasmania inspected West Park Oval in early July and was more than satisfied with the condition of the ground. Unfortunately a Football Federation Australia representative was unable to inspect the Ground. FFT will continue to lobby FFA for an A League game, however once the FFA have agreed, it will need to get the agreement of two A League Teams to participate.</p> <p>7/10/2017 NOTE: Unable to progress opportunity prior to the start of the national league season. Will continue to pursue opportunities with FFA for a game in 2018.</p> <p>11/11/2017 NOTE: Discussions with FFT have indicated that there would be an expectation that Council would need to contribute to the cost of bringing League Clubs to play at West Park. FFT has also indicated that Council may need to do a face to face presentation to FFA and clubs should it wish to proceed.</p>	Community and Economic Development	
Council 18/10/2016				
AO303-16	AGE FRIENDLY CITIES PLAN	<p>15/11/2016 RES: Commence the development of an Aged Care Prospectus, in accordance with the resolution of Council to endorse the Age Friendly Communities Plan.</p> <p>1/05/2017 NOTE: Aged Care prospectus is being developed</p>	Community and Economic Development	
Council 15/11/2016				

Council Meeting Action Report		Date From: 1/09/2015	
Outstanding Actions for Open Sessions Sep 2015 – Mar 2018		Date To: 31/03/2018	
		Printed: Thursday, 10 May 2018 11:43:30 AM	
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
AO008-17	MOTION ON NOTICE - EMU RIVER	31/01/2017 RES: Write to DPIPWE to request removal of the loose logs at Emu River, left following the recent floods. 7/02/2017 NOTE: Correspondence sent to DPIPWE Dep Sec. Awaiting response. 8/03/2017 NOTE: Meeting occurred with officers from Parks and Wildlife 10 March. Mayor and Dep Mayor attended. PWS to review options and come back to BCC with a response. 25/09/2017 NOTE: Awaiting a response from Parks and wildlife 19/11/2017 NOTE: Followed up Parks - awaiting a response 2/01/2018 NOTE: Awaiting correspondence from Crown Land Services	Works and Services
Council 31/01/2017			
AO132-17	MOTION ON NOTICE - MULTI STOREY CAR PARK DISCOUNT	21/06/2017 RES: Ensure that the proposal for 50% concession card discount for the first 2 hours at MSCP (AO132-17) is discussed as part of the parking strategy review.	Land and Environmental Services
Council 20/06/2017			
AO133-17	MOTION ON NOTICE - MULTI STOREY CAR PARK FIRST HOUR FREE	21/06/2017 RES: Ensure that the proposal first hour free of parking at the MSCP (AO133-17) is considered as part of the parking strategy review.	Land and Environmental Services
Council 20/06/2017			
AO165-17	COOEE POINT - TRUCK WASH FACILITY	18/07/2017 RES: Work with the DPIPWE on relation of Cooee Truck Wash in accordance with the resolution of Council AO165-17. 1/08/2017 NOTE: Letter sent to Secretary of Department of Primary Industries, Parks, Water and Environment 11/11/2017 NOTE: Meeting scheduled with Secretary of DPIPWE on 15 November 4/12/2017 Meeting held with Secretary of DPIPWE. Waiting on further information on State Strategy from Department.	Community and Economic Development
Council 18/07/2017			
AO193-17	DURHAM ROAD RESERVE TREE MANAGEMENT	15/08/2017 RES: Progress referral process under the EPBC Act for tree removal and trimming works and provide a subsequent report to Council in accordance with the resolution of Council. 26/08/2017 NOTE: Discussions occurring with Arborist to develop referral documentation 19/11/2017 NOTE: Arborist report in progress to support a referral process	Works and Services
Council 15/08/2017			

Council Meeting Action Report			
Outstanding Actions for Open Sessions Sep 2015 – Mar 2018			
Key: RES = Action arising from Resolution; QON = Question on Notice;		ACT = Action required in addition; NOTE = Progress Note	
		Date From: 1/09/2015 Date To: 31/03/2018 Printed: Thursday, 10 May 2018 11:43:30 AM	
Item Number	Report Title	Action	Department Completed
AO194-17	CAMDALE POINT	15/08/2017 RES: Commence planning for Camdale Point in accordance with the resolution of Council (AO194-17). 6/09/2017 NOTE: Council officers have completed an initial scoping of the Project	Community and Economic Development
Council 15/08/2017			
AO262-17	MOTION ON NOTICE - SCHOOL CROSSINGS	21/11/2017 RES: Prepare letter to the Dept Education seeking a review of schools crossings in Burnie, in particular for Montello Primary, Havenview Primary and the School of Special Education, in accordance with the resolution of Council AO262-17. 25/11/2017 NOTE: Letter sent to Education department - awaiting a response	Works and Services
Council 21/11/2017			
AO263-17	MOTION ON NOTICE - PROPOSED MOTOR CYCLE PARKING	21/11/2017 RES: Provide a report to Council on opportunities for dedicated motor cycle parking bays, in accordance with the information listed under resolution of Council AO263-17.	Land and Environmental Services
Council 21/11/2017			
AO268-17	MOTION ON NOTICE - PROPOSED FUTURE FUND	21/11/2017 RES: Develop a draft Future Fund strategy for consideration by Council, in accordance with the resolution of Council, and work through the steps outlined in the alternative recommendation under AO268-17.	Corporate and Business Services
Council 21/11/2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	22/11/2017 RES: Investigate the removal of the fence at West Park Oval and develop a design to improve sightlines by June 2018 for implementation in the 2018-19 financial year and engage with UTAS and West Park user groups to ensure the design and landscape plan also reflect the outcomes of the West Park Master Plan, in accordance with the resolution of Council AO278-17. 7/01/2018 NOTE: Reviewed options. Limited opportunity to open up sightlines. To discuss matter further with the department of State Growth in respect to the operation of the Bass Highway / West Park Grove intersection.	Works and Services
Council 21/11/2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	22/11/2017 RES: Seek the advice of a qualified arboriculturist by June 2018 as to the most appropriate trees, and to develop a landscape plan for: West Park Oval Bass Highway frontage, West Park to the Waterfront area, and Central Business District streetscape, for implementation in the 2018-19 year, in accordance with the resolution of Council AO278-17. 14/02/2018 NOTE: Officers to review tree options.	Works and Services
Council 21/11/2017			

Council Meeting Action Report		Date From: 1/09/2015	
Outstanding Actions for Open Sessions Sep 2015 – Mar 2018		Date To: 31/03/2018	
		Printed: Thursday, 10 May 2018 11:43:30 AM	
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
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	22/11/2017 RES: Ensure that funds are allocated in the 2018-19 budget to develop detailed designs for Marine Plaza, Civic Plaza and a pocket park on the corner of Cattley and Mount Streets, and to negotiate public access to the area of land in the grounds of St George's Anglican Church (Note: implementation intended for the 2019-20 to 2021-22 capital budgets), in accordance with the resolution of Council AO278-17. 14/02/2018 NOTE: Funds noted in draft 18/19 budget for consideration	Works and Services
Council 21/11/2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	22/11/2017 RES: Commence negotiations with DSG to access areas in or adjacent to the highway corridor to install art and sculpture features, and request the Public Art Committee to develop concepts for entry features (Note: concept plan to be developed for consideration by Council in the 2019/20 capital works budget) in accordance with the resolution of Council AO278-17	Community and Economic Development
Council 21/11/2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	22/11/2017 RES: Prepare a further report to Council on the most appropriate Burnie Loop trail by April 2018, including options to link with the Coastal Pathway.	Community and Economic Development
Council 21/11/2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	22/11/2017 RES: Ensure that the Local Provision Schedule of the Statewide Planning Scheme meets the strategic objectives for accommodation conversions as proposed in the Town Centre Masterplan, in accordance with the resolution of Council AO278-17.	Land and Environmental Services
Council 21/11/2017			
AO322-17	COMMUNICATIONS JOURNAL - MR NORMAN HOUSE WEST MOOREVILLE ROAD	12/12/2017 RES: Investigate and implement actions to mitigate heavy vehicles travelling over footpaths and nature strips on West Mooreville Road; and engage with Transport Inspectors and Tas Police to monitor heavy vehicle speed and unauthorised use of West Mooreville Road, in accordance with the resolution of Council AO322-17.	Works and Services
Council 12/12/2017			
AO005-18	MOTION ON NOTICE - LIVE STREAMING OF COUNCIL MEETINGS	31/01/2018 ACT: Provide a report to the March Meeting on costs and equipment required to implement live streaming of Council meetings AO005-18. 4/04/2018 NOTE: Update provided in March Agenda. Test recording done in March. Workshop discussion held on 10 April. Report deferred to May meeting awaiting additional information from providers.	Corporate and Business Services
Council 30/01/2018			

Council Meeting Action Report				Date From:	1/09/2015
Outstanding Actions for Open Sessions Sep 2015 – Mar 2018				Date To:	31/03/2018
				Printed:	Thursday, 10 May 2018 11:43:30 AM
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	
AO008-18	MOTION ON NOTICE - WASTE VOUCHERS	31/01/2018 RES: Refer consideration of universal waste vouchers to the 2018-19 budget deliberations in accordance with the resolution of Council AO008-18. 4/03/2018 NOTE: To be discussed as part of the operational budget discussions	Works and Services	Council 30/01/2018	
AO011-18	MOTION ON NOTICE - PROPOSED RECREATIONAL PIER	31/01/2018 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. 7/02/2018 NOTE: Letter prepared for Minister Hidding. Awaiting comment from State Government.	Works and Services	Council 30/01/2018	
AO019-18	BURNIE SURF LIFE SAVING CLUB REDEVELOPMENT	31/01/2018 RES: Call for tenders for the extension to the Burnie Surf Life Saving Club as per the concept plans provided in accordance with the resolution of Council AO019-18.	Works and Services	Council 30/01/2018	
AO062-18	MOTION ON NOTICE - STORAGE SPACE REVIEW	21/03/2018 RES: Undertake a review of all storage requirements for the city, in accordance with the resolution of Council AO062-18.	Community and Economic Development	Council 20/03/2018	
AO065-18	MOTION ON NOTICE - BAFC TRAFFIC DIRECTION OF BUSES	21/03/2018 RES: Write to all NW bus operators and request they adopt a common one way traffic movement when setting down or picking up passengers at the BAFC car parking area, entering King St and exiting Jones St, in accordance with the resolution of Council.	Land and Environmental Services	Council 20/03/2018	
AO066-18	MOTION ON NOTICE - FREE FAMILY ADVENTURE DAY	21/03/2018 RES: Build a free family adventure day into Council's annual event program with a budget of \$5000, which involves community groups to be part of the event.	Community and Economic Development	Council 20/03/2018	
AO067-18	MOTION ON NOTICE - BURNIE INTERNATIONAL WOMEN'S DAY	21/03/2018 RES: Refer consideration of events and/or annual awards for Burnie International Women's Day to the 2018-19 budget process.	Community and Economic Development	Council 20/03/2018	
AO070-18	COUNCIL POLICY MOBILE FOOD VENDORS TRADING FROM COUNCIL LAND	21/03/2018 RES: Undertake a consultation period for the Mobile Food Vendors Policy in accordance with the resolution of Council, and return a further report to Council.	Land and Environmental Services	Council 20/03/2018	
AO071-18	BUSINESS GROUP SUPPORT WORKING GROUP REPORT	21/03/2018 RES: Write to Citylink, the Burnie Chamber of Commerce and Industry and the Burnie Tourism Association advising that support will be discontinued for all three groups, in accordance with the resolution of Council AO071-18.	Community and Economic Development	Council 20/03/2018	

Council Meeting Action Report				Date From:	1/09/2015
Outstanding Actions for Open Sessions Sep 2015 – Mar 2018				Date To:	31/03/2018
				Printed:	Thursday, 10 May 2018 11:43:30 AM
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	
AO072-18	BURNIE DOCKERS FOOTBALL CLUB COUNCIL SUPPORT	21/03/2018 RES: Provide for a two year extension of the Burnie Dockers Football Club funding at \$50% (Oct 2018 - Sep 2019) and then 25% (Oct 2019 - Sep 2020) in upcoming budgets, in accordance with the resolution of Council AO071-18.	Corporate and Business Services		
Council 20/03/2018					
AO074-18	CONTROLLED ENTITIES - AUDIT REQUIREMENT	21/03/2018 RES: Write to the Auditor-General and request dispensation from the requirement for an audit for BAC and TC, in accordance with the resolution of Council AO074-18.	Corporate and Business Services		
Council 20/03/2018					
AO088-18	BURNIE REGIONAL MUSEUM SPECIAL ADVISORY COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 26 FEBRUARY 2018	21/03/2018 RES: Continue to lobby the Minister for the Arts for a partnership agreement for the Burnie Regional Museum and Art Gallery, in accordance with the resolution of Council AO088-18.	Community and Economic Development		
Council 20/03/2018					
AO071-18	BUSINESS GROUP SUPPORT WORKING GROUP REPORT	21/03/2018 RES: Prepare a promotional and marketing plan for Burnie to be considered during the 2018-19 budget process, in accordance with the resolution of Council AO071-18.	Community and Economic Development		
Council 20/03/2018					
AO071-18	BUSINESS GROUP SUPPORT WORKING GROUP REPORT	21/03/2018 RES: Reduce the commercial rate for 2018-19 commensurate with the reduction in administrative support provided to City Link, in accordance with the resolution of Council, AO071-18.	Corporate and Business Services		
Council 20/03/2018					
AO088-18	BURNIE REGIONAL MUSEUM SPECIAL ADVISORY COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 26 FEBRUARY 2018	21/03/2018 RES: Prepare letters of appreciation from Council to volunteers involved in the relocation of the Advocate Collection and cataloguing of the Emu Bay Railway Collection.	Community and Economic Development		
Council 20/03/2018					

GENERAL MANAGER**AO130-18 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES APRIL 2018**

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.

the Council website

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for April 2018 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	
	April 2018	YTD Total
Air	1	10
Water	2	8
Noise	1	17
Solid Waste	0	4
Other	0	11

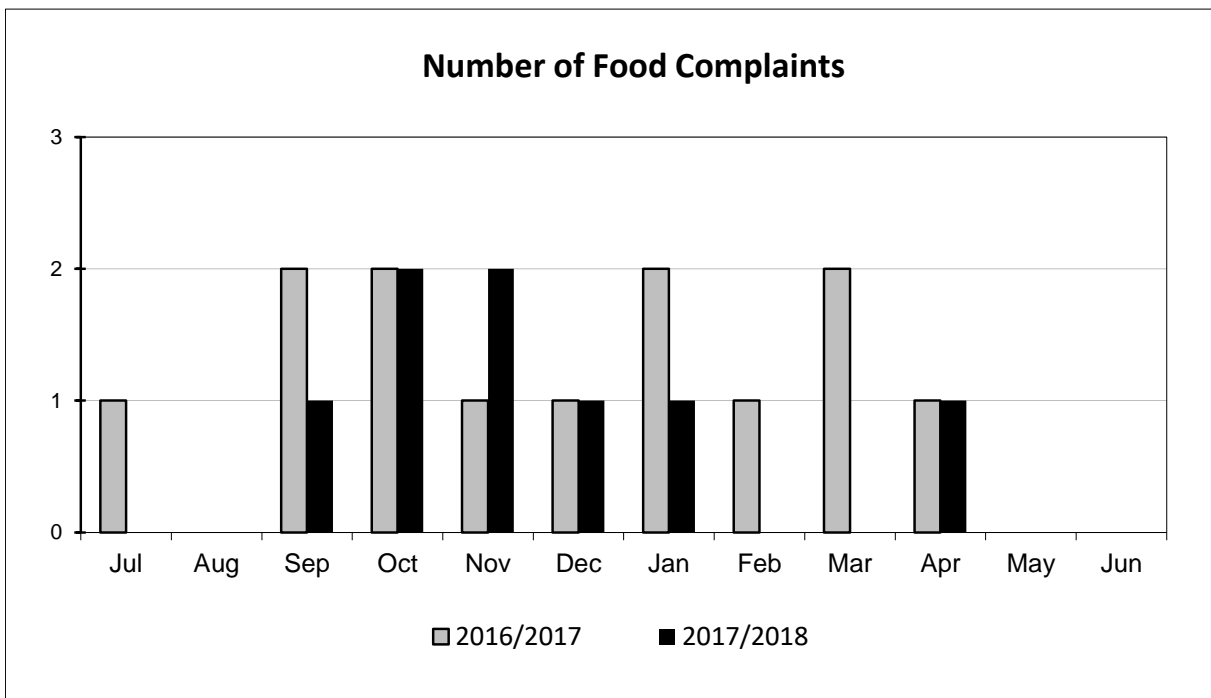
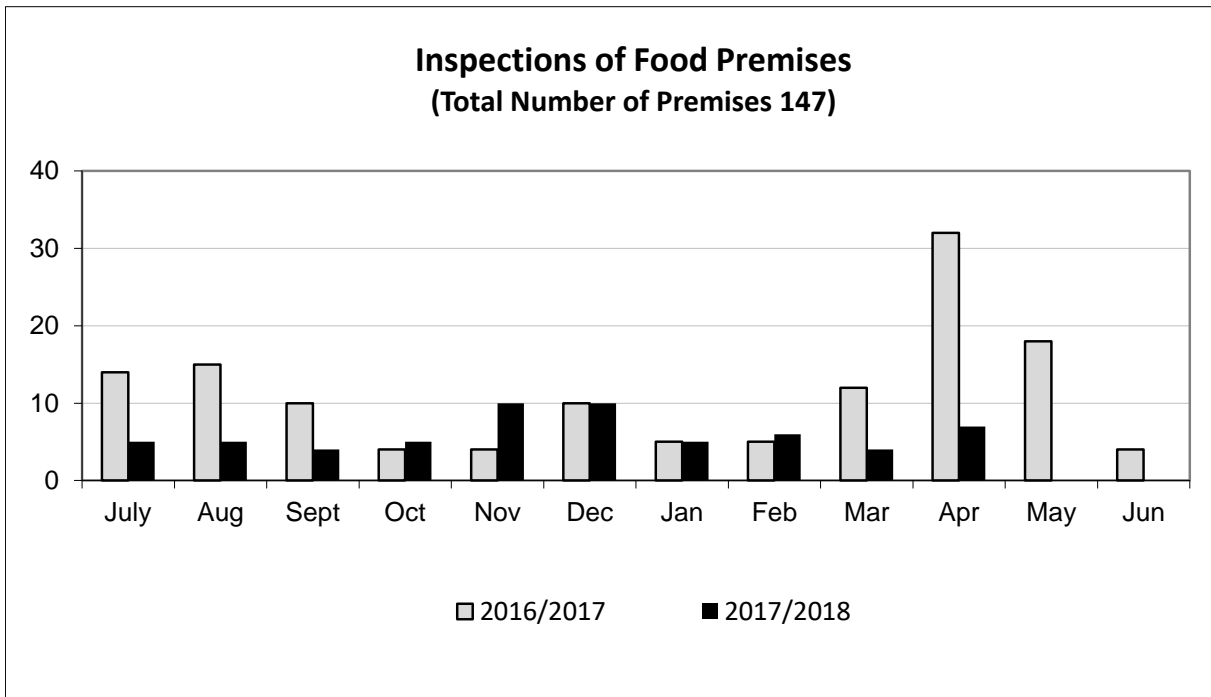
YTD is measured from 1 July each year.

2.1.2 Environmental Sampling

Type	Number of Samples Taken	
	April 2018	YTD Total
Beach Water Samples (summer months only)	0	50
Public Swimming Pool samples	5	59

YTD is measured from 1 July each year.

2.1.3 Food



Notes: There were zero food complaints for April June and August 2016, May, June, July and August 2017 and nil complaints for February and March 2018.

2.2 BUILDING APPLICATIONS

Permit Authority Applications - 2017												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	4	7	7	8	11	7	3	5	8	5	11	6
Notifiable Building	1	0	0	4	12	5	7	9	6	6	10	9
Permit Plumbing	2	2	3	1	0	0	5	2	2	2	1	1
Permit Building	2	5	7	5	6	5	2	2	7	4	7	2
Substantial Compliance	0	0	1	0	0	1	0	0	0	1	0	0
Notifiable Demolition	0	0	0	0	0	0	0	0	0	0	0	0
Permit Demolition	0	0	1	1	0	0	0	0	1	0	0	0
Permit Refused	0	1	0	0	0	0	0	0	0	0	0	0
Application Value \$	610,790	3,080,400	3,859,662	662,292	3,407,291	2,283,013	1,131,176	2,536,801	1,766,161	1,773,600	6,542,019	1,601,960
Cumulative Total \$		3,691,190	7,550,852	8,213,144	11,620,435	13,903,448	15,034,624	17,571,425	19,337,586	21,111,186	27,653,205	29,255,165

Permit Authority Applications - 2018												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	4	9	3	6								
Notifiable Building	6	8	9	11								
Permit Plumbing	3	3	2	0								
Permit Building	3	7	2	2								
Substantial Compliance	0	1	0	0								
Notifiable Demolition	0	0	0	0								
Permit Demolition	0	0	1	0								
Permit Refused	0	0	0	0								
Application Value \$	5,035,168	4,107,085	2,459,856	2,958,652								
Cumulative Total \$	5,035,168	9,142,253	11,602,109	14,560,761								

2.3 PLANNING**2.3.1 Summary Land Use and Development Applications**

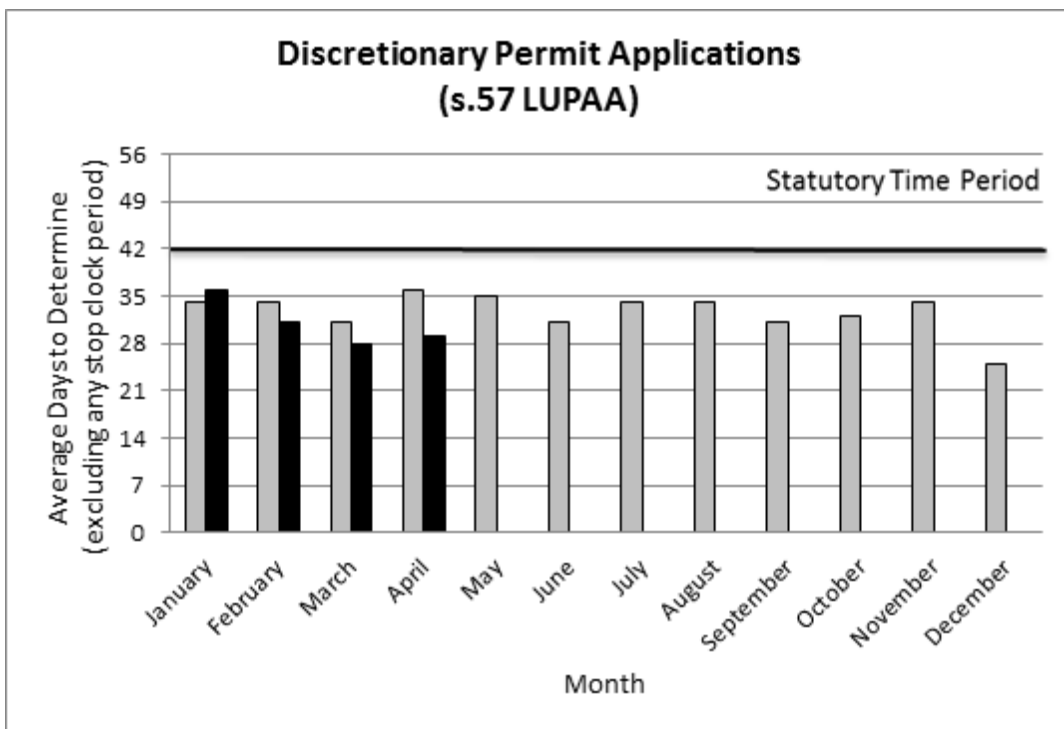
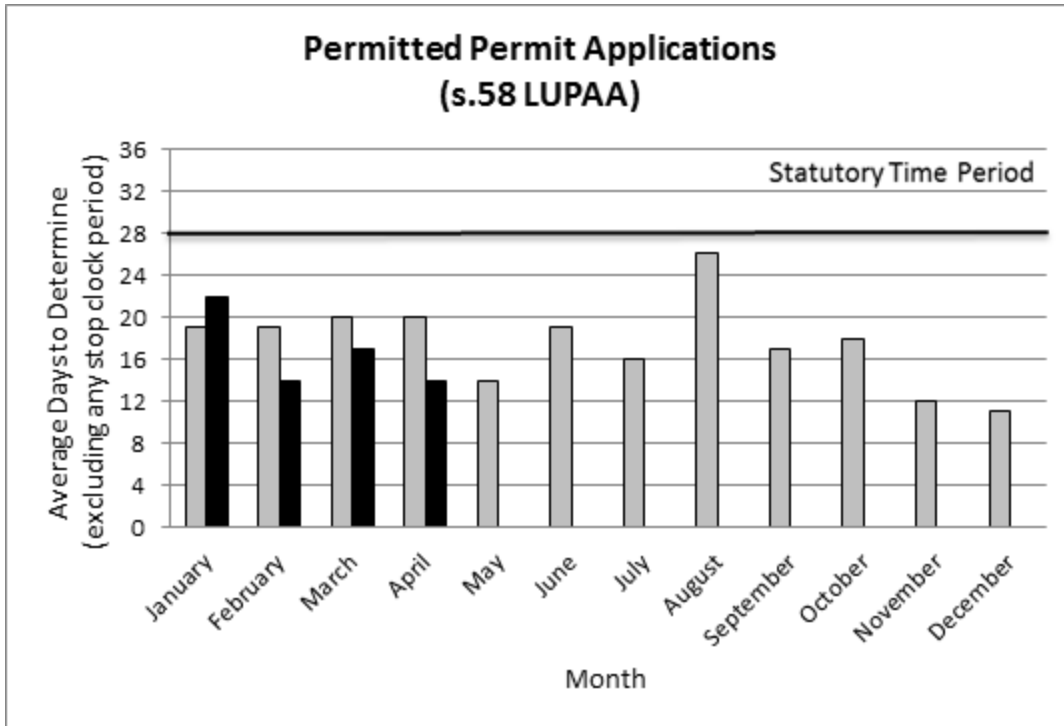
LAND USE AND DEVELOPMENT APPLICATIONS	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18
Permitted Use & Development	2	5	3	6	8	3	9	6	5	2	7	2	2
Discretionary Use & Development	1	6	9	5	6	7	4	9	6	12	6	12	2
Subdivisions	0	0	0	1	1	0	0	0	0	2	2	0	0
TOTAL APPLICATIONS	3	11	12	12	15	10	13	15	11	14	15	14	4
Determined by Delegation	7	11	6	10	10	11	18	13	11	8	16	16	7
Determined by Council	1	0	0	0	0	0	0	0	0	2	0	0	0
Withdrawn	0	0	1	0	1	0	0	0	1	0	0	2	0
Applications Cancelled by Planning Authority	0	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	0	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	0	0	0	1	0	0	0	0
Amendment finally approved	0	0	0	1	0	0	0	0	0	0	0	0	0
Amendment Refused by Tasmanian Planning Authority	0	0	0	0	0	0	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

2.3.2 Development Applications

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
20/12/17	2017/124	9 Ewington Way, Romaine	Dwelling Extension (Carport). Reliant on assessment against performance criteria for grant of permit – Clause 10.4.2 (P3)	14/03/18	28/03/18	Approved 05/04/18
21/02/18	2018/25	15 Nairana Avenue, Shorewell Park	Dwelling and Shed. Reliant on assessment against performance criteria for grant of permit – Clause 10.4.2 (P3)	17/03/18	05/04/18	Approved 11/04/18
26/02/18	2018/27	17 Corcellis Street, Wivenhoe	Development of a free standing building for occupation in conjunction with a Storage Use (Contractors Yard)	N/A	N/A	Approved 11/04/18
05/03/18	2018/30	36 Aleeka Court, Havenview	(Outbuilding) Garage. Reliant on assessment against performance criteria for grant of permit – Clause 10.4.2 (P3)	04/04/18	18/04/18	Approved 26/04/18
27/03/18	2018/36	5 Uplands Place, Park Grove	Dwelling Extension (Garage, Laundry, Deck). Reliant on performance criteria for grant of permit – Clause 10.4.2 (P3)	07/04/18	23/04/18	Approved 26/04/18
28/03/18	2018/40	7 Coorabin Court, Park Grove	(Outbuilding) Garage.	N/A	N/A	Approved 11/04/18
06/04/18	2018/42	11A Wiseman Street, Shorewell Park	Change of Use to Food Services	N/A	N/A	Approved 18/04/18

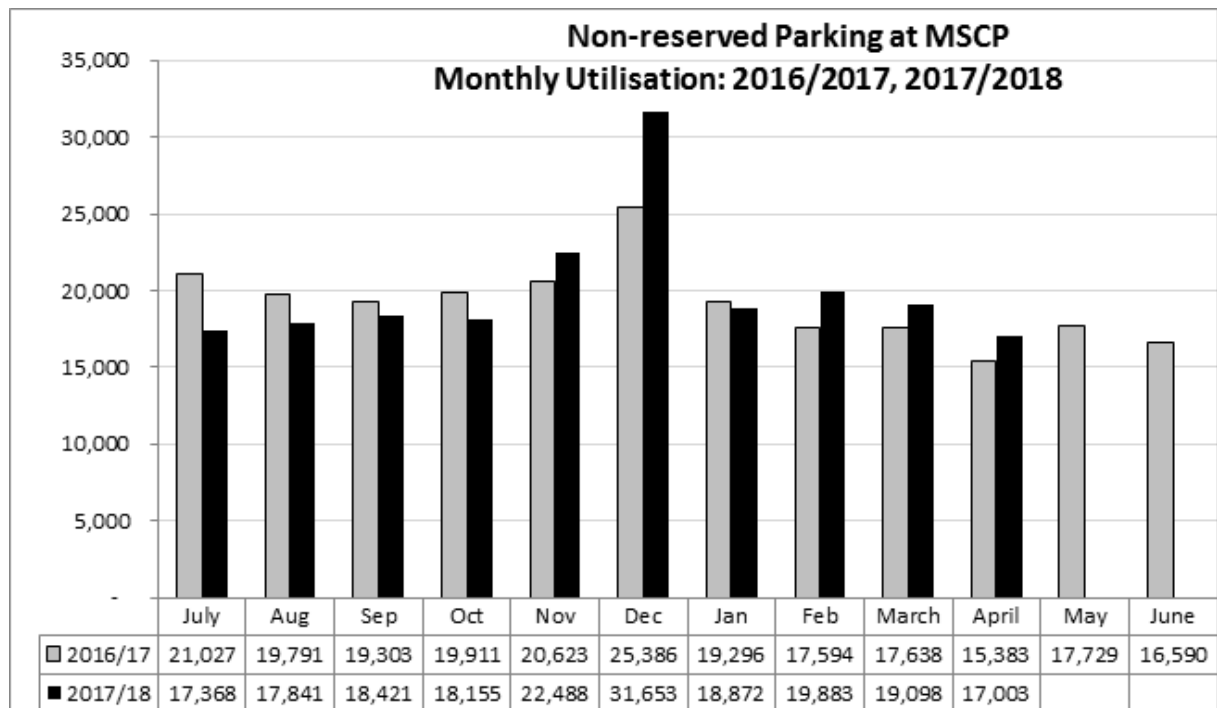
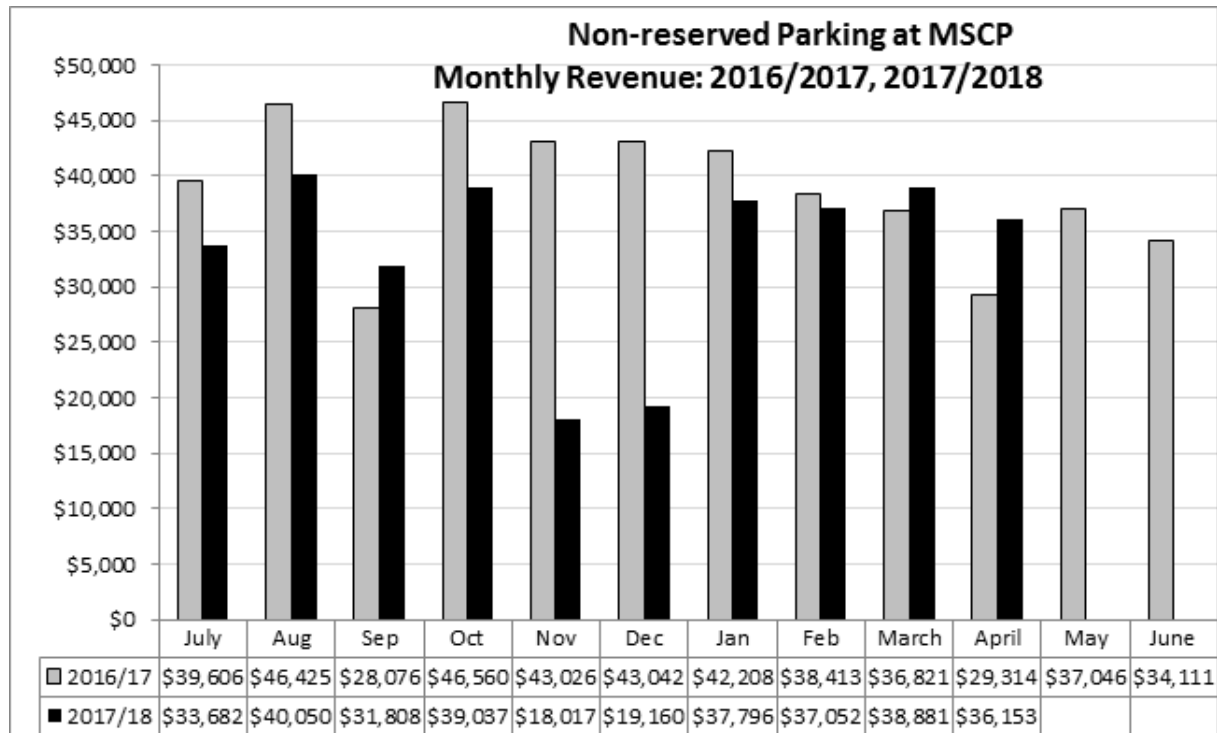
2.3.3 Subdivision Applications

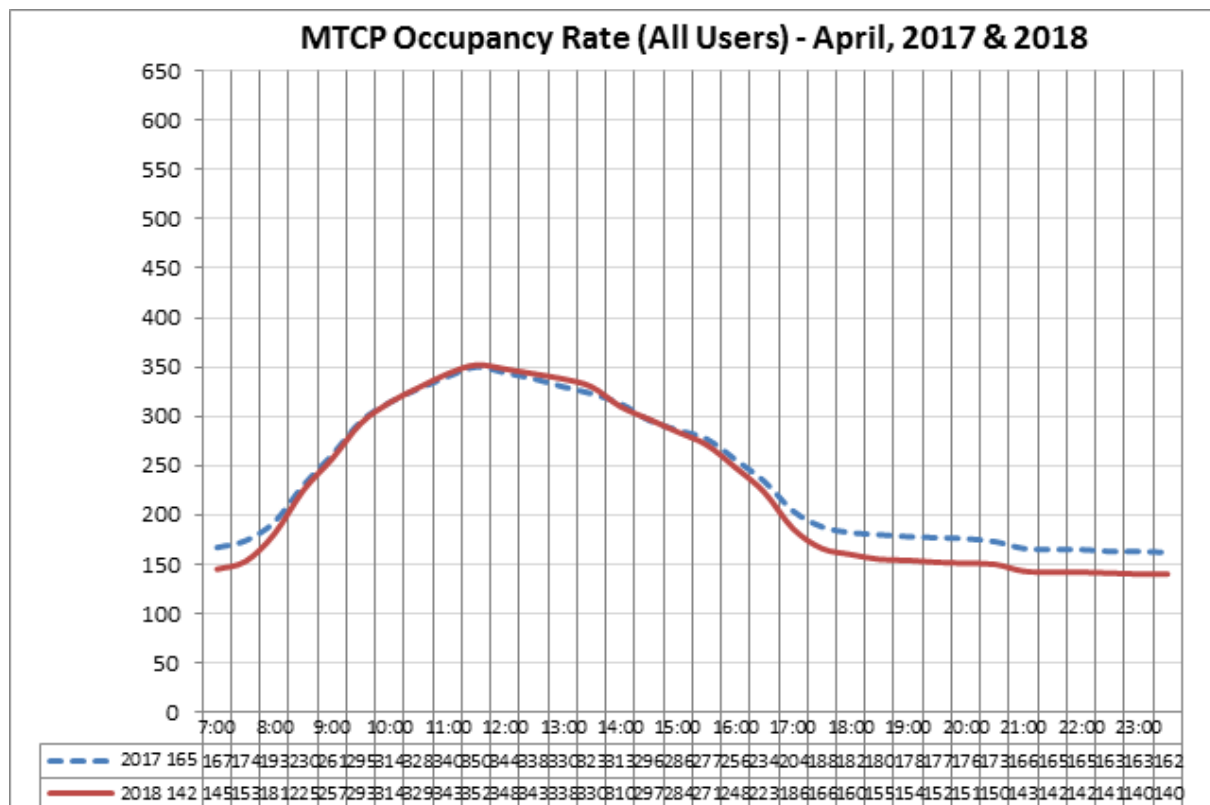
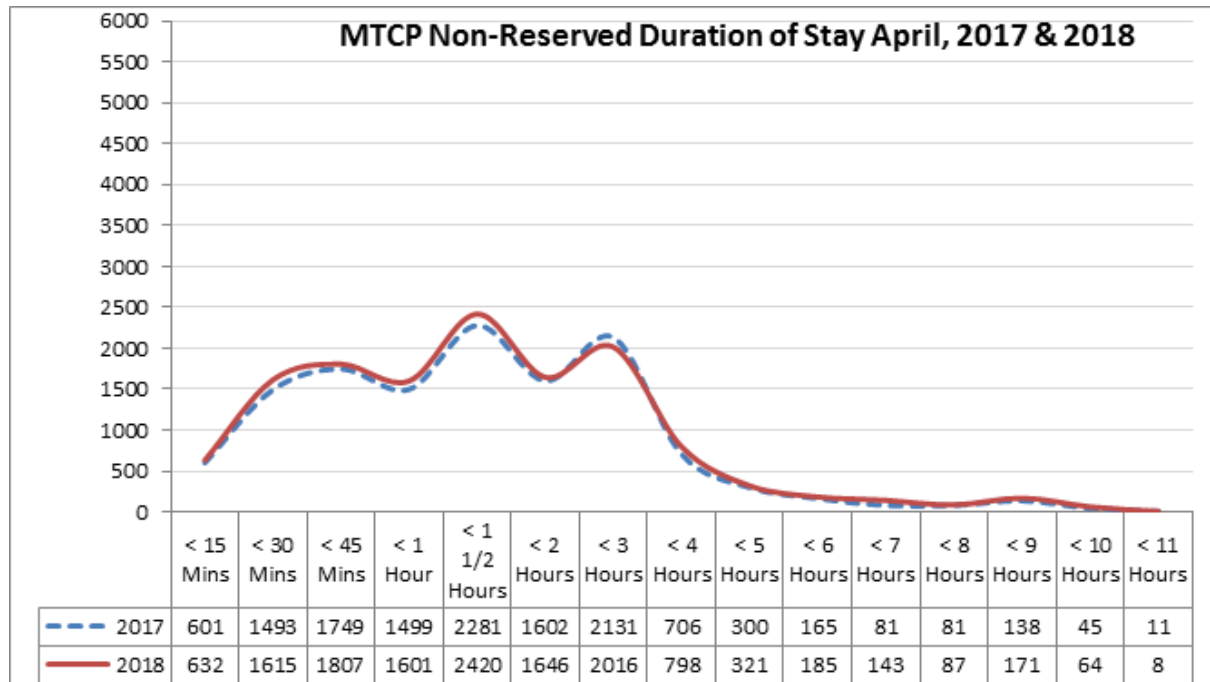
Nil.



Average time for determination of permit applications decided by month.

2.4 PARKING





Calculated on remaining spaces – 146 Reserved spaces for 2017, 135 Reserved spaces for 2018

2.5 CEMETERY STATISTICS

Burials	April 2018	YTD Total
Lawn Cemetery	7	89
Wivenhoe / Ridgley	0	0
Other	0	0
Total	7	89

YTD is measured from 1 July each year.

Ashes Interred	April 2018	YTD Total
Lawn Cemetery	3	37
Wivenhoe / Ridgley	0	0
Total	3	37

YTD is measured from 1 July each year.

COUNCIL RESOLUTION

Resolution number: MO171-18

MOVED: *Ald T Brumby*

SECONDED: *Ald A Keygan*

“THAT the General Manager’s Information Report for April 2018 be noted.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO131-18 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES APRIL 2018****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 April 2018 be noted.”

2.0 SUMMARY

The report includes the following items:-

- 3.0 Capital Works
 - 3.1 Quotations, Tenders and Contracts
 - 3.2 Civil Construction and Stormwater
 - 3.3 Buildings
 - 3.4 Parks, Reserves, Sporting Grounds and Cemeteries
- 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 (Quarterly reports in Feb, May, Aug, Nov agendas)
- 5.0 Vandalism and Reported Incidents
- 6.0 SES and Burnie Emergency Activity Reports

3.0 CAPITAL WORKS

3.1 Request for Quotations, Tenders and Contracts

3.1.1 Quotations

No quotations to report this month.

3.1.2 Tenders

- ***Contract 2604 – Provision of Security and/or Cash Collection Services***

Tenders have closed and a report has been prepared for Council's consideration.

- ***Contract 2605 – Provision of Cleaning Services for Public Amenities***

Tenders will be advertised on Saturday 12 May 2018 and reported to the June meeting.

- ***Contract 2607 – Provision of Cardboard and Public Place Recycling Collection Services.***

Tenders will be advertised on Saturday 12 May 2018 and reported to the June meeting.

3.1.3 Contracts

a) *Brief 192 – Burnie Surf Life Saving Club – Design and Project Delivery*

The Architect is progressing the design for Development Application submission in late May. The project is proposed for Tender in early June, with construction starting in September 2018. It is proposed to brief Aldermen on progress at the Council Workshop scheduled for 22 May 2018.

b) *Contract 2590 – South Burnie Breakwater Bund Reconstruction*

Work began on Monday 9 April 2018, is progressing well and on schedule. It was recently confirmed by the State Government, that their application on behalf of Council to the Federal Natural Disaster Relief and Recovery Arrangements funding was successful.

The federal funding is approximately \$250,000 and together with the State Government MAST funding of \$87,500, the project is now fully externally funded.

c) *Contract 2586 – Bitumen Surfacing Services 2017-2018*

Sealing works on Upper Natone Road from Osborns Road to Grooms Road was completed in April, which now completes all the rural road re-seal and major patching works for 2017-18.

In the urban areas, pavement upgrade and asphalt seal works on Strahan Street between Edwardes and Brickwell Streets is complete. Subsurface drainage work on Burton Street (off

Mount Street) is in progress in preparation for asphalt sealing toward the end of May 2018. Apart from Burton Street, all the urban re-sealing, asphalt and major patching works are complete for 2017-18.

d) *Contract 2577 – Marine Terrace Coastal Pathway*

Work is progressing well on schedule and within budget. The pathway ramp at Portside and the concrete pathway from Portside to Cattley Street is now open for public use. Landscaping by Council depot staff is progressing well.

Structural steel for the elevated walkway is 75% complete with the balustrade and decking to follow. The focus over the next month is to complete the elevated walkway (which includes a viewing alcove off the end of Wilmot Street) and widening of the existing pathway and fencing north of Wilmot Street. Along the section of elevated walkway a wire rope barrier will be installed between the road and the pathway to enhance pedestrian safety.

Works are expected to be complete by the end of May 2018.

e) *Contract 2567 – West Park Oval – Drainage Improvements*

Works are complete. The grass care period was extended to Friday, 25 May 2018. The football club is expected to resume use of the ground thereafter.

f) *Contract 2603 – Plummer Avenue Upgrade*

Works by the Contractor began on 18 April 2018 and are progressing satisfactorily with two of the three concrete road panels poured and stormwater services 80% complete. The project is expected to be complete by late May 2018.

3.2 Civil Construction and Stormwater

- Rural Road Culverts Program – 60% complete.
- Kerb Ramp Upgrade Program – complete.
- Gully Pit Replacement Program – 90% complete.
- Mooreville Road Upgrade – 95% complete.
- 23 Regent Street Retaining Wall – 98% complete.
- Guide Road Reseal – complete.
- West Park Grove SW Main Upgrade – complete.
- East Ridgley Road Reseal – 98% complete.
- Fernglade Reserve turning circle – complete.
- Strahan Street Upgrade – 95%.
- Burton Street Retaining Wall Repairs – 50% complete.

3.3 Buildings

- PCYC Stadium Hall painting and linings – complete.
- View Road Reserve Frisbee Golf – complete.
- Depot Amenities/Store Roof Replacement – complete.

- The Point Steelwork Painting – complete.
- Natone Football Club visitor’s change room cladding & windows – complete.
- Stowport Hall cladding – 95% complete.
- Wivenhoe Grandstand Cladding – deferred.
- CBD Street Signage Upgrade – 60%.
- West Park Football Interchange Box Refurbishments – complete.

3.4 Parks, Reserves, Sporting Grounds and Cemeteries

- West Park Oval drainage works – complete. Surface Rehabilitation continuing.
- Romaine Reserve east of spillway landscaping – 90% complete.
- Walking Track upgrades – 95% complete.
- Marine Terrace Coastal Pathway Landscaping – 20%.

4.0 OPERATIONS AND MAINTENANCE

4.1 Civil Construction and Stormwater

Operation and maintenance in accordance with the Service Level Document, including:

- CRM works – as required.
- Reactive street signage repairs – as required 70% complete.
- Rural and urban hotmix patching and monitoring of road shoulder hotspots – ongoing.
- Manhole maintenance – as required.
- Gravel Roads and Shoulders Grading Program – complete.
- Footpath Maintenance Program – 65% complete.
- Stormwater hotspot inspections and monitoring – ongoing.
- Hotmix minor patching and edge-breaks – complete.
- Annual Rural Roadside Spraying Program – completed (1 of 2). Next spray in May.
- Annual Urban Roadside Spraying Program – completed (1 of 2). Next spray in May.
- CBD Footpath Cleaning (Pavers) – complete.
- Driveway maintenance – 20% complete.

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.
- Electrical testing and tagging – numerous Council locations – ongoing.
- Plumbing maintenance – public amenities – as required.
- CBD linemarking – as required.
- Vandalism repairs and painting – as required.
- Statutory Building Essential Health and Safety Compliance inspections – 50% complete.
- CBD Painting Program (cabinets, poles & bollards) – 98% complete.
- Aquatic Centre Change room Taps Replacement – 20% complete.
- General Public Toilet Maintenance Program – 80% complete.
- Natone Recreation Ground ticket box recladding – complete.

- City Offices LED lighting changeover – 65% complete.
- Wivenhoe showground trackside seating replacement – 10% complete.
- Ridgley Recreation Ground Timekeeper’s Box Recladding – 5% complete.
- Ridgley Community Centre Gutter & Fascia Replacement – 80% complete.
- SES Burnie Headquarters Minor Maintenance – 70%.
- PCYC Window Replacement – 5% complete.
- Depot Window Replacement – 20%.
- Depot Energy Saving Works – 50% complete.
- Electrical Testing & Tagging (Council Operational Buildings) – 20% complete.

4.3 Parks, Reserves, Sporting Grounds and Cemeteries

Maintenance and minor works in accordance with the Service Level Document, including:

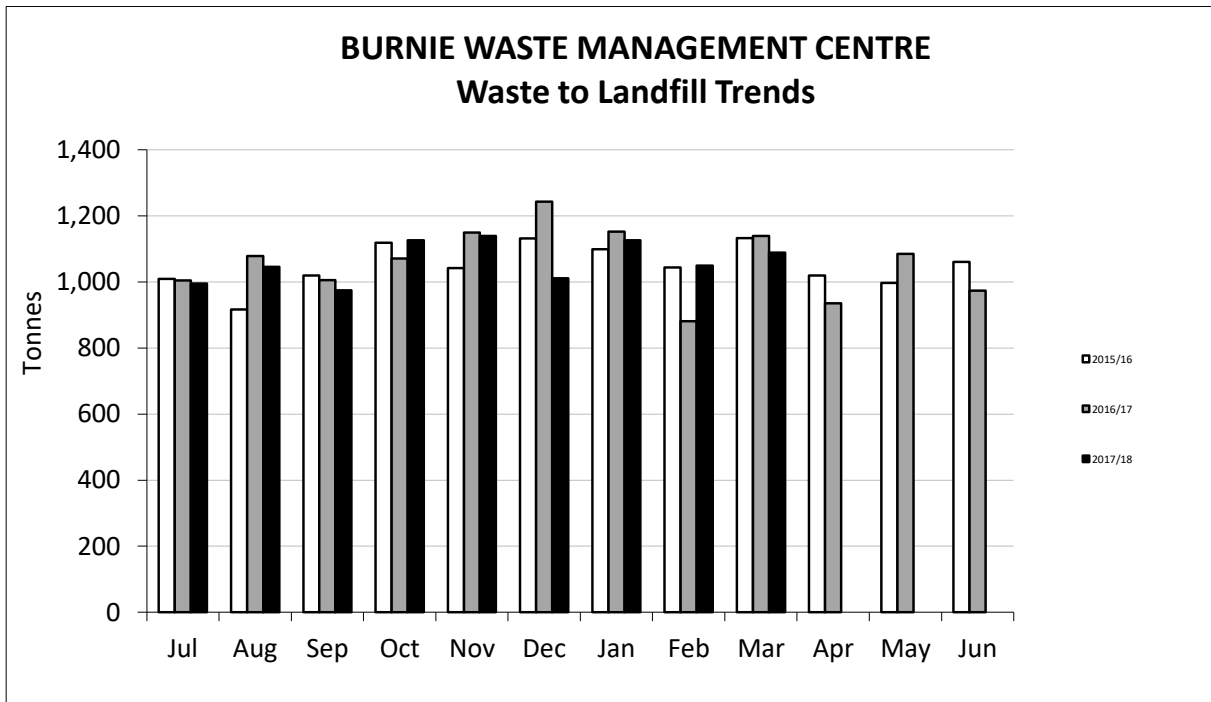
- CRM works – as required.
- Preventative tree maintenance – ongoing.
- Dangerous tree assessments/removal – as required/identified.
- Grass Care and Ground & Feature Care schedules – ongoing.
- Sports grounds maintenance and mowing schedules – ongoing.
- Walking track annual maintenance program – 90% complete.
- Routine SLD Inspections – as scheduled.
- Routine playground maintenance and statutory inspections – as per SLD and Regulations.
- West Park Oval maintenance and wicket preparation – ongoing – focus on surface rehabilitation post drainage project.
- Sports Grounds maintenance – ongoing.
- PCYC Retaining Wall Weed spraying & re-mulching – 50%.
- Wivenhoe Showground embankment weed spraying & re-mulching – 50%.
- Burnie Park rose replacement – ordered.
- Sports grounds summer/winter changeover – complete.

4.4 Waste Management

The following tables and figures report activities for the quarter to end of March 2018.

MUNICIPAL WASTE DIVERSION FROM LANDFILL (tonnes)														
	2016/17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	2017/18
Waste Transported to Landfill	12,720	995	1,046	975	1,126	1,139	1,011	1,126	1,050	1,089				9,557
BCC Recovery	5,357	328	277	222	488	495	479	526	248	221	-	-	-	3,285
TPI Recovery	1,143	69	70	61	81	96	78	79	101	97	-	-	-	732
Recyclables Collected Kerbside	1,384	96	103	99	105	108	169	124	111	153	-	-	-	1,068
Total Municipal Waste	20,604	1,489	1,496	1,357	1,800	1,839	1,738	1,855	1,509	1,560	-	-	-	14,642
% diverted from Landfill	38%	33%	30%	28%	37%	38%	42%	39%	30%	30%	-	-	-	35%

Note: Figures are displayed to nearest whole number

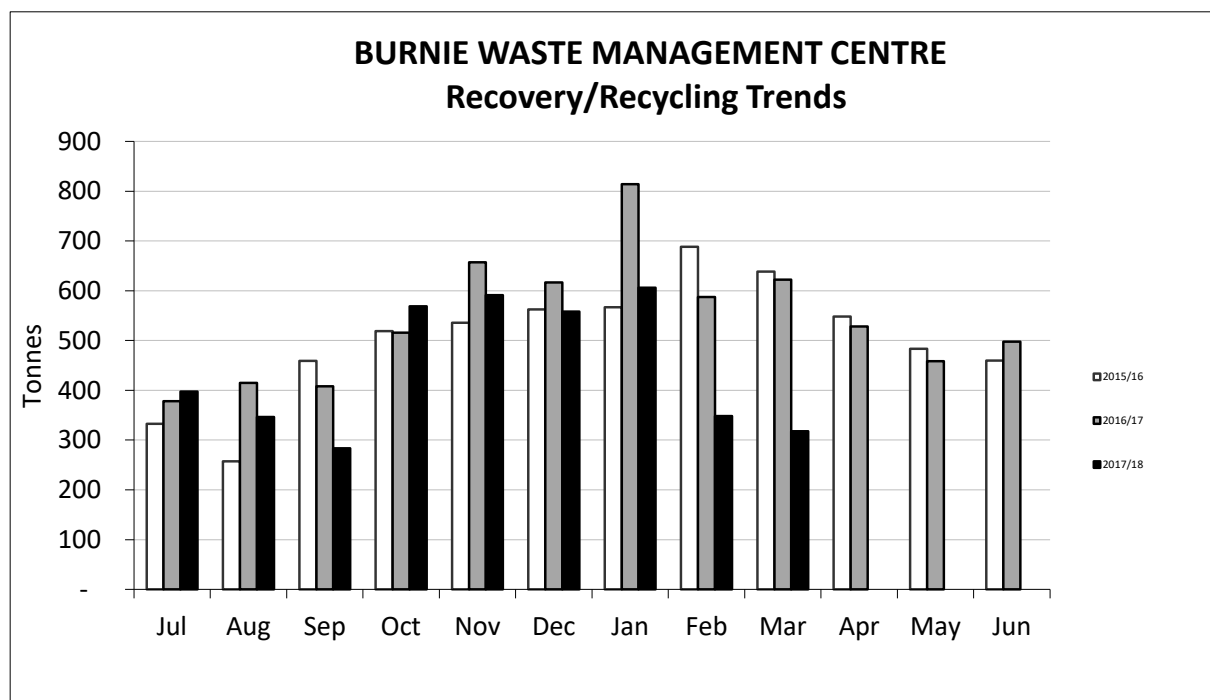


BURNIE WASTE MANAGEMENT CENTRE			
WASTE TO LANDFILL			
Summary Table (tonnes)			
Month	2015/16	2016/17	2017/18
Jul	1,009	1,005	995
Aug	917	1,079	1,046
Sep	1,020	1,005	975
Oct	1,118	1,071	1,126
Nov	1,042	1,150	1,139
Dec	1,132	1,243	1,011
Jan	1,100	1,152	1,126
Feb	1,044	881	1,050
Mar	1,133	1,139	1,089
Apr	1,020	936	
May	997	1,085	
Jun	1,061	974	
TOTAL	12,592	12,720	9,557

Note: Figures are displayed to nearest whole number

BURNIE WASTE MANAGEMENT CENTRE RECOVERY/RECYCLING															
BCC ACTIVITIES		2016/17	MONTH												YTD 2017/18
	Units		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	
Recyclables	t	94	6	11	5	9	7	9	8	8	10				73
Cardboard	t	124	11	9	9	10	13	11	11	12	11				96
E-Waste	t	26	4	-	-	-	-	-	-	10	-				14
Oil	L	11,700	-	2,100	1,050	750	650	550	1,900	400	1,000				8,400
	t	10.30	-	1.85	0.92	0.66	0.57	0.48	1.67	0.35	0.88	-	-	-	7.39
Green Waste	m3	25,515	1,536	1,274	1,035	2,344	2,376	2,293	2,529	1,091	996				15,474
	t	5,103	307	255	207	469	475	459	506	218	199	-	-	-	3,095
Total BCC Activities	t	5,357	328	277	222	488	495	479	526	248	221	-	-	-	3,285
TPI ACTIVITIES		2016/17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	2017/18
Cardboard	t	170	3	10	4	9	7	7	4	4	4				52
Steel	t	236	26	22	16	22	39	43	21	22	16				227
NonFerrous Metals	t	29	4	3	2	2	4	1	2	4	3				24
Timber	t	110	6	3	3	10	1	1	-	12	6				41
Concrete	t	5	1	-	-	-	-	-	-	-	0				1
<i>Total Transfer Shed Recovery:</i>		550	40	38	24	43	52	52	27	41	28	-	-	-	345
Skip Bin Steel	t	326	19	17	20	20	31	22	48	43	48				268
Skip Bin Tyres	No.	430	33	62	39	52	102	-	-	243	54				585
	t	2.4	0.18	0.34	0.21	0.29	0.56	-	-	1.34	0.30	-	-	-	3.2
Skip Bin Timber	t	51	5	5	2	4	5	4	5	2	6				37
Concrete Stockpile	t	213	6	10	15	14	6	-	-	13	15				79
Total TPI Activities		1,143	69	70	61	81	96	78	79	101	97	-	-	-	732
TOTAL RECOVERY	t	6,500	398	347	283	569	591	558	606	348	318	-	-	-	4,017

Note: Figures are displayed to nearest whole number



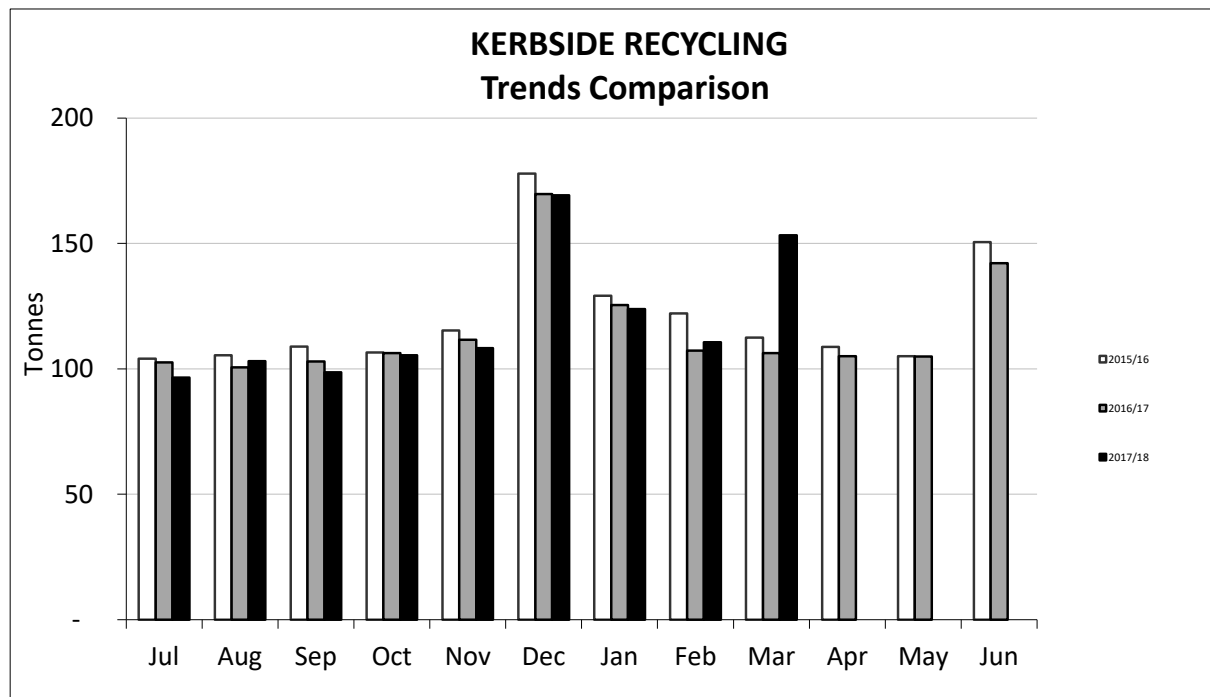
Note: Variance Note: 1Q18 recovery figures are down in comparison to previous years. This is partly due to reduced waste volumes to site and a reduction in Green Waste receive.

BURNIE WASTE MANAGEMENT CENTRE			
RECOVERY/RECYCLING			
Summary Table (tonnes)			
Month	2015/16	2016/17	2017/18
Jul	333	378	398
Aug	257	415	347
Sep	459	408	283
Oct	519	516	569
Nov	536	657	591
Dec	562	617	558
Jan	567	814	606
Feb	688	588	348
Mar	638	622	318
Apr	548	528	
May	483	458	
Jun	460	498	
TOTAL	6,051	6,500	4,017

Note: Figures are displayed to nearest whole number

KERBSIDE RECYCLING														
RECYCLABLES COLLECTED	YTD 2016/17	MONTH (tonnes)												YTD 2017/18
		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	
Kerbside Recycling	1,195.5	83.1	88.0	85.4	89.5	93.9	155.6	110.2	97.7	137.9				941.1
CBD Cardboard	82.6	4.8	5.6	4.7	6.0	4.0	3.0	3.0	3.0	5.0				39.1
Outer BD Cardboard	28.8	2.1	2.9	2.2	3.4	4.0	4.0	4.0	4.0	4.0				30.6
Council and Public Place Contract	77.5	6.5	6.5	6.3	6.5	6.3	6.5	6.5	5.9	6.3				57.7
TOTAL	1,384.5	96.5	103.0	98.6	105.4	108.2	169.1	123.8	110.6	153.2				1,068.5

Note: Figures are displayed to nearest whole number.



Note: Generally two fortnightly kerbside recyclables collections fall within a monthly reporting period, occasionally three fortnightly kerbside collections occur (e.g. in the months for December 2015, 2016 and June 2015, 2016).

KERBSIDE RECYCLING			
Summary Table (tonnes)			
Month	2015/16	2016/17	2017/18
Jul	104	103	96
Aug	105	101	103
Sep	109	103	99
Oct	107	106	105
Nov	115	112	108
Dec	178	170	169
Jan	129	125	124
Feb	122	107	111
Mar	112	106	153
Apr	109	105	-
May	105	105	-
Jun	151	142	-
TOTAL	1,477	1,384	1,068

Note: Figures are displayed to nearest whole number.

5.0 VANDALISM AND REPORTED INCIDENTS

Vandalism and reported incidents to Council property are as follows:

DATE	LOCATION	VANDALISM AND REPORTED INCIDENTS	POLICE REPORT FILED	MONTHLY SUMMARY TO POLICE	CCTV FOOTAGE	OUTCOME	ESTIMATED MONTHLY COST	PROGRESSIVE ANNUAL TOTAL
APRIL								
	Facilities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	No	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$1,100.00	
	Community Amenities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	No	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$900.00	
	Parks and Reserves (including Cemeteries)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	No	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$1,150.00	
	Sports Grounds	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	No	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$500.00	
12/04/18	Hilder Pde, Reeve St, Fernglade Res & Romaine Res Toilets	Graffiti	No	Yes	No	Remove/Paint Out Graffiti	\$300.00	
						TOTAL	\$3,950.00	\$40,571.10

6.0 SES AND BURNIE EMERGENCY MANAGEMENT COMMITTEES ACTIVITY REPORTS

- SES Burnie Unit – Working with Unit Manager on upgrading toolkits for two response vehicles out of 17-18 SES Capital funding.
- North West Regional Emergency Management Committee (NWREMC) – next meeting 9 May 2018 at Ulverstone Fire Station.
- Western Emergency Management Committee (WEMC) – next meeting 17 May 2018 at Circular Head Council.

- Western Fire Management Area Committee (WFMAC) – next meeting at Burnie Department of Police Fire and Emergency Management (DPFEM) Headquarters – Next meeting date TBC. February 2018 meeting cancelled.
- BCC is continuing to work on combined WEMC Regional Risk Register development.
- TasFire Fuel Reduction Unit (FRU) has prepared a burn plan for an area of the upper Fernglade Reserve off Rutherfords Road identified in Annual Fire Management Plan – Land Owner’s Agreement signed off and with TFS. Burn likely to be next autumn 2019.

COUNCIL RESOLUTION**Resolution number: MO172-18****MOVED:** *Ald C Lynch***SECONDED:** *Ald S French AM****“THAT the General Manager’s Information Report for Works and Services April 2018 be noted.”*****For:** Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.**Against:*****CARRIED UNANIMOUSLY***

GENERAL MANAGER**AO132-18 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT APRIL 2018****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 April 2018 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
- 2.4 Burnie Regional Art Gallery
- 2.5 Makers’ Workshop – Visitor Information Centre
- 2.6 Marketing and Events
- 2.8 Collective Impact
- 2.8 Youth Development

2.1 BUSINESS AND RECREATION

Burnie Challenge

The Challenge was held on Sunday April 8 with nearly 1000 entrants which is comparable with other years. It involved a number of community groups and organisations including the SES, Tas Fire Service, Lions Club, St John Ambulance and a small army of volunteers and Council staff.

The course involves the Shorewell Creek area from the Three Mile Line to Hellyer College. There were 17 obstacles to complete before returning through the course to the finish line. Obstacles along the course were designed to physically challenge each individual. There are various levels of obstacles to cater for different age groups. The event course was prepared by qualified cross-fitness trainers who have experience in running this type of course.

Apart from a large contingent of individuals, participants in the event also comprised of teams from corporate, sporting clubs and families. Specifically this project targets families and teams from the local area.

Feedback from all parties was good with helpful suggestions for next year's event.

City Link

City by the Sea advertisements have now been in circulation on the TV for two months. There is one more month of coverage.

Live...Play...Shop...Local – City Link is collaborating with Sea FM and The Advocate in a shop local promotion. Sea FM will be interviewing several people who would like to talk on radio to discuss the benefits of everyone using local businesses and what that flow on means for the greater community. Posing the question; do you support community groups/clubs, sporting clubs and or organisations? How do you support them? How do you make a positive contribution towards living in Burnie? How does shopping in Burnie help everyone in the community?

A small promotion to acknowledge all the Mums on Mother's Day will be organised with the use of social media as the main medium.

CityLink Committee is in discussion around what events and promotions they see as priorities for the community. These will be presented to Council.

2.2 COMMUNITY / CULTURAL DEVELOPMENT

Financial Assistance Grants Round One

The Financial Assistance 2018/2019 and Waste Disposal Cost for Charitable and Not-for-Profit Organisations Round One closed on March 28.

Council received 13 Financial Assistance applications seeking assistance of \$67,273. Three applications for Waste Disposal assistance were received seeking assistance of \$14,112.

Age Friendly Communities Plan

Council Officers are working with Family Based Care on an event for carers in Burnie. An update of the Action Plan is in progress.

Volunteer Tasmania Network Meeting

Council Officers attended the Volunteer Tas meeting held at the Emu Valley Rhododendron Gardens. Mr Neil Luddington provided an overview of risk management and insurance in regard to volunteering.

North West Social Recovery Committee

Council Officers are co-ordinating the combination of Burnie's Social Recovery Plan with Waratah Wynyard and Circular Head Council's in line with the combined Emergency Management plan currently in place.

Council's Social Recovery Co-ordinator attended the NW Social Recovery meeting held in Burnie.

- Tas Fire Report:
Fire bans and Permits are no longer required.
Burn offs will be starting over the next few months.
- Red Cross:
There is a 'Preparedness App' now for mobile phones on how to plan for emergencies.
- THS:
Currently running an Influenza awareness campaign.

Friends of Fernglade (FOF) Financial Assistance

Met with the FOF co-ordinator in regard to seeking reimbursement of financial assistance for the Platypus Festival held in January 2018.

Dream Big Program

Contacting local senior groups to arrange for CED Director and Project Officer for Collective Impact to guest speak at their next meeting to discuss Dream Big and to seek volunteer drivers for the program.

Christmas Parade

Working on the road closure sequence to ensure that Marine Terrace is closed prior to 5.30pm in readiness for parade participants. Council Officers met with SES and have confirmed that they will follow Council staff in an SES vehicle during the packing up of signage post parade.

2017/2018 Financial Assistance Grants (as at 8/5/18)**Round One 2017-18**

Name/Organisation	Committed	Paid	Description of Project
Burnie Junior Football Club	\$959	\$959	To purchase a HP Laser Printer.
Burnie Rugby Union	\$3,479	\$2,833	To purchase corner pads, corner posts and pads plus freight.
Burnie Softball and Cricket Club	\$1,225	\$1,225	To purchase a defibrillator.
Girl Guides Tasmania	\$1,130	\$1,130	To purchase three laptops and basic software.
Highclere Community Centre	\$8,569	\$8,569	To re-roof the Highclere Community Centre.
Koori Kids – NAIDOC week	\$400	\$400	To provide an educational component to NAIDOC Week, promote cultural diversity and indigenous heritage in the spirit of reconciliation.
Out of the Shadow and into the Light Suicide Awareness	\$1,273	\$1,270	To construct a low garden in the shape of a semicolon and the construction of access paths to the memorial tree and garden.
Probus Club of Burnie	\$1,400	\$1,400	To purchase a public address system comprising of a wireless speaker, headset, speaker stand and wireless hand held microphone.
Ridgley Fire Brigade	\$1,225	\$0	To purchase a defibrillator. No funds to contribute 50% toward defib so unable to claim funding.
Stowport Community Morning Tea Group	\$608	\$97	Exemption from paying hall hire and kitchen hire fees for 'Great Big Morning Tea' and 'Christmas luncheon' for seniors for the next three years.
Tasmanian Special Children's Christmas Party	\$1,500	\$1,500	To send 16 local children and families to the Special Children's Christmas Party.
West Ridgley Cricket Club	\$1,225	\$1,225	To purchase a defibrillator.
Total	\$22,993	\$20,608	

Round Two 2017-18

Name/Organisation	Committed	Paid	Description of Project
Park Run Australia	\$6,000	\$6,000	Organise a free Burnie Park Run.
Coastal Senior Cycling club	\$1,526	\$1,526	To purchase a defibrillator and a 2-way radio system.
Ridgley District Bowls Club	\$740	\$740	To purchase a split system, reverse cycle air conditioner.
Burnie Bowls Club	\$2,800	\$	Improve security of venue around bar area.
Burnie Golf Club	\$2,500	\$2,273	To purchase a Flail Mower.
Playgroup Tasmania	\$1,950	\$1,950	To purchase a Start Up Kit for new Burnie playgroup.
Friends of Fernglade	\$1,222	\$768	Support for the Platypus Festival in January 2018.
Natone Community Hall Committee	\$3,690	\$3,355	Purchase suitable tables and chairs for hall.
NW Environmental Centre	\$1,161	\$1,161	To purchase 1 Banner and 4 Wind Flags promoting the NW EcoFest.
Sovereign Military Order of the Knights Templar	\$2,868	\$2,868	To purchase equipment for an eight week Pilot Youth Program.
Total	\$25,029	\$20,641	

Committed Three Year Sponsorship (2016-2019)

Cooee to Camdale Coastcare (\$6,353 over 3yrs)	\$2,117	\$1,145	To purchase equipment, clothing and assist with insurance and telephone costs.
Burnie Amateur Swimming Club (\$5,000 over 3yrs)	\$1666	\$1,666	To assist with the costs of hiring the Burnie Aquatic Centre.
Burnie Athletic Club (\$9,000 over 3yrs)	\$3,000	\$3,000	To assist with costs of television coverage for the New Year's Day Carnival.
Total	\$6,783	\$5,811	

Committed Three Year Sponsorship (2017-2020)

Burnie Men's Shed (\$1,716 over 3yrs)	\$572	\$572	Assist with costs for kerbside collection.
Total	\$572	\$572	

State Representatives Allowance

	Budget	Paid
State Representatives	\$10,000	\$4,200

Mayor Financial Assistance Minor Sponsorship Requests

	Budget	Paid
Minor Sponsorship Requests	\$2,500	\$400

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	\$2,500	\$0
City of Burnie Brass Band	\$2,500	\$0
EMUsicians	\$2,500	\$2,500
Stringalong Music Programme	\$2,500	\$2,500
Total	\$15,000	\$10,000

Other Community Group Assistance

Name/Organisation	Committed	Paid
Carols by Candlelight	\$4,500	\$4,500
Morning Melodies	\$1,460	\$1,091
Total	\$5,960	\$5,591

Waste Disposal Costs for Charitable & NFP Organisations

Name/Organisation	Committed	Paid
Australian Red Cross	\$988	\$159
Launceston City Mission	\$4,012	\$598
Total	\$5,000	\$757

YTD Totals

Name/Organisation	Budget	Committed	Paid
Financial Assistance Grants Round 1		\$22,993	\$20,608
Financial Assistance Grants Round 2		\$25,029	\$20,641
Committed Three Year Sponsorship (2016-2019)		\$6,783	\$5,811
Committed Three Year Sponsorship (2017-2020)		\$572	\$572
State Representatives Allowance		\$10,000	\$4,200
Minor Sponsorship Grants by Mayor		\$2,500	\$400
Total Financial Assistance Grants	\$70,500	\$67,877	\$52,232
Community Bands	\$15,000	\$15,000	\$10,000
Other Community Group Assistance	\$5,960	\$5,960	\$5,591
Waste Disposal Costs for Charitable & NFP Organisations	\$5,000	\$5,000	\$757

2.3 BURNIE REGIONAL MUSEUM

Attendance: 1395
Admissions: 577
Revenue: \$2049

The last month of The Advocate Gift exhibition saw lunchtime talks. This exhibition closed on 15 April. The Friends of the BRM High Tea was held in the old Launceston Bank for Savings building on Cattley Street. There were no cruise ships this month.

2.4 BURNIE REGIONAL ART GALLERY

Attendance for April – 2,445.

2.5 MAKERS' WORKSHOP – VISITOR INFORMATION CENTRE***Visitor Numbers –April 2018***

Makers Workshop Door count	6,054 people
Visitor Centre Count	2,676 people
Cruise ships	0

Creative Paper Tasmania –April 2018

Hand Made Paper Tour Experience	261 entries
Coach Groups	3 buses
Creative Paper Website	4 enquiries. 7 online sales.

2.6 MARKETING AND EVENTS

No report for April.

2.7 COLLECTIVE IMPACT

Burnie Works

Representatives of Burnie Works visited Whyalla, South Australia, as part of a collective impact study exchange with HOPE Collective. The HOPE Collective visited Burnie in late 2016.

Every Day Counts

Evaluation of Every Day Counts is continuing.

BIG

BIG will hold Up Close and BIG with Professor Tim McCormack on 24 May 2018.

Dream BIG

Business members of BIG visited Montello, Havenview, Coee and Natone holding jobs brainstorming session with Grade 5 students taking part in business visits.

All preferences for 2018 are now in, with work underway on business visits for 2018.

Local Drug Action Team (LDAT)

The LDAT working group held their first meeting on 24 April 2018.

2.8 YOUTH DEVELOPMENT

Burnie Youth Council (BYC)

The Burnie Youth Council's first meeting was planned for 29 March, but considering that this involved the vote for Youth Mayor and not all schools could attend, it was rescheduled to 5 April and only as a vote for positions on the Youth Council.

Youth Councillors were able to make a small presentation before the voting occurred, and the results were:

Youth Mayor – Georgie Blake
Deputy Youth Mayor – Bellamy Paine
Junior Deputy Youth Mayor – Millie Lithgow

First formal meeting is planned for 17 May.

Youth Strategy

The initial milestone within the Action Plan, 'understanding the stakeholders' has progressed, and 'Engagement', planned for April has been underway. In Transport, Diversity and Housing there is the formation of working groups occurring that is ahead of the June start date in the Action Plan.

Youth Making Changes around Burnie

“Burnie Braaaains” was a zombie and horror themed film night in Burnie’s Marine Plaza for both adults and young adults 15 and up in celebration of Youth Week. The event was delayed from the 14 April to the 23 April, the last day of Youth Week, due to the violent weather.

Burnie Braaaains was a collaboration between YMCAB, Burnie Girl Guides, Penguin Leo’s, and including young people from “Speak Out” an advocacy organisation for people with a disability and supporting the Councils diversity goals within the Burnie Youth Strategy. Girl Guides provided a BBQ along with ‘eyes’, ‘brains’ and ‘finger’ edibles for sale to raise funds. Penguin Leo’s provided snacks and Speak Out also provided a table with information and were heavily involved in both planning and delivery of the event on the day.

The event successfully targeted young people around 15 to 25 with around 60 people attending over the night. A number of adults over 25 also attended. Feedback was that it was a great night’s entertainment enjoyed by all, the movie and the choice of theme all contributing. All organisations of young people involved wish to attend the next YMCAB meeting.

COUNCIL RESOLUTION**Resolution number: MO173-18****MOVED: Ald S French AM****SECONDED: Ald K Dorsey*****“THAT the General Manager’s Information Report for Community and Economic Development April 2018 be noted.”***

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO133-18 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES APRIL 2018****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 April 2018 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 April 2018.

YTD Comprehensive Income Statement

	YTD Actual	YTD Budget	YTD Variance to Budget	Annual Budget 2018	Annual Forecast 2018	Forecast Variance to Budget	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Recurrent Income							
Rates and charges	22,492	22,514	⚠️ 22	22,552	22,544	⚠️ 7	U
Statutory fees and fines	763	767	⚠️ 3	920	926	✅ (5)	F
User fees	3,733	4,251	❌ 518	5,095	4,738	❌ 358	U
Grants	1,073	1,037	✅ (36)	1,333	1,310	⚠️ 22	U
Reimbursements	313	168	✅ (145)	193	513	✅ (321)	F
Other income	665	700	⚠️ 36	841	890	✅ (50)	F
Investment income	955	958	⚠️ 3	1,590	1,487	❌ 103	U
Total recurrent income	29,994	30,394	❌ 400	32,523	32,409	❌ 115	U
Recurrent Expenses							
Employee benefits	8,330	9,411	✅ (1,081)	11,435	10,781	✅ (654)	F
Materials and services	8,145	8,361	✅ (216)	10,446	10,625	❌ 179	U
Depreciation and amortisation	6,400	7,067	✅ (666)	8,485	7,864	✅ (621)	F
Finance costs	45	44	⚠️ 2	87	87	✅ -	F
Other expenses	2,604	2,589	⚠️ 14	3,173	3,178	⚠️ 5	U
Total recurrent expenses	25,524	27,471	✅ (1,947)	33,627	32,535	✅ (1,091)	F
Operating surplus/(deficit) before capital items	4,469	2,923	✅ (1,546)	(1,103)	(126)	✅ (977)	F
Capital Items							
Capital grants	229	300	❌ 71	1,003	1,058	✅ (55)	F
Expenditure on assets not owned by Council	(72)	-	❌ 72	-	-	✅ -	F
Developer Contributions	1,962	-	✅ (1,962)	-	1,231	✅ (1,231)	F
Net gain/(loss) on disposal of assets	(288)	-	❌ 288	(220)	(220)	✅ -	F
	1,832	300	✅ (1,532)	783	2,069	✅ (1,286)	F
Surplus/(deficit)	6,301	3,223	✅ (3,079)	(320)	1,943	✅ (2,263)	F
Operating Margin	1.18	1.11		0.97	1.00		

F = YTD favourable variance to budget

U = YTD unfavourable variance to budget

Council is budgeting for an underlying deficit of \$1.103m in 2017-18.

Council is currently forecasting to have a favourable operational variance to budget of \$977m. This is predominately due to wages savings from vacancies within the Corporate & Business Services and Land & Environmental Services directorates, higher than budgeted reimbursements income and lower than budgeted depreciation. Further detail of the forecast variances to budget is provided in section 2.3.

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. Council is forecasting to have a current ratio of 1.67 as at 30 June 2018.

Statement of Financial Position

	Actual 2018 \$'000	Budget 2018 \$'000	Forecast 2018 \$'000
Assets			
Current assets			
Cash and cash equivalents	8,007	3,719	6,543
Trade and other receivables	3,528	2,523	2,523
Inventories	168	166	166
Other assets	11	26	26
Total current assets	11,714	6,434	9,258
Non-current assets			
Investment in water corporation	65,304	65,304	65,304
Investments in controlled entities	2,916	2,916	2,916
Property, infrastructure, plant and equipment	319,356	318,485	317,922
Total non-current assets	387,576	386,705	386,142
Total assets	399,289	393,139	395,400
Liabilities			
Current liabilities			
Trade and other payables	281	2,552	2,550
Trust funds and deposits	131	134	134
Interest-bearing loans and borrowings	296	296	296
Employee provisions	2,258	2,576	2,576
Total current liabilities	2,966	5,558	5,556
Non-current liabilities			
Interest-bearing loans and borrowings	1,428	1,278	1,278
Employee provisions	184	188	188
Total non-current liabilities	1,612	1,466	1,466
Total liabilities	4,578	7,024	7,022
Net Assets	394,711	386,115	388,378
Equity			
Accumulated surplus	271,360	271,348	271,348
Surplus/(deficit)	6,301	(320)	1,943
Reserves	117,050	115,087	115,087
Total Equity	394,711	386,115	388,378
CURRENT RATIO	4	1.16	1.67

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 April 2018 is \$8.007m compared to a forecast of \$6.543m as at 30 June 2018.

Burnie City Council
Statement of Cash Flows

	Actual 2018 \$'000	Budget 2018 \$'000	Forecast 2018 \$'000
Cash flows from operating activities			
Rates and charges	21,443	22,552	22,499
Statutory fees and fines	763	920	926
User fees	3,733	5,084	4,738
Grants	1,073	1,333	1,310
Reimbursements	313	152	513
Other income	665	841	890
Payments to suppliers	(10,348)	(10,393)	(10,186)
Payments to employees	(8,597)	(11,381)	(10,726)
Other payments	(2,604)	(3,173)	(3,178)
Net cash provided by (used in) operating activities	6,440	5,935	6,787
Cash flows from investing activities			
Payments for property, infrastructure, plant and equip	(6,940)	(11,940)	(9,919)
Dividends and distributions	955	1,590	1,487
Capital grants	229	1,003	1,058
Net cash provided by (used in) investing activities	(5,756)	(9,347)	(7,374)
Cash flows from financing activities			
Finance costs	(45)	(87)	(87)
Repayment of interest bearing loans and borrowings	(146)	(296)	(296)
Net cash provided by (used in) financing activities	(192)	(383)	(383)
Net increase (decrease) in cash and cash equivalents	493	(3,795)	(971)
Cash and cash equivalents at the beginning of the financial year	7,514	7,514	7,514
Cash and cash equivalents at the end of the period	8,007	3,719	6,543

2.2 SCHEDULE OF INVESTMENTS

A schedule of Council's investments is provided as at 30 April 2018:

Investments Schedule as at 30/04/18							
Institution	Term	Rate	S&P Rating	Lodgement Date	Maturity	Amount	Total
ANZ	At Call	1.90%	A1+			372,775	372,775
MyState	365 Days	2.75%	A2	02-09-17	02-09-18	500,000	
MyState	365 Days	2.65%	A2	20-07-17	20-07-18	500,000	
MyState	180 Days	2.60%	A2	02-03-18	02-09-18	1,000,000	2,000,000
ME Bank	365 Days	2.75%	A2	17-05-17	17-05-18	1,000,000	1,000,000
AMP	365 Days	2.60%	A1	08-08-17	08-08-18	1,000,000	1,000,000
Bendigo	365 Days	2.70%	A2	08-08-17	08-08-18	1,000,000	1,000,000
NAB	90 Days	2.45%	A1+	01-03-18	01-06-18	1,500,000	1,500,000
Bank of Queensland	90 Days	2.55%	A2	27-03-18	24-06-18	1,000,000	1,000,000
							7,872,775

Investment Allocation by Credit Rating

Credit Rating	%	Amount	WAIR
A1+	24%	\$1,872,775	2.34%
A1	13%	\$1,000,000	2.60%
A2	64%	\$5,000,000	2.66%
	100%	\$7,872,775	

Investment Allocation by Bank

Bank	%	Amount
ANZ	5%	\$372,775
MyState	25%	\$2,000,000
ME Bank	13%	\$1,000,000
AMP	13%	\$1,000,000
Bendigo	13%	\$1,000,000
NAB	19%	\$1,500,000
Bank of Queensland	13%	\$1,000,000
	100%	\$7,872,775

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 \$2,000,000 with any one institution with a credit rating of less than A1.

2.3 OPERATIONAL REPORTS BY DEPARTMENT/DIRECTORATE

This section provides an overview of the operational performance of each department. Forecasts are provided for each department highlighting anticipated variances to budget identified to date.

Explanations are provided for forecast budget variances of \$20,000 or more.

Department	30-Apr	Annual Budget	Forecast	Forecast Variance to Budget	Note
Community & Economic Development					
Burnie Arts & Function Centre	739,262	1,077,813	1,011,387	-66,426 Favourable	1
Burnie Regional Art Gallery	279,884	451,393	513,541	62,148 Unfavourable	2
Burnie Regional Museum	230,513	307,510	294,685	-12,825 Favourable	
Business & Recreation	466,372	387,709	481,143	93,434 Unfavourable	3
CED Management	264,470	352,960	366,160	13,200 Unfavourable	
City Link	72,356	30,460	30,460	0 Favourable	
Community & Youth	300,750	393,190	386,259	-6,931 Favourable	
Marketing & Events	390,289	452,528	475,731	23,203 Unfavourable	4
Visitor Information Centre	175,758	220,761	239,532	18,771 Unfavourable	
Community & Economic Development Total	2,919,655	3,674,324	3,798,898	124,574 Unfavourable	
Corporate & Business Services					
Accounting Services	-125,557	-15,530	-61,589	-46,059 Favourable	5
Information Management	101,769	131,724	118,909	-12,815 Favourable	
Information Technology Services	-180,994	-4,476	-53,630	-49,154 Favourable	6
Revenue Services	337,792	419,741	419,004	-737 Favourable	
Strategic and Governance	-15,465,819	-15,526,071	-15,500,753	25,318 Unfavourable	7
Corporate & Business Services Total	-15,332,809	-14,994,612	-15,078,059	-83,447 Favourable	
Employee Oncost Recovery					
Oncosts	920	20	-29,131	-29,151 Favourable	8
Employee Oncost Recovery Total	920	20	-29,131	-29,151 Favourable	
Land & Environmental Services					
Compliance Support	-465,432	-517,116	-565,394	-48,278 Favourable	9
Development Services	539,274	708,314	691,498	-16,816 Favourable	
Management LES	228,493	318,781	313,119	-5,662 Favourable	
Land & Environmental Services Total	302,335	509,979	439,223	-70,756 Favourable	
Office of the General Manager					
Executive Management	342,817	483,327	458,902	-24,425 Favourable	10
Organisational Development	-76,026	-4	-102,596	-102,592 Favourable	11
Office of the General Manager Total	266,791	483,323	356,306	-127,017 Favourable	
Works & Services					
Cemetery Services	-20,148	59	295	236 Unfavourable	
Facilities Management	1,511,596	2,143,083	2,030,749	-112,334 Favourable	12
Management WS	-5,936	15,550	-27,020	-42,570 Favourable	13
Parks & Reserves	1,551,699	2,046,759	1,971,231	-75,528 Favourable	14
Sporting Grounds	1,127,553	1,378,505	1,371,575	-6,930 Favourable	
Stormwater Services	-745,605	-471,619	-546,508	-74,889 Favourable	15
Transport Services	4,973,283	6,551,714	5,971,049	-580,665 Favourable	16
Waste Management	-1,018,281	-233,816	-133,582	100,234 Unfavourable	17
Works & Services Total	7,374,160	11,430,235	10,637,789	-792,446 Favourable	
Total	-4,468,947	1,103,269	125,026	-978,243 Favourable	

Community & Economic Development**1. Burnie Arts & Function Centre**

The BAFC provides the community with a safe, comfortable, well equipped and professionally managed performing arts and conference facility. The Centre includes two well-equipped theatre spaces, catering, kiosk and bar services; and a variety of rooms suitable for a diverse range of community and commercial activities.

The favourable variance to budget of \$66,426 for the Burnie Arts & Function Centre is due to increased profitability in bar, catering & room hire (\$40k), increased theatre hire & commission income (\$13k) and lower than budgeted electricity costs (\$13k).

2. Burnie Regional Art Gallery

The Art Gallery presents a range of quality exhibitions and professional visual art experiences to the community.

The unfavourable forecast variance to budget of \$62,148 for the art gallery is predominately due to the timing of the receipt of a partner shipping grant in June 2017 (\$58,850). The income was received in the 2016-17 financial year, but the grant will be expended in the 2017-18 financial year.

3. Business and Recreation

Provides support to business groups in the city, coordination of cruise ship support, management of recreational sporting grounds and facilities; and manages major sporting events.

The unfavourable variance to budget of \$93k for Business & Recreation is due to a higher than budgeted loss at the West Park Venue (\$46k), higher than budgeted wages for sporting events (\$40k), higher than budgeted client distributions to the Burnie Football Club \$14k due to Council paying the remainder of the current contract to September 2018 in the 2017-18 financial year. This is offset by a \$10k grant from Events Tasmania towards the cost of the Masters Games Closing Ceremony.

4. Marketing & Events

Actively promotes the uniqueness of Burnie to increase tourism visitation to the City and provides information and support to maximise visitor expenditure in Burnie. Also undertakes a range of special events that celebrate the community of Burnie and help attract visitors to the region.

The unfavourable variance to budget of \$23k for Marketing & Events is due to higher than budgeted expenditure for New Year's Eve event (\$7k), lower than budgeted donations & sponsorships (\$12k).

Corporate & Business Services**5. Accounting Services**

The accounting services department oversees and maintains Council's treasury activities including financial planning and budgeting, overseeing financial systems and controls; and reporting to key stakeholders including Council, auditors and managers.

The favourable forecast variance to budget for accounting services is due to higher than budgeted rates penalty income (\$23k), savings from employment vacancies (\$30k) and lower than budgeted vehicle & FBT expenditure due (\$7k). This is offset by higher than budgeted rates collection fees of \$14k.

6. Information Technology Services

This business unit is where costs associated with the maintenance of business systems used to assist Council in achieving its objectives and the management of Council's IT resources and infrastructure.

The favourable forecast variance to budget for information technology is due to lower than budgeted depreciation of information technology assets as a result of a review of current asset useful lives.

7. Governance and Strategic

This business unit provides the overall governance focus for Council. General rate revenue and costs associated with the Aldermen, the compilation of Council agendas and minutes, the facilitation of civic and ceremonial events, the oversight of insurance, organisational policies and by-laws, as well as attendance to Council's legislative imperatives are captured here.

The unfavourable variance to budget of \$25k for Governance & Strategic is due to a number of favourable and unfavourable variances across the department. Variances are listed below:

Activity	Forecast Variance to Budget	
Higher than budgeted business and industry assistance	12,532	Unfavourable
Higher than budgeted election costs	47,440	Unfavourable
Lower than budgeted financial assistance grant income	24,916	Unfavourable
Lower than profit distributions from controlled entities	103,042	Unfavourable
Higher than budgeted reimbursements income	(70,920)	Favourable
Lower than budgeted Aldermens conference expenses	(6,000)	Favourable
Higher than budgeted rental income	(5,181)	Favourable
Lower than budgeted general rate remissions	(24,700)	Favourable
Lower than budgeted wages due to vacancies	(57,780)	Favourable
	23,349	Unfavourable

Employee Oncost Recovery**8. Employee Oncosts**

The favourable variance to budget of \$29k for employee on cost recovery is due to savings in superannuation due to employment vacancies (\$38k) offset by higher than budgeted workers compensation premiums (\$11k).

Land & Environmental Services**9. Compliance Support**

Compliance support business unit includes regulatory compliance and is responsible for the administration and management of cemeteries, the provision and regulation of public car spaces; and municipal inspection. Activities of this department assist to protect the community from the nuisance behaviours of animals, weeds or other conditions on land in accordance with relevant legislation and Council by-laws.

The favourable forecast variance to budget of \$48k for compliance support is due higher than budgeted fines and on street parking revenue (\$91k). This is offset by lower income from the multi storey carpark (\$66k) due to the provision of 90 minutes free parking for the period 1st November to 31st December 2017.

Savings have also been made in depreciation (\$10k) due to a review of asset useful lives and lower electricity expenditure (\$11k) due to a number of energy saving initiatives at the multi storey carpark.

Office of the General Manager**10. Executive Management**

This business unit provides strategic leadership and direction to Council and focuses on the development of strategic projects, effective communications both within and outside Council, and managing the overall performance of Council.

The favourable forecast variance to budget of \$24k for executive management is due to wages savings from a vacancy (\$21k) and lower than budgeted strategic initiatives expenditure of \$5k.

11. Organisational Development

This business unit provides professional services relating to health, safety, risk management and human resource advice.

The favourable forecast variance to budget of \$102k for organisational development is predominately due to savings as part of the restructure of the Corporate & Business Services directorate, and the transfer of an employee to accounting services.

Works & Services**12. Facilities Management**

Facilities Management is responsible for the management of Council's buildings to ensure long term sustainability.

The favourable forecast variance to budget of \$112k is due to a number of variances across the facilities management budget. A table of the major variance is provided below:

Activity	Forecast Variance to Budget	
Higher than budgeted Portside rental income	(16,617)	Favourable
Higher than budgeted reimbursements income	(22,002)	Favourable
Lower than budgeted gas expenditure at the Aquatic Centre	(54,158)	Favourable
Lower than budgeted electricity on Council facilities	(24,090)	Favourable
Lower than budgeted Major maintenance expenditure	(37,897)	Favourable
Higher than budgeted reactive building maintenance	26,274	Unfavorable
Higher than budgeted plant maintenance at the Aquatic Centre	16,544	Unfavorable
	(111,946)	Favourable

13. Management WS

The Management WS business unit provides management and strategic support, coordination and advice in relation to Council's significant investment in infrastructure including engineering services.

The favourable forecast variance to budget for works and services management is due to lower than budgeted technical services wages due to vacancies within the department (\$87k), higher than budgeted consultants costs (\$23k), lower than budgeted fee income from weather observations (\$10k) and lower than budgeted profit from private works (\$9k).

14. Parks & Reserves

Parks & Reserves carries the responsibility for management of parks and reserves and related assets in accordance with established service levels. Includes public open space, natural bush, feature parks for community usage and cemeteries.

The favourable variance to budget of \$75k is predominately due to lower than budgeted depreciation expenditure (\$58k), lower than budgeted major maintenance expenditure (\$9k) and lower than budgeted vehicle costs (\$9k).

15. Stormwater Services

Stormwater services is responsible for the maintenance of Council's stormwater reticulation systems including street, easement and trunk drainage networks, pits and entry/exit structures, and natural waterways that form part of the drainage networks.

The favourable forecast variance to budget is due to higher than budgeted rates income (\$13k), lower than budgeted major maintenance expenditure (\$20k) and lower than budgeted depreciation expenditure (\$42k).

16. Transport Services

Transport services is where the costs relating to construction and maintenance of Council's local roads network, maintenance and management of road reservations is captured.

The favourable forecast variance to budget of \$580k for transport services is due to the timing of the receipt of stormwater reimbursement income (\$180k) which was originally expected to be received in the 2016-17 financial year, lower than budgeted depreciation expenditure (\$446k), which is offset by higher than budgeted major maintenance \$44k.

17. Waste Management

The Waste Management business unit provides waste management services including domestic garage collection, recycling, commercial garbage and litter bin collections and operation of the Burnie Waste Management Centre. This area includes maintenance and management of Burnie's CBD and street cleaning.

The unfavourable forecast variance to budget of \$100k for waste management is predominately due to an error when calculating the budget for waste management contracts (\$180k), offset by lower than expected litter bin, domestic collection and recycling collection expenditure (\$82k) Staff are currently looking for opportunities within the waste budget to offset this unfavourable variance.

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 April 2018

	<u>Total</u>	<u>Current</u>	<u>30-60 Days</u>	<u>60-90 Days</u>	<u>90+ Days</u>
Trade Debtors					
Sundry Debtors	70,686	58,452	4,866	(1,041)	8,409
Reserved Parking Spaces	11,441	9,811	223	720	687
Burnie Venues & Catering	17,192	12,747	1,551	544	2,350
Lease Debtors	17,718	15,378	1,722	-	618
Business & Recreation Debtors	24,973	9,693	443	5,451	9,385
Waste Debtors	82,379	80,497	1,410	471	-
Total Trade Debtors	224,389	186,579	10,216	6,145	21,449
Goods & Services Tax	279				
Infringements & Parking	1,252,098				
Other Receivables	57,353				
Rates & Charges	2,446,276				
Allowance for Impaired Debts	(452,399)				
Total Receivables	3,527,996				

Infringements & parking

	Apr-18		Apr-17		Movement	
	Count	Balance	Count	Balance	Count	Balance
Issued 2018	2,487	167,607			2,487	167,607
Issued 2017	1,824	101,943	2,273	140,083	(449)	(38,140)
Issued 2016	1,062	55,503	1,222	86,364	(160)	(30,861)
Issued 2015	697	47,404	862	63,099	(165)	(15,695)
Issued 2014	608	42,715	731	54,156	(123)	(11,441)
Issued 2013	723	46,176	803	53,555	(80)	(7,379)
Issued 2012	580	37,409	651	43,394	(71)	(5,985)
Issued 2011	621	39,644	680	44,673	(59)	(5,029)
Issued 2010	716	28,945	747	32,297	(31)	(3,352)
Issued 2009	861	60,474	932	65,977	(71)	(5,503)
Issued 2008	1,482	76,206	1,542	83,557	(60)	(7,351)
Issued 2007	2,035	81,726	2,051	89,284	(16)	(7,558)
Issued 2006	1,996	74,800	1,996	76,997	-	(2,197)
Issued Pre-2005	7,916	400,056	7,928	404,748	(12)	(4,692)
	23,608	1,260,608	22,418	1,238,184	1,190	22,424

2.5 RATES ANALYSIS

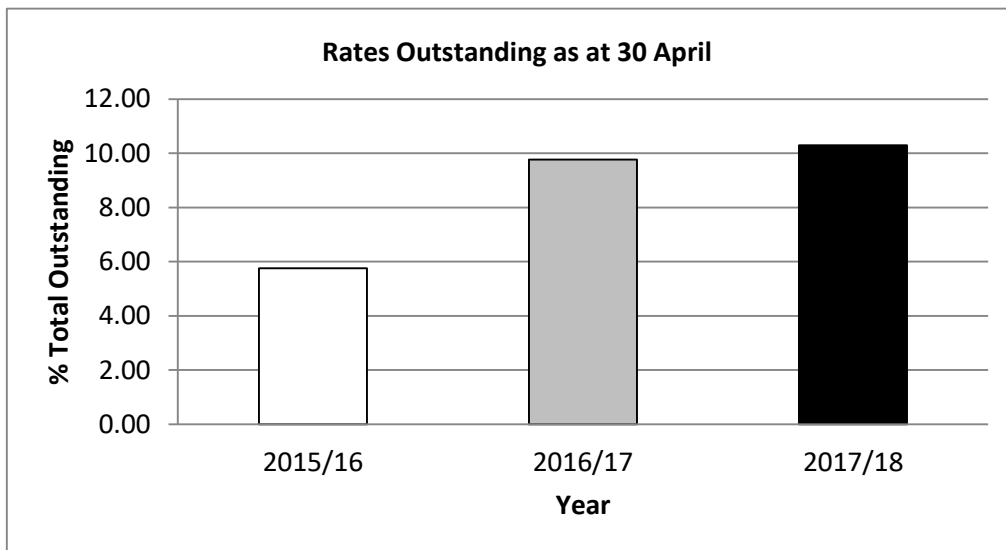
The rates analysis contains a summary of rating transaction movements for 2017/18 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

Rates Outstanding as at 30/04/2018

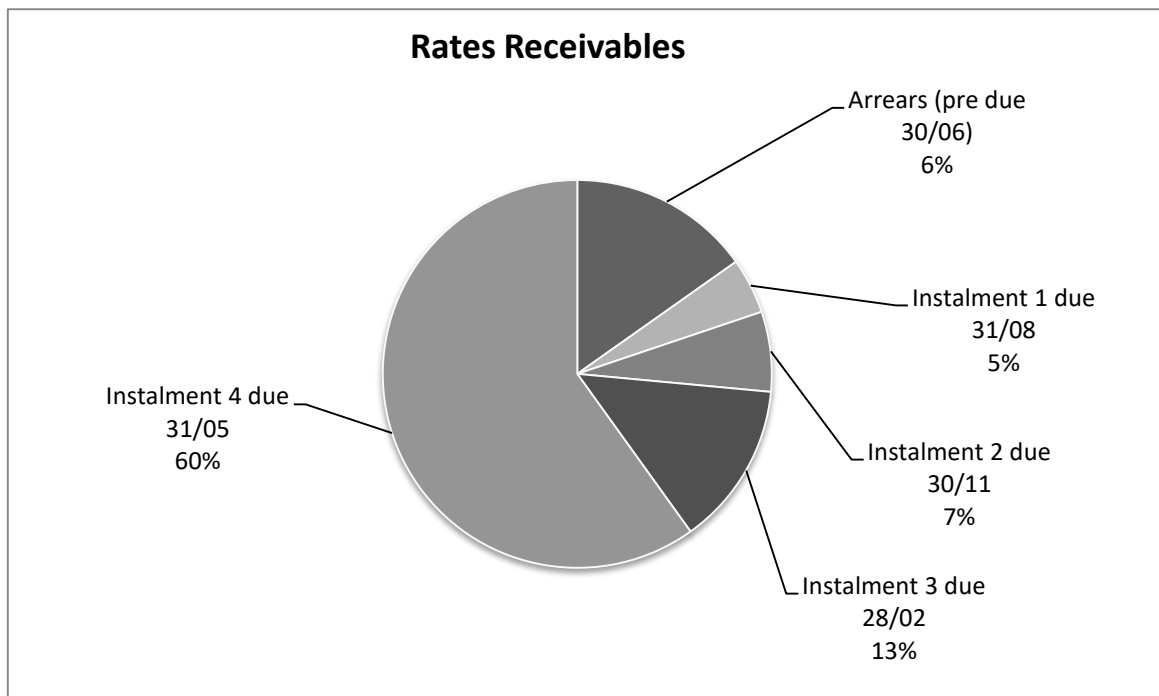
	This Financial Year 30 Apr 2018		Last Financial Year 30 Apr 2017		Change
		\$		\$	\$
Arrears Brought Forward as at July 1	5.06%	1,172,182	3.66%	837,498	334,684
Credit Brought Forward	-2.51%	(580,636)	-2.43%	(556,611)	(24,025)
Add Current Rates & Charges					
Levied	96.90%	22,444,285	97.90%	22,414,702	29,583
Penalty	0.34%	77,746	0.26%	60,057	17,689
Supplementary Rates	0.21%	47,545	0.61%	139,806	(92,261)
Gross Rates and Charges Demanded	100.00%	23,161,122	100.00%	22,895,452	265,670
Less: Rates & Charges Collected	84.61%	19,596,372	84.97%	19,453,815	142,557
Pension Remission	3.08%	714,048	3.10%	708,734	5,314
Residential Waste Remission	0.08%	18,624	0.08%	18,784	(160)
Hardship Interest Remission	0.00%	591	0.00%	686	(95)
Private Conservation	0.00%	165	0.00%	165	-
Misc Remissions	0.11%	25,977	0.03%	6,154	19,823
Services Remissions	0.00%	-	0.03%	6,784	(6,784)
Stormwater Remission	0.04%	8,153	0.04%	8,249	(96)
General Rate Remission	0.03%	6,045	0.19%	44,187	(38,142)
- Legal Fees	-0.01%	(1,814)	-0.02%	(3,616)	1,802
- Discounts	1.77%	409,357	1.82%	415,562	(6,204)
- Roundings	0.00%	1	0.00%	(17)	18
Sub Total	89.71%	20,777,520	90.23%	20,659,486	118,034
Unpaid Rates & Charges as at 30/04/2018	10.29%	2,383,602	9.77%	2,235,966	147,636

	2017/2018		2016/2017	
Outstanding as at 30 April		2,899,740		2,673,276
Rates in credit		(516,138)		(437,310)
		2,383,602		2,235,966
Total number of assessments		9,954		10,031
Assessments outstanding	44.99%	4,478	39.4%	3,955
Credit Rates	-21.7%	(516,138)	-19.6%	(437,310)
Arrears (pre due 30/06)	18.5%	440,265	16.8%	375,160
Instalment 1 due 31/08	5.6%	134,320	4.2%	93,095
Instalment 2 due 30/11	8.1%	193,337	6.6%	147,941
Instalment 3 due 28/02	16.6%	395,086	14.7%	328,635
Instalment 4 due 31/05	72.9%	1,736,732	77.3%	1,728,444
	100.00%	2,383,602	100.00%	2,235,966

There were 4,478 assessments outstanding as at 30 April 2018 compared to 3,955 as at 30 April 2017.



The following graph provides a breakdown of total rates outstanding by instalment.



2.6 CAPITAL EXPENDITURE REPORT

The following report outlines council's YTD capital expenditure compared to budget as at 30 April 2018. Explanations are provided below for project forecast variances to budget of \$20,000 or more.

YTD Capital Expenditure 2017/18						
	YTD Expenditure	Annual Budget	Balance Unspent	Forecast	Forecast Variance to Budget	Note
ROADS						
RURAL ROADS						
Upgrade Programme	559,509	790,090	230,581	673,320	● (116,770)	1
Rural Roads Resealing	834,182	986,852	152,670	876,042	● (110,810)	2
Rural Roads Bridges Programme	12,903	74,850	61,947	74,850	● -	
TOTAL RURAL ROADS	1,406,594	1,851,792	445,198	1,624,212	● (227,580)	
URBAN ROADS						
Car Parking Improvements	42,200	51,000	8,800	51,000	● -	
Driveways, Footpaths and Channel	123,097	128,580	5,483	122,961	● (5,619)	
Retaining Walls	256,138	392,977	136,839	357,920	● (35,057)	3
Urban Infrastructure	1,004,531	2,537,074	1,532,543	2,098,899	● (438,175)	4
Urban Road Renewal & Upgrades	287,674	733,350	445,676	627,524	● (105,826)	5
Urban Road Resealing	423,693	552,024	128,331	457,027	● (94,997)	6
TOTAL URBAN ROADS	2,137,332	4,395,005	2,257,673	3,715,331	● (679,674)	
TOTAL ROADS	3,543,926	6,246,797	2,702,871	5,339,543	● (907,254)	
PARKS, RESERVES AND SPORTING FACILITIES						
General Parks and Reserves	269,078	776,578	507,500	605,262	● (171,316)	7
Cemeteries	1,581	86,408	84,827	86,408	● -	
Sporting Grounds & Facilities	279,255	513,610	234,355	435,990	● (77,620)	8
TOTAL PARKS, RESERVES & SPORTING FACILITIES	549,914	1,376,596	826,682	1,127,660	● (248,936)	
STORMWATER						
Flood Mitigation Works	607,386	254,700	(352,686)	446,894	● 192,194	9
Storm Water Upgrades & Replacements	258,471	368,927	110,456	318,656	● (50,271)	10
TOTAL STORMWATER	865,857	623,627	(242,230)	765,550	● 141,923	
WASTE						
Garbage and Recycling	8,035	34,308	26,273	34,308	● -	
Waste Management Centre	23,506	63,400	39,894	23,190	● (40,210)	11
TOTAL WASTE MANAGEMENT	31,541	97,708	66,167	57,498	● (40,210)	
BUILDINGS						
Burnie Arts & Function Centre	18,853	92,099	73,246	16,849	● (75,250)	12
Public Amenities	69,726	62,700	(7,026)	65,109	● 2,409	
Public Halls	42,235	89,950	47,715	69,010	● (20,940)	13
Other Buildings	509,551	710,683	201,132	598,947	● (111,736)	14
Sporting Facilities	163,446	339,212	175,766	178,298	● (160,914)	15
TOTAL BUILDINGS	803,811	1,294,644	490,833	928,213	● (366,431)	
PROPERTY, PLANT & EQUIPMENT (PPE)						
Information Technology	63,652	120,000	56,348	120,000	● -	
Heritage Assets	5,460	55,000	49,540	55,000	● -	
Vehicles	107,298	183,000	75,702	168,622	● (14,378)	
Parking Equipment	92,939	185,193	92,254	185,208	● 15	
Plant	565,198	1,159,689	594,491	759,463	● (400,226)	16
Furniture & Fittings	203,948	336,408	132,460	259,024	● (77,384)	17
Other	106,559	262,400	155,841	153,551	● (108,849)	18
TOTAL PLANT/EQUIPMENT/VEHICLES	1,145,053	2,301,690	1,156,637	1,700,868	● (600,822)	
TOTAL	6,940,103	11,941,062	5,000,959	9,919,332	● (2,021,730)	

Note 1 – Rural Roads Upgrade Programme

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Mooreville Road Widening - Stage 1	490,084	616,770	500,000	● -116,770	-19%

Mooreville Road - Project savings have been achieved through design modifications, limited subgrade improvement works and limited need for contingency provisions.

Note 2 – Rural Roads Resealing

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
East Cam Rd - Besser Cres to West Mooreville Rd	74,227	88,740	76,000	● -12,740	-14%
Fern Glade Rd - 935m Nth from Stowport Rd	27,075	30,600	27,000	● -3,600	-12%
Guide Rd - No. 88 to Serpentine Rd	74,729	82,620	76,000	● -6,620	-8%
Guide Rd - North of Oonah Rd for 900m	36,410	40,800	37,000	● -3,800	-9%
Upper Natone Rd - Blythe Rd to Grooms Rd	33,934	46,512	51,000	● 4,488	10%
Upper Natone Rd - Kara Rd to Ridgley Hwy	149,413	180,540	142,000	● -38,540	-21%
Upper Natone Rd - Osborns Rd to Blythe Rd	70,609	84,150	107,000	● 22,850	27%
Circular Rd - Kingsclere Rd East to Darling River	206,549	272,780	196,000	● -76,780	-28%
Rural Roads Resheeting Program	27,396	23,720	27,280	● 3,560	15%
				-111,182	

East Cam Rd, Fern Glade Rd, Guide Rd – Project savings achieved from savings in provisional items for pavement repair, replacements etc as part of the reseal preparation.

Upper Natone – The three projects show under and over expenditure reflecting an increase in scope of works for two projects.

Circular Rd – Project savings achieved through reduced scope of work at eastern end. Project shortened to reflect remaining surface life.

Rural Roads Resheeting – The additional cost reflects a minor change in works scope to achieve the desired outcome.

Note 3 – Retaining Walls

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Retaining Walls - 11-15 Linton St	74,017	93,450	72,418	● -21,032	-23%
Retaining Walls - 17-19 Seaview Ave	4,970	24,920	15,000	● -9,920	-40%
Retaining Walls - 23 Regent St	61,188	37,380	61,000	● 23,620	63%
Retaining Walls - 78 Collins St - Laneway Kerb/Footing	28,822	18,690	28,822	● 10,132	54%
Retaining Walls - 1 Villiers Street	72,246	111,857	74,000	● -37,857	-34%
				-35,057	

11-15 Linton St – Project savings achieved with wall material purchased in 16/17 and used in this project. Savings associated with no requirement to purchase the blocks.

17-19 Seaview Ave – Project savings achieved due to scope of work being reviewed. Extent and complexity of works reduced with consequential savings.

23 Regent St - Expenditure is higher than budgeted due to project challenges with the ground conditions.

78 Collins St – Project has been completed slightly over budget due to additional fencing works associated with the project with some costs to be recovered. Poor foundation conditions required additional work.

1 Villiers St - Capital expenditure will be lower than budget as the blocks for the wall were purchased in the 2016-17 financial year. Project is now complete.

Note 4 – Urban Infrastructure

Project Description	YTD	Annual	Forecast		%
	Actual	Budget	Forecast	Variance	Variance
LED Public Lighting Stage 1	3,914	32,000	3,914	● -28,086	-88%
Traffic Islands & Safety Improvements	74,400	41,510	74,361	● 32,851	79%
West Park Precinct - Footpath & Carpark	30,712	37,696	29,937	● -7,759	-21%
CBD No Smoking - Signage & Markers	8,687	24,320	7,839	● -16,481	-68%
Coastal Pathway Marine Terrace	730,892	1,620,263	1,733,300	● 113,037	7%
Coastal Pathway West of Cooee	23,401	541,440	10,000	● -531,440	-98%
				● -437,878	

LED Public Lighting - Capital expenditure for stage 1 has been placed on hold with no further progress to occur in the 2017-18 financial year.

Traffic Islands & Safety Improvements – Expenditure is higher than budgeted due to the pedestrian refuge works on Mooreville road, adjacent to Hellyer College. Funding support has been received under the vulnerable road users program (\$26,752) to offset the overspend.

West Park Precinct Footpath & Carpark – Design modifications and efficient work practices resulted in achieving project savings

CBD No Smoking – Signage & Markers – Capital expenditure will be lower than budgeted due to a low key approach taken to signage. Expenditure reflects extent of agreed sign installation.

Coastal Pathway Marine Terrace – Forecast is as per the expected cost of works as reported in the tender report to Council.

Coastal Pathway West of Cooee – Project to be carried forward. Works cannot progress until legislation has been passed by State Parliament. Delay in that action associated with the recent state election.

Note 5 – Urban Road Renewal & Upgrades

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
West Park Grove/View Road Intersection	27,113	72,960	40,000	● -32,960	-45%
Bay St - Wood St to Tolunah St	119,203	124,600	120,000	● -4,600	-4%
Plummers Ave Upgrade	4,844	91,200	130,000	● 38,800	43%
River Rd - Paver Reinstatement	2,622	60,800	1,374	● -59,426	-98%
Strahan St - Brickwell St to Edwardes St	85,786	206,720	220,000	● 13,280	6%
Strahan St - Edwardes St to Hale St	41,210	145,920	85,000	● -60,920	-42%
				● -105,826	

West Park Grove/View Road Intersection – Council has determined not to progress with this planned project. Scope of works reduced to provide a pedestrian refuge only.

Bay St – Minor savings achieved in project in provision items.

Plummers Ave Upgrade – Scope of work increased with service renewal works also required.

River Rd – Project to be carried forward.

Strahan St – Brickwell St to Edwardes St – Forecast estimates based upon increased scope of works related to pavement removal.

Strahan St – Edwardes St to Hale St – Revised scope of works reduced the pavement replacement aspect of the project as further investigation determined a reduced need to replace pavement material.

Note 6 – Urban Road Resealing

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Aileen Cres - Mount St to Cherry St	54,328	67,320	54,000	● -13,320	-20%
Aileen Cres - Cherry St to Mark St	45,115	57,120	50,000	● -7,120	-12%
Buttons Ave - Hilder St to Bass Hwy	35,573	57,120	35,000	● -22,120	-39%
Collins St - Swanston St to No.10	48,992	52,020	50,000	● -2,020	-4%
Ameilia & Harrison St - South of Amy Street	523	22,644	447	● -22,197	-98%
Payne St - Hardy St to Beattie St	45,024	40,800	45,000	● 4,200	10%
Stammers Pl - Woniora Rd to Cul-de-sac	31,493	46,920	32,000	● -14,920	-32%
Toorak Crt - Bass Hwy to Cul-de-sac	30,348	35,700	31,000	● -4,700	-13%
Woniora Rd - Thorne St to Cul-de-sac	81,886	93,840	81,000	● -12,840	-14%
				-95,037	

Urban Reseals - Project savings achieved on all projects in Urban Road Resealing from provisional allocations for repair works and minor rehabilitations works associated with the work. Savings achieved through scoping of such works. Ameilia & Harrison Street project to be carried forward. Revised scope of work associated with rehabilitation works and change in proposed surfacing. To be included in 2018-19 program.

Note 7 – General Parks and Reserves

Project Description	YTD	Annual	Forecast		%
	Actual	Budget	Forecast	Variance	Variance
GP & R Playground Equipment Replacement	8,521	15,125	2,311	● -12,814	-85%
Burnie Park - Soundshell Sound System Lifting Gear	4,930	10,283	4,930	● -5,353	-52%
Burnie Park - Swing Park BBQ	30,194	20,566	29,994	● 9,428	46%
Fernglade Reserve Volunteers Shelter	12,095	10,583	11,845	● 1,262	12%
Waterfront - Rail Corridor Integration	324	162,000	324	● -161,676	-100%
Burnie Park Grass Terraces	35,529	30,849	35,365	● 4,516	15%
View Rd Reserve Frisbee Golf	20,913	15,750	19,500	● 3,750	24%
Feasibility Study Adventure Playground	8,297	30,000	15,000	● -15,000	-50%
Burnie Park - Pathway to Cenotaph	1,780	0	1,780	● 1,780	0%
Camdale Reserve Strategy - Minor Works	2,504	0	2,504	● 2,504	0%
				-171,603	

GP & R Playground – Funds to be used to support playground reinstatement at Romaine reserve.

Burnie Park – Soundshell – Scope reviewed and project cost reduced.

Burnie Park – Swing Park BBQ – Cost of project slightly more than expected due to scope changes.

Fernglade Reserve – Cost of project slightly more than expected.

Waterfront – Rail Corridor – Project carried forward; awaiting finalisation of negotiations to access the rail corridor.

Burnie Park Grass Terraces – Project complexity greater than expected and increased cost incurred.

View Rd Reserve – Cost greater than expected, associated with additional site works.

Feasibility Study – Full allocation not required. Consultation works completed.

Burnie Park – Pathway to Cenotaph – Works from 2016-17, minor costs paid in current financial year.

Camdale Reserve Strategy – Works from 2016-17, minor costs paid in current financial year.

Note 8 – Sporting Grounds & Facilities

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
West Park Oval PA System	21,730	25,500	22,000	● -3,500	-14%
Netball Court Shelter	18,708	16,000	18,708	● 2,708	17%
Natone Recreation Ground - Ground Amenities	0	12,000	0	● -12,000	-100%
Montello Soccer Grd Upgrade Mplan & Stg 1	5,709	256,110	45,000	● -211,110	-82%
Sports Ovals - Lighting	6,603	0	6,282	● 6,282	0%
Tennis Court Remediation	330	0	140,000	● 140,000	0%
				● -77,620	

West Park Oval PA System – Actual cost of works slightly less than budget.

Netball Court Shelter – Cost of works greater than expected. Note part contribution by Burnie City Council to the project.

Natone Recreation Ground – Project funds to be carried forward. Awaiting advice from the sports club on project scope.

Montello Soccer Grd Upgrade – Scope of works being reviewed with Club. Carry forward funds to 2018-19.

Sports Ovals – Lighting – Carry over costs from 2016-17.

Tennis Court Remediation – Funding required to facilitate remediation works at Tennis Centre as per advice to Council.

Note 9 – Flood Mitigation Works

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Romaine Dam - Flood Study Implementation	607,386	254,700	446,894	● 192,194	75%

Romaine Dam - Capital expenditure will be higher than budget due to site conditions. Expect to recover \$160k of current spend from Taswater.

Note 10 – Storm Water Upgrades & Replacements

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Stormwater Backbone - 11 - 17 Old Surrey Road	4,306	62,694	3,706	● -58,988	-94%
6 West Park Grove - Mains Installation	35,189	26,123	35,000	● 8,877	34%
				-50,111	

Stormwater Backbone – Advice provided to alderman at February 2018 quarterly works update that project be deferred and funding applied to Romaine dam project.

6 West Park Grove – Additional cost related to project complexity and additional restoration works to repair disturbance to neighbouring properties.

Note 11 – Waste Management Centre

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Street Sweeper Dump Point	3,286	43,200	1,686	● -41,514	-96%

Street Sweeper Dump Point – Project to be carried forward, revising design options.

Note 12 – Burnie Arts & Function Centre

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Replace Cracked Exterior Wall Panel	1849	40933	1849	● -39,084	-95%
Repitch Roof Framing & Resheet	17,004	51,166	15,000	● -36,166	-71%
				● -75,250	

Replace Cracked Exterior Wall – Project to be carried forward. Perusing warranty claim with supplier.

Repitch Roof – Project savings achieved by significantly reducing the scope of works. Lower cost solution implemented.

Note 13 – Public Halls

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Guide Hall Wall Cladding	11,818	17,790	12,000	● -5,790	-33%
Community Halls - Equal Access Improvements	350	15,350	200	● -15,150	-99%
				-20,940	

Guide Hall – Cost of project less than anticipated.

Community Halls – To be carried forward. Reviewing options for Portside building funds.

Note 14 – Other Buildings

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Depot Admin Building - Roof Solar Panels	1,322	61,200	35,000	● -26,200	-43%
Depot Admin Building - Roof Replacement	33,214	40,933	32,000	● -8,933	-22%
Roof Anchor Points	4,331	10,200	4,231	● -5,969	-59%
Aquatic Centre 50m Pool Covers	25,651	40,800	25,241	● -15,559	-38%
Aquatic Centre External Painting	12,271	20,466	12,071	● -8,395	-41%
CBD Arch Refurbishment	21,940	51,000	14,000	● -37,000	-73%
Senior Citizens Club - Gutter Replacement	9,829	20,466	9,629	● -10,837	-53%
				-112,893	

Depot Admin Building – Roof Solar Panels – Forecast reflects the competitive pricing received for this project.

Depot Admin Building – Roof Replacement – Contract project, negotiated lower cost solution.

Roof Anchor Points – Reduced scope of works, no further works proposed.








Aquatic Centre 50m Pool Covers – Project savings achieved as competitive pricing was obtained for the covers.

Acquatic Centre External Painting – Project completed; extent of works less than anticipated.

CBD Arch Refurbishment – Balance of funds to be carried forward.

Senior Citizens Club – Gutter Replacement – Project completed; extent of works less than anticipated.

Note 15 – Sporting Facilities

Project Description	YTD	Annual	Forecast		%
	Actual	Budget	Forecast	Variance	Variance
Wivenhoe Showground Oval Scoreboard	69,230	19,380	65,000	 45,620	235%
Surf Club Roof Anchor Points	300	15,300	150	 -15,150	-99%
Surf Club - Lift Installation	3,547	162,000	1,547	 -160,453	-99%
Upper Burnie Sports Centre PA Sound System	12,207	15,300	12,207	 -3,093	-20%
Ridgley Sportsman's Club - Ceiling Lining	10,826	20,466	10,626	 -9,840	-48%
West Park Kiosk Roller Shutter Replacement	160	8,160	80	 -8,080	-99%
Upper Burnie Sports Centre Bleacher Seat Painting	10,748	20,466	10,548	 -9,918	-48%
				-160,914	

Wivenhoe Showground Oval Scoreboard – Funding from AFL Tasmania to be secured for this project. Electronic scoreboard installed. Council contributed \$19,380 towards this project.

Surf Club Roof Anchor Points – Carry forward. To be included with Surf Club redevelopment project in 2018-19.

Surf Club – Lift Installation – Carry forward. To be included with Surf Club redevelopment project in 2018-19.

Upper Burnie Sports Centre PA Sound System – Capital expenditure lower than budget due to project savings found.

Ridgley Sportsman's Club – Project complete. Scope of work less than anticipated.

West Park Kiosk – Project was not progressed. Existing shutter reinstated to service.

Upper Burnie Sports Centre Bleacher Seat Painting – Project complete. Scope of work less than anticipated.

Note 16 – Plant

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Hire Plant	455,405	1,015,939	635,713	● -380,226	-37%
Plant & Equipment (Over \$1,000)	106,567	143,750	123,750	● -20,000	-14%
				● -400,226	

Hire Plant – Street sweeper purchased this year will not be received until after 30 June 2018. Carry forward the value of the unit. Some savings achieved in plant purchases.

Plant & Equipment (Over \$1,000) – Planned site caravan purchase did not progress after further evaluation of needs.

Note 17 – Furniture & Fittings

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Fire Curtain or Alternative	0	70,000	0	● -70,000	-100%
BAFC Oven Replacement	34,348	41,378	34,348	● -7,030	-17%
				● -77,030	

Fire Curtain or Alternative – Project to be carried forward.

BAFC Oven Replacement – Project savings achieved through sourcing cheaper ovens than were quoted.

Note 18 – Other

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Asset Failure Contingency	53,527	30,000	45,000	● 15,000	50%
Strategic Projects Allocation	24,429	150,000	24,401	● -125,599	-84%
				● -110,599	

Asset Failure Contingency – Issues arise over the year that requires replacement. Quantum varies year to year.

Strategic Projects Allocation – Allocation limited projects identified by Council to apply the assigned funds to.

2.7 CONTRACTS AWARDED

There were no contracts awarded over \$100,000 during April 2018.

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 *C12 Code for Tenders and Contracts*.

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
Romaine Dam Stage 2 Raising	K Moore & Associates	Construction phase services.	20,000 (Fee estimate)	9,902	B	Capital Works Allocation	No
Marine Terrace Coastal Pathway	Rare Innovation	Structural design and documentation for the elevated walkway sections.	20,800	\$29,660	B	Capital Works Allocation	No
South Burnie Breakwater Bund	Water Technology	Wave/coastal processes modelling, design and document reconstruction for tender, inspections	21,650	\$17,559	B	Capital Works Allocation	No
Surf Club Lift	GHD	Investigate lift options, prepare concept plans for consultation, detail design for tender. This work is on hold, pending outcome of Surf Club extension design	23,080	\$1,200	B	Capital Works Allocation	Yes
Environmental Design	ES&D	Contaminated Soils, detailed site investigation	26,000	20,383	B	Cost of Sale	Yes
Adventure Playground Consultancy	Playstreet	Adventure Playground	15,000	5,360	B	Capital Works Allocation	No
Burnie Surf Club Redevelopment	Jaws Architects	Design and Project Delivery Services	74,797	6,265	B	Capital Works Allocation	No
Ridgley Drainage Study	Pitt & Sherry	Consultant Brief 188 – Stormwater Investigations and Reporting	26,730	29,403	B	Capital Works Allocation	No

2.9 GOVERNANCE – USE OF COUNCIL SEAL

17 April 2018	Contract 2603 – Construction of Plummers Avenue Upgrade
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COUNCIL RESOLUTION**Resolution number: MO174-18****MOVED:** *Ald R Bentley***SECONDED:** *Ald R Blake OAM****“THAT the General Manager’s Information Report for Corporate and Business Services for April 2018 be noted.”*****For:** Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.**Against:*****CARRIED UNANIMOUSLY***

AO134-18 COMMUNICATIONS JOURNAL MAY 2018

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 Aldermen.

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 last Council Meeting report:

- Service Tasmania celebration of 20 years
- Senator Steve Martin – Reader’s Cup
- Bush Watch Meeting
- Volunteering Tasmania meeting at Emu Valley Rhododendron Garden
- Burnie Bowls Club Annual Luncheon and Trophy Presentation
- Provost, Professor Jane Long – UTAS
- Events Working Group
- Burnie Regional Art Gallery’s 40th Anniversary Exhibition - Exhibition Opening
- Umina Park ANZAC Day ceremony
- Hellyer District Scouts and Guides - ANZAC Eve Vigil at the Burnie Cenotaph
- Burnie Masonic Lodge - ANZAC Ceremony of the Vacant Chair
- ANZAC DAY Civic Service
- Metro Tasmania - North West Stakeholder Function 2018
- Burnie Surf Lifesaving Club - Annual Dinner 2018

- Year 2 Rural Week program - Welcome to Students
- Jocelyn Scott
- Audit Committee Meeting
- Office Professionals' Day – Breakfast
- Year 2 Rural Week - Student Presentations to the Rural Clinical School
- Stitch in Time Exhibition Opening
- Burnie Coastal Art Group - Exhibition Opening

4.0 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	10 April 2018	
Aldermen in attendance	Mayor Boyd, Deputy Mayor French AM, Ald Blake OAM, Ald Brumby, Ald Dorsey, Ald Keygan, Ald Lynch, Ald Bentley	
Apologies	Ald Kons	
Items Discussed	Hermal Group	Aldermen introduced to James Lantry
	Live Streaming	Discussion with Aldermen
	Bonzak Lease	Discussion with Aldermen
	Budget Deliberations	Capital Works Budget; Corporate Draft Operational Budget; Office of the General Manager Operational Budget; Corporate and Business Services Operational Budget; and Land and Environment Services Operational Budget
	Parking Fees	Discussion with Aldermen

Workshop	1 May 2018	
Aldermen in attendance	Mayor Boyd, Deputy Mayor French AM, Ald Blake OAM, Ald Brumby, Ald Keygan, Ald Kons, Ald Lynch, Ald Bentley	
Apologies	Ald Dorsey	
Items Discussed	UTAS Bursary Recipients	Aldermen met with Bursary Recipients
	Draft Annual Plan 2018-19	Discussion with Aldermen
	Budget Deliberations	Capital Works Budget; Land and Environmental Services Operational Budget; and Community and Economic Development Operational Budget
	City Link Burnie Inc	Discussion with Aldermen

5.0 CORRESPONDENCE FOR NOTING

The following correspondence is **attached** for noting.

ATTACHMENTS

1. Will Hodgman, Premier of Tasmania - Letter of acknowledgement and appreciation
2. Hon Jeremy Rockliff MP, Deputy Premier - Letter of Introduction as Minister for Infrastructure
3. Hon Roger Jaensch MP - Land Release for Affordable Housing (Draft Bill)
4. Dept of Police, Fire and Emergency Management - Natural Disaster Resilience Grants Program
5. Vice Chancellor, Professor Rufus Black, UTAS - Letter of appreciation

COUNCIL RESOLUTION

Resolution number: MO175-18

MOVED: Ald S French AM

SECONDED: Ald T Brumby

“THAT Council note the information contained in the Communications Journal as listed.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



PREMIER OF TASMANIA



12 APR 2018

Mr Alwyn Boyd
Mayor
Burnie City Council
PO Box 973
BURNIE TAS 7320

Dear Mr Boyd 

Thank you for your kind words of congratulations.

It was a very important election, and we fought hard to offer Tasmanians the choice of a strong, stable majority government with a track record of delivering, but more importantly with a plan for the future.

It is a great honour and responsibility to lead our Government, and I look forward to working with the Tasmanian community to take our State to the next level.

Kind regards,

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

Will Hodgman
Premier

Deputy Premier
Minister for Education and Training
Minister for Infrastructure
Minister for Advanced Manufacturing and Defence Industries

Level 10 15 Murray Street HOBART TAS 7000 Australia
GPO Box 123 HOBART TAS 7001 Australia
Ph: +61 3 6165 7754
Email: jeremy.rockliff@dpac.tas.gov.au



Ald Alwyn Boyd
Acting Mayor
Burnie City Council
PO Box 973
BURNIE TAS 7320

Dear Ald Boyd

I am writing to you as a valued and important stakeholder in Tasmania's infrastructure sector.

As Minister for Infrastructure in the re-elected Hodgman Liberal Government, I am excited to take on this new portfolio and I'm looking forward to working with you to deliver our strong plan to meet Tasmania's changing infrastructure needs as our economy grows.

During the recent election campaign, the Government made a number of commitments and we will deliver all of those commitments. We have a significant and challenging program of investment and the Government is going to do everything it can in this area to help support industry, business growth and job creation, as well as improving community wellbeing and livability for Tasmanians, by strategically managing our transport and infrastructure system.

My Ministerial office has a dedicated team focused on the infrastructure portfolio. Key contacts are:

Leanne McLean – Chief of Staff
Vince Taskunas – Principal Adviser, Infrastructure
Adam Foster – Adviser, state-owned companies
Rosita Gallasch – Adviser: road users and services, including the Road Safety Advisory Council

Should you wish to make contact with my office regarding any infrastructure matters, please email me directly on jeremy.rockliff@dpac.tas.gov.au or call on 6165 7754.

I look forward to working with you to implement all our commitments and to deliver a transport and infrastructure system that meets Tasmania's changing needs.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jeremy Rockliff".

Hon Jeremy Rockliff MP
Deputy Premier
Minister for Infrastructure

1

Minister for Human Services

Minister for Housing

Minister for Planning

Level 5 4 Salamanca Place, Parliament Square Building HOBART TAS 7000 Australia

GPO Box 123 HOBART TAS 7001 Australia

Ph: +61 3 6165 7686

Email: minister.jaensch@dpac.tas.gov.au



Councillor Alwyn Boyd

Mayor

Burnie City Council

PO Box 973

BURNIE TAS 7320

By email: burnie@burnie.net

Dear Mayor

Land Release for Affordable Housing

In my role as the Minister for both Planning and Housing, I am writing to advise you of an important response to the Housing Summit that was hosted by the Premier on 15 March 2018. The Housing Summit sought to address Tasmania's current housing shortage, and particularly the shortage that has arisen because of increasing housing demand in the Greater Hobart region.

Representatives from 34 peak bodies and key stakeholders in the housing sector attended the Housing Summit and they broadly endorsed a number of actions and solutions as the first steps to alleviate the current housing shortage. The overarching intent of the actions and solutions proposed at the Housing Summit was to increase the supply of social and affordable housing and affordable rental stock.

This is an opportunity for me to provide you with an update on a key measure the Government is taking to meet the following specific Government action that was endorsed at the Housing Summit:

Land-release fast-track legislation: We will introduce enabling legislation in the autumn session of Parliament to fast track the required zoning changes for the identified surplus government land and accelerate supply of affordable housing.

DOC/18/46865

2

In response to this, I have attached a copy of draft enabling legislation, the draft Residential Housing Supply Bill 2018 that will provide for a more direct and efficient process for rezoning appropriate parcels of Crown land to help accelerate the supply of housing, including affordable housing, in Tasmania. It also provides a power for me, as Minister, to approve a permit for the subdivision of Crown land either concurrently with the rezoning of the identified Crown land or separately.

I want to emphasise that the parcels of Crown land identified for rezoning will be carefully selected by the Government following the consideration of advice from relevant interested persons that include local councils, State agencies, service providers, and adjoining landowners and neighbours.

Any parcels of Crown land that will be included on Schedule 1 will be subject to the scrutiny of both Houses of Parliament and could be removed from the Schedule through a disallowance motion.

The draft Bill will also provide that, as Minister, I can nominate alternate planning controls for a parcel of Crown land such as introducing the recently made State Planning Provisions to replace the currently operating controls in place under the interim planning schemes.

The draft Bill also seeks to address the immediate accommodation needs of homeless people by providing a power for me, as Minister, to issue temporary emergency residential planning permits (or TERP permits) to provide for emergency housing or accommodation in situations where the current planning controls may not allow such a use or associated development. These TERP permits will be issued for no longer than 3 years.

In summary, the draft Bill overrides the *Land Use Planning and Approvals Act 1993* and introduces the following two mechanisms:

1 Rezoning and subdividing certain areas of Crown land

The Minister will be provided the power to:

- rezone scheduled Crown land that has been identified and assessed as being suitable for residential use;
- approve a planning permit for subdivision and plan of subdivision for a parcel of Crown land;
- nominate specific planning controls that apply to that land;
- seal the final plan of subdivision; and
- direct the Recorder of Titles to issue a clear title or titles accordingly.

The draft Bill applies to certain areas of Crown land that is not reserved land or forestry land. The draft Bill does not apply to land owned by local councils.

Relevant interested persons will also be consulted as part of the Minister's determination on the rezoning of identified Crown land, and/or providing draft permit conditions or restrictions and comment on a plan of subdivision.

3

2 Providing for temporary emergency residential planning permits

Notwithstanding any prohibition in a planning scheme, the draft Bill will enable the Minister to issue a TERP permit for up to 3 years to authorise the temporary use and development of Crown land or privately owned land, with the approval of the landowner, for the provision of emergency housing or accommodation subject to certain safeguards and notification.

It is anticipated that the draft Bill will be tabled in the Parliament of Tasmania on Tuesday, 22 May 2018.

Due to the urgency of Tasmania's current housing shortage and the short timeframe to prepare and table the draft Bill, any feedback from you must be received in writing by close of business on **Monday, 14 May 2018**.

Your feedback can be emailed to haveyoursay@justice.tas.gov.au or posted to the following address:

Planning Policy Unit
Department of Justice
PO BOX 825
Hobart TAS 7001

I need to advise you that if you provide any feedback on the draft Bill, it will be treated as public information and published on the Tasmanian Planning Reform website at <http://www.planningreform.tas.gov.au/>. Your name (or the name of the organisation) will be published unless you request otherwise. Submissions will be published on Friday, 18 May 2018.

If you would like your feedback treated as confidential, whether in whole or in part, please indicate this in writing at the time of making your submission clearly identifying the parts of your submission you want to remain confidential and the reasons why. In this case, your submission will not be published to the extent of that request.

I also need to advise you that any information provided by you may be provided to an applicant in the future under the provisions of the *Right to Information Act 2009* (RTI). If you have indicated that you wish all or part of your submission to be treated as confidential, your statement detailing the reasons may be taken into account in determining whether or not to release the information in the event of an RTI application for assessed disclosure. You may also be contacted to provide any further comment.

4

If you would like to discuss any aspect of the draft Residential Housing Supply Bill 2018, or would like a briefing, please contact the Planning Policy Unit within the Department of Justice on telephone 6166 1429 or email planning.unit@justice.tas.gov.au.

Yours sincerely



Hon Roger Jaensch MP
Minister for Human Services
Minister for Housing
Minister for Planning

30 April 2018

Department of Police, Fire and Emergency Management

OFFICE OF THE SECRETARY

Our Ref: A18/65466

Your Ref:

Enquiries



24 April 2018

Mr Andrew Wardlaw
General Manager
Burnie City Council
80 Wilson Street
BURNIE TAS 7320

Dear Mr Wardlaw

NATURAL DISASTER RESILIENCE GRANTS PROGRAM

I refer to the funding approved under the Natural Disaster Resilience Grants Program (NDRGP) for your council's project titled: *Emu River flood study*.

Enclosed is the Grant Deed document. Please review the document thoroughly, particularly the details contained in the Information Table (pages 2-4) and ensure that the Execution by the Recipient section (page 29) is signed by a person who has authority to sign the Deed on behalf of your council.

Please return the signed Grant Deed document to the Projects Coordinator, State Emergency Service, GPO Box 1290, Hobart, 7001. You should retain a copy of the signed Grant Deed document for your information and reference.

You will note that the amount of the total grant will be paid to your organisation by instalments and that the first instalment is payable no later than 20 business days after the date of the signing of the Deed.

If you have any query, please contact the SES Projects Coordinator in the first instance on (03) 6173 2887 or email: Cheryl.Ames@ses.tas.gov.au

Yours sincerely



D L Hine
SECRETARY

Attachments: 1

UNIVERSITY of
TASMANIA**Office of the
Vice-Chancellor**

Alderman Sandra French AM
Deputy Mayor
Burnie City Council
80 Wilson St
Burnie TAS 7320

Email: sfrench@burnie.net

Dear Deputy Mayor *Sandra,*

I am writing to thank you for hosting my visit to Burnie in early March.

This was my first official visit to Northern Tasmania, as Vice-Chancellor of the University of Tasmania. Please pass on my thanks to all Aldermen for their time and their contribution to the useful discussion when I visited Burnie. I look forward to further discussions.

The University is committed to playing its part in Tasmania's economic development and adding to its cultural richness and societal wellbeing. I am inspired by the possibilities before us.

Please don't hesitate to get in touch if I can ever be of assistance. I look forward to meeting again.

I wish you all the very best for 2018.

Yours sincerely

Professor Rufus Black
Vice-Chancellor

6 April 2018

**Office of the
Vice-Chancellor**

University of Tasmania
Private Bag 51
Hobart Tasmania
7001 Australia

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E Vice.Chancellor@utas.edu.au

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AO135-18 COMMUNICATIONS JOURNAL - CITY LINK BURNIE INC - MARKETING AND PROMOTION PRIORITIES ON THE CESSATION OF CITYLINK

FILE NO: 2/17/3; 882737
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1	AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.5	A vibrant and progressive central business district.
Strategy	1.5.1	Continue to invest in renewal of the CBD as a vibrant, attractive and cohesive retail and business hub.

1.0 RECOMMENDATION:

“THAT Council thank CityLink for its suggestions and advise of the priority areas for promotional activities.”

2.0 SUMMARY

Correspondence received from City Link Burnie Inc with marketing and promotional priority suggestions on the cessation of City Link.

3.0 GENERAL MANAGER’S COMMENTS

Background

At its meeting on 20 March 2018 Council resolved:

THAT Council:

- 1) ***Advise City Link, the Burnie Chamber of Commerce and Industry and the Burnie Tourism Association that it will discontinue all support to the three business groups from 1 July 2018; and***
- 2) ***Request Council officers prepare a promotional and marketing plan as part of the budget process; and***
- 3) ***Reduce the commercial rate commensurate with the reduction in administrative support provided to City Link.”***

Financial Impact

It is proposed that Council budget an amount of \$19,500 towards business marketing and promotions in the 2018/19 financial year.

Discussion

Council officers have workshopped with Aldermen the types of promotional activities to be undertaken by Council as part of the budget process.

The proposed activities include:

- a) The continuation of Burnie Vouchers, including exploring the purchase of vouchers on-line.
- b) Promotional campaigns linked to Mothers' Day and Fathers' Day.
- c) The use of online marketing as the primary means of marketing and promoting Burnie as the 'City by the Sea'.
- d) A Christmas promotion aligned with the Burnie Christmas Parade.
- e) A high profile promotional event to showcase Burnie retailers.

It is proposed that Council form partnerships with a number of Burnie businesses and/or individuals to assist in undertaking these activities.

ATTACHMENTS

1. Correspondence received from City Link Burnie Inc.

COUNCIL RESOLUTION

Resolution number: MO176-18

MOVED: Ald T Brumby

SECONDED: Ald C Lynch

"THAT Council thank CityLink for its suggestions and advise of the priority areas for promotional activities."

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



City Link Burnie Inc.
PO Box 973
Burnie 7320
P 03 6430 5858
E. citylink@burnie.net

19th April 2018

Re. Marketing and promotion priorities on the cessation of City Link;

Andrew and Aldermen,

Following a recommendation from the General Manager at the last City Link meeting, the Board would like to advise the following marketing and promotional activities as priorities for Council on the cessation of City Link at June 30th:

1. CHRISTMAS PROMOTION – Christmas is a critical sales period for many businesses and it is imperative that consumers are enticed to Burnie during this period. It is very important that promotional activity begins in early December and lasts until Christmas eve. In recent years City Link has had ‘scratchies’, Burnie’s biggest Christmas present, random shopper giveaways, and a Christmas eve draw for a large cash prize. Of course, Santa and his Elves need to be present on at least Friday and Saturdays.
2. SIDEWALK SELLOUT – These receive large retailer support. Only one is required per year and must coincide with a Saturday cruise ship visit, (ideally a large ship with predominantly Australian passengers). February is the best month, being after the busy back to school period and late in the fashion season, (when stores have end of season stock to clear).
3. EXCELLENCE IN SERVICE AWARDS OR SIMILAR – This Awards night has several benefits including rewarding those businesses/individuals that are excelling at customer service. It also provides a valuable networking/recognition night for those many people that invest massive hours and money into their businesses and the community.
4. BURNIE GIFT VOUCHERS – These have phenomenal support and have been an absolute success story. The new credit card size pvc vouchers had some teething issues but are now more popular than the old paper type. These must continue and could be developed further

with a purchasing link on the Council website. The opportunity for people interstate to purchase vouchers online for use in Burnie is enormous as it brings 'outside' money into our community. A good time to promote Burnie Gift Vouchers is MOTHER'S DAY and FATHER'S DAY.

5. EASTER PROMOTION – A simple, cheap promotion with Easter Bunny and helpers giving away free eggs to shoppers. Can also be tied in with cross promotion of Easter in the Park.
6. BURNIE BRANDING ADS – These 6 award winning commercials have been produced with a long usage life and for two distinct purposes. The first group of 3 ads are 'feelgood' commercials to make residents proud of our City and to counteract the negativity that naturally creeps in to a community at times. The second group are designed to inspire people outside the City to visit and spend, working on the principle of a 'day-out'.

The Board of City Link stress that support for the business community is vital to the success of our City, and we are enthusiastic to see Council continue these successful promotions/marketing programs. Of course, re-invention and rejuvenation is also imperative, and the business people of Burnie look forward to witnessing Councils further development of promotions and events. Clearly, the expectation is that Council will use their expertise and knowledge/ideas to surpass and improve on those of City Link.

Yours In The Best Interests of Burnie,



David Pease

Chairman

City Link

Ald Bentley left the meeting, the time being 8.36pm.

AO136-18 COMMUNICATIONS JOURNAL - BURNIE HIGHLAND PIPE BAND - COMPENSATION FOR PLAYING FOR CRUISE SHIPS

FILE NO: 2/17/3; 882995

PREVIOUS MIN:

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	1.2.1	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.

1.0 RECOMMENDATION:

“THAT Council advise the Burnie Highland Pipe Band that due to budgetary issues it is unable to pay compensation for playing at Cruise Ship departures.”

2.0 SUMMARY

Correspondence has been received from the Burnie Highland Pipe Band requesting compensation for playing at cruise ship departures.

3.0 GENERAL MANAGER’S COMMENTS

Prior to the 2017/18 Council compensated the Burnie Highland Pipe Band \$175 per cruise ship to play at departures. When there were twelve ships this was a total of \$2,100 per season.

However when the cruise ship numbers increased to more than thirty ships, Council decided during its budget process to no longer compensate the band but instead offer to assist the band to busk. The Band advises in its letter that this now generates income of approximately \$200 per ship.

There are approximately thirty cruise ships arriving in Burnie in the 2018/19 cruise ship season. At the rate proposed in the letter, Council would be compensating the Band an amount of \$7,500 for the season. While the service provided by the Band is appreciated, it is not a budget allocation that Council has available and there is greater merit in the funding for the Band coming through busking, directly from those who appreciate and experience the entertainment.

Council is continuing with its FMS Strategy to reduce rates and has had to reduce assistance to a number of community groups over the past two years. Council continues to provide an annual \$2,500 grant to the Burnie Highland Pipe Band under its Financial Assistance Grants policy.

For these reasons it is recommended that Council advise the Burnie Highland Pipe Band that it is unable to pay compensation for playing at cruise ship departures.

ATTACHMENTS

1 [↓](#). Correspondence received from Burnie Highland Pipe Band

COUNCIL RESOLUTION

Resolution number: MO177-18

MOVED: Ald S Kons

SECONDED: Ald K Dorsey

“THAT Council advise the Burnie Highland Pipe Band that due to budgetary issues it is unable to pay compensation for playing at Cruise Ship departures.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



Burnie Highland Pipe Band

PO Box 350
Burnie 7320
Tasmania

April 2, 2018



Mr Andrew Wardlaw,
General Manager,
Burnie City Council.

Dear Sir,

Some 12 or more years ago the Band was approached by Council and requested to play for departing cruise ships. As I understand this was to be for a period of some two hours and the Band was to be recompensed at a rate of about \$170 per boat. This sum was less than our usual fee at the time of \$200. The fee per ship was increased to \$175 several years later and permission to busk was granted. No further increase was granted in the intervening 10 years.

This year we were advised by Burnie Sports and Events, (BSE) that budgetary constraints precluded any payments. Additionally, security arrangements by Tasports had the effect of reducing the return from busking to less than \$100 for the first few ships. Later, better provision was made by the security personnel and BSE paid for M6 clearances to the port. This resulted in increased busking collections to just under \$200 per ship.

My understanding is that the presence of the Pipe Band is much appreciated by the passengers. This is a regular comment at each ship and I believe BSE has had questionnaires and emails affirming this.

I recently discussed this matter with the Mayor who advised that I make this request for a recompense suitable to the time and efforts of the Band. I would suggest \$250 per ship would be appropriate.

Yours sincerely

Peter Brumby
President
Burnie Highland Pipe Band Inc.

Ald Bentley returned to the meeting, the time being 8.37pm.

AO137-18 COMMUNICATIONS JOURNAL - LANCE RATHBONE - BURNIE SKATE PARK PETITION

FILE NO: 2/17/3; 883650
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1	AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.3	A community that promotes and values its broad range of quality leisure, recreational and sporting opportunities.
Strategy	1.3.2	Maintain and develop recreational and sporting facilities to encourage greater participation and sporting opportunities.

1.0 RECOMMENDATION:

“THAT Council:

- 1) Acknowledges the correspondence from Mr Rathbone; and*
- 2) Invite Mr Rathbone to be a key stakeholder in the consultation process noted in this report.”*

2.0 SUMMARY

Correspondence from Mr Lance Rathbone and a petition in relation to the skate park has been received. A copy is **attached**.

3.0 GENERAL MANAGER’S COMMENTS

Background

The skate park has been the subject of recent discussions and publicity as raised by Aldermen in motions of notice. The petition appears to be a response to this topic.

A copy of the Motion on Notice to the April 2018 meeting in relation to proposed improvements to the Burnie Skate Park is attached for reference.

Legislative Requirements

Under the *Local Government Act 1993*, a petition may be tabled with Council in accordance with the following provisions:

57. Petitions

- (1) A person may lodge a petition with a council by presenting it to a councillor or the general manager.
- (2) A person lodging a petition is to ensure that the petition contains –
- (a) a clear and concise statement identifying the subject matter and the action requested; and
 - (b) in the case of a paper petition, a heading on each page indicating the subject matter; and
 - (c) in the case of a paper petition, a brief statement on each page of the subject matter and the action requested; and
 - (d) a statement specifying the number of signatories; and
 - (e) at the end of the petition –
 - (i) in the case of a paper petition, the full name, address and signature of the person lodging the petition; and
 - (ii) in the case of an electronic petition, the full name and address of the person lodging the petition and a statement by that person certifying that the statement of the subject matter and the action requested, as set out at the beginning of the petition, has not been changed.
- (3) In this section –
- electronic petition** means a petition where the petition is created and circulated electronically and the signatories have added their details by electronic means;
- paper petition** means a petition where the petition is created on paper which is then circulated and to which the signatories have added their details directly onto the paper;
- petition** means a paper petition or electronic petition;
- signatory** means –
- (a) in the case of a paper petition, a person who has added his or her details to the paper petition and signed the petition; and
 - (b) in the case of an electronic petition, a person who has added his or her details to the electronic petition.

58. Tabling petition

- (1) A councillor who has been presented with a petition is to –
- (a)
 - (b) forward it to the general manager within 7 days after receiving it.
- (2) A general manager who has been presented with a petition or receives a petition under [subsection \(1\)\(b\)](#) is to table the petition at the next ordinary meeting of the council.
- (3) A petition is not to be tabled if –
- (a) it does not comply with [section 57](#); or
 - (b) it is defamatory; or
 - (c) any action it proposes is unlawful.
- (4) The general manager is to advise the lodger of a petition that is not tabled the reason for not tabling it within 21 days after lodgment.

59. Petitions seeking public meetings

- (1) A petition under [section 57](#) may request that a council hold a public meeting regarding the subject matter of the petition.
- (2) A council must hold a public meeting if the petition complies with [section 57](#) and it is signed by whichever is the lesser of the following:
- (a) 5% of the electors in the municipal area;
 - (b) 1 000 of those electors.
- (3) A petition that requests a public meeting is not to be made in respect of any matter relating to rates and charges in [Part 9](#) if those rates or charges have been made for the current financial year.

60. Action on petition

- (1) The general manager, by notice in writing to the person who lodged the petition, is to –
- (a) advise whether the petition complies with [section 59](#), if it seeks a public meeting; and
 - (b) give reasonable notice of when the council is to consider the petition.
- (2) Within 42 days after the tabling of the petition –
- (a) the general manager is to advise the council at a council meeting whether the petition complies with [section 59](#), if applicable; and

(b) the council, at that meeting, is to determine any action to be taken in respect of the petition.

(3) If the petition complies with [section 59](#), or the council otherwise resolves to hold a public meeting regarding the subject matter of the petition, the council, within 30 days after the meeting referred to in [subsection \(2\)](#), is to hold a public meeting to discuss the subject matter of the petition.

(4) The council is to record in the minutes of the meeting referred to in [subsection \(2\)](#) –

(a) the subject matter of the petition; and

(b) the number of signatories to the petition.

The petition was received on 4 May 2018.

The petition does not comply with s57 of the *Local Government Act 1993* as listed above in that it does not carry a statement of the number of signatures required by s57(2)(d) and does not carry a statement of the name, address and signature of the person lodging the petition. The petition is therefore not to be tabled as a petition under s58 of the *Act*, or subject to the regulatory actions above.

However, it is appreciated that these omissions are a technicality. The General Manager has therefore decided to include the item as ordinary correspondence for due consideration by Council.

In accordance with s59(4) as required, Mr Rathbone has been advised in writing that while it was not compliant with the *Act*, the item would still be considered at the next ordinary meeting of Council, being the 15 May 2018.

Policy Considerations

This report presents no policy implications for Council.

Financial Impact

Council has allocated \$25,000 to fund improvement works at the Burnie Skate Park in the 18/19 capital works budget.

The request at hand seeks to request Council consider a range of projects which may be progressed though applying these funds, subject to a consultation process.

Through the consultation process additional projects may be identified, however these would be considered as part of future budget deliberations.

Discussion

Council has allocated \$25,000 in the draft 2018/19 capital works budget for three planned improvements to the Skate Park, namely:

- Relocation of the shade structures.
- Additional seating.
- Artificial grass over the grass mounds.

In the advice to Council in respect to the Motion on Notice the following comments were provided in relation to consultation:

“There are a range of users who visit and recreate at the Skate Park and it is to be expected that there will be varied views and opinions as to the need for the suggested works and how the works may be implemented.

Council’s Youth Development Officer has strong linkages with the various user groups at the Skate Park.

Should funding be allocated to this project it would be appropriate to undertake consultation with the user groups to explain the proposed works and seek their views on the merits of the works and also suggestions as to locations for the improvements proposed.”

The correspondence received from Mr Rathbone suggests that the funds to be allocated by Council to Skate Park improvement works be directed to other improvements on the site and a number of suggestions are put forward in the correspondence.

These include

- Extension of the area immediately in front of the park to reduce gravel.
- Extension of the area to include a street course that includes a junior area. The all ages facility makes it dangerous for all users.
- The grassy hills paved and used as a greater area for skating (requires extension of the paving).
- Easy access to toilets (children have been forced to urinate or sometimes worse near the train tracks, cross the highway or alternatively utilise the facilities in the football grounds, many times unaccompanied).
- Wind breaks: it is a shocking place to skate with strong winds that blow sand and loose gravel onto the cement area.
- BBQ’s and lighting.

With the correspondence a request was put forward by a number of persons who use the Skate Park as follows:

“We, the following users of the skate park, request that our voices be heard and that any changes to the skate park include open and honest discussion with the skate park users. We respectfully request that consideration be given to the ideas above and that any expenditure be directed to improving the utilisation and safety of users.”

The request put forward echo’s the planned consultation approach with Skate Park users as noted in the previous report to Council.

There are a range of people who use the skate park and there will be various views as to what may be desirable or necessary improvement works at the facility.

It is recommended to Aldermen that it progress the consultation process as noted in the April 2018 report and that Mr Rathbone be a key stakeholder in that consultation process.

The outcome of the consultation process and identified priority works to be reported to Council for consideration, prior to any works being progressed at the Skate Park.

The information obtained from this process may also aid in informing the future works program

Risk

Undertaking a wide consultation process to elicit views on the nature and priority of desired improvements works for the Burnie Skate Park will enable various issues and concerns to be identified.

Decisions then can be made as to how to address the concerns and issues raised, and it is suggested that addressing safety concerns would be one of the criteria for determining the relative priority of works.

Consultation

A consultation process is noted in this report as a means to provide a voice to the various persons who use the Burnie Skate Park.

ATTACHMENTS

- 1 [↓](#). Mr Lance Rathbone - Burnie Skate Park Petition
- 2 [↓](#). AO095-18 Motion on Notice - Burnie Skate Park (Minutes)

COUNCIL RESOLUTION

Resolution number: MO178-18

MOVED: *Ald K Dorsey*

SECONDED: *Ald S French AM*

“THAT Council:

- 1) Acknowledges the correspondence from Mr Rathbone; and***
- 2) Invite Mr Rathbone to be a key stakeholder in the consultation process noted in this report; and***
- 3) Withhold any work until proper consultation is undertaken.”***

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



The Mayor and Aldermen

Dear Elected Representatives

Firstly, I want to thank you for taking into consideration the Burnie Skate Park. The issues with the park seem, at times, to be insurmountable, but a start is a start.

I have been skating at the Burnie Skate Park for the past 10 years and have always found the location disturbing. The park is isolated and has no real redeeming qualities. We are not close to stores, people, toilet facilities, any contact or safety measures. It is surrounded by gravel, the number one enemy of any skater. Gravel and small rocks stop skates immediately endangering the skater. Any attempt to complete advanced skating techniques is stymied by gravel.

It is with this in mind that I write; as per the report in the Advocate, the Council intends to put artificial turf on the grass hills? The grassy hills pose no issues to skaters. The hills bleed dirt onto the edges of the skate surface but do not disturb skating. Therefore, why spend money on something that is not a factor. Moving the shade cloth is a pointless exercise and once again raises the issue of spending money on items that do not improve the skate park.

If the Council is serious about making the skate park more amenable, **I would suggest discussing the issues at the skate park with users.** Why was this not done before the decision to proceed was made? I can organise a group of skaters to address the Council and advise you of what is required.

I can tell you that we, the undersigned, would prefer any money spent on the skate park to include at least some of the following:

- Extension of the area immediately in front of the park to reduce gravel
- Extension of the area to include a street course that includes a junior area. The all ages facility makes it dangerous for all users
- The grassy hills paved and used as a greater area of skating (requires extension of the paving)
- Easy access to toilets (children have been forced to urinate or sometimes worse near the train tracks, cross the highway or alternatively utilise the facilities in the football grounds many times unaccompanied)
- Wind breaks – it is a shocking place to skate with strong winds that blow sand and loose gravel onto the cement area
- BBQs, lighting

It is the opinion of many skate park users that what was reported in the Advocate is misguided, a waste of money and does not represent the desires of the end users. Once again, thank-you for your consideration.

Yours sincerely

Lance Rathbone

The Mayor and Alderman Burnie City Council


We, the following users of the skate park, request that our voices be heard and that any changes to the skate park include open and honest discussion with skate park users. We respectfully request that consideration be given to the ideas listed above and that any expenditure be directed to improving the utilisation and safety of users.

Name	Address	Signature	Phone
CRICK Robinson	LANTIERE AVE		0428789686
MIKE HARRIS	6 COOPER ST		64321933
Skye pearce	17 percy st		0437824703
Jaret Pugh	63 Amy Rd.		0400086672
Zade Hyland	64 Granville Av		0499957222
ANDRE KING	WYNMARD		0409174796
Jill French	WYNMARD		0417373124
Ashe	8A Queenstreet		?
Tyler reeve	38 Jorganson St		0484191895
Craig Staples	412 Raglan Street		0424134334
Jonah Westley	5 Elizabeth (ulvic		0403657242
Tim Bosch	83 Queen St.		0467618541
Cameron Ogston	1 Maydena		0428032699
Kai	1 maydena		age 9
EWARDS son	1 maydena		age 8
Matt Spinks	Port Sorell		0488516356
Lance Rathbone	Cozee		0427489161
Alex Pugh-Harris	22 Riseley St.		0438549848
Ask castle	34 Granville		0499457222
Sam Badcock	69 Hermitage Ln ^{lethbridge}		0437859158
Tessa Badcock	69 Hermitage Ln ^{lethbridge}		0417143193
Ryan Smith	Burnie		048002054

4 hours at the Skate Park
to get this many! give me two weeks and
I'll get 500

The Mayor and Alderman Burnie City Council

We, the following users of the skate park, request that our voices be heard and that any changes to the skate park include open and honest discussion with skate park users. We respectfully request that consideration be given to the ideas listed above and that any expenditure be directed to improving the utilisation and safety of users.

Name	Address	Signature	Phone
Nathan Bryan	Burnie		-
Tracey Breaker	Burnie	J.B.	-
Viki Elphinstone	Burnie	V Elphinstone	-
Peter Elphinstone	Burnie	P Elphinstone	-
Cassie Lawrence	Burnie	clawrence	-
Kylie Ogston	Burnie	K Ogston	-
Arlin Mason	Burnie	A Mason	-
Colby Chircott	Burnie	C Chircott	-
Jet Arnold	Burnie	J Arnold	-
Joseph Orford	Burnie	J Orford	-
Rekin Best	Burnie	R Best	16
Ashe	Burnie	A leaves	12
Blair Dunham	Burnie	B Dunham	15
Byrdon Covey	Burnie	B Covey	0417638725
Rex White	Burnie	Rex	
Jayden Symons	Burnie	J Symons	
Matthew Cooper	Burnie	M Cooper	
Tyson Kingdon	Burnie	T Kingdon	
Henry	Burnie	H	7
Marshall Vincent	Burnie	M Vincent	
Paul Vincent	Burnie	P Vincent	
Andrew Harsay	Stanley	A Harsay	-

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL
TUESDAY, 17 APRIL 2018

MOTIONS ON NOTICE**AO095-18 MOTION ON NOTICE - BURNIE SKATE PARK**FILE NO: 15/5/2
PREVIOUS MIN: AO060-18

Alderman Amina Keygan has given notice that she would move the following motion at this meeting:-

“THAT Council allocate in its 2018-2019 budget deliberations, a sum of money to upgrade the Burnie Skate Park complex with the following additions: relocation of shade cloth covers over current seating areas, provision of additional bench seating under newly relocated shaded areas and installation of artificial turf on the two grass mounds adjacent to the skate ramps”.

ALDERMAN’S COMMENTS

At the March meeting of council, I proposed several questions on notice in regards to approximate costings for several upgrades to the Burnie Skate Park. Given that we are in the process of budget deliberations for the 2018-19 financial year, I propose that council allocate a sum of money for the above mentioned upgrades to the skate park. As indicated in the responses to the QON, the total proposed upgrades would total approximately \$25,000.

Several Aldermen have previously recognised the need to provide our city’s young people and families with a safe and inclusive space for them to congregate. Based on consultations and conversations undertaken with youth and families who frequent the park, the proposed upgrades enjoy strong community support.

GENERAL MANAGER’S COMMENTS**Background**

Aldermen are aware of various conversations which have occurred with the community in regard to needs and expectation associated with the use of the Skate Park.

More recent issues have included requests for lighting of the Skate Park and improved parking opportunities at the Skate Park from the Bass Highway access. Works have occurred to make parking for users and spectators at the skate park more convenient.

As noted in the motion on notice, advice was provided at the 20 March 2018 meeting as to the potential cost implications of various improvements which were put forward.

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL
TUESDAY, 17 APRIL 2018

It is expected that there will be a range of views within the community as to what may be necessary and desirable improvements to the Skate Park and their relative priority.

Legislative Requirements

The relocation of the shade structures will require a building approval to be obtained.

Policy Considerations

Council provides a range of facilities for the community. From time to time requests for changes, modifications and additions to such facilities are made by interested persons to meet identified needs and expectations.

Council needs to consider each of these requests in the context of:

- Operational and capital cost implications
- Alignment with Council's strategic planning documents
- Mitigating risk issues
- Regulatory / statutory implications
- Nature of the project: renewal, upgrade, new
- Level of service / community satisfaction

The capital works assessment process applies the methodology above in determining suggested project priorities

Financial Impact

In the previous advice to Council the cost implications for the proposed works were noted as:

- Relocation of the shade structure \$7,000
- Additional seating \$2,000
- Artificial grass over the grass mounds \$14,080

The motion seeks to allocate \$25,000 in the 18/19 capital works budget to progress the identified works.

The draft 18/19 capital works budget has been the subject of a number of reviews by Council in recent weeks, and the program value as it stands, is able to be funded based upon the modelling carried out to date .

Should the project in question be included in the 18/19 capital works program, opportunities to address a shortfall in capital funding work need to be explored as part of the budget process.

The projects do not present significant ongoing operational cost implications.

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL
TUESDAY, 17 APRIL 2018

Discussion

The MON seeks to progress the following works:

- Relocation of the shade structures
- Provision of additional bench seating
- Installation of artificial grass over the grass mounds adjacent to the Skate Park

It is understood that these and other matters have been brought forward to Aldermen by users of the Skate Park as areas of concern or desired improvements.

Observations that can be made in regard to the three matters above are noted below:

- Shade structures

The shade structures are located over the grass mounds at the Skate Park. It is assumed the structures had been placed to shade persons waiting to use the adjacent part of the Skate Park or to provide shade for persons seeking an elevated viewing area.

Relocation of the shade structures to the seating areas would provide shade for spectators but remove the current facility for users of the Skate Park.

- Additional seating

Seating opportunities are limited and additional seating opportunities are supported.

- Artificial grass

The grassed mounds at the skate park have patchy growth on the inclined areas of the mound. The transition between the skate park concrete and the grassed mound is devoid of grass due to constant wear.

At this transition point a trip hazard forms, with loose soil etc. blowing on the skate park.

At a minimum a change in surfacing at the top of the mounds would be desirable to improve the use and safety of this part of the Skate Park.

The relative priority/need for the work is a matter for Council's consideration.

Risk

There are a range of users of the Skate Park and each will have different views as to what would be necessary improvements and additions to the facility to meet their needs.

A potential risk in progressing the proposed works is that they will not meet the expectations of the many and varied user groups.

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL
TUESDAY, 17 APRIL 2018

Consultation with the groups prior to implementation of any works would aid in mitigating this risk.

Implementation of the works would have the attendant risks associated with construction works. These can be managed through applying the normal project management and safe work practices

Consultation

There are a range of users who visit and recreate at the Skate Park and it is to be expected that there will be varied views and opinions as to the need for the suggested works and how the works may be implemented.

Council's Youth Development Officer has strong linkages with the various user groups at the Skate Park.

Should funding be allocated to this project it would be appropriate to undertake consultation with the user groups to explain the proposed works and seek their views on the merits of the works and also suggestions as to locations for the improvements proposed.

COUNCIL RESOLUTION

Resolution number: MO128-18

MOVED: Ald A Keygan

SECONDED: Ald C Lynch

"THAT Council allocate in its 2018-2019 budget deliberations, a sum of money to upgrade the Burnie Skate Park complex with the following additions: relocation of shade cloth covers over current seating areas, provision of additional bench seating under newly relocated shaded areas and installation of artificial turf on the two grass mounds adjacent to the skate ramps".

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

AO138-18 COMMUNICATIONS JOURNAL - FRIENDS OF THE BURNIE REGIONAL ART GALLERY - DONATION

FILE NO: 2/17/3; 13/22/1; 883545
PREVIOUS MIN:

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

1.0 RECOMMENDATION:

“THAT Council advise the Friends of the Burnie Regional Art Gallery confirming that it will be making a donation of \$10,000 from the National Geographic: 50 Greatest Photographs exhibition.”

2.0 SUMMARY

Correspondence received from Friends of the Burnie Regional Art Gallery regarding funding proposal following the *National Geographic: 50 Greatest Photographs* exhibition.

3.0 GENERAL MANAGER’S COMMENTS

Negotiations were conducted with the Friends of the Burnie Regional Art Gallery in the lead up to the *National Geographic: 50 Greatest Photographs* exhibition. As noted in the letter an agreement was made to contribute \$10,000 to the Friends as a donation to acknowledge their assistance in the holding of the Exhibition. It is unknown why the final agreement was not signed.

As it has always been Council’s intention to honour this agreement, it is recommended that Council advise the Friends that it confirms the agreed donation.

ATTACHMENTS

1. Correspondence received from Friends of Burnie Regional Art Gallery

COUNCIL RESOLUTION

Resolution number: MO179-18

MOVED: *Ald C Lynch*

SECONDED: *Ald S French AM*

“THAT Council advise the Friends of the Burnie Regional Art Gallery confirming that it will be making a donation of \$10,000 from the National Geographic: 50 Greatest Photographs exhibition.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

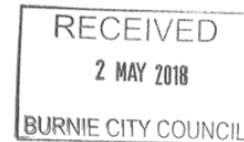
CARRIED UNANIMOUSLY

Friends of the Burnie Regional Art Gallery

PO Box 847
Burnie Tas 7320

Phone Art Gallery (03) 6430 5875
E-Mail gallery@burnie.net

The Mayor and Aldermen
Burnie City Council
PO Box 973
Burnie TAS 7320



26 April, 2018

Dear Mayor and Aldermen

Friends of the Burnie Regional Art Gallery (BRAG) would appreciate clarification of a matter that was negotiated prior to the staging of the recent *National Geographic: 50 Greatest Photographs* exhibition.

In 2016 a Heads of Agreement was drawn up between Friends of BRAG and Council on the funding and operation of this (proposed) Exhibition.

Under this draft agreement, Friends would provide support funding to enable the Exhibition to be secured and receive the door takings in repayment.

The Agreement was signed by Friends of BRAG but not by council as Council elected to solely fund the Exhibition.

In lieu, it is our understanding that at the end of the Exhibition, Council would make a donation of \$10,000 to Friends of BRAG for their contribution by way of manpower and support for the duration of the Exhibition.

From all accounts the National Geographic: 50 Greatest Photographs exhibition was a very successful art happening for Burnie being appreciated by both locals and visitors.

Friends of BRAG now look forward to your response in this regard.

Yours sincerely

A handwritten signature in blue ink that reads "J. Middleton".

Judi Middleton Public Officer/Treasurer
Friends of the Burnie Regional Art Gallery



AO139-18 COMMUNICATIONS JOURNAL - ROSS ELPHINSTONE AND RESIDENTS - GUM TREES AT SHEPTON PARK, COOEE

FILE NO: 2/17/3; 883934
PREVIOUS MIN: AO211-16; AO193-17

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 notes the attached correspondence from residents at Shepton Park, includes the request for works in the assessment process at hand, and receive a report following completion of negotiations with the Department of Environment.”

2.0 SUMMARY

Correspondence has been received from residents raising concern over the gum trees at Shepton Park in Cooe. A copy is **attached**.

3.0 GENERAL MANAGER’S COMMENTS**Background**

Council has previously considered resident concerns related to the trees within the Durham Road Reserve. Some work has been carried out in recent times to remove diseased trees, remove branches overgrowing the southern fire buffer zone, stumps coppiced and some tree branches uplifted, with an aim to partly improve views for residents.

At the August 2017 meeting Council considered a report on tree management in the reserve and determined:

“To progress referral process under the EPBC Act for tree removal and trimming works and provide a subsequent report to Council in accordance with the resolution of Council”

The focus of resident concerns in that report was in regard to sightlines through the reserve.

The original management plan for the reserve noted that maintaining view lines was a significant issue for some residents and the management plan included an action to progress tree management works to improve sightlines. Due to observations of the Swift Parrot in the reserve, there was a requirement to obtain an approval from the Australian Government to remove said trees.

The approval obtained at that time permitted the removal of up to 25 of the Euc Globulus. However an arboricultural assessment was required to be carried out on the trees, focusing on tree health and the foraging potential of the trees for the Swift Parrot. Following this assessment only six trees were recommend for removal.

Further discussion with the Department of Environment has revealed that this approval is still live and can be acted upon. However there is a need for a contemporary arboricultural report to be obtained to action the approval.

A detailed assessment of the trees in the reserve has been carried out and the arborist is preparing a report to the EPBC to gain approval for progressing sightline improvement works.

The **attached** plan shows the trees assessed and lines of sight.

It is noted that the works will not result in clear sightlines, rather filtered views, achieved through selected tree removal and trimming of tree limbs. However as the trees continue to grow sightlines will continue to be impacted.

A subsequent report will be brought to Council following approval under the Environment Protection and Biodiversity Conservation (EPBC) legislation being gained, with cost implications, for consideration by Council.

It is also important to note that the initial rationale for the tree planting was to improve slope stability and the impact of tree removal on slope stability will also need to be considered.

Legislative Requirements

Approval to remove the Euc. Globulus and other trees in the reserve is required under the EPBC Act, due to the past observations of the Swift Parrot (endangered species) in the Durham Road Reserve.

Policy Considerations

Council's Tree Management Policy guides the management of tree on lands managed by Council.

Financial Impact

This report presents no financial impacts to Council.

The possible cost of works will be advised in a subsequent report to Council.

Discussion

The letter from residents raises two concerns:

- The potential for tree limbs to fall on fence lines and abutting property.

A fire buffer is required to be maintained around the reserve. The clear zone behind the properties is well defined. Council has in the past removed tree limbs protruding in to the clear zone from a fire hazard management perspective.

Officers will inspect the clear zone and arrange for removal of any protruding limbs as part of normal fire hazard management works.

However this work would not address the dropping of limbs from high in the tree canopy.

- Property shading.

The orientation of the properties and the close proximity of the trees in the reserve would lead to some shading issues.

This can be an issue that arises in many locations across the municipality due to trees on both public and private lands.

The consistent approach of staff in relation to tree management is that trees are not removed on the basis of them shading properties. Rather a risk based assessment is taken by assessing the tree health, proximity to vulnerable activities or infrastructure and the like.

The trees of concern are noted as the top row in the reserve.

Officers suggest that an assessment of the trees be carried out using Council's tree assessment process and further advice be provided as part of the broader report to Council as noted earlier in this report.

It is noted that the majority of the trees in the top row are Euc. Globulus and as such a further approval under the EPBC Act may be required for their removal, as this type of tree is a known food source for the Swift Parrot.

Risk

Council has an obligation to manage the fire management buffer around the perimeter of the reserve and in doing so mitigates potential risk to the community in the event that a fire occurs in the reserve.

A particular concern expressed in the correspondence from residents relates to the shading of their property by the trees in the reserve.

Such concerns are raised periodically with Officers in relation to both private and public lands.

Council in the past has generally not undertaken any works associated with removal of trees due to shading concerns, nor is there any obligation on Council or a private land owner to do so.

The primary driver for trees removal should be related to tree health or risks to abutting infrastructure and property.

Removal of tree on the basis of shading may set a precedent in the mind of some members of the community, with the potential for further requests to Council to consider tree removal works at other locations.

Consultation

Officers have previously met with residents to understand their concerns. An arborist is providing advice to Council in regard to the assessment of trees in the reserve and assisting in the preparation of a report to support a submission under the EPBC legislation.

ATTACHMENTS

1. [Shepton Park Residents - Gum Trees at Shepton Park in Cooe](#)
2. [Durham Road Reserve Tree Management](#)

COUNCIL RESOLUTION**Resolution number: MO180-18****MOVED:** *Ald K Dorsey***SECONDED:** *Ald R Bentley*

“THAT Council notes the attached correspondence from residents at Shepton Park, includes the request for works in the assessment process at hand, and receive a report following completion of negotiations with the Department of Environment.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY

COOEE, 7320

7.5.2018

TO THE MAYOR & ALDERMEN & WOMEN OF
BURNIE CITY COUNCIL,

RE:- THE GUM TREES AT SHEPTON
PARK COOEE,

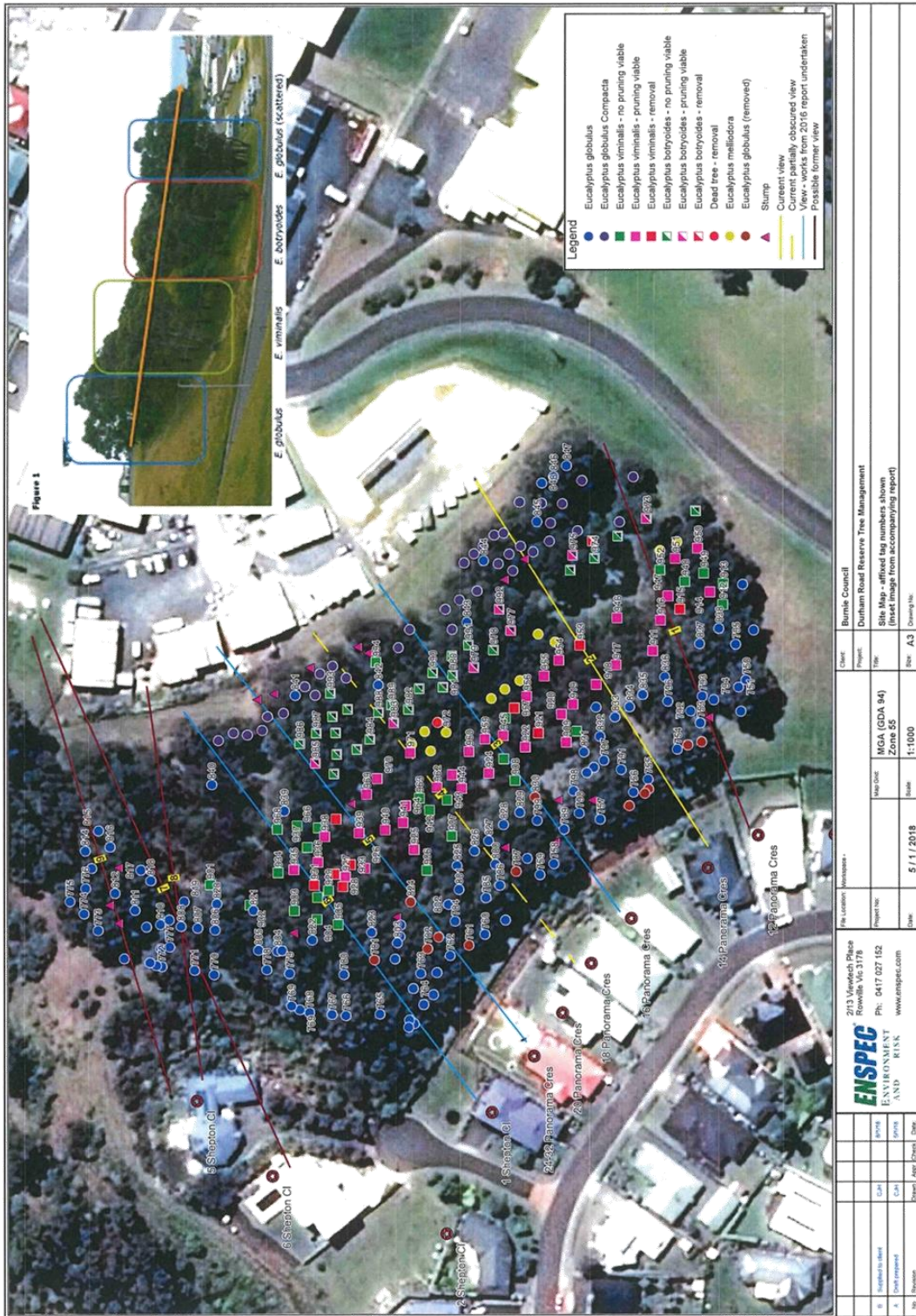
WE THE RESIDENTS, ARE CONCERNED
ABOUT HOW QUICKLY THE GUM TREES
ARE GROWING,

THE HEIGHT OF THE TREES AND
LENGTH OF THE LIMBS COULD COME
DOWN ANYTIME, IF SO WHO IS
RESPONSIBLE FOR DAMAGE THEY
WOULD CAUSE IF THEY CAME DOWN
ACROSS FENCES?

ALL WE WOULD LIKE IS THE TOP
ROW OF TREES TO BE REMOVED.

THAT WOULD MAKE THE AREA MORE
SAFE, AND OPEN IT UP TO LET MORE
LIGHT ONTO THE GARDENS, AS THEY
DONT GET SUNLIGHT TILL MIDDAY
WE HAVE HAD THE PROPERTY 21 YRS AND
HAVE NEVER SEEN A SWIFT PARROT
IN THE TREES.

Pass & Elphinstone J. M. Elphinstone
Shan Durley Robertson / Daley
H. Robertson



MINUTES AND REPORTS OF COMMITTEES**AO140-18 BURNIE REGIONAL ART GALLERY SPECIAL ADVISORY COMMITTEE
UNCONFIRMED MINUTES OF MEETING HELD ON 9 APRIL 2018**FILE NO: 29/3/9

RECEPTION FOR DISCUSSION**RECOMMENDATION:**

“THAT the Minutes of a meeting of Burnie Regional Art Gallery Special Advisory Committee held on 9 April 2018, be received for discussion.”

SUMMARY

The National Geographic Exhibition has been successful. The Director of the BRAG thanked the volunteers for their efforts.

There has been a positive response to the re-organisation of the foyer space. This will allow visitors to view works from the Gallery’s permanent collection.

ATTACHMENTS

1. [Burnie Regional Art Gallery Special Advisory Committee Minutes April 2018](#)

COUNCIL RESOLUTION**Resolution number: MO181-18****MOVED: Ald S French AM****SECONDED: Ald K Dorsey**

“THAT the Minutes of a meeting of Burnie Regional Art Gallery Special Advisory Committee held on 9 April 2018, be received for discussion.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



Meeting: **Burnie Regional Art Gallery
Special Advisory Committee Meeting - UNCONFIRMED**
 Held on: Monday 9 April 2018
 Venue: Frank Ellis Room Burnie Regional Art Gallery
 File No(s): 29/003/009

The meeting opened at 10am. The meeting closed at 11.12am.

		Action
1	Present Ald Sandra French (Chairman), Dawn Oelrich (Director), Joan Kelly (Friends Representative), Sonia Guizzo, Patricia Parke & Eleanor Austin (Minutes)	
2	Apologies Michael Muruste, Neil Thorne	
3	Declaration of Interests None	
4	Chairman's Communications The Chairman commented on her visit to the 2018 Glover Exhibition at Evandale. Burnie residents Michael Muruste (Advisory Committee Member) and Meg Collidge were selected finalists in this exhibition.	
5	Confirmation of Previous Minutes <i>It was moved that the minutes of the meeting held on Monday, 5 February 2018, be accepted as a true and accurate record. (Moved Joan Kelly, seconded Patricia Parke. Carried)</i>	
6	Business arising from the Minutes <u>Mosaic Software</u> The Gallery Director advised of her queries regarding the Mosaic software (to be used for recording the art gallery collection). There is a \$3,000 training cost for 2 days with license for 5 participants. Dawn mentioned that the Burnie Museum use this program for compilation of artifacts and it would be a positive connection with the Burnie Regional Museum.	

	Action
<p>7 Director's Report</p> <p><u>Exhibitions</u></p> <p>20 Jan – 15 April Main and Middle Galleries National Geographic: 50 Greatest Images</p> <ul style="list-style-type: none"> • Just over 7000 visitors • Should reach the expected cash target • BRAG Friends have been wonderful assisting with front desk • Collection will be stored and I am still trying to figure out what happens next <p>6 April – 17 June Foyer Gallery Unpacked – works from the Burnie Collection</p> <ul style="list-style-type: none"> • John Firth-Smith <p>9 April – onward Learning Space Gallery HiArt! has moved to the wall of the back gallery (aka Learning Space) .</p> <p>Opening 20 April <i>BRAG 40 Years</i> (main gallery) and <i>Push Pull Press; Jennifer Marshall, Yvonne Rees-Pagh and Milan Milajovic</i> (middle gallery)</p> <p><u>Community Meetings</u></p> <p>February Paper on Skin, TASART, M Smith ,Roving Curator Arts Tasmania; Rosemary Miller re Partnership Grant ; Public Art Advisory Committee, Makers Gallery; Ten Days on the Island (Jane Haley) ; Scott Rankin, Big ART</p> <p>March School for Seniors; Coastal Art Group; BRAG Friends; Emu Bay Lions Club Youth of the Year Judge; MMG Community Consultative Committee (Rosebery)</p> <p>April 16 Probus Club Talk</p> <p>In Gallery – Wednesday Painters, Friends – ideas for more community participation?</p> <p>Events – Cruise ships have all but finished but happily schools have been visiting the exhibition in the weeks coming up to Easter</p> <p><u>Building/Maintenance</u></p> <p>Gallery Shop – A review is due and will be carried out in the next months</p> <p>Policy – updating of policies and plans has stalled somewhat with holidays and training programs but it is becoming a priority.</p> <p>Courtyard – has been cleaned up somewhat – next we paint over the mural. The BCC works department took away the excess material and have refurbished three of the large timber benches, one could not be saved.</p> <p>Safety Audit due 19 April Director will undergo training to be the Safety Officer for BRM, BAFC and BRAG in September.</p>	

		Action
	<p><u>Collection</u></p> <p>Mosaic Some discussion with the supplier. Training is required, possibly at the end of May – to confirm. Mosaic training costs +\$3000 for two to three people for two days. If we are to go ahead with more training we will have to apply for funding from BCC . There is still some resistance to changing the collection management program.</p> <p>New Art Purchase – We are considering the purchase of works by former Burnie resident and now Hobart based sculptor/artist, Matt Calvert. Matt is also making large glass works that would be worth considering for public places.</p> <p>MOVED Dawn Oelrich and seconded Joan Kelly That the Director's Report, 9 April, 2018, be received</p> <p style="text-align: right;">CARRIED</p>	
8	<p>Business arising from the Directors' Report</p> <p><u>National Geographic Exhibition</u> The Director spoke of the success of the National Geographic Exhibition and that the entry fees target of \$40,000, set by the Burnie City Council, has almost been reached. Dawn thanked the volunteers for their efforts in assisting on the desk.</p> <p><u>Foyer Space</u> There has been positive response to the re-organisation of the foyer area. This exhibition space now provides access to visitors who request viewing works from the gallery's permanent collection.</p> <p><u>Cultural Mapping</u> Currently no further information available yet.</p> <p><u>Partnershiping</u> The Director described the event and how this was to be 'rolled out' nationally. Joan Kelly's artwork for this event is progressing well.</p>	
9	<p>Friends of the Gallery Report</p> <p><u>Film Night</u> A Film Night will be held on Friday, 27 April at 6pm in the Gallery. Joyclynn Biner, former arts journalist and choreographer, will introduce the film.</p> <p><u>Next Friends of the Gallery Meeting</u> Monday, 6 April at 4pm.</p>	
10	<p>General Business</p> <p><u>Rodney Pople Artwork</u> Eleanor Austin questioned the possibility of a Rodney Pople artwork being donated to the Burnie Regional Art Gallery as discussed in a meeting in 2017. The donation was to be under the Cultural Gifts Program. The Director will seek further information and advice from Randolph Wylie, Exhibitions Coordinator.</p>	

4

		Action
11	Next Meeting The next meeting will be held in the Gallery at 10am on Monday, 18 June, 2018.	

Signed and dated (upon confirmation at next meeting):	
_____ [Insert Name] Chairperson	_____ Date

UNCONFIRMED

MINUTES AND REPORTS OF COMMITTEES**AO141-18 BURNIE REGIONAL MUSEUM SPECIAL ADVISORY COMMITTEE
UNCONFIRMED MINUTES OF MEETING HELD ON 30 APRIL 2018**FILE NO: 2/5/35

RECEPTION FOR DISCUSSION**RECOMMENDATION:**

“THAT the Minutes of a meeting of the Burnie Regional Museum Special Advisory Committee held on 30 April 2018, be received for discussion.”

SUMMARY

Committee members raised concerns relating to curators hours, however the Committee was advised that Council had no intention of reducing curatorial hours at the Museum.

The Committee was also advised that planning had commenced to merge the gallery and Museum. This will hopefully assist Council in developing a new funding model with the State Government which is more in line with funding of other Museums and Art galleries in other regions.

ATTACHMENTS

- 1 [↓](#). Burnie Regional Museum Special Advisory Committee Unconfirmed Minutes of Meeting 30 April 2018

COUNCIL RESOLUTION**Resolution number: MO182-18****MOVED:** *Ald R Bentley***SECONDED:** *Ald T Brumby****“THAT the Minutes of a meeting of the Burnie Regional Museum Special Advisory Committee held on 30 April 2018, be received for discussion.”*****For:** Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.**Against:*****CARRIED UNANIMOUSLY***

Agenda and Meeting Notes



Meeting: **Burnie Regional Museum Special Advisory Committee**
 Date & Time: 30 April 2018 4:30pm
 Venue: BCC First Floor Conference Room
 File No(s): 2/5/35

Chairperson:	Tich Ferencz
Present:	Tich Ferencz, Robyn House, Ray Crawshaw, Ken Dorsey, Rodney Greene, Richard Ruddle, Jaydeyn Thomas
Apologies:	Lauren Stanton, Peter Cocker, Beth Singleton

Discussion Item and Notes	Action / Responsible
<p><u>Declarations of Interest</u> No new declarations of interest</p>	
<p><u>Confirmation of Minutes</u> <i>It was moved that the minutes of the meeting held on 26 February 2018 be accepted as a true and accurate record. (Moved Robyn House, seconded Ray Crawshaw. Carried)</i></p>	
<p><u>Matters Arising</u> Arts Tasmania Funding:</p> <p>Council had a workshop around the Arts Tasmania Funding model letter response. There was talk about further lobbying and it was agreed to move on the amalgamation staffing as it would strengthen the model case. Rodney Greene has a meeting with Georgia Wade (Museum Curator) and Dawn Oelrich (BRAG Director) about potential staffing.</p> <p>The plan is to have one budget and organisational model by this time next year (2019). During the transitional period, it is suggested that representation from SAC or Friends of both organisations be a part of a working group for testing ideas for exhibitions, volunteers, work strategy and buildings.</p> <p><u>Curator's Position:</u> A letter from the Friends of the BRM prompted position discussions and the meeting with Dawn Oelrich and Georgia Wade. The position of Museum Curator will remain full time. Council was going to advertise the part-time backfill position on Saturday 28 April, but an issue with the Curator coming back has arisen. There are procedural matters that need to be followed.</p> <p>The Friends of the BRM, as well as the rest of the organisations represented around the table, strongly expressed support for both the curator's position and for Jaydeyn Thomas in the role in particular.</p>	

Meeting Notes

Curator's Report

We are now working on A Stitch in Time, opening on 4 May.

We are still working on setting up the Digitisation Room and the 3D object photography studio. We will be putting another call out for volunteers to be a part of the Advocate project, in addition to the crew we already have. We will let everybody know once the digitisation process is ready to roll. We do currently have a need for volunteers to transcribe the handwritten ledgers into the computer, please let us know if you are able to help! Council is working through the budget which includes a capital request for the servers needed to store the digital archive.

All volunteers should have received an acknowledgement and thanks letter from the Mayor in recognition of those who worked on the move of the Advocate and Winter Collections.

A number of donations have entered into BRM, including materials from the Franklin River protest, commemorative The Advocate materials, and some amazing textiles that will be on display in the next exhibition!

Staff conducted a survey via the latest mail-out to see how many people would prefer digital-only mailing.

The Friend's High Tea was held on 26 April at the old Launceston Bank For Savings and was a successful event.

The second to last cruise ship of the season was the Sea Princess, docking 27 March, with 175 admissions and \$1322 in revenue. April saw no cruise ships, with the final one of the season in May.

Total Admissions

Month	2015-16	2016-17	2017-18
Feb	1763	1720	4160
March	1032	1604	3002
April	1270	1279	577

Door Count

Month	2015-16	2016-17	2017-18
Feb	2421	2613	5002
March	2101	2445	4013
April	2948	1456	1395

Revenue

Month	2015-16	2016-17	2017-18
Feb	5752	6206	13 094
March	3664	5903	9427
April	4806	3443	2049

Meeting Notes

<p>We have had more inquiries about using the collections for research, which is wonderful.</p> <p>Wilf Campbell's bush violin, made during the Depression when he was a very young man, was chosen to be a part of 10 Objects 10 Stories exhibition by the Arts Tas Roving Curators, held at TMAG this year. It has had an exceptional response: a great deal of excellent feedback; information coming in from various sources about Mr Campbell; and a stunning public performance by a violinist of a serenade to the violin itself.</p>	
<p><u>Opportunity for Members to raise issues from their constituencies</u> A general discussion on the future of the SAC meetings was conducted – the Education representative is not able to make Mondays, so it was suggested the day be changed to a day other than Monday (or Tuesday). Wednesday was the largest vote and will be discussed between the committee members.</p> <p>Ray Crawshaw (Friends) – The Friends are extremely concerned about the staffing and retaining the experience of the two curators we already have.</p> <p>Richard Ruddle (National Trust) – This is a special time at the Museum and we can't expect the volunteers to do all this work with the Advocate Collection without professional staffing to support them.</p> <p>Tich Ferencz (Burnie Tourism Association) – Cleaning out the family house in Sydney, found a lathe that cast hot metal for hot lead printing, as well as a portable printing press belonging to the Communist Party in the 1950s and 1960s – incredibly significant and hoping the Powerhouse in Sydney will take it.</p>	
<p>Meeting closed at 5:25 pm Next meeting in June, depending on the day the committee chooses.</p>	

MINUTES AND REPORTS OF COMMITTEES**AO142-18 CRADLE COAST WASTE MANAGEMENT GROUP UNCONFIRMED
MINUTES OF MEETING HELD ON 9 APRIL 2018**FILE NO: 2/5/37

RECEPTION FOR DISCUSSION**RECOMMENDATION:**

“THAT the Minutes of a meeting of Cradle Coast Waste Management Group held on 9 April 2018, be received for discussion.”

SUMMARY

The minutes of the meeting held 9 April 2018 advise that a quorum was not achieved. Matters requiring decision will be presented to the June meeting. As such the minutes reflect a discussion on various matters.

It is noted that there is a typographical error in regards to the page numbering in the unconfirmed minutes.

The Draft Cradle Coast Waste Management Group (CCWVG) Annual Plan and Budget was tabled for review. Some amendments were noted. The revised draft is to be presented to the Cradle Coast Authority Board for consideration.

The CCWVG terms of reference have been reviewed, with endorsement sought at the June meeting.

Updates on various projects were provided

ATTACHMENTS

1. [Cradle Coast Waste Management Group Meeting Unconfirmed Minutes](#)

COUNCIL RESOLUTION

Resolution number: MO183-18

MOVED: *Ald R Bentley*

SECONDED: *Ald T Brumby*

“THAT the Minutes of a meeting of Cradle Coast Waste Management Group held on 9 April 2018, be received for discussion.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



CRADLE COAST WASTE MANAGEMENT GROUP

UNCONFIRMED MINUTES

Meeting held Monday, 9 April 2018
Cradle Coast Authority, 1-3 Spring Street, Burnie

1. WELCOME

The Chair, Ms. Sandra Ayton, opened the meeting at 10:38 am and welcomed attendees.

Present at the meeting were:

- | | | |
|---------------------|---------------------------|----------------------------------|
| • Ms. Sandra Ayton | Committee Chair | Central Coast Council (CCC) |
| • Mr. Rowan Sharman | Committee Member | Burnie City Council (BCC) |
| • Ms. Dana Hicks | Committee Member | Waratah Wynyard Council (WWC) |
| • Mr. Don Thwaites | Observer | CCA Representatives Group |
| • Mrs. Mel Pearce | Committee Project Manager | Dulverton Waste Management (DWM) |
| • Mr. Mat Greskie | Committee Project Manager | Dulverton Waste Management (DWM) |

The CCWMG did not have a quorum in attendance, the Chair proceeded with the meeting and any matters requiring a vote are to be re-tabled at the June meeting.

2. APOLOGIES

Apologies were received from:

- | | | |
|----------------------|------------------|------------------------------|
| • Mr. Matthew Atkins | Committee Member | Devonport City Council (DCC) |
| • Mr. James Brewer | Committee Member | Circular Head Council (CHC) |
| • Mr. Brett Smith | Committee Member | Cradle Coast Authority (CCA) |

Absent:

- Committee Members from Kentish (KC) & Latrobe (LC) Councils.

Chris Clark is no longer a representative for the KC & LC. The CCWMG recommended that the Chair discuss with the KC & LC General Manager (GM) about appointing a replacement representative for each Council.

ACTION

1. The Chair to discuss replacement representatives with the KC& LC GM.

3. GOVERNANCE

3.1. CONFIRMATION OF MINUTES

The Unconfirmed Minutes of the 12 February 2018 meeting were presented at Item 3.1 of the Agenda.

The Cradle Coast Waste Management Group (CCWMG) **RESOLVED** that the Unconfirmed Minutes of the meeting of 12 February 2018 are a true and correct record.



3.2. BUSINESS ARISING FROM MINUTES

Nil.

3.3. REVIEW OF ACTIONS LIST

The committee **NOTE** the actions list.

4. FOR DECISION

4.1. Financial Report - Briefing Note

The financial report briefing note as at 28 February 2018, was presented by the CCA to the CCWMG.

The CCWMG **NOTED** the report.

4.2. Financial Report – Income Statement

The CCWMG income statement as at 28 February 2018, was presented by the CCA to the CCWMG. The CCWMG discussed the closing balance variance being a result of FOGO not proceeding and Councils not taking advantage of the funding made available for illegal dumping and transfer station improvements.

The CCWMG **NOTED** the income statement.

4.3. CCWMG Terms of Reference (TOR)

The TOR were tabled as a final version and discussed by the CCWMG.

Sections 5.4 regarding financial reporting and 7.3 regarding quorums were highlighted by Mel Pearce and confirmed by the CCWMG.

ACTION

1. Mel Pearce is to update Section 1.2 is to be updated to include the closure of the BCC landfill in November 2012 and then forward the TOR to the CCWMG, requesting final feedback to be brought to the June meeting.
2. Mel Pearce to re-table the TOR at the June meeting for endorsement.

5. FOR DISCUSSION

5.1. CCWMG Funded Car Crushing Request

Chris Clark advised that following a recent Sassafra Community Information Evening, the LC resolved to raise the illegally dumped car bodies issue with the CCWMG, to determine whether a car crusher could be coordinated regionally.

The CCWMG to thank the Sassafra Community and the LC for raising the issue and recommend that an application for the car crushing be made, by the Council, in the next round of illegal



dumping funding. Due to minimal entries in the regional illegal dumping data-base, it is difficult for the CCWMG to determine the magnitude of the issue for other areas within the region.

ACTION

1. Mel Pearce is to advise the LC when funding is available so that an officer can work with the Sassafras Community to make a submission.

5.2. CCWMG Annual Plan & Budget 2018/19

The draft CCWMG Annual Plan and Budget (AP&B) 2018/19 was tabled for the CCWMG. The benefits of carrying out the annual recycling assessment project was discussed and also ideas for public event attendance. Additional funds were allocated to the Waste Governance Project Coordinator.

ACTION

1. Mel Pearce is to make amendments as requested and forward to the CCWMG for final feedback and then endorsement out of session.
2. Mel Pearce to forward the endorsed AP&B to Brett Smith to provide to the CCA Board for endorsement.

6. FOR NOTING

6.1. CCWMG PROJECT TASK LIST

The CCWMG Project Task List, prepared by DWM, was tabled for the CCWMG information.

Mat Greskie reminded the CCWMG that Councils who were successful in the illegal dumping and best practice funding rounds must complete the works and forward reimbursement invoices prior to the end of the financial year.

Sandra Ayton provided an update on the CCWMG Stakeholder Manager project, advising that a recruitment process is currently in progress. Following the application closure date, the subcommittee will review and shortlist the applications.

ACTION

1. Sandra Ayton to organise a meeting with the subcommittee to review and shortlist the applications.

6.2. Regional Waste Data Reports Jun – Dec 2017

The regional waste data reports were tabled by DWM for the CCWMG information.

Mel Pearce advised that the report template for the country transfer stations is in progress and individual Councils will be consulted to develop a report that gives the most useful information. The importance of data integrity was also discussed and the areas of missing data highlighted.

**7. GENERAL BUSINESS**

Rowan Sharman tabled correspondence from Envorinex who wrote to Councils advising of a concept to accept plastic collected in the kerbside co-mingled recycling bins.

The CCWMG are supportive of initiatives that support the processing of recycling in the state and recommend that Envorinex liaise directly with Veolia Environmental Services, who are responsible for sourcing appropriate markets for the co-mingled products collected in North West Tasmania.

ACTION

1. Mel Pearce to respond to Envorinex on behalf of the Chair.

8. NEXT MEETING AND MEETING CLOSE

The next meeting will be held on Monday 25th June 2018 at the Cradle Coast Authority Offices.

Meeting closed at 11:47am.

DRAFT

MINUTES AND REPORTS OF COMMITTEES**AO143-18 QUARTERLY REPORT OF TASWATER OWNERS' REPRESENTATIVES
TO 31 MARCH 2018**FILE NO: 16/9/9

RECEPTION FOR DISCUSSION**RECOMMENDATION:**

“THAT the Quarterly Report of TasWater Owners’ Representatives for the quarter ended 31 March 2018 be received for discussion.”

SUMMARY

TasWater have provided their quarterly report to the 31 March 2018. The key matters for noting in the report are listed as:

- Price and service Plan 3 Update
- Productivity Program
- Capital Delivery Review
- Removal of Public Health Warnings in Regional Towns
- Enterprise Agreements
- National Performance Report and State of the Industry Report Highlights
- Trade Waste Compliance Process Review
- Publication of Real Time Data
- Memorandum of Understanding with MONA
- Launceston Combined System Update
- Macquarie Point Sewage Treatment Plant Update

ATTACHMENTS

1↓. [Taswater Quarterly Report to Owners Representatives to 31 May 2018](#)

COUNCIL RESOLUTION

Resolution number: MO184-18

MOVED: *Ald S French AM*

SECONDED: *Ald A Keygan*

“THAT the Quarterly Report of TasWater Owners’ Representatives for the quarter ended 31 March 2018 be received for discussion.”

For: Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

Against:

CARRIED UNANIMOUSLY



Quarterly Report to Owners' Representatives

Progress update to 31 March 2018



Document Approval and Issue Notice

This is a managed document. For identification of amendments each page contains a release number and a page number.

Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED:
(For release) Raja Iyer, Manager Performance Reporting Date: 26 April 18

ENDORSED:
(For release) Dean Page, Chief Financial Officer Date: 26 April 18

APPROVED:
(For acceptance) Michael Brewster, Chief Executive Officer Date: 26 April 18

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1.0	26 April 2018	R. Iyer	Distribution to Owners Representative Group	All Sections

Amendments in this release:

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1. Introduction

We are pleased to present our third quarter (Q3) FY2017–18 Quarterly Report to Owners' Representatives in accordance with the requirements of the Shareholders' Letter of Expectations.

Outlined below are reports on the key aspects of our performance year to date. These are followed by scorecards reflecting the status of our performance against key performance indicators outlined in our FY2018–20 Corporate Plan and our financial performance compared to FY2017–18 Budget.

2. Key Matters for Noting

2.1 Price and Service Plan 3 Update

Public consultation on the Tasmanian Economic Regulator's (TER) draft report and draft price determination for Price and Service Plan 3 (PSP3) closed on 25 January 2018.

In addition to our response, the TER received submissions from 12 other stakeholders and customers. The TER is evaluating the submissions it received and will publish a final report and price determination on 30 April 2018. In parallel, we are undertaking a number of tasks to prepare for the new pricing and policies that will take effect in the PSP3 period which will commence on 1 July 2018.

2.2 Productivity Program

The Productivity Program currently consists of 22 initiatives across 12 programs. As of Q3, four initiatives have been completed. All other initiatives except the Procurement initiative remain on track to be completed by the end of this year.

The sustainable cost savings realised as of Q3 is \$6.5M. This has been achieved predominantly due to the savings in the Service Delivery Value Creation Program (\$5.1M) and the Retail Value Creation Program (\$0.8M). The end of year savings is estimated to be \$10.7M against a target of \$7.8M.

As of Q3 revenue leakage initiatives have resulted in additional revenue of \$3.8M against a target of \$2.8M. Forecast end of year additional revenue from these initiatives is estimated at \$4.9M against a target of \$3.8M.

2.3 Capital Delivery Review

We are considering the implementation of a single Capital Delivery Office (CDO) using a Program Management Alliance (PMA) model. The objective of establishing a CDO is to ensure we can consistently meet the commitments made in our LTSP in the most efficient and effective manner possible.

2.4 Removal of Public Health Alerts in Regional Towns

We are on track to fulfil our promise to remove Public Health Alerts¹ (PHAs) in all Tasmanian regional towns. Eleven² towns have been removed this year as committed and the remaining 17³ towns with PHAs are on track to be removed by the end of August 2018.

¹ Public Health Alerts includes Boil Water Alerts (BWA) and Do Not Consume Notices (DNC)

² Avoca, Mole Creek, Lady Barron, Ringarooma, Legerwood, Branxholm, Derby, Winnaleah, Mountain River, Pioneer and Gretna

³ Cornwall, Epping Forest, Gladstone, Herrick, Judbury, Mathinna, Rossarden, Wayatinah, Conara, Bronte Park, Colebrook, Gormanston, Rocky Creek, Fentonbury, Westerway, National Park and Maydena

2.5 Enterprise Agreements

Negotiations are continuing for our Senior Enterprise Agreement, with the size of the wage increase the remaining matter for agreement.

Negotiations are progressing productively for our General Enterprise Agreements. Negotiations commenced in February and we remain optimistic that we may be able to reach agreement prior to expiry of the current agreement on 30 June 2018.

2.6 National Performance Report and State of the Industry Report highlights

Overview of the reports

The Urban National Performance Report (NPR) is produced annually by the Bureau of Meteorology (BOM) and compares Australian water utilities across a range of indicators, including water resource supply and usage, financial operations, bills and pricing, assets, water quality compliance and customer performance.

For the purpose of comparison, utilities are grouped based on the number of properties serviced. TasWater is grouped in the Major utilities category with utilities that include Sydney Water, Barwon Water and Unitywater etc.

The NPR is referenced for comparing our performance with other national utilities in the Tasmanian Water and Sewerage State of the Industry Report (SOIR) that is produced annually by the Office of the Tasmanian Economic Regulator (OTTER).

Highlights from the NPR and the SOIR

Our call centre performance continues to be the best of all major utilities for the second year in a row. Our staff answered 89 per cent of all customer calls within 30 seconds this year.

The total number of complaints received fell by 14 per cent over the prior year. The largest group of complaints were in relation to water quality (54 per cent) and billing and accounts (16 per cent). 93 per cent of complaints were resolved within ten days (or an alternative timeframe agreed with the customer).

The scale of our investment is reflected in our capital expenditure per property for water which at \$322 was the second highest amongst major utilities and significantly higher than the national median at \$124.

Our prices are the fourth lowest amongst the major utilities and remain below the national median. Our residential bills increased by \$22 which is about two per cent over the prior year.

The average consumption of drinking water per household in Tasmania has increased by about two per cent per year over the last two years: this is in contrast to the national trend. Despite this increase, the amount of water sourced has decreased marginally due to a significant reduction in water loss which has decreased from 10.4 kilolitres per kilometre of water main per day to 5.7 kilolitres per kilometre of water main per day this year. Given the indicator is a statewide amalgamation of a multitude of data observations we are cautious about the accuracy of this KPI. In terms of comparison to similar sized utilities nationally, Hunter Water's losses were at 4.0 kilolitres per kilometre of water main per day.

Our initiatives to improve drinking water quality and compliance has found a positive mention in the reports, quoting our progress on the removal of PHAs through the 24 Glasses project and a 67 per cent reduction in *E.coli* detections over the prior year.

At 99.4 per cent, we are the only major utility where percentage of population for which microbiological compliance was achieved was below 100 per cent: however we are on track to get to 100 per cent compliance in August 2018 with the lifting of the remaining PHAs.

Overall we achieved 85.9 per cent (flow-weighted) sewage treatment compliance in FY2016-17 which is a two per cent increase over the previous year.

2.7 Trade waste compliance process review

TasWater has received ongoing feedback from customers and customer advocacy groups on the challenges some businesses are face in meeting compliance targets. Feedback was largely centred on the following issues as the key drivers of dissatisfaction:

- The cost of compliance with standards
- That trade waste charges are too high
- Perceived lack of flexibility with regard to pre-treatment options
- Compliance timeframes, and
- Access to competent, experienced plumbers - particularly in regional areas.

A comprehensive review of our trade waste compliance program has been undertaken.

On 18 April 2018 we announced a series of initiatives in response to assist customers in meeting their compliance obligations. In developing these initiatives we have maintained both the original timeframe and compliance targets. However we have sought to make it easier for customers to achieve compliance.

2.8 Publication of real time data

TasWater is leading the way across Australia in moving to monthly reporting of our complete water quality data set. Customer feedback will continue to play a key role in the provision of this data.

2.9 Memorandum of Understanding with MONA

TasWater and MONA signed a memorandum of understanding (MoU) on 21 March 2018. Under this MOU we will work with MONA to identify a solution to the current environmental issues at the Cameron Bay STP.

The signing of the MoU allows our organisations to combine expertise and create a solution that is fit-for-purpose, delivers economic benefit to the community and helps facilitate MONA's planned redevelopments. The MOU will produce a framework that addresses funding, governance, contracting, ownership and operating models.

The MOU will determine milestones for progress and outline the responsibilities of each organisation to engage with the public and ensure the solution meets community expectations. Importantly, it reinforces our relationship with MONA and paves the way for other opportunities to work together in the future.

2.10 Launceston combined system update

TasWater and the City of Launceston have continued discussions regarding the proposed combined system improvement works identified by the Tamar Estuary Management Taskforce.

We will be working with the Department of State Growth on the following aspects:

- Alignment with current planning
- Timing and scheduling of proposed works
- Integration with the Service Agreement between the parties, and
- Alignment with works proposed as part of TasWater's Launceston Sewerage Improvement Plan (LSIP).

2.11 Macquarie Point sewage treatment plant update

A collaborative agreement with Macquarie Point Development Corporation (MPDC) has been drafted regarding the proposed scope and timing for completion of Stage 2 for the Macquarie Point STP odour assessment.

This is expected to deliver a design for odour management improvements at the STP to facilitate development on part of the MPDC site. A meeting was held with MPDC in March to discuss the outstanding issues for agreement prior to commencement of the project.

3. Performance update

3.1 Commercial and economic outcomes

At 31 March 2018 we recorded a year to date Net Profit after Tax of \$31.1M, being \$3.4M (12.2 per cent) above budget. The reported result was driven by a favourable revenue variance of \$10.9M (4.5 per cent), which was partially offset by an unfavourable operating expenditure variance of \$4.4M (3.3 per cent) and an unfavourable depreciation variance of \$2.0M (3.6 per cent).

Revenue was higher than budget primarily due to increased recognition of assets from developments. In addition, customer billing audits by the revenue assurance department have resulted in higher than budgeted fixed revenue.

Expenditure is higher than budget mainly due to Salaries & Related Personnel Expenditure being over budget. This consists of three main components, two of which are under budget. Salary capitalisation is the only component over budget as minor capital works have been contracted externally following the review of the Service Delivery model. As such there is a reduction in the level of capitalised wages recognised as compared to the budget. The cost of electricity is over budget primarily due to the market price being higher than budget.

We are still on track to meet our \$5M sustainable cost savings target, with a range of initiatives being implemented to obtain the required savings.

It being clear that the full year NPAT will be above budget, the Board has determined to tackle a number of projects originally planned for FY2018-19. These projects that will hasten the achievement of a number of important KPIs. Nonetheless we still expect that the full year NPAT will exceed budget.

Year to date capital expenditure is \$96.3M being \$3.3M (3.6 per cent) above budget YTD. We expect to meet the targeted capital spend for FY2017-18 of \$135.3M, with \$88.9M of committals in place as at 31 March 2018.

Net operating cash flow is unfavourable to budget. Payments to suppliers and employees are \$15.9M above budget year to date. This was in part due to redundancy payments stemming from the Service Delivery restructure and the payment of residual vendor invoices received after the end of the previous financial year.

Debtor levels against turnover are at 4.6 per cent and decreased by 0.1 per cent from the previous quarter. The debt recovery review under the Retail Value Creation Program (RVCP) is planning a targeted customer campaign prior to the end of this financial year to address a legacy issue relating to outstanding debt for finalised accounts.

The other key initiatives in place to reduce the overdue debt are:

- New credit cycles being implemented in our billing system
- New payment arrangement options being considered as part of the review of our hardship program, and
- New finalised debt processes.

Table 1: Commercial and economic performance to date

Strategy	KRA	KPI	FY2017-18	
			YTD Result ¹	Target ²
1 Ensure we have the necessary funding sources to deliver our desired long term outcomes	Financial performance	Net Profit After Tax (\$ Million)	31.1	34.7
		Capital Expenditure (\$ Million)	96.3	135.3
		Interest cover ratio (times)	4.7	3.5
		Gearing ratio	31.7%	34.4%
		Net Cash from Operating Activities (\$ Million)	60.1	98.6
2 Improve business productivity and reduce costs to achieve our financial plans	Productivity improvement	Sustainable cost savings (\$ Million) ³	6.5	7.8
		Increase income from revenue leakage initiatives (\$ Million) ⁴	3.8	3.8
		% of Growth & Capacity Plans completed ²	19%	30%
		Total overdue debtors as a percentage of the revenue at the end of the financial year ⁵	4.6%	4.0%
3 Operate the business in a manner that is consistent with our risk appetite	Compliance	Percentage of customers on target tariff – Water 20mm	98.0%	98.0%
		Percentage of customers on target tariff for Sewage (1ET)	98.2%	98.0%
		Non-compliances rated serious	0	0

KPI Footnotes

¹ KPI actual figure rounded to nearest whole number where target has no decimal places² Full year target for FY2017-18³ Budget for Productivity Savings in FY2017-18 is \$5 Million: subsequent to the budget being finalised the Board and management have agreed to increase the target to \$7.8 Million⁴ Target includes benefits from the Meter Replacement Program⁵ New KPI included for FY2017-18 in line with priorities for FY2017-18

Colour Key:

GREEN = on or better than target

AMBER = within 10% of target

RED = greater than 10% outside target

Table 2: Financial statements – Balance Sheet

Balance Sheet	Closing Position at 31 March 2018	Opening Position at 1 July 17	Year to Date Movement	FY2018 Corporate Plan
	\$ '000	\$ '000	\$ '000	\$ '000
ASSETS				
Cash & Cash Equivalents	3,852	2,852	1,000	2,500
Trade Receivables	49,973	43,252	6,722	48,358
Inventories	6,602	6,147	455	5,984
Property, Plant & Equipment & Intangibles	2,112,905	2,052,574	60,330	2,113,285
Tax Assets	52,453	42,151	10,302	57,583
Other	4,871	7,061	(2,190)	2,012
TOTAL ASSETS	2,230,656	2,154,037	76,619	2,229,722
LIABILITIES				
Borrowings	(518,287)	(474,902)	(43,385)	(534,569)
Employee Benefits	(29,214)	(31,814)	2,600	(26,044)
Payables	(22,679)	(21,432)	(1,247)	(24,657)
Unearned Income	(31,805)	(33,037)	1,232	(34,152)
Tax Liability	0	(737)	737	(886)
Other	(6,038)	(7,072)	1,034	(5,642)
TOTAL LIABILITIES	(608,022)	(568,994)	(39,028)	(625,950)
NET ASSETS	1,622,634	1,585,043	37,591	1,603,772
MEMBERS FUNDS				
Retained Earnings	70,707	33,115	37,591	51,844
Revaluation Reserve	24,114	24,114	0	24,114
Contributed Equity	1,527,814	1,527,814	0	1,527,814
TOTAL MEMBERS FUNDS	1,622,634	1,585,043	37,591	1,603,772

Table 3: Financial statements – Income Statement

Income Statement	Year to Date Actual	Year to Date Budget	Year to Date Variance	FY2018 Corporate Plan
	\$ '000	\$ '000	\$ '000	\$ '000
Revenue				
Fixed Charges	175,823	173,338	2,485	231,100
Volumetric Charges	52,819	51,086	1,733	64,864
Services & consulting revenue	4,331	4,631	(300)	5,441
Contributed Assets	18,295	11,961	6,334	14,000
Other Revenue	1,750	1,068	681	4,298
Total Revenue	253,017	242,084	10,933	319,703
Expenses				
Chemicals, Power & Royalties	18,131	16,323	1,809	(22,154)
Materials & Services	24,686	24,506	180	(32,646)
Salaries & Related Personnel Expenditure	68,443	65,165	3,279	(93,078)
Administration Costs	27,165	28,035	(870)	(35,847)
Total Expenses	138,425	134,029	4,397	(178,725)
Earnings before Interest & Depreciation	114,592	108,056	6,537	140,978
Depreciation	55,595	53,638	1,957	(71,526)
Interest expense	12,439	12,675	(236)	(17,058)
Loan guarantee fee (LGF)	2,080	2,085	(6)	(2,787)
Net Operating Profit before Tax	44,478	39,658	4,821	49,607
Tax	13,343	11,897	1,446	(14,882)
Net Profit after Tax	31,135	27,760	3,374	34,725

Table 4: Financial statements – Cash Flow Statement

Cash Flow Statement	Year to Date Actual	Year to Date Budget	Year to Date Variance	FY 2018 Corporate Plan
	\$ '000	\$ '000	\$ '000	\$ '000
Cash Flows from Operating Activities				
Receipts from Customers	245,049	226,802	18,248	307,801
Payments to Suppliers & Employees	(174,279)	(145,867)	(28,412)	(200,450)
GST Refund	11,693	16,107	(4,413)	21,726
Interest Paid	(12,513)	(10,764)	(1,749)	(17,326)
Loan Guarantee Fees Paid	(2,646)	(2,665)	19	(2,665)
Income Tax Equivalents Paid	(7,219)	(7,870)	651	(10,493)
Net Cash from Operating Activities	60,086	75,742	(15,657)	98,591
Cash Flows from Investing Activities				
Payments for Property, Plant & Equipment	(96,336)	(93,000)	(3,336)	(135,324)
Government Grants	752	150	602	200
Net Cash Flows from Investing Activities	(95,585)	(92,850)	(2,735)	(135,124)
Cash Flows from Financing Activities				
Proceeds from Borrowings	43,385	25,529	17,856	53,375
Dividends Paid	(6,886)	(8,421)	1,535	(16,842)
Net Cash Flows from Financing Activities	36,499	17,108	19,391	36,533
Net Movement in Cash for the Year	1,000	0	1,000	
Net (Decrease) Increase in Cash Held	-	-	-	-
Opening Cash Balance	2,852	2,500	352	2,500
Closing Cash Balance	3,852	2,500	1,352	2,500

3.2 Customer and community outcomes

Performance in this quarter has been largely positive with the majority of our targets achieved.

However the number of complaints (per 1,000 properties) is unfavourable to target. Water quality complaints continue to represent the largest category of complaints at 47% of all complaints received this year. Discoloured water and taste and odour are the largest sub-categories of complaints.

The Aesthetic Task Force, established in July 2017, has been improving our response and mitigation of aesthetic water quality issues by:

- Proactively implementing a carbon dosing trigger by internal taste panel detections
- Implementing a targeted flushing program in Burnie with a coordinated customer communication plan, and
- Developing the ability to map customer complaints against pipe types and existing flushing programs.

Our Water System Performance team has developed an algal management plan categorising our systems in relation to algal risk. A sampling program of laboratory and taste testing has been implemented to act as an early warning system and reduce customer complaints. The frequency of sampling increases with the algal risk.

We have had no further instances of sewage spills into oyster leases this quarter. As stated in the last report a program has been implemented to minimize the instances of such spills combining:

- Preventative actions
- Better operations and control, and
- Responsiveness and communication in the event of a spill.

Table 5: Customer and community performance to date

Strategy	KRA	KPI	FY2017-18	
			YTD Result ¹	Target ²
Invest in programs that enhance customer experiences	Customer experience	Customer satisfaction	94.5%	80%
		First point resolution	98.9%	90%
		Customer effort score	1.4	<1.5
		Calls answered in the first 30 seconds	88%	85%
		Complaints (per 1,000 properties)	12.1	<9
Minimise service interruptions and impacts from sewage spills and water interruptions	Service standards	Time taken to attend Priority 1 water bursts and leaks (minutes) ³	36	60
		Time to attend sewage breaks, chokes and spills (minutes) ³	52	60
		Sewer breaks and chokes (per 100km of main)	32.6	93
		Oyster farm shutdowns caused by sewage spills ⁴	3	0
		Reportable dry weather sewage spills per annum	42	80

KPI Footnotes

¹ KPI actual figure rounded to nearest whole number where target has no decimal places

² Full year target for FY2017-18

³ To be achieved at least 90% of time per Customer Service Code

⁴ For rainfall events of less than 1 in 5 recurrence interval

Colour Key:

GREEN = on or better than target

AMBER = within 10% of target

RED = greater than 10% outside target

3.3 Water and environmental outcomes

There is risk that the target for Trade Waste Commercial Customers – Compliance Improvement will not be met. Our trade waste team has engaged with customers that are required to meet compliance standards within an 18 month period to provide guidance on requirements and proposed solutions. A significant number of customers have requested an extension of time having demonstrated progress toward compliance and needing additional time for completion of the implementation.

The number of *E. coli* detections has reduced further this year. This is largely attributed to a greater awareness of water quality, an increased focus on reservoir cleaning and integrity, and chlorine improvements in some key areas.

There was one *E. coli* detection in Q3 at Forth. A sample taken on 28 March contained 1 MPN⁴/100mL.⁵ The 13 other samples taken from the system on the day were clear of contamination. A resample was taken on 30 March and was clear of contamination. An investigation is underway to determine the root cause of the *E. coli* detection.

Distribution network initiatives to reduce *E. coli* detections include:

- Better chlorine management in reticulation networks
- Maintenance procedures and standard operating procedures (SOPs), and
- Reservoir cleaning and integrity inspection program.

Overall compliance of Level 2 STPs has improved on the last quarter, with monthly results of 88 per cent, 87 per cent and 86 per cent, for January to March. However, YTD performance remains below target at 84 per cent.

An environmental non-compliance was recorded due to a sewage spill at Flinders Esplanade, Taroom. There were two instances earlier this year in Q2.

There are 10 dams that currently plot above the ANCOLD LOT.⁶ A major project is continuing at Conglomerate Creek Dam which is expected to be completed in Q4 to bring the figure to nine in line with our target.

⁴ Most probable number (MPN) of total coliforms

⁵ Threshold is 0 MPN/100 ml

⁶ Australian National Committee On Large Dams Limits Of Tolerability

Table 6: Water and environmental performance to date

Strategy	KRA	KPI	FY2017-18	
			YTD Result ¹	Target ²
1 Invest in robust drinking water systems to ensure water is safe for consumption	Drinking water quality	Water Quality Complaints ³	1,193	1,000
		Number of <i>E. coli</i> detections	4	20
		Short term Boil Water Alerts put in place by DHHS	0	0
		Towns on long term Boil Water Alerts or Do Not Consume Notices	17	17
		Percentage of compliant fluoride systems	97.1%	98%
		Percentage of microbiological compliant potable systems	98.0%	98%
	Water Supply Reliability	Number of dams that plot above the ANCOLD LOT for societal risk	10	9
2 Lift sewerage system performance to align with modern day environmental standards	Environmental compliance and impact	Trade Waste Commercial Customers – Compliance Improvement ³	192	410
		Volume of compliant effluent ⁴	84%	87%
		Number of environmental non-compliances rated serious ⁴	3	0

KPI Footnotes

¹ KPI actual figure rounded to nearest whole number where target has no decimal places

² Full year target for FY2017-18

³ New KPI included for FY2017-18 in line with priorities for FY2017-18

⁴ As of Q3 FY2017-18 this has been aligned with the measure used by the EPA which is quoted in the State of the Industry Report

⁵ Measures a threat of a fine from EPA or receiving a fine from the EPA

Colour Key:

GREEN = on or better than target

AMBER = within 10% of target

RED = greater than 10% outside target

3.4 Our people and culture

There have been five Lost Time Injuries (LTIs) in Q3 FY2017-18, involving two employees and three contractors. This has resulted in an increase in LTIFR to 9.0 from 5.9 at the end of Q2. The Total Recordable Injury Frequency Rate (TRIFR) is above our end of year target of 11.0, however remains relatively stable at 14.6.

Quarter three has also seen the restructure of innovation within the business to allow for a corporate innovation strategy to be developed. An innovation framework and supporting innovation strategy will enable better processes for the progression of innovative ideas across the whole business.

Some of the key innovations during Q3 were:

- Performance, Operation and Reporting system (PORs): This is a four component system that utilises a mobile application and dashboards to aid in managing performance and reporting of our drinking water and wastewater systems. Work continues on the PORs prototype to business case for an extensive roll out
- Chlor Clam: This technology has been extensively utilised in the regional towns program to optimise chlorine performance. Work has begun in rolling this technology out across other network systems to enable better performance of our networks
- Collaborative partnerships: Key research programs with WSAA regarding a Health Based Target Manual and benthic cyanobacteria have continued through Q3.

TasWater has seven presentations at the National OzWater conference in May showcasing innovative ideas and concepts.

FTE numbers are above our end of year target primarily due to the need to appropriately resource our improvement programs and capital program.

Table 7: People and culture performance to date

Strategy	KRA	KPI	FY2017-18	
			YTD Result ¹	Target ²
1 Invest in programs that create a safe working environment	Safety performance	Lost time injury frequency rate (LTIFR)	9.0	3
		Total recordable injury frequency rate (TRIFR)	14.6	11
		Notifiable safety incidents	3	3
2 Invest in leadership development, skills training programs and innovation	Organisation capability	Innovations under trial or implemented	4	5
		Number of leaders completing LSI ³	35	35
3 Ensure we have the necessary resources to deliver our desired long term outcomes whilst remaining lean and cost effective	Workforce Planning	Number of FTE ³	844	835

KPI Footnotes

¹ KPI actual figure rounded to nearest whole number where target has no decimal places

² Full year target for FY2017-18

³ New KPI included for FY2017-18 in line with priorities for FY2017-18

Colour Key:

GREEN = on or better than target

AMBER = within 10% of target

RED = greater than 10% outside target

4. Capital expenditure projects and programs

Our capital expenditure at 31 March 2018 was \$96.3M. Major projects which are forecasted to be substantially complete this year include:

- Regional Towns Water Supply Improvement Program
- Kingborough Sewerage Strategy
- Ti Tree Bend STP Biosolids De-watering Facility and Digester
- Huonville Main Road SPS Replacement
- Fonterra STP By Pass Line (Wynyard), and
- Conglomerate Creek Dam.

Table 8 provides an update on the priority projects and this table combines the following projects into one line item:

- Kingborough Treatment, Kingborough Network and Kingston SPS E Rising Main projects to form one project - the Kingborough Sewerage Strategy, and
- Grassy to Currie Pipeline and Rising Main, Water Treatment Plant Upgrade, Treated Water Reservoirs and Pump Station and Grassy Dam upgrade to form one project - King Island Treated Water.

Table 8: Status updates Top 25 priority capital projects

Sr. No.	Project Title	Current Project Stage	Completion Date	Project Budget	Project Status
				('000)	Comments
1	Longford STP Upgrade - Northern Midlands Sewerage Improvement Plan (NSMIP)	Design	Dec-20	\$25,100	
2	Kingborough Sewerage Strategy	Construction	Aug 18	\$51,625	
3	Regional Towns Water Supply Improvement Program	Construction	Aug-18	\$40,798 \$65,147	Well into construction phase with approximately 50% of the Program work completed against overall approved budget. The scope of this project has increased as five more towns have been included and additional storage capacity is being delivered.
4	King Island Treated Water	Construction	Aug-18 Nov-18	\$17,635	The contractor encountered approximately 700m of rock which slowed the installation of pipe and there have been some minor equipment delays.
5	System Optimisation - Water	Design	Jun-19	\$10,000	
6	System Optimisation - Sewerage	Design	Jun-19	\$10,000	
7	Ti Tree Bend STP Biosolids De-watering Facility and Digester	Construction	Dec-18	\$12,374	
8	Margate Water Main Upgrade	Construction	May-18 June-18	\$8,224	The Margate Stage 1 project is now ready for the final commissioning and handover processes. Delays have been encountered in the last six months with the pipeline due to a suspected Forty Spotted Pardalote nesting in the construction trench.
9	Gretna/Bushy Park/Glenora Water Supply Upgrade	Construction	Mar-18 Sept-18	\$5,260	Gretna BWA was lifted on 23 November 2017. Works on the new WTP at Bushy Park commenced in late March 2018.
10	Conglomerate Creek Dam	Construction	Mar-18 April -18	\$5,676	Minor delay, project due for completion in April 2018.
11	Cambridge STP Wet Weather Overflow	Design	On hold	N/A	This project was initiated to address wet weather overflow and treatment performance issues. During early 2018 a process audit indicated the upgrades are unlikely to deliver the required outcomes. As

Sr. No.	Project Title	Current Project Stage	Completion Date	Project Budget	Project Status
				('000)	Comments
					such, the business case is being reviewed.
12	Longford to MacKinnons Hill Reservoir Rising Main	Construction	Aug-17 Mar - 18	\$4,057	Some rock was encountered in the first section of pipeline, however pipeline construction is now complete with final cutovers yet to be completed.
13	Huonville Main Road SPS Replacement	Construction	Mar-18 July - 18	\$2,928 \$5,367	Wilmot Road rising main construction has commenced. Project on track for completion July 2018.
14	Lake Mikany Dam Replacement	Design	Jun-20	\$7,320	
15	Girdlestone Reservoir Rectification	Construction	Dec-17 Apr - 18	\$2,584	Delay due to the requirement to obtain a planning permit. Construction started in February 2018.
16	Prince of Wales Digester Roof Replacement	Tender	Jun-19 Apr 19	\$3,500	Moved from design to tender stage
17	Wynyard STP – Electrical and Control System Renewal Upgrade	Construction	Oct-17 Mar-18	\$1,800	
18	Swansea Meredith Dam Rectification and Improvement (Stage 1 & Stage 2)	Design	Sep-18	\$4,200	
19	St Helens STP Inlet Works and Esplanade SPS	Construction	Nov-17 Aug-18	\$1,668 \$2,099	
20	Davis St Smithton SPS Upgrade	Design	May-18	\$1,701	
21	Burnie Cam Pipeline Construction	Tender	Mar-18 Jun 18	\$2,837	Construction has commenced with project progressing in line with the publicly committed completion date of July 2018.
22	Flinders Island Water Supply	Construction	Jan-17 Jul-17	\$10,979	Completed
23	Fonterra - STP By Pass Line (Wynyard)	Tender	Nov-17 Jun-18	\$2,300	
24	Pet Dam Safety Upgrade	Business Case	Jun-19 Dec 19	\$7,710	The preferred option has been scoped, and the business case should progress to design phase in the first half of FY2018-19.
25	Port Sorell Reservoir	Tender	Jul-18	\$6,000	

Note – Projects that are yet to receive Business Case approval via the gating process are not included in the table above.

Key

Bold text indicates change in budget or timeline since last report

Table 9: FY2017-18 Top 10 capital programs

Title	Program Budget ('000)	Program Status
	FY2017-18	
Statewide Meter Budget	\$7,140	In Progress
Minor Projects Program	\$5,440	In Progress
Non-network Other	\$4,100	In Progress
Statewide Water Main Renewals Program	\$3,770	In Progress
Statewide Sewer Main Renewals Program	\$3,400	In Progress
Statewide Electrical Program	\$3,330	In Progress
Statewide SCADA Program	\$2,800	In Progress
Dam Safety Program of Works – Compliance Reports	\$2,260	In Progress
Non-network IT	\$2,000	In Progress
Statewide STP Renewal Program	\$1,890	In Progress

Note – Projects that are yet to receive Business Case approval via the gating process are not included in the above table.

Key

Bold text indicates change in budget or timeline since last report

AO144-18 NON AGENDA ITEMS

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 being no further business the Mayor declared the Meeting closed at 8.43pm.

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 15 May 2018.

Confirmed:



Andrew Wardlaw, GENERAL MANAGER

Confirmed:



Alwyn Boyd, MAYOR