



**BURNIE**  
CITY COUNCIL

## **MINUTES**

# **Ordinary Meeting**

**TUESDAY, 17 APRIL 2018**

**7.00PM**

**CITY OFFICES, 80 WILSON STREET, BURNIE**



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# ORDER OF BUSINESS

## OPEN SESSION

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# ORDER OF BUSINESS

## OPEN SESSION

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**MINUTES OF THE OPEN SESSION ORDINARY MEETING  
OF THE BURNIE CITY COUNCIL  
HELD AT THE CITY OFFICES ON TUESDAY, 17 APRIL 2018**

**HOUR:** 6.03pm – 6.04pm  
7.01pm – 7.40pm

**TIME OCCUPIED:** 40 minutes

**PRESENT:** Mayor A Boyd, Deputy Mayor S French AM, 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 Land and Environmental Services (P Earle), Director Community and Economic Development (R Greene), Works Manager (M Foster), Executive Manager Corporate Finance (M Smith), Executive Manager Corporate Governance (M Neasey), Governance Officer (N French) and Communications Officer (F Loughran).

**APOLOGIES:** Ald Bentley was granted a leave of absence at the Council Meeting 20 March 2018.

**AO093-18 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 AC050-18 – Lease Matters.

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**'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
AC044-18 COUNCIL ALDERMAN DECLARATIONS OF INTEREST	15(2)(f)
AC045-18 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 20 MARCH 2018	15(2)(f)
AC046-18 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC047-18 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(f)
AC048-18 PERSONNEL REPORT MARCH 2018	15(2)(a)
AC049-18 OUTSTANDING DEBTORS	15(2)(j)
AC050-18 COMMUNICATIONS JOURNAL - LEASE MATTERS	15(2)(d)
AC051-18 COMMUNICATIONS JOURNAL - TASWATER - CORPORATE PLAN FOR FINANCIAL YEARS 2019-2023	15(2)(g)
AC052-18 CRADLE COAST AUTHORITY REPRESENTATIVES UNCONFIRMED MINUTES OF MEETING HELD ON 22 FEBRUARY 2018	15(2)(g)
AC053-18 BURNIE CITY COUNCIL AUDIT COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 28 FEBRUARY 2018	15(2)(g)
AC054-18 NON AGENDA ITEMS	15(2)(f)
AC055-18 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC056-18 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 AC044-18 to AC056-18 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

**COUNCIL RESOLUTION**

**Resolution number: MO126-18**

***MOVED: Ald S Kons***

***SECONDED: Ald C Lynch***

***“THAT the meeting be closed to the public to enable Council to consider agenda items AC044-18 to AC056-18 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 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 Pastor Jeff Weston of Romaine Park Christian Centre.

**AO094-18 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING  
OF COUNCIL HELD ON 20 MARCH 2018****RECOMMENDATION:**

*"THAT the minutes of the 'Open Session' of the Burnie City Council, held at the City Offices on 20 February 2018, be confirmed as true and correct."*



**COUNCIL RESOLUTION**

**Resolution number: MO127-18**

**MOVED:**            *Ald S French AM*

**SECONDED:**      *Ald S Kons*

***“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Offices on 20 February 2018, be confirmed as true and correct.”***

**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***

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**MOTIONS ON NOTICE****AO095-18 MOTION ON NOTICE - BURNIE SKATE PARK**

**FILE NO: 15/5/2**  
**PREVIOUS MIN: AO060-18**

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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.

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.

**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.

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**

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**PUBLIC QUESTION TIME****AO096-18 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.

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**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

Jo Shugg of Burnie asked:

1. *I am a ratepayer that owns one modest piece of real estate in Burnie, my home. Mr Kons has openly declared himself as a developer and has dismissed the probability of a recommended statewide rate increase as "crap". Can Council reassure me that without the recommended rate rise that there will be no loss of amenity to residents/ ratepayers in Burnie.*

The General Manager, Andrew Wardlaw responded that he understood the question to be referring to a recent article in the Advocate featuring comments by Ald Kons in relation to the Local Government Association of Tasmania (LGAT) providing an indicative rate. The rate combines consumer price index, labour cost index and the construction index, in order to give guidance to councils. All Councils have their own Financial Management Strategies,

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therefore we see varying rate increase based on each Council's decision. Burnie City Council's Financial Management Strategies is specifically aiming for a rate reduction in the coming year as part of its longer term strategy to get below the state average, while at the same time maintaining an acceptable level of service to the community.

2. *Rufus Black is clearly drawing the line under practices of the Peter Rathjen era with UTAS departments. Could Council please give a brief update as to where the West Park Masterplan lies in this?*

The General Manager, Andrew Wardlaw replied that Council had met with the new Vice Chancellor at UTAS Rufus Black, prior to Easter, and felt assured that the priorities at West Park were still committed and moving ahead. While the time frames may be a bit fluid, UTAS were working toward lodging a planning application in the near future.

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**CORPORATE AND BUSINESS SERVICES****AO097-18 ANNUAL PLAN 2017-2018 PROGRESS REPORT**

**FILE NO:** 4/13/5  
**PREVIOUS MIN:**

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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 2017-2018 Annual Plan progress report to 31 March 2018.”***

**2.0 SUMMARY**

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

**71. Annual plan**

- (1) A council is to prepare an annual plan for the municipal area for each financial year.*
- (2) An annual plan is to –*
  - (a) be consistent with the strategic plan; and*
  - (b) include a statement of the manner in which the council is to meet the goals and objectives of the strategic plan; and*
  - (c) include a summary of the estimates adopted under section 82; and*
  - (d) include a summary of the major strategies to be used in relation to the council's public health goals and objectives.*

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

**Strategic Planning Framework**

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



*Making Burnie 2030* is the long term community strategic plan that was developed by Council in strong partnership with the community in 2011 and reviewed in 2016. The plan is well supported across the community and many sectors have a role to play in working toward the objectives of the plan.

Making Burnie 2030 has six Future Directions.

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

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

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

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

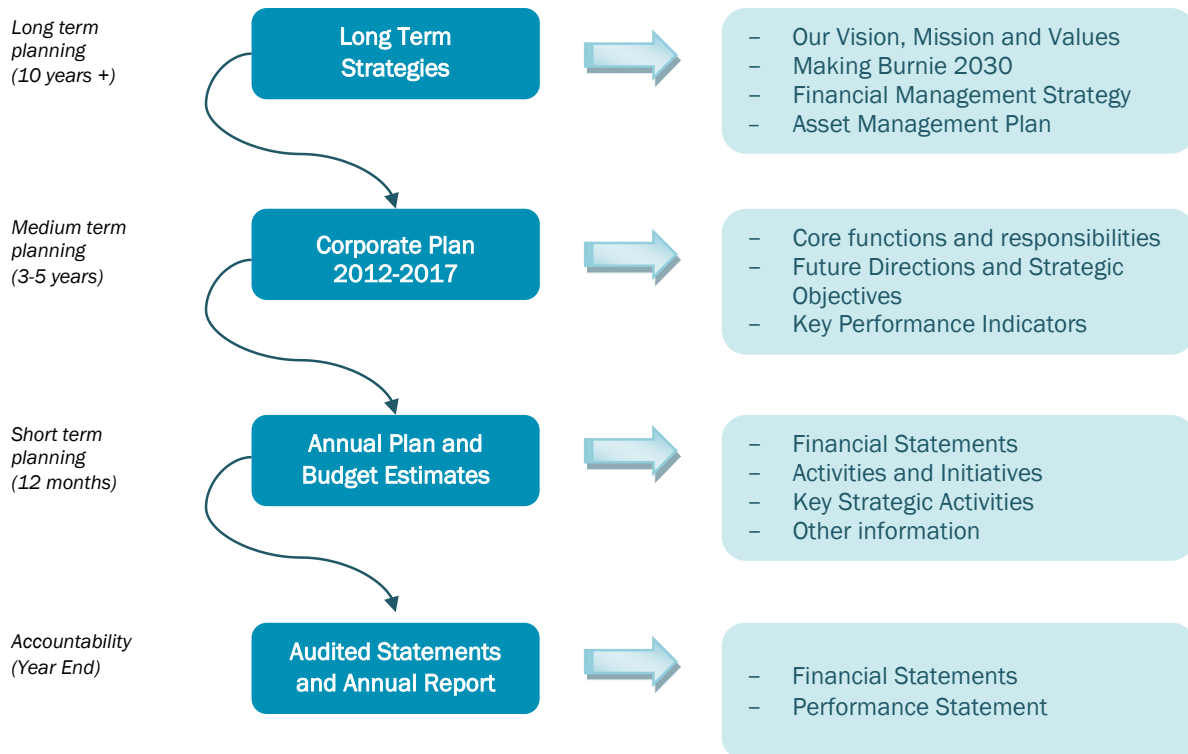


Fig 1: **Strategic Planning Framework.** Source: Annual Plan and Budget Estimates 2017-18

**Annual Plan**

The *Annual Plan and Budget Estimates* (APBE) is a comprehensive document developed by Council each year outlining both long and short term strategies and objectives. The Council adopted the 2017-18 APBE on 20 June 2017.

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

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

**ATTACHMENTS**

1. Annual Plan - Quarterly Update March 2018

**COUNCIL RESOLUTION**

**Resolution number: MO129-18**

**MOVED:**            *Ald S French AM*

**SECONDED:**      *Ald C Lynch*

***“THAT Council note the 2017-2018 Annual Plan progress report to 31 March 2018.”***

**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***

QUARTERLY CITY PLAN (March 17/18)

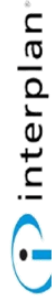
Burnie City Council

**Quarterly City Plan**

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

Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Create and maintain a range of welcoming and attractive spaces across the municipality that foster a sense of community, belonging and pride.</p>								
1.1.1.1	Develop a management plan for Romaine Reserve including a fire management plan.	Consultant engaged to prepared a fire management plan. Work has commenced on the plan. Broader reserve management actions to be identified following fire plan preparation. Fire management plan in progress. Plan received early November - being reviewed. Review completed and works implemented in 17/18 fire hazard management plan. Service levels reviewed and role of ELS may be reduced. With upgrade of Romaine Dam and planned relocation of playground. Limited additional development planned.	Works Depot	In Progress			01/07/2017	30/06/2018
1.1.1.2	Develop a concept design for the Cattley Street Bus Interchange streetscape improvements with the assistance of a landscape architect, focusing on improved amenity and public safety outcomes.	Background information being gathered. Consultants prepared. To present at the November meeting. Report considered at November meeting. Matter deferred. Further discussion with Alderman 28 November. Report to December 2017 meeting. Council determined not to progress with the project at the December meeting.	Works and Services Management	Completed			01/07/2017	30/06/2018

Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Enhance the use of community spaces through initiatives to improve the feeling of safety for all ages.</p>								
1.1.2.1	Expand the coverage of CCTV in the CBD and waterfront precinct.	Grant deed signed. Quotation for works confirmed. Works in progress and near completion. System has been tested and near to being in service ( 9 Nov) Done	Technical Services	Completed			01/07/2016	30/06/2018



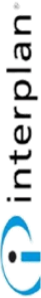
QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.</b>					
1.2.1.1 Build the BAFAC Subscription Season by maintaining subscribers, developing the sponsorship base and seeking ongoing funding from Arts Tasmania.	The Centre submitted an application for assistance in 2018, but the outcome was unsuccessful. Subscription season has been launched and is selling well.	Burnie Arts and Function Centre	In Progress	01/07/2013	30/06/2018
1.2.1.2 Continue to develop initiatives at the BRAG for young audiences.	Workshops in photographing & cataloguing art collection with high school students. A new project officer has been appointed.	Burnie Regional Art Gallery	Ongoing	01/07/2012	30/06/2018
1.2.1.3 Integrate various community arts groups into the Subscription Season program.	Burnie Musical society will be presenting The Boy from Oz this year. Also we have included Reflexions dance studio into sub season with The Park Bench. The Park Bench resulted in two sellout performances and from a \$4000 spend grossed \$12,000. Currently in negotiations with Encore Performing Arts School to do a similar deal for next years subscription season.	Burnie Regional Art Gallery	In Progress	01/07/2013	30/06/2018
1.2.1.4 Maintain the Arts for the Community program which focuses on community involvement in arts. Exhibition program with audience development initiatives in planning for second half of 2018		Burnie Regional Art Gallery	Ongoing	01/07/2013	30/06/2018
1.2.1.5 Develop a Graffiti Policy.	A draft Graffiti policy had been prepared in 2012 awaiting feedback from Director. 2017 Community Development Officer will work with Youth Officer to update and further develop the draft document.	Community Development	In Progress	01/07/2012	30/06/2018
1.2.1.6 Provide support to Tasmanian International Arts Festival and in alternate years provide support to a high end arts event in autumn.	Had some planning discussions with Paper on Skin about where the event could go in the future. Preparations are well underway for this years event. Arranged advertising in Arts Hub. The event has received a record number of entries (26) this includes 4 international entrants.	Marketing and Events	In Progress	01/07/2015	30/06/2018
1.2.1.7 Expand the Arts Unearthed, Art for Community program to include theatre skills learning for youth and adults. Meetings with MMG about continuing sponsorship for outreach programs to remote communities and within BRAG.	Meetings with MMG to continue to sponsor the program held 21 March. There was discussion about more outreach programs for remote communities as well as at BRAG.	Burnie Regional Art Gallery	Ongoing	01/07/2015	30/06/2018



QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

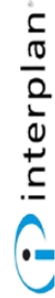
**Quarterly City Plan**

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

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.</b>						
1.2.1.8	Prepare selected works from the Gallery's Permanent Collection, to include in a merchandise strategy to increase awareness of, and promote, the Gallery's Collection.	This action has not yet been achieved, however the Gallery has completed documenting its painting for updating on the database. It is hoped the Gallery will upgrade its collections database to be on the same system as the museum. These steps will assist the Gallery produce merchandise based on its collection. The major hurdle is obtaining the appropriate permissions and copyright to reproduce images. Much of this information has either not been gathered at time of collection, or not agreed to by artists.	Burnie Regional Art Gallery	In Progress	01/07/2015	30/06/2018
1.2.1.9	Develop a sculpture park installation. Discussion with the Public Art Project Advisory Committee underway to update policy and develop an overall strategy.	An artist has been commissioned and work is expected to be complete by the end of the year. Discussion with Public Art Advisory Group about updating the policy and developing an overall strategy.	Burnie Regional Art Gallery	In Progress	01/07/2016	30/06/2018
1.2.1.10	Conduct an energy efficiency audit and develop an energy management plan for the BAFC.	The energy audit has been complete and a report will be written from it.	Burnie Arts and Function Centre	In Progress	01/07/2017	30/06/2018

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Facilitate and support open community events that embrace our values and celebrate our place.</b>						
1.2.2.1	Facilitate the Burnie Shines program of arts, events, performances and exhibitions during October.	The program has a new major sponsor for the next three years, Caterpillar Underground Mining. Over 100 events have been collated, website built, program printed and delivered to households from Wynyard to Ulverstone. It was launched on 22nd September. There are ads on 7BU, Sea FM and a series of weekly interview scheduled on 7BU, 7AD, Sea FM and ABC. A social media campaign is also underway for specific events. The actual events were held throughout October.	Marketing and Events	Completed	01/07/2013	30/06/2018
1.2.2.2	Facilitate the Night on the Terrace New Year's Eve celebration as a community building event.	Night on the Terrace was held on 31 December at the Waterfront, with a superheroes theme.	Marketing and Events	Completed	01/07/2013	30/06/2018

April 11, 2018



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QUARTERLY CITY PLAN (March 17/18)

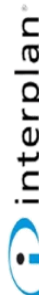
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Facilitate and support open community events that embrace our values and celebrate our place.						
Progress Comments						
1.2.3.3 Plan for and hold Kids in the Park as an open event that celebrates children and young families.		Kids in the park was held on Easter Sunday (1st April) in the Burnie Park. The format for the event is the same as previous years, the event was well attended.	Marketing and Events	Completed	01/07/2013	30/06/2018
1.2.2.5 Explore opportunities for a Winter Feast Event for Burnie.		Discussions held with a private operator to organise a winter feast event. Due to complexity, referral was made to Events Tasmania for assistance with developing a business case.	Marketing and Events	Not Started	01/07/2017	30/06/2018

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Support projects and initiatives that promote our cultural heritage and history through a variety of formats.						
Progress Comments						
1.2.3.1 Continue to deliver public programs at the Burnie Regional Museum that encourage repeat visits and community involvement.		Public Programmes including lunchtime talks have been run this quarter. Progress has been made on both 'dementia' remembrance cases and the new Education Box.	Burnie Regional Museum	Ongoing	01/07/2013	30/06/2018
1.2.3.2 Continue to implement a range of feature exhibitions at the Burnie Regional Museum.		The Advocate Gift exhibition opened 18 August 2017 and will run until 15 April 2018. 'A Stitch in Time' will feature the BRM's textile collection and preparation is underway and will open 4 May 2018. A joint exhibition around the time-part of 'A Stitch in Time' will feature in BRAG, opening next quarter.	Burnie Regional Museum	Ongoing	01/07/2013	30/06/2018
1.2.3.3 Develop the Young Collectors program as an initiative to increase youth involvement with the Museum.		Continued advertising for new collectors is underway. Uptake has been poor for this quarter, so the young collector case is currently showcasing recent donations.	Burnie Regional Museum	Ongoing	01/07/2012	30/06/2018
1.2.3.4 Acquire The Advocate collection of negatives.		Fairfax contract delivered. Freezer cabinets are in freezer store. Donation form filled out.  The collection is being packed up and will be in the freezer store by the end of January or start of February, but now belongs to the BRM.  19 January - the collection has been packed from packet number 295-472 - 55-501 and will continue through January.	Burnie Regional Museum	Completed	01/07/2015	30/06/2018



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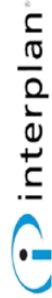
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Support projects and initiatives that promote our cultural heritage and history through a variety of formats.</b>					
1.2.3.5	Update interpretation in permanent and semi-permanent exhibition spaces at the Burnie Regional Museum.	Burnie Regional Museum	In Progress	01/07/2015	30/06/2018
Early Burnie is being updated with two new smells, new interpretation and layout fixes. Federation Street light boxes are being constructed by the Burnie Men's Shed and have been prepared for printing. A new smell has also been added to Federation Street. These updates are still in progress.					
1.2.3.6	Install new POS system at BRM to capture and report on visitor data, to create a more seamless visitor experience and to expand our customer baseline.	Burnie Regional Museum	Deferred	01/07/2015	30/06/2018
POS are being reviewed across external Council sites so this has been deferred until further notice.					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Support civic events within the community.</b>					
1.2.4.1	Provide support to civic events such as Australia Day Celebrations, Anzac Day, Remembrance Day and Volunteers Events.	Strategic and Governance	In Progress	01/07/2013	30/06/2018
The 2018 Australia Day Ceremony was held at the BAFC with Tim McCormack as guest speaker. Preparations are underway for Anzac Day.					
1.2.4.2	Liaise with the Royal Australian Navy to explore the opportunity of an annual naval visit to the port of Burnie.	Strategic and Governance	Not Started	01/07/2015	30/06/2018
The navy ship previously scheduled for 2018 has been cancelled due to the Navy's operational commitments and a late change to the ship's program.					





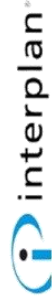
QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>1.3.2.1 Review the Recreation Plan.</p>	<p>A sports forum was conducted in April 2016 and follow up discussions held with absent representatives. Ongoing consultation with sporting groups.</p>	<p>Business and Recreation</p>	<p>In Progress</p>	<p>01/07/2015</p>	<p>30/06/2018</p>
<p>1.3.2.2 Investigate a recreational adventure project for Burnie.</p>	<p>Discussion paper considered by Alderman at 22 September 2015 workshop. Agreed plan of action was to partner with UTAS and look to incorporate the proposal into the master planning process for the West Park Precinct. Previous reports prepared for an adventure playground to be used as the basis for initial discussions. Awaiting advice from UTAS as to their response to the proposal. Funding allocated in 16/17 capital works program to support the development of a project scope for the playground and ancillary infrastructure. Discussion paper presented to November 2016 workshop. Playstreet Landscape Architecture engaged to run stakeholder and community engagement workshops and prepare a feasibility study report. Kids in the Park event and preliminary findings presented to Council workshop on 27 June 2017. Community consultation session planned for November 2017 - has occurred. Last stage of consultation occurred 11 February 2018. Report being prepared by consultant. Draft report received early April 2018- under review. Plan to present at a future workshop</p>	<p>Works and Services Management</p>	<p>In Progress</p>	<p>01/07/2015</p>	<p>30/06/2018</p>



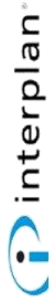
QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> <i>Maintain and develop recreational and sporting facilities to encourage greater participation and sporting opportunities.</i></p> <p>1.3.2.3 Undertake planning for Coastal Pathway between Cooeee and Cam River, focusing on the agreement with Tasrail and State Government for occupation of the rail corridor.</p>	<p>Legislation before parliament to support use of rail corridors near finalisation. Application lodged under the State Community Infrastructure Fund in 2017. Working with CCA on a regional approach to the coastal pathway strategy progression. Funding provided by State Government (with council contribution) to the project. A track management plan need to be negotiated with the state government - DCED taking the lead on this. Design risk assessment to be prepared. Project implementation plan being prepared. Legislation has passed parliament. Progressing initial stages of project actions. Aim to secure access to reservation by March 2018. State Election impacted on progressing rail agreements. Process must now recommence. Awaiting further discussion with DSG.</p>	<p>Works and Services Management</p>	<p>In Progress</p>	<p>01/07/2016</p>	<p>30/06/2018</p>
<p>1.3.2.4 Undertake redevelopment of Montello Soccer Complex, subject to grant funding.</p>	<p>Meeting with Burnie United Football Club has occurred. Focus on lights and training. Seeking consultant advice on lights. Survey of training pitch has occurred. No grant funding from State Government in 16/17. Lighting design complete and quotes being sourced. Lower pitch designs completed. To liaise with Club late Jan 2018. Briefing provided to Alderman 27 Feb on planned works. Further consultation with Club required</p>	<p>Technical Services</p>	<p>In Progress</p>	<p>01/07/2016</p>	<p>30/06/2018</p>
<p>1.3.2.5 Develop a sports database.</p>		<p>Business and Recreation</p>	<p>In Progress</p>	<p>01/07/2016</p>	<p>30/06/2018</p>



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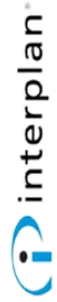
QUARTERLY CITY PLAN (March 17/18)

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Assess long term accommodation needs within the community and advocate for investment in appropriate housing options.						
1.4.1.1	Explore opportunities to support affordable housing programs and retirement living developments.	A retirement living concept has been included in the Town Centre Master Plan. Council has been in discussions with aged care providers around future retirement living developments. 11/8/17 Work is proceeding on drafting of an Aged Care Prospectus.	Economic Development	Ongoing	01/07/2013	30/06/2018
1.4.1.2	Support initiatives to develop further student accommodation options.	The Town Centre Masterplan has considered the opportunities for student accommodation in the CBD.	Economic Development	Ongoing	01/07/2012	30/06/2018



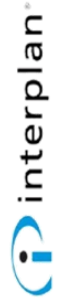
**QUARTERLY CITY PLAN (March 17/18)**

**Burnie City Council**

**Quarterly City Plan**

**Objective:** 1.5 A vibrant and progressive central business district.

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Achieve a visitor-friendly CBD through improved connectivity, navigational aids and infrastructure supports.						
1.5.2.1	Develop a Smart City Digital Strategy for the Burnie CBD.	Application made to Smart Cities program in June. 1/8/17 Digital strategy workshopped with aldermen 21/12/2017 Smart Cities application unsuccessful. Office of Coordinator General to assist in next funding application. 21/12/2017 TasCom preparing a model for resource sharing of IT and transactional activities for north west region 21/12/2017 Council officers preparing a road map to introduce automation and other digital initiatives	Economic Development	In Progress	01/07/2017	30/06/2019



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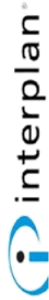
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Maintain the efficiency and safety of the local road network.						
Progress Comments						
1.7.1.1	Undertake a road safety audit of the urban road network and develop a plan of action to address deficiencies.	Review of crash data has occurred as part of blackspot program review. Register of traffic and safety issues being developed for inclusion in a forward road strategy. Traffic committee has a summary list of issued identified through customer contact and officer investigation. Annual Budget allocation provided to address issues as they arise. Framework for review process developed and list of candidate projects collated. MES to review and populate forward works program.	Technical Services	In Progress	01/07/2012	30/06/2018
1.7.1.2	Actively participate in the implementation of the Tasmanian Freight Strategy.	Council received a presentation from key agencies involved in the implementation of the State Integrated Transport Strategy. 25/7/17 Further workshop held with infrastructure Tasmania 08/12/2017 Tasports has advised that it hopes to release long term plan for Burnie Port in first quarter of 2018	Community and Economic Development Management	Ongoing	01/07/2016	30/06/2018
1.7.1.3	Work with the Department of State Growth to develop a plan to improve the appearance of the Bass Highway reservation, eastern approach to the City.	Contact has been made with the department and issues identified. Awaiting DSG to come back to Council with a proposal. Further contact made April 2017 on this matter and meeting planned for July 2017 with local DSG officers. DSG have advised plans to remove pine trees from the Roundhill areas, over time. Funds allocated for first stage of works this financial year. Works progressed from Dec 2017. Further discussion to occur as DSG engages with Council. DSG looking at weed management on seaward side of highway - Wivenhoe. BCC to work cooperatively with DSG when scope of works developed	Technical Services	In Progress	01/07/2016	30/06/2019

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Manage the creation and regulation of controlled parking spaces to provide convenience and accessibility.						
Progress Comments						



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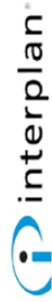
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Manage the creation and regulation of controlled parking spaces to provide convenience and accessibility.					
1.7.2.1	Develop a parking strategy and undertake a review of the parking policy and pricing.	Land and Environmental Services Management	In Progress	01/07/2017	30/06/2018
	Council to consider draft strategy in late 2017. Council to further consider a number of matters in April 2018				

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Advocate for adequate public transport services to meet community needs within Burnie and improve efficiencies.					
1.7.3.1	Maintain an engagement with the CEO of Metro Tasmania on an annual basis.	Executive Management	Completed	01/07/2014	30/06/2018
	The General Manager met with Acting CEO of Metro, Megan Morse in August 2017.				



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

Actions		Progress Comments		
Business Activity	Status	Start Date	Comp Date	
<b>STRATEGY:</b> Continue to advocate for Burnie to be the north west centre for health services.				
2.1.1.1 Maintain an engagement with the CEO of the Tasmanian Health Service - North West on an annual basis.	Deferred	01/07/2013	30/06/2018	21/12/2017 Both the state Government and the ALP have announced a policy to disband the THS in 2018.

Actions		Progress Comments		
Business Activity	Status	Start Date	Comp Date	
<b>STRATEGY:</b> Maintain effective and supportive relationships with non-governmental health agencies.				
2.1.3.1 Meet with disability service providers to gain an understanding of community needs and advocate with them for adequate resources and facilities.	In Progress	01/07/2013	30/06/2018	Met with Speak Out in October 2016 to discuss their issues and informed them about the Age Friendly Communities Program. Speak Out representatives also met with Council at a Workshop to discuss similar issues.

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

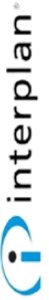
**Progress Comments**

Actions	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Facilitate a suite of family-focused activities that promote well-being and healthy lifestyles.				
2.2.1.1 Run the Burnie Ten and 321Go children's footrace event.	Business and Recreation	Completed	01/07/2013	30/06/2018
2.2.1.2 Run the Burnie Challenge as an annual event.	Business and Recreation	Completed	01/07/2013	30/06/2018

**Progress Comments**

Actions	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Encourage community-driven initiatives that focus on developing healthier lifestyles and improved emotional wellbeing.				
2.2.2.1 Assist in development and implementation of a Local Drug Action Plan.	Community Development	In Progress	01/07/2017	30/06/2018

A planning workshop was held on February 27.  
The first working group meeting is scheduled for 24 April 2018.





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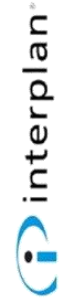
Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Promote the improvement of equal access across various types of barriers that prevent participation.</b>					
2.3.1.1	Advocate for improved affordable transport for children with disabilities.	Community Development	Ongoing	01/07/2012	30/06/2018
2.3.1.2	Explore a partnership program that provides opportunities for young people to participate in an activity of their choice where affordability is a limiting factor.	Community Development	In Progress	01/07/2012	30/06/2018

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.</b>					
2.3.2.1	Partner with service clubs and agencies to identify projects that will target special needs in the community.	Community Development	Ongoing	01/07/2013	30/06/2018

**Progress Comments**

Local service clubs and community organisations are regularly sent information via email about financial grants that are available, this includes Council's Financial Assistance Grants program. Working with four service clubs to obtain funding from Tas Community Fund for Storage Sheds to solve their storage issues. The November TCF application was unsuccessful and was advised by TCF to make another application in the next round. The TCF requested council to contribute at least \$20,000 cash towards the project as well as the in kind support provided in the application. Council Officers are waiting for budget approval of \$20,000 before another application can be lodged. Information on available grants is distributed to local clubs and organisations on a regular basis. Recently linked the Ridgley Primary School with an Hydro grant program to assist in the purchase of a water tank for the school.



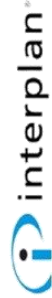
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Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>2.3.2.2 Work with our community through a Collective Impact Framework to remove obstacles that prevent participating in opportunities for training and employment.</p>	<p>11/8/17 Exploring opportunities for a coordinated jobs pathway program through Department of Employment and State Government's Training and Work Pathways program. 29/09/2017 Work has commenced to form a Local Drug Action Team to develop a Community Action Plan for a preventative campaign around substance abuse in the workplace 29/9/2017 Burnie selected as a pilot site to develop a Suicide Prevention program across the community 08/12/2017 The Director of Community and Economic Development has been invited to be a member of the Suicide Prevention Working Group 21/12/2017 The Department of Employment has advised it will partner with Burnie to implement a pilot Jobs Pathway program for young people. 21/12/2017 The Department of Social Services has expressed an interest in partnering with Burnie to pilot a Data Exchange program 31/03/2018 The Department of Social Services held an Ideas Exchange Workshop in late March under the Try Test and Learn Fund to develop responses to Mature Age Unemployment 1/7/2017 Council has budgeted to support: Burnie Shines Aust Masters Games Burnie 10 3-2-1 Go A Night on the Terrace Burnie International Tennis Challenger event Targa North West Kids in the park The Burnie Challenge</p>	<p>Community and Economic Development Management</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2018</p>
<p>2.3.2.3 Provide support to local and regional events that provide positive social and economic benefits to Burnie.</p>	<p>1/7/2017 Council has budgeted to support: Burnie Shines Aust Masters Games Burnie 10 3-2-1 Go A Night on the Terrace Burnie International Tennis Challenger event Targa North West Kids in the park The Burnie Challenge</p>	<p>Community and Economic Development Management</p>	<p>Ongoing</p>	<p>29/07/2015</p>	<p>30/06/2018</p>



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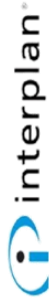
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Objective: 2.3 A place where everyone feels accepted and participates freely in community activities.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.					
2.3.2.4	Assist the Local Enabling Group in implementing The Search program.	Community and Economic Development Management	Ongoing	01/07/2015	30/06/2018
<p>Progress Comments</p> <p>08/09/2017 Work continues on developing a prospectus for presentation to a group of philanthropists. The Local Enabling Group is exploring options for DGR status including have the Foundation for Regional Renewal to auspice 27/10/17 The LEG has resolved to have FRR to auspice philanthropic donations 08/12/2017 Waiting on final feedback from Funding partners on prospectus 31/3/2018 Draft prospectus completed - waiting on final comments from partners</p>					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Promote volunteerism as a lifestyle choice.					
2.3.3.1	Acknowledge the role of volunteers and their contribution towards social capital and community wellbeing by coordinating the Volunteers Awards every two years (due 2018-19).	Community Development	Completed	01/07/2013	30/06/2019
<p>Progress Comments</p> <p>The next volunteer awards will be held in 2019. 2018/19 budget approval will purchase more volunteer badges for 10,000 hours winners and will book the AFC.</p>					
2.3.3.2	Develop a program aimed at encouraging volunteering amongst young people.	Community Development	In Progress	01/07/2012	30/06/2018
<p>Progress Comments</p> <p>Working with Hellyer College "Creating Connections" classes to encourage young peoples involvement in YMCAB. Twenty nine young people currently on the YMCAB mailing list</p>					

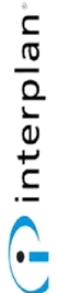
Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Promote inclusiveness and participation within identifiable groups.					



**Quarterly City Plan**

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

Actions	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote inclusiveness and participation within identifiable groups.</p> <p>2.3.4.1 Complete and implement the Age Friendly Community Program.</p>	<p>Community Development</p>	<p>In Progress</p>	<p>01/07/2015</p>	<p>30/06/2020</p>
<p>Council has endorsed the Age Friendly Communities Plan. Currently working on establishing networks with services that assist seniors within the community as part of the AFC Action plan. Working on the Aged Care Prospectus for Burnie. Information is being collated on the services, recreation and community groups within the Burnie area. Currently organizing a Seniors page on Council's website, as well as distribution to senior groups within the community. Booklets for seniors advising of services and organisations relating to seniors is nearly complete and will be sent out to senior clubs and organisations as part of the 'Communication and Information' section of the Age Friendly Communities Action plan. The Age Friendly Communities Program is now in its Implementation Stage and one of the objectives from the Action Plan is to ensure high quality, reliable up-to-date information is made available to seniors. In response to this action a Senior's Directory has been developed, which includes information about:</p> <ul style="list-style-type: none"> <li>- Local Services – from meals on wheels, transport options, assistance in your home.</li> <li>- Parks and Reserves – local areas and the facilities provided.</li> <li>- Cultural Experiences – local places to visit.</li> <li>- Recreational/Activities – contact details of local sporting and community organisations.</li> <li>- Public Toilet Map</li> </ul> <p>A Senior's Webpage is currently being developed on the Burnie City Council's website and a copy of the Senior's Directory will be made available as a download. Copies have been mailed out to senior clubs and organisations with copies made available at the Burnie Council offices. An update of the AFC Action Plan is underway and will be sent out to seniors, this will include a list of</p>				



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

Actions		Progress Comments			
STRATEGY:	Promote inclusiveness and participation within identifiable groups.	Business Activity	Status	Start Date	Comp Date
2.3.4.2	Revise and implement the Youth Development Strategy.	Community Development	In Progress	01/07/2015	30/06/2020

Guest Speakers from Senior Services in Burnie. The guest speakers are from local services with an aim to increase the awareness of what services are available and giving seniors the opportunity to ask questions.  
Youth Strategy completed. Implementation underway, initial understanding and engagement of stakeholders and building of working groups.

Actions		Progress Comments			
STRATEGY:	Assist those who assist the community	Business Activity	Status	Start Date	Comp Date
2.3.5.1	Facilitate engagement between Aldermen and at least one community group per month.	Community Development	In Progress	01/07/2013	30/06/2018

Community groups during the Jul - Sep 2017 quarter include:  
Pony Club on June 27 and Burnie Community House and Mission Australia on September 26, 2017.  
Community groups during the Oct - Dec 2017 quarter include:  
Burnie Foreshore Market 3 Oct, Produce to the People 24 Oct.  
Community groups during the Jan - Feb 2018 quarter include:  
Burnie Agricultural and Pastoral Society 13 Feb, Havenview Residents Group 27 Mar.

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Objective: 3.1 UTAS is a strong leader in the provision of education and research in the Burnie region.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Partner with the University of Tasmania including the Rural Clinical School to maximise the growth of the UTAS Cradle Coast Campus.</p> <p>3.1.1.1 Work with UTAS to implement the West Park master plan.</p>	<p>UTAS has endorsed Option 2 of the West Park Master Plan as the preferred option. 30/7/2017 UTAS has advised that it expects to lodge a DA in November 2017, with early site works to commence in early 2018 11/8/17 Work proceeding on consolidating Stage 3 land including realignment of rail corridor 20/10/17 UTAS have advised they do not wish to realign rail corridor 27/10/2017 Work proceeding on developing DA for stage one site works 21/12/2017 UTAS has advised that architects are currently revising building design for campus. 21/12/2017 UTAS has advised it has funding to relocate Pipe Band and Brass band building. To meet with bands in the new year to progress. 31/3/2018 Meeting held with Brass Band to explore options for future site. UTAS organising joint meeting with Brass and Pipe Bands to develop concept plans for new band rooms.</p>	<p>Community and Economic Development Management</p>	<p>In Progress</p>	<p>01/07/2016</p>	<p>30/06/2019</p>
<p>3.1.1.2 Explore opportunities to link with UTAS on Smart City Initiatives.</p>	<p>1/7/2017 Application made to Federal Government's Smart Cities program in partnership with UTAS 17/11/2017 Advice received that Application was unsuccessful 08/12/2017 A further application to be made in Round 2 with support from Coordinator Generals office</p>	<p>Community and Economic Development Management</p>	<p>Completed</p>	<p>01/07/2017</p>	<p>30/06/2019</p>

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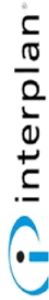
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Promote learning pathways.</b>					
3.2.1.1 Facilitate collaboration between education providers to strengthen learning pathways.					
<p>11/8/2017 Work is currently under way to combine the TAFE Reference Group and the Education Reference Group with a first joint meeting planned for later in 2017</p> <p>08/09/2017 Following advice from TasTAFE, work has commenced on a sub-regional Workforce Development Plan to provide strategic direction to education and training providers.</p> <p>15/9/2017 Working with CCA on proposal to Skills Tasmania to develop a Regional Workforce Development Plan</p> <p>29/9/2017 Proposal on RWDFP submitted to Skills Tasmania</p> <p>20/10/2017 Proposal lodged but now advised a funding application will need to be made to Skills Tasmania</p> <p>08/11/2017 Working Group being established to develop funding application. Gap Analysis being undertaken to identify opportunities for funding</p> <p>31/3/2018 Education and training entities from across the region currently completing a survey of workforce initiatives</p>		Community and Economic Development Management	Ongoing	01/07/2013	30/06/2018

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Encourage opportunities that optimise the use of assets and resources for education.</b>					
3.2.2.1 Implement the progressive stages under the Heads of Agreement with UTAS on the land at West Park.					
<p>Survey work has been completed and conveyancing work under way to consolidate the two titles to the south of the rail line.</p> <p>30/7/2017 Final consolidation of the titles will require the issuing of a permit for a new Campus development.</p> <p>08/12/2017 Fortnightly meetings held with project team regarding the proposed development</p> <p>31/1/2018 UTAS have advised a new Project team has been formed to progress a Development Application for the new campus</p>		Community and Economic Development Management	Ongoing	01/07/2013	30/06/2019



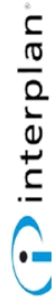
**Quarterly City Plan (March 17/18)**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>3.2.3.1 Support the development of BIG educational / business events.</p> <p><b>STRATEGY:</b> Encourage partnerships between education providers and industry that ensures training is matched to the employment needs of the region.</p>	<p>11/8/2017 Preparations well under way to support the North West Science and Engineering Investigation Awards.                      11/8/2017 Preparations for three "Up Close and Big" for second half of 2017 events are well progressed                      08/09/2017 North West Science and Engineering Investigation Awards held. Number of students participating has doubled since 2014.                      27/10/2017 Final Up Close and Big event held with Ray Martin                      08/12/2017 Three of four Up Close and Big events organised for 2018. Planning for a TEDx style education/business forum underway for third quarter in 2018.</p>	<p>Community and Economic Development Management</p>	<p>In Progress</p>	<p>01/07/2014</p>	<p>30/06/2018</p>
<p>3.2.3.2 Support workforce participation programs by making available work experience placements.</p>	<p>Council continue to support work experience participants as resources allow</p>	<p>People and Safety</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2018</p>





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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Invest in programs that develop the potential of our children.						
3.3.1.1	Actively participate with UTAS on Science Week activities.	Science Week activities are being promoted through local networks	Community and Economic Development Management	Completed	01/07/2017	30/06/2018

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Encourage initiatives to improve our education retention rates and promote the value of education.						
3.3.3.1	Provide support to the Dream Big project being undertaken by local schools introducing children to careers in local industry.	Higher Education Visits for 2018 were completed on March 1, 2, 8 & 9 with 7 schools participating.  Natone, Cooeee, Montello and Havenview are doing business visits with planning underway.	Community Development	Ongoing	01/07/2013	30/06/2018
3.3.3.2	Facilitate and support the Burnie Education and Training Reference Group.	29/9/2017 Group in abeyance until TasTafe is in a position to participate 21/12/2017 TasTafe participating in the development of a funding submission to Skills Tasmania for Regional Workforce Development Plan. 31/3/2018 Each of the seven TasTafe streams are currently completing RWDP survey	Community and Economic Development Management	Ongoing	01/07/2017	30/06/2018

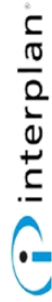
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**Objective:** 3.4 Our community is skilled and able to manage change and meet global, regional and local challenges.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Advocate for access to relevant professional development and up-skilling opportunities.</p> <p>3.4.2.1 Advocate for extension of associate degree, under-graduate and post-graduate offerings at the Cradle Coast Campus that are relevant to the region's industry needs.</p>	<p>Council and other stakeholders have developed an MoU for the future development of pre-degree courses at West Park. The uncapping of associate degree places was announced by the Liberal Party during the Federal Election and confirmed in the Federal budget. UTAS has developed a number of associate degrees for the 2017 year. 29/9/2017 Submission made to the UTAS Green Paper on Reimagining and Revitalising Communities through Higher Education 17/11/2017 UTAS to participate in the development of a Regional Workforce Development plan. 31/3/2018 Each of the seven UTAS colleges currently completing RWDP Survey</p>	<p>Community and Economic Development Management</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2018</p>



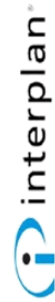
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**Objective:** 4.1 A globally competitive business community, focused on the development of niche and premium products.

<b>Actions</b>		<b>Progress Comments</b>	<b>Business Activity</b>	<b>Status</b>	<b>Start Date</b>	<b>Comp Date</b>
<b>STRATEGY: Support the growth of the Burnie economy through the principles of the Burnie Economic Development Strategy and the Settlement and Investment Strategy.</b>						
4.1.1.1	Support new and expanding businesses through the application of the Assistance to Industry and Business Policy.	11/8/2017 Council has allocated funding for support under this policy	Economic Development	Ongoing	01/07/2013	30/06/2018
4.1.1.2	Develop a Resident and Professional Attraction Strategy.	4/7/2017 Workshop held with Aldermen to scope the development of a Resident and Professional Attraction Strategy. 11/8/2017 Resident Attraction and Retention Plan drafted	Economic Development	In Progress	01/07/2016	30/06/2018



Burnie City Council		QUARTERLY CITY PLAN		(March 17/18)	
<b>Quarterly City Plan</b>					
Objective: 4.2 A highly skilled workforce with a focus on innovation and entrepreneurship.					
Actions		Business Activity		Start Date	Comp Date
<b>STRATEGY: Build opportunities for innovation and entrepreneurship to flourish.</b>					
Progress Comments					
4.2.1.1 Develop a strategic link with TMEC - Advance Manufacturing Centre of Excellence.	21/12/2017 TMEC to be invited onto Working Group to develop and implement a Regional Workforce Development Plan.	Economic Development	Ongoing	01/07/2017	30/06/2018

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

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

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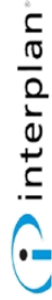
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**Objective:** 4.3 A five-star visitor experience on the edge of adventure.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote Burnie as a hub for a diverse range of tourism experiences within the region.</p> <p>4.3.1.2 Assist the implementation of the Burnie Destination Action Plan.</p>	<p>11/8/2017 Report to August meeting endorsing DAP and the establishment of a Leadership Group.                      15/9/2017 First meeting of DAP Leadership Group. To focus on building the ten top Burnie attractions                      29/9/2017 Survey underway to identify 10 top Burnie visitor attractions                      20/10/17 Application lodged under regional Jobs and Investment Program to complete Waterfront Eastern Promenade                      17/11/2017 DAP leadership Group have identified 10 major attractions. Needs analysis to be conducted on brand alignment, infrastructure, marketing and promotion, and customer service.                      Group to also explore development of entry points and major highway signage                      08/12/2017 DAP Leadership Group undertaking interviews of 10 major attractions                      31/3/2018 DAP Leadership Group are focussing on highway signage at its key focus for funding</p>	<p>Community and Economic Development Management</p>	<p>In Progress</p>	<p>01/07/2017</p>	<p>30/06/2019</p>

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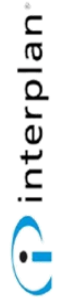
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**Objective:** 4.5 The opportunities offered by contemporary communications technology are maximised.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Advocate for regional access to current technology, communications services and infrastructure.</p> <p>4.5.1.1 Assist local businesses to access NBN FTTP where required.</p>	<p>1/8/2017 Further contact has been made with the NBN to develop a case study now that the NBN is live in the CBD.</p> <p>08/12/2017 NBN has been followed up a number of times with no response</p> <p>31/3/2018 At a Senate Committee in late 2017 NBN advised that the cost of technology switches already undertaken have ranged from \$10,000 to \$200,000 depending on a number of variables. This makes a case study problematic, as any results for one switch will not reflect the costs of undertaking a switch at another site. It is recommended that this not be pursued.</p>	<p>Economic Development</p>	<p>Deferred</p>	<p>01/07/2016</p>	<p>30/06/2018</p>



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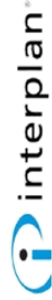
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**Objective:** 5.3 A strong level of participation and collaboration in community based environmental protection and conservation groups.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Support communities that care for and protect our environment</p> <p>5.3.1.1 Support community environmental groups such as Friends of Little Penguins, Bushwatch, Burnie Coastal Care Group, Upper Natone Reserve Committee and Keep Australia Beautiful.</p>	<p>The environmental groups are included when disseminating information about available grants and other important notifications. Provide the contact point for these groups when seeking information or assistance with projects.</p> <p>Ongoing communication with groups and providing assistance and notifying about council's financial assistance grants. Assisted Friends of Fernglade with their recent Platypus Festival and have assisted the new coordinator for Cooeo to Camdale Coastcare by providing information about Council's ongoing financial assistance and linking with contacts in the Works department.</p>	<p>Community Development</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2018</p>

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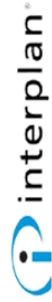
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Objective: 5.4 A region that is energy, water and waste efficient.

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Support initiatives that promote energy efficiency.</b>						
5.4.1.1	Plan for the roll out of LED lighting in the public lighting network as part of the North West regional lighting project.	Council has endorsed further work to develop a business case . Working with consultants to finalise the approach. Advice to Alderman 19 September . Proposed report to October meeting. Council determined not to progress at the October meeting	Technical Services	Completed	01/07/2017	30/06/2019

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Support the State and regional strategies in waste reduction.</b>						
5.4.3.1	Consider implementation of a Food Organics Green Organics (FOGO) collection service for the Burnie Community.	Matter to be discussed at 22 August workshop. Report to September meeting to determine if project will progress. At the September 2017 meeting Council determined not to progress with the implementation of the service at this time.	Technical Services	Completed	01/07/2017	30/06/2018



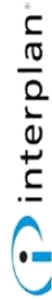
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**Objective:** 5.5 A built environment that is valued, reflects our past and embraces our future.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>5.5.2.1 Review the Burnie West Coastal Master Plan to identify opportunities for future use of the land.</p>	<p>Council has reviewed the Burnie West Coastal Plan at a Workshop with further work to be completed in mid-2017 following the completion of the Settlement and Investment Strategy. Council considered this matter at a Workshop in May 2017, with planning to proceed on relocation of the truck wash, and conducting a contamination audit on the site.</p> <p>11/8/2017 Council has considered the future of Cooeee Point and Camdale Point at July and August meetings</p> <p>15/9/2017 Work has commenced on contamination assessment of Cooeee Point; lobbying for relocation of truck wash; and landscape plan for Camdale Point</p> <p>17/11/2017 Concrete foundations of old sheep pens removed to allow contamination assessment to be completed</p> <p>08/12/2017 Discussions held with DPIPWE around rolling out a regional strategy for truck wash facilities</p> <p>21/12/2017 DPIPWE has advised it will be reviewing north west truck wash and dump sites in early 2018</p> <p>22/1/2018 Contamination Assessment completed. Minor issue and associated management plan identified.</p>	<p>Economic Development</p>	<p>In Progress</p>	<p>01/07/2015</p>	<p>30/06/2018</p>



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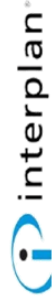
**Quarterly City Plan**

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

Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote Burnie as an attractive investment choice.</p> <p>6.1.1.1 Develop an Investment Prospectus for the CBD, subject to grant funding.</p>		<p>To be commenced following Council endorsement of the Burnie CBD Master Plan.</p> <p>21/12/2017 Council currently progressing an initiative to assist in consolidating preferred development sites identified in CBD Masterplan</p>		Economic Development		In Progress	01/07/2016	30/06/2019
<p>6.1.1.2 Develop an Investment Prospectus for Industrial and Commercial sites, subject to grant funding.</p>		<p>To be commenced following Council endorsement of the revised Burnie Settlement and Investment Strategy.</p> <p>21/12/2017 Council currently progressing an initiative to assist in consolidating preferred development sites to meet objectives of Burnie Settlement and Investment Strategy.</p> <p>22/1/2018 Council is awaiting the completion of a project by Waratah-Wynyard to create an industrial subdivision to be included in the industrial land prospectus</p> <p>31/3/2018 The CCA has advised it is completing an investment prospectus for key industrial sites in the region. This will include Taspaper site, Hampshire and land adjoining the Burnie Airport.</p>		Economic Development		In Progress	01/07/2016	30/06/2019

Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Maintain and enhance key community facilities that serve the broader region for cultural recreational and community purposes.</p> <p>6.1.2.1 Explore the potential for Burnie to become a pre-pilot test site for new government programs and services.</p>		<p>Currently working with the Commonwealth Department of Social Services and Department of Employment and Training to explore opportunities to develop a program to support unemployed youth.</p> <p>21/12/2017 Burnie has been invited to consider being a pilot test site for Data Exchange Platform with DSS</p> <p>21/12/2017 Department of Employment has advised it will partner with Burnie to roll out a pilot employment pathways program for young people</p> <p>31/3/2018 Department of Social Services are seeking to make Burnie a national pilot for initiatives to address mature age unemployment</p>		Economic Development		Ongoing	01/07/2012	30/06/2018

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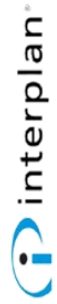
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Objective: 6.1 Burnie is the community and commercial services centre for the broader North-West region.

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Advocate for retention of a regular air passenger and freight service from Burnie to the mainland and to King Island.					
6.2.2.1	Maintain a majority ownership in the Burnie Airport Corporation.	Executive Management	Ongoing	01/07/2013	30/06/2018

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Advocate for the planning and development of strengthened strategic transport linkages to other major centres in the region.					
6.2.3.1	Advocate for the development of a long-term plan for the Bass Highway link between Burnie and Wynyard.	Economic Development	Ongoing	01/07/2012	30/06/2019
<p>The Joint Councils' forum identified the Bass Highway between Rocky Cape and Wiltshire as the highest priority project for the further development of the Bass Highway. A submission was made under the state Major Roads Fund for funding to undertake this work. An announcement was made in the 2016 Federal election for funding towards a study on the Burnie-Wynyard section of the Bass Highway.</p> <p>11/8/2017 The Department of State Growth has advised it is working with the Federal government in developing a brief for the Project.</p>					

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Advocate for the community on issues of local and regional importance.					
6.3.1.1	Commit to funding and collaborate with the Australian Master Games Committee.	Business and Recreation	Completed	01/07/2016	30/06/2018
6.3.1.2	Work alongside Australian Master Games to manage hosting of the closing ceremony.	Marketing and Events	Completed	01/07/2017	30/06/2018

**Progress Comments**  
Held in October 2017 the Australian Masters Games we concluded with a Closing Ceremony on the waterfront. A concert staged by Skyfields at West Park Oval was also staged.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Encourage initiatives to promote regional cooperation for both regional benefits and maximising efficiencies.					
6.3.2.1	Participate in the Cradle Coast Councils' Strategic Shared Service Initiative.	Executive Management	Completed	01/07/2012	30/06/2019
6.3.2.2	Meet at least annually with the Cradle Coast Authority to maintain dialogue on matters of regional significance.	Executive Management	Completed	01/07/2013	30/06/2018

**Progress Comments**  
Council received the Shared Services report at its a meeting on 13 December 2017, agreeing to participate in further work to implement savings.  
Aldermen met with CCA Chairperson, Sid Sidebottom and CEO, Brett Smith at a workshop on 24 October 2017.

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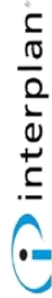
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**Objective:** 6.3 The City provides leadership and works collaboratively on regional strategic issues.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>6.3.2.3 Provide technical tasks and support service in the area of environmental health, planning and weed management, to adjacent municipal districts under resources sharing arrangements.</p>	<p><b>STRATEGY:</b> Encourage initiatives to promote regional cooperation for both regional benefits and maximising efficiencies.</p> <p>Environmental Health services provided to Circular Head Council, Waratah Wynyard Council, and West Coast Council. Building compliance services provided to West Coast Council. Land use planning services provided to West Coast Council. General EHO service to Circular Head Council withdrawn from 30/8/17 due to limited capacity to provide appropriate level of service - immunisation service retained.</p> <p>General EHO service to Waratah Wynyard Council withdrawn from 30/8/17 due to limited capacity to provide appropriate level of service - immunisation service retained.</p> <p>General EHO service to West Coast Council withdrawn from 30/8/17 due to limited capacity to provide appropriate level of service - immunisation service retained.</p> <p>Land Use Planning service to West Coast Council withdrawn from 30/8/17 due to limited capacity to provide appropriate level of service. Provision of weed management service to Devonport City Council terminated in April 2017 with resignation of BCC weed officer - alternate arrangements involve DCC employing weed officer and providing shared service arrangement to BCC to cover loss of in-house service.</p>	<p>Land and Environmental Services Management</p>	<p>In Progress</p>	<p>01/07/2014</p>	<p>30/06/2018</p>
<p>6.3.2.4 Participate in the Tasmanian Visitor Information Network.</p>	<p>Council continues to actively participate in TVIN activities through the Visitor Information Centre.</p>	<p>Marketing and Events</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2018</p>

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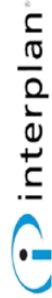
Burnie City Council

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

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

Actions		Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY: Ensure effective operation and support for Council entities, authorities and special committees.</b></p>					
7.1.2.1 Ensure a Letter of Expectation is in place for entities Tas Communications and Burnie Airport Corporation and that an Annual Statement of Corporate Intent is received from each entity.	<p>Tascom - Letters of Expectation from Council has been sent and Statement of Corporate Intent has been received for 2017-18. BAC - Letter of Expectation still under consideration.</p>	Corporate Governance Management	In Progress	01/07/2015	30/06/2018





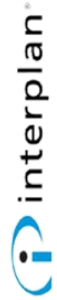
**Burnie City Council**  
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**Objective:** 7.2 Council and the community are informed and engaged on issues of local importance.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Enhance the level of community and organisational engagement across a range of Council operations.					
7.2.1.1	Explore the potential in hosting regular community forums around the community.	Executive Management	Ongoing	01/07/2015	30/06/2018
7.2.1.2	Develop a Communication, Consultation and Engagement Framework.	Corporate Governance Management	In Progress	01/07/2016	30/06/2018

**Progress Comments**

Council meetings are again planned to be held in Natone and Ridgley in 2017-18.  
Preliminary work has commenced on this area.



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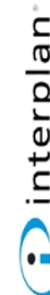
**Quarterly City Plan**

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

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Ensure Council remains compliant with all its statutory and regulatory obligations and contributes to the regulatory environment which affects our community.</b>						
7.3.1.1	Monitor the environment for proposed new or changing legislation and regulations and contribute to their formation where possible.	Legislative Bills are tabled at EMT meetings when issued by State Government. Aldermen are provided with opportunity to comment on legislation where the local government sector is invited to participate in consultation.	Executive Management	Ongoing	01/07/2012	30/06/2018
7.3.1.2	Monitor development of amended land use legislation and preparation of a single state-wide planning scheme and provide input wherever possible.	Representations made on draft SPPs in May 2016. Council to appear in relation to operational and zone provisions before TPC panel on 8th and 9th August 2016. SPPs approved by Minister in late February 2017 following receipt and consideration of TPC Hearing report. Minister issued Interim Planning Directive in June 2017 to facilitate visitor accommodation in a private dwelling. Minister issued revised Planning Directive for Bushfire prone Areas in August 2017 for inclusion in current BIPS 2013 and TPS. Working on preparation of draft LPS for discussion with Council in June 2018.	Land and Environmental Services Management	In Progress	01/07/2015	30/06/2018

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Resource the reasonable enforcement of the legislative and regulatory provisions for which Council is responsible within its financial resources, and ensure the community is well informed of their obligations.</b>						
7.3.2.1	Implement the Weed Management Plan.	On-going operational requirement consistent with requirement to assist control of declared weeds under weed management Act, and to assist understanding of weed management requirements and techniques by landowners and occupiers in Burnie municipal area.	Land and Environmental Services Management	In Progress	01/07/2012	30/06/2018
7.3.2.2	Maintain parking control, animal control, by-laws and cemetery management compliance systems.	Ongoing operational requirement to maintain facilities and enforce compliance to all relevant regulatory requirements.	Land and Environmental Services Management	In Progress	01/07/2012	30/06/2018
7.3.2.3	Maintain land use and building compliance systems.	Ongoing operational requirement to administer and enforce applicable regulations and processes in relation to the use, development, protection and conservation of land, and for all building, demolition and plumbing work on a building	Land and Environmental Services Management	In Progress	01/07/2012	30/06/2018

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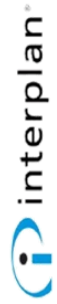
*Burnie City Council*

**Quarterly City Plan**

QUARTERLY CITY PLAN (March 17/18)

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

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QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Ensure a long term strategic focus drives financial policy and decisions.</b>						
<b>Progress Comments</b>						
7.4.1.1	Ensure Council's Financial Management Strategy continues to be aligned with Asset Management Plans and the five year capital works program.	Corporate Finance Management	Complete. Council's 2018-19 Financial Management Strategy incorporates data from Council's 10 Year Capital Works Plan.	Completed	01/07/2014	30/06/2018
7.4.1.2	Review and update Council's Financial Management Strategy to support continued sound financial decisions.	Corporate Finance Management	Council's Financial Management Strategy adopted by Council at its February meeting.	Completed	01/07/2014	30/06/2018

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Demonstrate financial accountability and ensure strong internal controls underpin performance.</b>						
<b>Progress Comments</b>						
7.4.2.1	Continue to develop and enhance financial controls through the identification of continuous improvement opportunities.	Corporate Finance Management	Ongoing.	Ongoing	01/07/2014	30/06/2018
7.4.2.2	Develop an annual budget in accordance with Council's long term Financial Management Strategy.	Corporate Finance Management	Council has commenced its annual budgeting process. Aldermen attended a capital works tour and had its first capital budget workshop on the 20th March 2018. The first operational budget workshop will be held on the 10th April 2018.	In Progress	01/07/2014	30/06/2018
7.4.2.3	Implement the endorsed recommendations of the Audit Committee.	Corporate Finance Management	Ongoing.	Ongoing	01/07/2012	30/06/2018

**QUARTERLY CITY PLAN (March 17/18)**

**Burnie City Council**

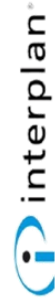
**Quarterly City Plan**

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

<b>Actions</b>	<b>Progress Comments</b>	<b>Business Activity</b>	<b>Status</b>	<b>Start Date</b>	<b>Comp Date</b>
<p><b>STRATEGY:</b> Strategies and plans are well-developed and guide the future allocation of resources.</p> <p>7.5.1.1 Develop a renewal strategy for bituminous surfaces identifying a range of renewal options that can support cost effective asset renewal and retain current levels of service.</p>	<p>Investigating various opportunities to improve decision making. Technical Seminar session held in February 2016 by Geoff Webb for Technical staff and civil team leader including pavement design and surfacing renewal design refresher and field inspections. Treatment Options paper and Selection Tools to be developed by technical staff to support renewal decision making in accordance with asset management objectives.</p>	<p>Technical Services</p>	<p>In Progress</p>	<p>01/07/2015</p>	<p>30/06/2018</p>
<p>7.5.1.2 Ridgley drainage study: undertake an assessment of overland and stream flooding in Ridgley and identify mitigation measures to reduce the risk of flooding to the community.</p>	<p>Consultants brief drafted. To progress engagement process in November 2017. Brief submissions close 10 November 2017. Review submission and engage consultant. Consultant engaged and project in train. Work in progress as at early Jan 2018. Modelling completed, report including options analysis being progressed. Report finalised. Outcomes discussed with Alderman on capital works tour late March 2018. Funds noted in 18/19 draft cap ex budget to progress stage 1.</p>	<p>Technical Services</p>	<p>Completed</p>	<p>15/08/2016</p>	<p>30/06/2018</p>

**STRATEGY:** Ensure assets are adequately developed, maintained and renewed.

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QUARTERLY CITY PLAN (March 17/18)

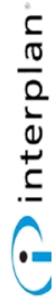
Burnie City Council

**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>7.5.2.1 Complete and implement a Cemetery Strategy to inform the future design of the cemetery, considering contemporary cemetery management practices and service levels.</p>	<p>Draft strategy document under final review prior to consideration by EMT and presentation for Council. Council workshop in April 2017. Decision to investigate opportunities to include a dedicated natural burial area within the Burnie Lawn Cemetery if retained by the Council and as part of any redirection in cemetery style and presentation (support for natural burial from Groundbreakers - a sub-regional advocacy group for low impact disposal of human remains)  strategic framework decisions made at Council meeting of 19 September 2017 - no decision on whether to assign dedicated area at Burnie Lawn Cemetery until public engagement on attitudes and options for re-imagining the BLC have been completed and a preliminary master plan developed.</p>	<p>Land and Environmental Services Management</p>	<p>In Progress</p>	<p>01/07/2013</p>	<p>31/10/2018</p>

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QUARTERLY CITY PLAN (March 17/18)

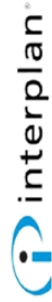
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Provide a high standard of service to all customers in terms of timeliness, consistency and quality.						
7.6.1.1	Develop a summary of infrastructure services provided by Council, how they are prioritised, programmed and delivered, and seek community feedback on the current service provision arrangements.	Service level documents under review to identify correlation between actual activity and specified activity. Review of priorities underway SLD to be reformatted. Review linked now to the FMS project. Detailed review planned Feb 2018	Works Depot	In Progress	01/07/2016	30/06/2018

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Promote a culture of continuous improvement that encourages innovation and contemporary practice.						
7.6.2.1	Implement the Burnie Continuous Improvement Program.	B-CIP held inaugural meeting in December 2017 in conjunction with a soft launch.	Executive Management	Completed	01/07/2017	30/06/2019



QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

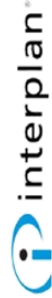
**Quarterly City Plan**

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

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Attract and retain good staff by providing strong HR practices, learning opportunities and a positive work culture.						
7.7.1.1	Promote and integrate a positive behaviours framework.	Code of Conduct and Values that make up the Behaviours Framework have been completed.	People and Safety	In Progress	01/07/2013	30/06/2018
7.7.1.2	Develop a Workforce Planning Strategy.	Strategy to completed as part of the FMS Action Plan. Currently developing an internal training recording systems which when completed will assist this project by enabling the management of skills and competencies.	People and Safety	In Progress	01/07/2017	30/06/2018
7.7.1.3	Develop and implement a leadership training program.	The Leadership program will be completed in conjunction with the Workforce Planning Strategy. The framework of this program has now been completed and will be expanded in conjunction with the Workplace Planning Strategy	People and Safety	In Progress	01/07/2017	30/06/2018

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Continually explore opportunities and strategies that reinforce Council's status as an Employer of Choice.						
7.7.2.1	Maintain membership to the Employer of Choice (EoC) knowledge centre and participate in EoC programs and networking groups as they arise.	Council still maintains its Employer of Choice status at this stage	People and Safety	Ongoing	01/07/2012	30/06/2018

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Provide support to elected members to assist them to fulfil their roles effectively.						
7.7.3.1	Provide opportunities for Aldermen to undertake professional development.		Executive Management	Ongoing	01/07/2012	30/06/2018





QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Develop an integrated approach to risk management from the strategic level through to activity level.					
7.8.1.1	Maintain and support the systems and processes included in the Risk Framework.	People and Safety	Ongoing	01/07/2016	30/06/2018

The Risk Framework and associated documents are constantly reviewed to maintain currency and relevance. The Risk Framework is currently under review by the Risk Committee.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Provide a safe work environment for all employees.					
7.8.2.1	Develop and implement a Work Health and Safety Management System in accordance with AS4801.	People and Safety	Completed	01/07/2014	30/06/2018

The Work Health and Safety Management System has been in place for two years and is audited on an annual basis. The 2018 audit was completed on Tuesday 20 March 2018. An action list on outstanding items is currently being compiled.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Work with other agencies to ensure our community is well prepared and able to respond to disaster.					
7.8.3.1	Maintain and test business continuity plans for all council workplaces.	People and Safety	Ongoing	01/07/2015	30/06/2018

The Business Continuity Audit was conducted on 29 November 2017 at the BAFC. Recommendations arising from the audit has been completed and with actions to be completed by the Risk Committee. The 2018 audit is scheduled for August / September this year.

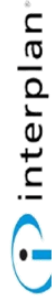
QUARTERLY CITY PLAN (March 17/18)

Burnie City Council

Quarterly City Plan

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Work with other agencies to ensure our community is well prepared and able to respond to disaster.</p> <p>7.8.3.2 Develop and implement a communication plan to explain the Burnie municipality flood risks to the community.</p>	<p>On completion of Romaine dam project. Information to be provided to community on the outcome and also letter to property owners and residents in South Burnie. Blake report noted the need for a consistent approach to reporting on flood modelling and engaging with community. Direction in that space may come from the State Government. Ridgley drainage study in progress. Emu River study to be the subject of a funding request to state government. Draft strategy prepared for internal comment. Ridgley drainage study completed. Romaine dam work completed. Reviewing dam safety management plan. Communication plan for South Burnie to be progressed. State working on a flood warning system / process. Emu River, Coosee Creek and Romaine / Alexander Creek catchment identified as high priority areas.</p>	Works and Services Management	In Progress	01/07/2017	30/06/2018
<p>7.8.3.3 Undertake a review of Municipal Emergency Management risks and support the development of a combined risk register for the Western Emergency Management Committee.</p>	<p>Subregional project has commenced. Training provided in the use of a new risk format. BCC to translate current risk register in to the new format. Risk assessment complete. To merge with other registers once the other councils provide risk registers.</p>	Works and Services Management	In Progress	01/07/2017	30/06/2018
<p>7.8.3.4 Advocate to the State Government to undertake flood modelling of the Emu river and provide input in to the modelling project.</p>	<p>Currently awaiting response from State Government on this matter. Proposing project as part of 2018 State election issues for BCC. Considering opportunity to apply for funds under NDRGP to support the study progression. Raised as a possible project in the context of state election commitments Brief prepared for flood study - NDRGP application lodged end Jan 2018 as a means to progress the project. Awaiting outcome of application</p>	Works and Services Management	In Progress	01/07/2017	30/06/2018



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**GENERAL MANAGER****AO098-18 GENERAL MANAGER'S REPORT - OPEN SESSION**

**FILE NO:** 4/18/2  
**PREVIOUS MIN:**

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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:

<b>Date</b>	<b>Meeting / Function</b>
13 March	Professor Janelle Allison's Farewell Reception
14 March	North West Branch Meeting - LG Professionals
16 March	Met with Neil McCaffrey - Shared Services Review
19 March	Met with Kurt and Anne Wyss - Bayviews
20 March	Met with Royce Crawn
	Up Close and BIG Luncheon with Professor Paulo de Souza
21-22 March	LGAT General Manager's Workshop
4 April	BCCI Breakfast Series with Jesse Brennan, UTAS
	Burnie Tourism Association Meeting
5 April	Tasmanian Leaders Networking Event
6 April	Cradle Coast General Manager's Meeting
	CCA Board Strategic Workshop

**2.5 COUNCIL MEETING ACTION LIST**

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

**ATTACHMENTS**

1. All Actions for Open Session of 20 Mar 2018
2. Outstanding Actions for Open Sessions Sep 2015 - Feb 2018

**COUNCIL RESOLUTION**

**Resolution number: MO130-18**

**MOVED:**            *Ald A Keygan*

**SECONDED:**      *Ald S French AM*

***“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 T Brumby, Ald K Dorsey, Ald C Lynch, Ald A Keygan.

**Against:**

***CARRIED UNANIMOUSLY***

<b>Council Meeting Action Report</b>		<b>Date From:</b> 20/02/2018		
<b>All Actions for Open Session of 20 Mar 2018</b>		<b>Date To:</b> 20/02/2018		
		<b>Printed:</b> Wednesday, 11 April 2018 9:58AM		
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;				
QON = Question on Notice; NOTE = Progress Note				
Item Number	Report Title	Action	Department	Completed
AO038-18	MOTION ON NOTICE - ALL ACCESS TOILET AT WEST BEACH	23 Mar 2018 - Action completed. Project included in 18/19 Capital Works Budget . Project further discussed 27 March workshop. 26 Feb 2018 - Project has been included in the draft 18/19 budget. Further detail on project to be provided to Alderman as part of the budget process. 22 Feb 2018 - RES: Include provision for all an access toilet at West Beach in the 2018-19 cap-ex budget in accordance with the resolution of Council AO038-18, and provide Aldermen with further information during the budget process on design options, compliance and cost implications.	Works and Services	23/03/2018
Ordinary Meeting of Council 20 February 2018				
AO039-18	PUBLIC QUESTION TIME	22 Feb 2018 - Action completed. Letter of reply dated 22 February 2018. 22 Feb 2018 - ACT: Provide a written response to Mr Moret's public questions regarding smoking (Doc 877638) - Response required within 10 days (Regulation).	Land and Environmental Services	22/02/2018
Ordinary Meeting of Council 20 February 2018				
AO040-18	PUBLIC LAND REGISTER - REVIEW	02 Mar 2018 - Action completed. Finalised and published. 22 Feb 2018 - ACT: Finalise the public land register in the corporate document framework and make available to the public.	Corporate and Business Services	2/03/2018
Ordinary Meeting of Council 20 February 2018				
AO041-18	BUSINESS GROUP SUPPORT WORKING GROUP REPORT	12 Mar 2018 - Action completed. Letters sent to members of Working Group. 22 Feb 2018 - RES: Write to the Chair and members of the Business Group Support Working Group to thank them for their participation to date in the Working Group.	Community and Economic Development	12/03/2018
Ordinary Meeting of Council 20 February 2018				
AO043-18	FINANCIAL MANAGEMENT STRATEGY 2028	22 Feb 2018 - Action completed. Finalised and published. 22 Feb 2018 - ACT: Finalise the FMS in the corporate document framework and make available to the public.	Corporate and Business Services	22/02/2018
Ordinary Meeting of Council 20 February 2018				
AO049-18	COMMUNICATIONS JOURNAL FEBRUARY 2018	26 Feb 2018 - Action completed. Acknowledgements sent at time of receipt. 22 Feb 2018 - ACT: Send acknowledgments to cruise ship correspondents.	Office of the General Manager	26/02/2018
Ordinary Meeting of Council 20 February 2018				

<b>Council Meeting Action Report</b>		<b>Date From:</b> 20/02/2018		
<b>All Actions for Open Session of 20 Mar 2018</b>		<b>Date To:</b> 20/02/2018		
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		<b>NOTE</b> = Progress Note		
<b>Item Number</b>	<b>Report Title</b>	<b>Action</b>	<b>Department</b>	<b>Completed</b>
AO051-18	COMMUNICATIONS JOURNAL - KERRY STOKES - MAYDENA PLACE PARKING ISSUES - BURNIE PARK EVENTS	26 Feb 2018 - Action completed. Contact made via letter 26 Feb 2018 - Correspondence set to Kerryn Stokes in regard to Council's decision. To further discuss with Karen on site. 22 Feb 2018 - ACT: Make contact with Kerryn Stokes in relation to her correspondence regarding Maydena Place parking during events at the Burnie Park.	Works and Services	26/02/2018
Ordinary Meeting of Council 20 February 2018				
AO055-18	CRADLE COAST AUTHORITY REPRESENTATIVES UNCONFIRMED MINUTES OF MEETING AND ANNUAL GENERAL MEETING HELD 23 NOVEMBER 2017	12 Mar 2018 - Action completed. Aldermen advised by email 12/3/2018. 22 Feb 2018 - QON: Provide a response to Ald Kons' question which asked how the customer spend in Burnie by cruise ship visitors was calculated as reported in the Reps Meeting of 23 Nov 2017.	Community and Economic Development	12/03/2018
Ordinary Meeting of Council 20 February 2018				
AO041-18	BUSINESS GROUP SUPPORT WORKING GROUP REPORT	12 Mar 2018 - Action completed. Aldermen considered this matter at a Workshop on 6/3/2018. 22 Feb 2018 - RES: Refer the Business Group Support Working Group Report to a workshop of Council for further consideration and development of a consultation plan.	Community and Economic Development	12/03/2018
Ordinary Meeting of Council 20 February 2018				

<b>Council Meeting Action Report</b>		<b>Date From:</b> 1/09/2015	
<b>Outstanding Actions for Open Sessions Sep 2015 to Feb 2018</b>		<b>Date To:</b> 28/02/2018	
		<b>Printed:</b> Wednesday, 11 April 2018 10:11AM	
<b>Key:</b> 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	18 Nov 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
Ordinary Meeting of Council 17 November 2015			
AO042/16	NBN - BURNIE CBD	06 Apr 2018 - NOTE Senator 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. 03 May 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. 04 Nov 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. 12 Sep 2016 – NOTE Due to staff changeover within NBN, a delay occurred with costings. 06 May 2016 – NOTE Currently working with NBN to understand costs associated with individual technology switches 02 Mar 2016 – NOTE Workshop Presentation provided by NBN Co to Aldermen on 1/3/16. 18 Feb 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.	Community and Economic Development
Ordinary Meeting of Council 16 February 2016			



<b>Council Meeting Action Report</b> <b>Outstanding Actions for Open Sessions Sep 2015 to Feb 2018</b>		<b>Date From:</b> 1/09/2015 <b>Date To:</b> 28/02/2018 <b>Printed:</b> Wednesday, 11 April 2018 10:11AM
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		

Item Number	Report Title	Action	Department	Completed
AO054-16	ADVENTURE PARK	06 Mar 2018 – NOTE Last round of consultation has occurred. Awaiting report from consultant. 04 Jan 2018 – NOTE 2nd round of consultation occurred. Pop up park approach planned for early February 2018. 27 Sep 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. 08 Jul 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. 09 Mar 2017 – NOTE Met with consultant 7 March workshop. To progress a community consultation process. 09 Dec 2016 – NOTE Workshopped late November .Seeking consultant proposal for community engagement process. 05 Nov 2016 – NOTE Item listed for discussion at a workshop late November 2016. 18 Mar 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.	Works and Services	
Ordinary Meeting of Council 15 March 2016				
AO197-16	COMMUNICATIONS JOURNAL - NATONE FOOTBALL CLUB - NATONE RECREATION GROUND UMPIRE CHANGE ROOMS	04 Jan 2018 – NOTE Continuing to await advice from the club as to options and capacity to support with funding.as at 4 Jan 2018. 27 Sep 2017 – NOTE Awaiting comment from the Club on preferred option. 08 Jul 2017 – NOTE Design in progress, project is a carry forward to 2017/18 capital works program. 07 Sep 2016 – NOTE Council has allocated funds to facilitate the project in the 16/17 fin year. Council Officers working with the club on options. 05 Aug 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. 03 Aug 2016 - RES: Advise Natone Football Club of Council's decision re change rooms.	Works and Services	
Ordinary Meeting of Council 26 July 2016				

<b>Council Meeting Action Report</b>		<b>Date From:</b> 1/09/2015
<b>Outstanding Actions for Open Sessions Sep 2015 to Feb 2018</b>		<b>Date To:</b> 28/02/2018
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		<b>Printed:</b> Wednesday, 11 April 2018 10:11AM

Item Number	Report Title	Action	Department	Completed
AO269-16	MOTION ON NOTICE - A LEAGUE SOCCER MATCH	<p>13 Nov 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> <p>09 Oct 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>03 Aug 2017 – NOTE 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>07 Jul 2017 – NOTE Representatives of Football Federation Australia will be inspecting West Park Ground week commencing 10/7/2017.</p> <p>16 Mar 2017 – NOTE FFT have approached FF Australia with two weekends in mid-September to host an A League match at West Park.</p> <p>20 Oct 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>	Community and Economic Development	
Ordinary Meeting of Council 18 October 2016				
AO303-16	AGE FRIENDLY CITIES PLAN	<p>03 May 2017 – NOTE Aged Care prospectus is being developed.</p> <p>17 Nov 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>	Community and Economic Development	
Ordinary Meeting of Council 15 November 2016				

<b>Council Meeting Action Report</b>		<b>Outstanding Actions for Open Sessions Sep 2015 to Feb 2018</b>	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		Date From: 1/09/2015	Date To: 28/02/2018
		Printed: Wednesday, 11 April 2018	10:11AM
Item Number	Report Title	Action	Department Completed
AO008-17	MOTION ON NOTICE - EMU RIVER	04 Jan 2018 – NOTE Awaiting correspondence from Crown Land Services. 21 Nov 2017 – NOTE Followed up Parks - awaiting a response. 27 Sep 2017 – NOTE Awaiting a response from Parks and wildlife. 10 Mar 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. 09 Feb 2017 – NOTE Correspondence sent to DPIPWE. Awaiting response. 02 Feb 2017 - RES: Write to DPIPWE to request removal of the loose logs at Emu River, left following the recent floods.	Works and Services
Ordinary Meeting of Council 31 January 2017			
AO132-17	MOTION ON NOTICE - MULTI STOREY CAR PARK DISCOUNT	23 Jun 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. 23 Jun 2017 - RES: Ensure that the proposal for first hour free at MSCP (AO132-17) is discussed as part of the parking strategy review.	Land and Environmental Services
Ordinary Meeting of Council 20 June 2017			
AO133-17	MOTION ON NOTICE - MULTI STOREY CAR PARK FIRST HOUR FREE	23 Jun 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
Ordinary Meeting of Council 20 June 2017			
AO165-17	COOEE POINT - TRUCK WASH FACILITY	06 Dec 2017 – NOTE Meeting held with Secretary of DPIPWE. Waiting on further information on State Strategy from Department. 13 Nov 2017 – NOTE Meeting scheduled with Secretary of DPIPWE on 15 November. 03 Aug 2017 – NOTE Letter sent to Secretary of Department of Primary Industries, Parks, Water and Environment. 20 Jul 2017 - RES: Work with the DPIPWE on relation of Cooee Truck Wash in accordance with the resolution of Council AO165-17.	Community and Economic Development
Ordinary Meeting of Council 18 July 2017			
AO193-17	DURHAM ROAD RESERVE TREE MANAGEMENT	21 Nov 2017 – NOTE Arborist report in progress to support a referral process. 28 Aug 2017 – NOTE Discussions occurring with Arborist to develop referral documentation. 17 Aug 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.	Works and Services
Ordinary Meeting of Council 15 August 2017			

<b>Council Meeting Action Report</b>		<b>Date From:</b> 1/09/2015	
<b>Outstanding Actions for Open Sessions Sep 2015 to Feb 2018</b>		<b>Date To:</b> 28/02/2018	
		<b>Printed:</b> Wednesday, 11 April 2018 10:11AM	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO194-17	CAMDALE POINT	08 Sep 2017 – NOTE Council officers have completed an initial scoping of the Project. 17 Aug 2017 - RES: Commence planning for Camdale Point in accordance with the resolution of Council (AO194-17).	Community and Economic Development
Ordinary Meeting of Council 15 August 2017			
AO262-17	MOTION ON NOTICE - SCHOOL CROSSINGS	27 Nov 2017 – NOTE Letter sent to Education Department. Awaiting a response. 23 Nov 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.	Works and Services
Ordinary Meeting of Council 21 November 2017			
AO263-17	MOTION ON NOTICE - PROPOSED MOTOR CYCLE PARKING	23 Nov 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
Ordinary Meeting of Council 21 November 2017			
AO268-17	MOTION ON NOTICE - PROPOSED FUTURE FUND	23 Nov 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
Ordinary Meeting of Council 21 November 2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	09 Jan 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. 24 Nov 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.	Works and Services
Ordinary Meeting of Council 21 November 2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	16 Feb 2018 – NOTE Officers to review tree options. 24 Nov 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.	Works and Services
Ordinary Meeting of Council 21 November 2017			

<b>Council Meeting Action Report</b>		<b>Date From:</b> 1/09/2015	
<b>Outstanding Actions for Open Sessions Sep 2015 to Feb 2018</b>		<b>Date To:</b> 28/02/2018	
		<b>Printed:</b> Wednesday, 11 April 2018 10:11AM	
<b>Key:</b> 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	16 Feb 2018 – NOTE Funds noted in draft 18/19 budget for consideration. 24 Nov 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.	Works and Services
Ordinary Meeting of Council 21 November 2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	24 Nov 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
Ordinary Meeting of Council 21 November 2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	24 Nov 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
Ordinary Meeting of Council 21 November 2017			
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	24 Nov 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
Ordinary Meeting of Council 21 November 2017			
AO304-17	MOTION ON NOTICE - LIGHTING WEST BEACH	16 Feb 2018 – NOTE Officers reviewing options. Further advice to be provided during budget deliberations. 14 Dec 2017 - RES: Further investigate potential to install lighting on West Beach trees including capital and operating costs, and refer to a workshop in 2018.	Works and Services
Ordinary Meeting of Council 12 December 2017			
AO305-17	MOTION ON NOTICE - LIGHTING UP EMU BRIDGE	16 Feb 2018 – NOTE Lighting costs and options being explored. Consider during budget processes 14 Dec 2017 - 1:06 PM - Gary Neil RES: Further investigate potential to light up Emu Bridge including capital and operating costs, and refer to a workshop in 2018.	Works and Services
Ordinary Meeting of Council 12 December 2017			

<b>Council Meeting Action Report</b>		<b>Date From:</b> 1/09/2015	
<b>Outstanding Actions for Open Sessions Sep 2015 to Feb 2018</b>		<b>Date To:</b> 28/02/2018	
		<b>Printed:</b> Wednesday, 11 April 2018 10:11AM	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO322-17	COMMUNICATIONS JOURNAL - MR NORMAN HOUSE WEST MOOREVILLE ROAD	14 Dec 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
Ordinary Meeting of Council 12 December 2017			
AO005-18	MOTION ON NOTICE - LIVE STREAMING OF COUNCIL MEETINGS	06 Apr 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. 02 Feb 2018 - ACT: Provide a report to the March Meeting on costs and equipment required to implement live streaming of Council meetings AO005-18.	Corporate and Business Services
Ordinary Meeting of Council 30 January 2018			
AO006-18	MOTION ON NOTICE - CHRISTMAS DECORATIONS	06 Feb 2018 – NOTE Costs of lighting trees on waterfront and provision of additional decorations on Main road Wivenhoe to be explored and reported during the budget process 02 Feb 2018 - RES: Ensure that the allocation of funds over a period of years to continually add to and upgrade Christmas decorations and provide Burnie with a Christmas tree is considered in the 2018-19 budget deliberations in accordance with the resolution of Council AO006-18.	Works and Services
Ordinary Meeting of Council 30 January 2018			
AO008-18	MOTION ON NOTICE - WASTE VOUCHERS	06 Mar 2018 – NOTE To be discussed as part of the operational budget discussions 02 Feb 2018 - RES: Refer consideration of universal waste vouchers to the 2018-19 budget deliberations in accordance with the resolution of Council AO008-18.	Works and Services
Ordinary Meeting of Council 30 January 2018			
AO011-18	MOTION ON NOTICE - PROPOSED RECREATIONAL PIER	09 Feb 2018 – NOTE Letter prepared for Minister Hidding. Awaiting comment from State Government. 02 Feb 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.	Works and Services
Ordinary Meeting of Council 30 January 2018			
AO019-18	BURNIE SURF LIFE SAVING CLUB REDEVELOPMENT	02 Feb 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
Ordinary Meeting of Council 30 January 2018			

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**GENERAL MANAGER****AO099-18 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES MARCH 2018****FILE NO: 4/18/2****PREVIOUS MIN:**

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.3	Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.
Strategy	7.3.2	Resource the reasonable enforcement of the legislative and regulatory provisions for which Council is responsible within its financial resources, and ensure the community is well informed of their obligations.

**1.0 RECOMMENDATION:**

***“THAT the General Manager’s Information Report for March 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	
	March 2018	YTD Total
Air	1	9
Water	0	6
Noise	1	16
Solid Waste	0	4
Other	1	11

*YTD is measured from 1 July each year.*

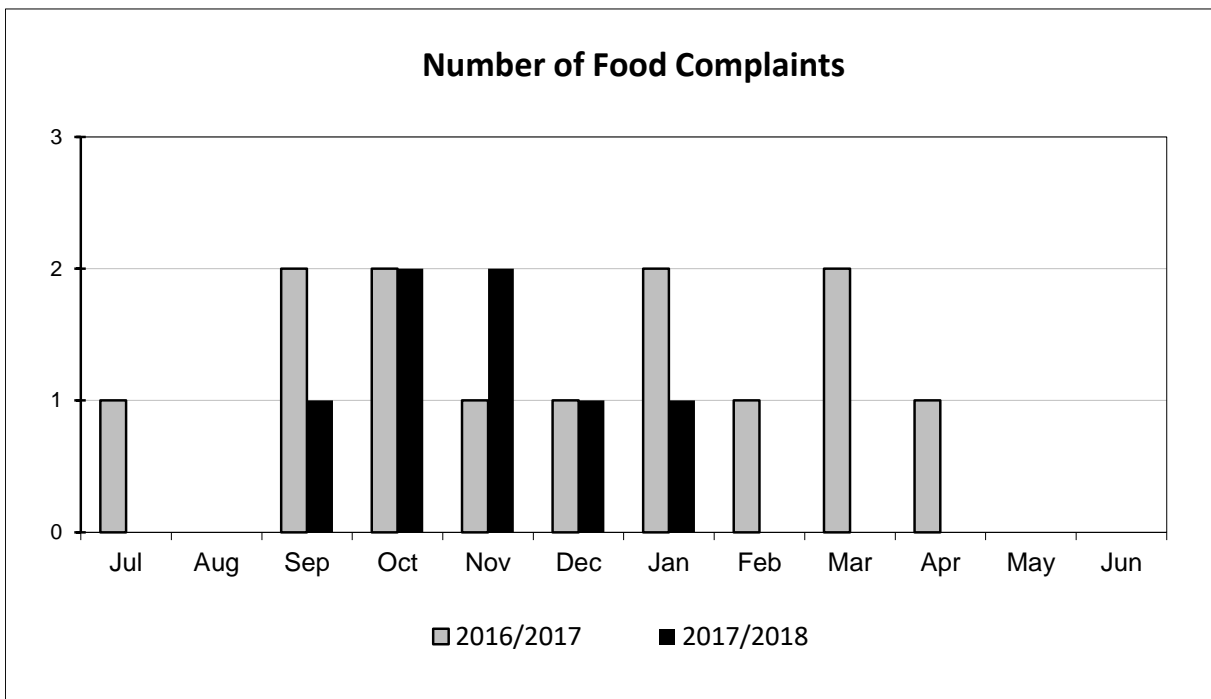
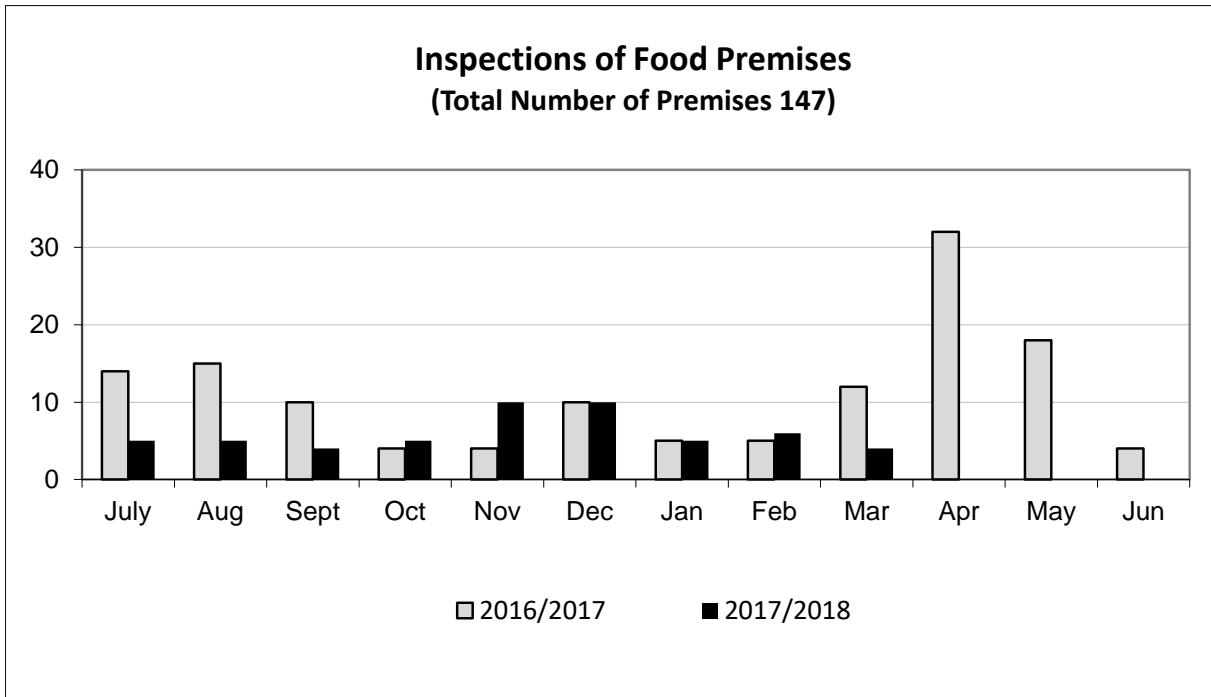
**2.1.2 Environmental Sampling**

Type	Number of Samples Taken	
	March 2018	YTD Total
Beach Water Samples (summer months only)	10	50
Public Swimming Pool samples	6	54

*YTD is measured from 1 July each year.*



2.1.3 Food



Notes: There were zero food complaints for 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	<b>3,859,662</b>	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	<b>7,550,852</b>	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									
Notifiable Building	6	8	9									
Permit Plumbing	3	3	2									
Permit Building	3	7	2									
Substantial Compliance	0	1	0									
Notifiable Demolition	0	0	0									
Permit Demolition	0	0	1									
Permit Refused	0	0	0									
Application Value \$	5,035,168	4,107,085	<b>2,459,856</b>									
Cumulative Total \$	5,035,168	9,142,253	<b>11,602,109</b>									

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

<b>LAND USE AND DEVELOPMENT APPLICATIONS</b>	<b>Mar 17</b>	<b>Apr 17</b>	<b>May 17</b>	<b>Jun 17</b>	<b>Jul 17</b>	<b>Aug 17</b>	<b>Sept 17</b>	<b>Oct 17</b>	<b>Nov 17</b>	<b>Dec 17</b>	<b>Jan 18</b>	<b>Feb 18</b>	<b>Mar 18</b>
Permitted Use & Development	7	2	5	3	6	8	3	9	6	5	2	7	2
Discretionary Use & Development	2	1	6	9	5	6	7	4	9	6	12	6	12
Subdivisions	5	0	0	0	1	1	0	0	0	0	2	2	0
<b>TOTAL APPLICATIONS</b>	<b>14</b>	<b>3</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>15</b>	<b>10</b>	<b>13</b>	<b>15</b>	<b>11</b>	<b>14</b>	<b>15</b>	<b>14</b>
Determined by Delegation	9	7	11	6	10	10	11	18	13	11	8	16	16
Determined by Council	0	1	0	0	0	0	0	0	0	0	2	0	0
Withdrawn	1	0	0	1	0	1	0	0	0	1	0	0	2
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
<b>PLANNING SCHEME AMENDMENTS</b>													
Amendment requests	1	0	0	0	0	0	0	0	0	1	0	0	0
Amendment finally approved	0	0	0	0	1	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

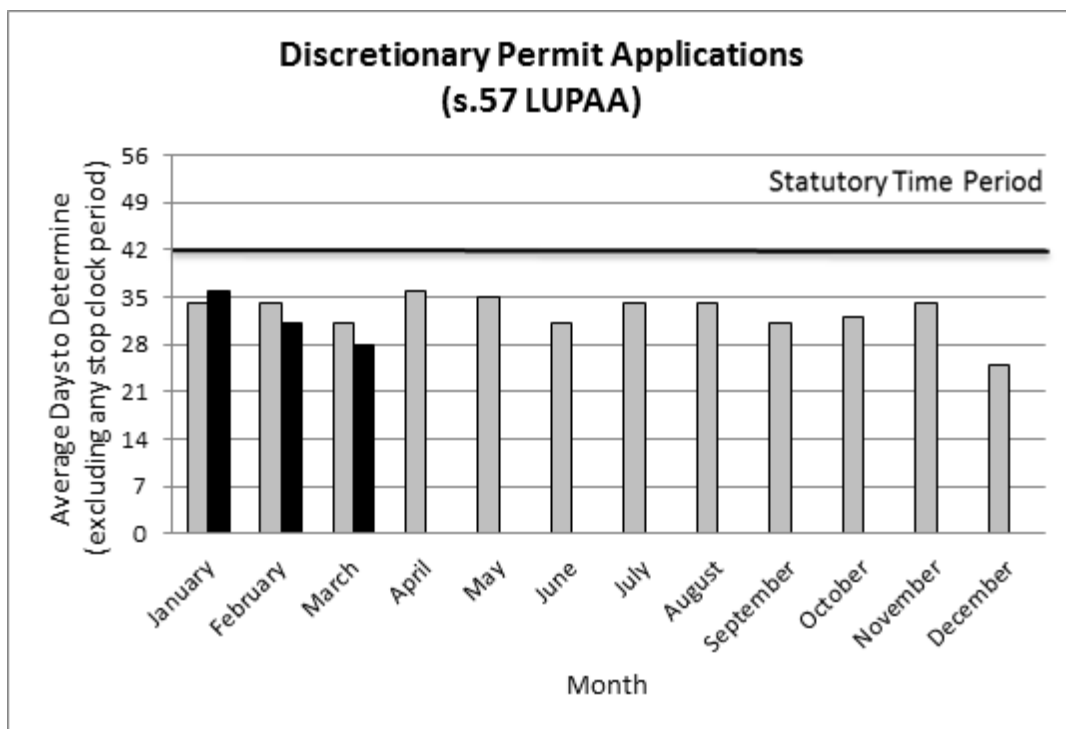
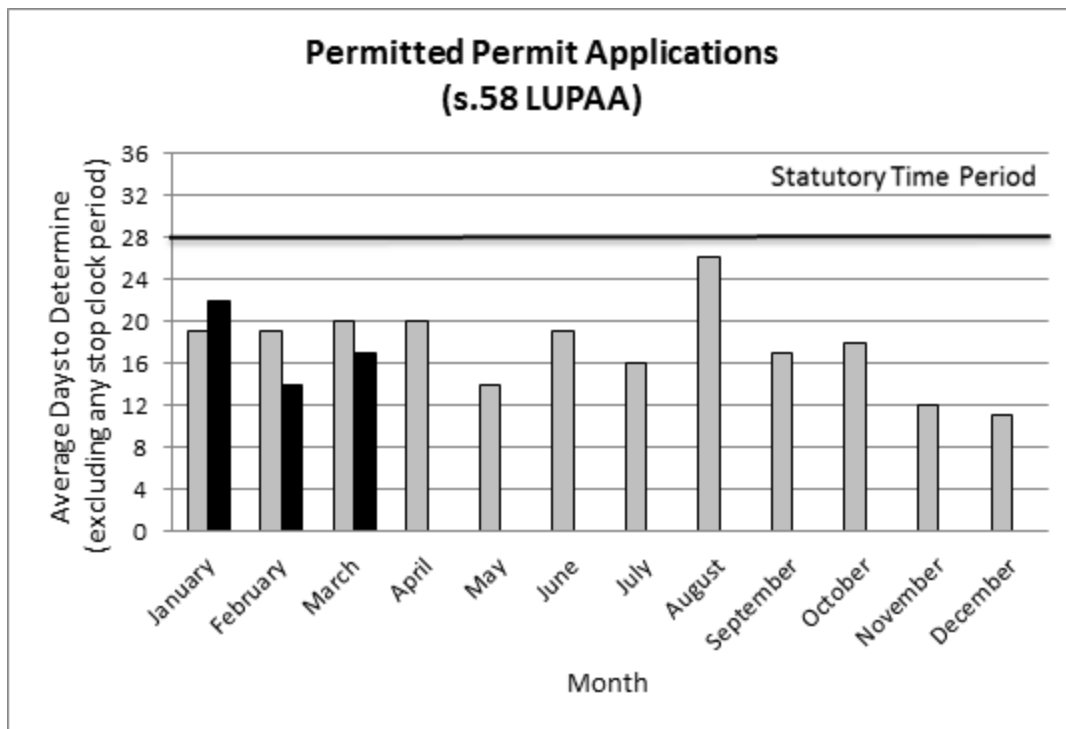
**2.3.2 Development Applications**

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
24/11/17	2017/109	Old Surrey Road, Havenview	Trade Waste Lagoon and associated Works. Reliant on Performance Criteria for grant of Permit – Clause 26.4.1 (P3 & P4) and Clause E9.6.1 (P1 & P2)	10/2/18	26/2/18	Approved 8/3/18
13/1/18	2018/6	3 Bissett Place, Heybridge	Dwelling and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 14.4.1 (P5) and Clause 14.4.3 (P2)	17/2/18	5/3/18	Approved 16/3/18
17/1/18	2018/8	6 Winforton Avenue, Heybridge	New Dwelling. Reliant on Performance Criteria for grant of Permit – Clause 14.4.1 (P5) and Clause 14.4.3 (P2)	10/2/18	26/2/18	Approved 6/3/18
24/1/18	2018/10	13 Paramount Court, Shorewell Park	Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 10.4.2 (P3)	17/2/18	5/3/18	Approved 16/3/18
24/1/18	2018/11	Mount Street, Burnie	Retaining Wall. Reliant on Performance Criteria for grant of Permit – Clause E4.6.1 (P1)	10/2/18	26/2/18	Approved 6/3/18
24/1/18	2018/12	519 Circular Road, East Ridgley	Demolition of existing Shed and Construction of a new Farm Shed. Reliant on assessment against Performance Criteria for grant of Permit – Clause 26.4.2 (P1)	10/2/18	26/2/18	Approved 6/3/18
30/1/18	2018/13	1 Phillip Street, Wivenhoe	Deck associated with existing Single Dwelling. Grant of Permit reliant on assessment against Clause 9.1 – change to an existing Non-Conforming Use			Withdrawn 9/3/18
2/2/18	2018/15	933 Ridgley Highway, Ridgley	Outbuilding associated with the existing Single Dwelling (residential use). Reliant on assessment against Performance Criteria for grant of Permit – Clause 16.4.3 (P1 & P2)	7/3/18	22/3/18	Approved 27/3/18
8/2/18	2018/16	14 Janet Drive, Park Grove	Single Dwelling	N/A	N/A	Approved 16/3/18
19/2/18	2018/21	1 Whitford Street, Upper Burnie	Outbuilding (Shed). Reliant on assessment against Performance Criteria for grant of Permit – Clause 10.4.2 (P3)	24/2/18	13/3/18	Approved 16/3/18
12/2/18	2018/22	2A Gill Place, Shorewell Park	Single Dwelling. Reliant on assessment against Performance Criteria for grant of Permit – Clause 10.4.2 (P3)	3/3/18	20/3/18	Approved 26/3/18
21/2/18	2018/23	64 Blackwood Parade, Romaine	Outbuilding (Garage). Reliant on assessment against Performance Criteria for grant of Permit – Clause 10.4.9 (P2)	3/3/18	20/3/18	Approved 27/3/18
21/2/18	2018/24	32 Nairana Avenue, Shorewell Park	Outbuilding (Shed) in association with a Residential use (Single Dwelling). Reliant on assessment against Performance Criteria for grant of Permit – Clause 10.4.2 (P3)	3/3/18	20/3/18	Approved 22/3/18
26/2/18	2018/26	1576 Ridgley Highway, Highclere	Illumination of existing Signage associated with use of the site for Vehicle Fuel Sales and Servicing	N/A	N/A	Approved 6/3/18

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
1/3/18	2018/28	51 Upper Natone Road, Natone	Ancillary Dwelling, Carport and Garden Shed. Reliant on assessment against Performance Criteria for grant of Permit – Clause 13.4.3 (P4)	7/3/18	22/3/18	Approved 27/3/18
8/3/18	2018/31	South Burnie Foreshore	Breakwater Bund Reconstruction. Reliant on assessment against Performance Criteria for grant of Permit – Clause E10.6.2 (P1)	14/3/18	28/3/18	Approved 29/3/18
15/3/18	2018/33	8 Madden Street, Acton	Outbuilding (Shed). Replacement			Withdrawn 19/3/18

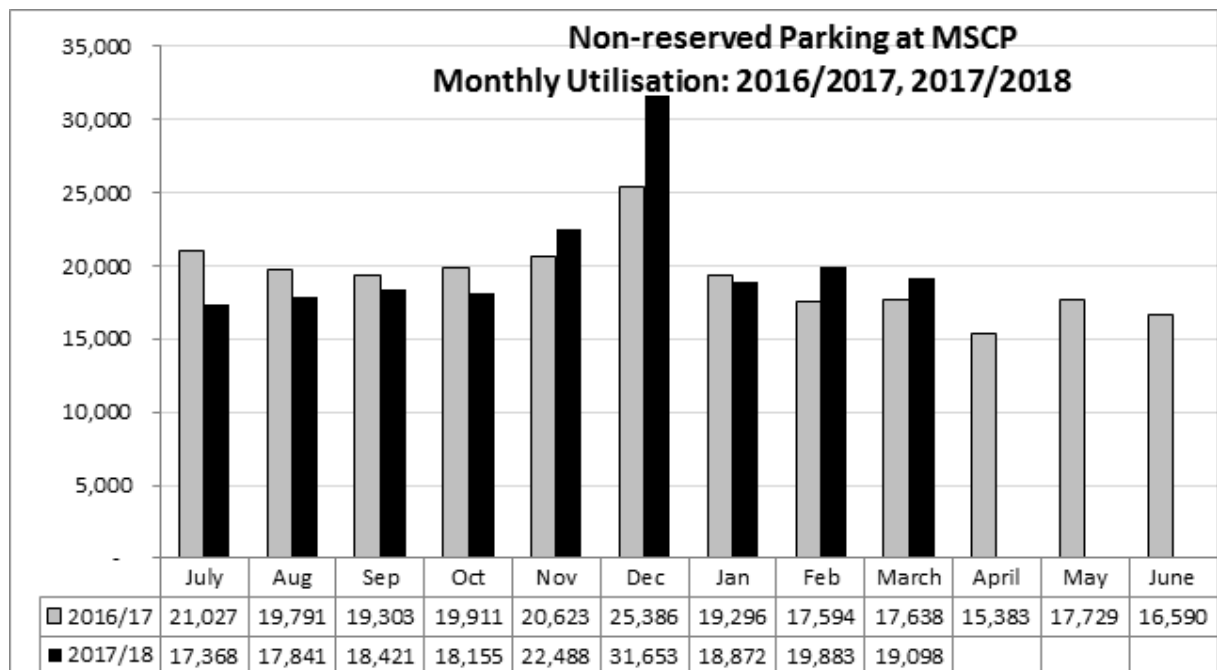
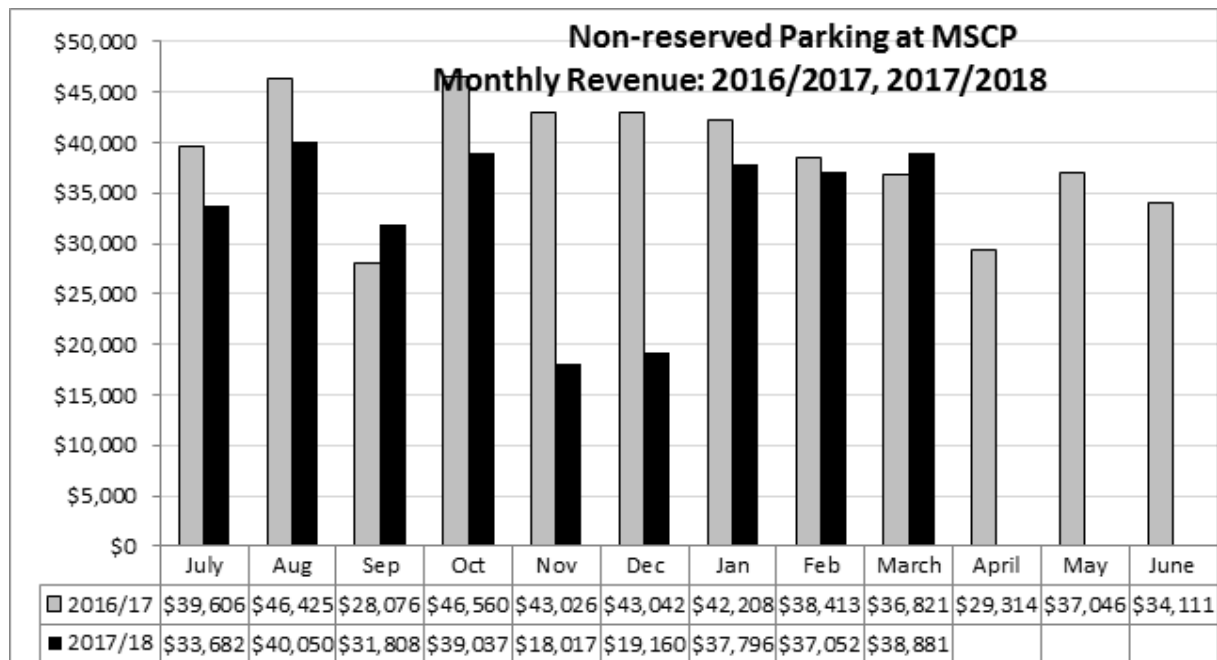
### 2.3.3 Subdivision Applications

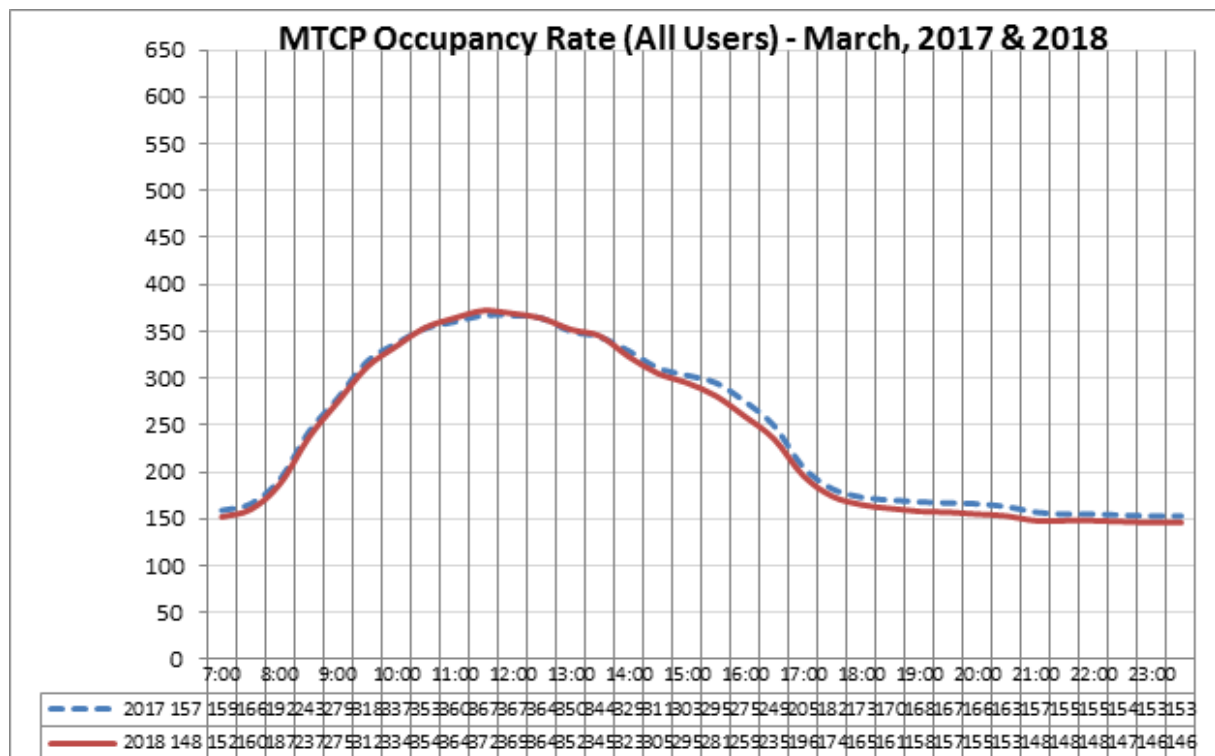
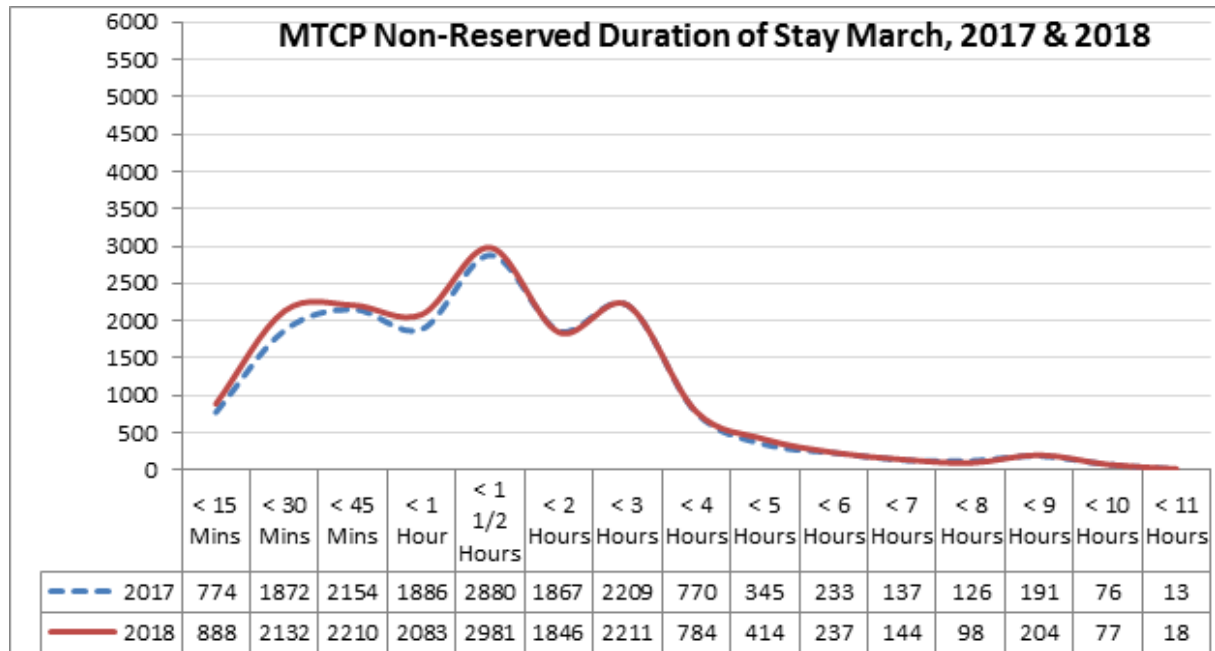
DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
29/1/18	SD2018/1279	2-8 Ormsby Street, Wivenhoe and Road Lots	Subdivision through Consolidation. Reliant on assessment against Performance Criteria for grant of Permit – Clause 25.4.4 (P1)	24/2/18	13/3/18	Approved 21/3/18



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**

<b>Burials</b>	<b>March 2018</b>	<b>YTD Total</b>
Lawn Cemetery	8	82
Wivenhoe / Ridgley	0	0
Other	0	0
<b>Total</b>	<b>8</b>	<b>82</b>

*YTD is measured from 1 July each year.*

<b>Ashes Interred</b>	<b>March 2018</b>	<b>YTD Total</b>
Lawn Cemetery	7	34
Wivenhoe / Ridgley		0
<b>Total</b>	<b>7</b>	<b>34</b>

*YTD is measured from 1 July each year.*

**COUNCIL RESOLUTION**

**Resolution number: MO131-18**

**MOVED:** Ald T Brumby

**SECONDED:** Ald A Keygan

***“THAT the General Manager’s Information Report for March 2018 be noted.”***

**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***

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**GENERAL MANAGER****AO100-18 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MARCH 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 March 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
- 7.0 Energy Management (Quarterly reports in Jan, Apr, Jul, Oct agendas)

### **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***

###### ***a) Contract 2599 – Supply and delivery of one (1) Four Wheel Drive Tractor***

Tenders closed on Friday, 9 February 2018. Five (5) tenders received. Tender evaluation completed and awarded to TR & KR Shipton Pty Ltd.

###### ***b) Contract 2600 – Supply and delivery of one (1) Zero-turn Rear Discharge Mower***

Tenders closed on Friday, 16 February 2018. Four (4) tenders received. Tender evaluation completed and awarded to Total Ag Solutions Pty Ltd.

###### ***c) Contract 2603 – Plummer Avenue Upgrade***

Tenders were called on Saturday, 10 February and closed Friday, 9 March 2018. Whilst five (5) Contractors attended the briefing, only one (1) tender submission was received from RT & NJ Construction Services.

The tender was a good quality submission and the tender sum, whilst slightly higher than the budget allocation of \$91,200 aligns with Council's overall capital works budget forecast. The tender was awarded to RT & NJ Construction Services, with works expected to start on Monday, 9 April 2018 and be complete in early May.

##### ***3.1.3 Contracts***

###### ***d) Brief 192 – Burnie Surf Life Saving Club – Design and Project Delivery***

Tenders for Consultant Services for the Design and Project Delivery of the Burnie Surf Life Saving Club Redevelopment closed on Wednesday, 7 March 2018. Six (6) very good quality and competitive submissions were received and evaluated by Officers. The tenders included all sub-consultant services. GHD and Jaws Architects scored equal highest, however the tender was awarded to Jaws Architects on the basis of a slightly lower price and familiarity with the concept design phase.

###### ***e) Contract 2590 – South Burnie Breakwater Bund Reconstruction***

A planning permit was granted on 29 March 2018 and works will start on Monday, 9 April 2018.

###### ***f) Contract 2586 – Bitumen Surfacing Services 2017-2018***

Sealing works on Circular Road (East Ridgley) occurred in March with some minor sections to be completed in April due to rain impacting on the sealing works program. Work by Council on the pavement and shoulders on Upper Natone Road, from Osborns Road to Grooms Road, has been completed awaiting sealing in April. Intersection line marking of the Urban Reseals has also occurred, with centre line marking to occur in April upon favourable weather conditions.

**g) Contract 2577 – Marine Terrace Coastal Pathway**

Works are progressing well and on schedule. The focus of work over the next month will be between Cattley Street and Wilmot Street with installation of the footing systems to support the cantilever concrete beams adjacent the Marine Terrace Car Park in progress. Installation of the cantilever beams will occur mid April. The grating deck is complete on the timber ramp off Oakleigh Overpass and the concrete shared pathway north to Cattley Street is complete.

The temporary traffic arrangements are functioning well with one way south bound between Wilmot and Ladbroke Street currently in place and two way flow reinstated between Spring and Ladbroke Streets.

Works is expected to be complete mid May 2018.

**h) Contract 2567 – West Park Oval – Drainage Improvements**

Works are complete. The Contractor will progress grass rehabilitation and care through until 12 May 2018, when the football club is expected to resume use of the ground.

**3.2 Civil Construction and Stormwater**

- Rural Road Culverts Program – 60% complete.
- Kerb Ramp Upgrade Program – 92% complete.
- Gully Pit Replacement Program – 65% complete.
- Mooreville Road Upgrade – 95% complete.
- 23 Regent Street Retaining Wall – 95% complete.
- Guide Road Reseal – 98% complete.
- West Park Grove SW Main Upgrade – 95% complete.
- CBD Traffic Island Infills – 100% complete.
- East Ridgley Road Reseal – 95% complete.
- Natone Road widening – 100% complete.
- Burnie Park BBQ Shelter footpath – 100% complete.
- Fernglade Reserve turning circle – 80% complete

**3.3 Buildings**

- PCYC Stadium Hall painting and linings – 60% complete.
- View Road Reserve Frisbee Golf – 95% complete
- BAFC Roof Replacement – 100% complete.
- Depot Amenities/Store Roof Replacement – 20% complete.

- The Point Steelwork Painting – 95% complete.
- View Road Reserve Dog Exercise Area dog bath installation – 100% complete.
- Senior Citizens Club gutter replacement – 100% complete.
- Natone Football Club visitor's change room cladding & windows – 90% complete
- Wivenhoe Grandstand door & window replacement – 100% complete
- Stowport Hall cladding – 15% complete

### **3.4 Parks, Reserves, Sporting Grounds and Cemeteries**

- West Park Oval drainage works – 90% complete.
- Romaine Reserve east of spillway landscaping – 85% complete
- Walking Track upgrades – 95% complete
- Marine Terrace Coastal Pathway tree trimming

## **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 63% complete.
- Rural and urban hotmix patching and monitoring of road shoulder hotspots – ongoing.
- Manhole maintenance – as required.
- Gravel Roads and Shoulders Grading Program – 54% complete.
- Footpath Maintenance Program – 62% complete.
- Stormwater hotspot inspections and monitoring – ongoing.
- Hotmix patching/potholes and edge-breaks – 88% 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) – 70% complete.
- Driveway maintenance – 11% complete

### **4.2 Buildings**

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 – as scheduled.
- Cooe Hall toilet painting – 100% complete.
- CBD Painting Program (Stage 2 - Wilson/Cattley/Wilmot/Mount Streets poles & bollards) – 95% complete.

- Aquatic Centre Change room Taps Replacement – 15% complete.
- General Public Toilet Maintenance Program – 20% complete.
- Natone Recreation Ground ticket box recladding – 65% complete.
- City Offices LED lighting changeover – 55% complete.
- Museum entry foyer painting – 100% complete
- Wivenhoe showground trackside seating replacement – 5% complete
- BAFC Entry Covered Walkway ceiling painting – 100% complete
- Statutory Essential Health & Safety inspections – 50% 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.
- Lawn Cemetery Plaque trimming and mowing prior to Easter – 100% Complete
- Sports grounds summer/winter changeover – in progress
- Wivenhoe Cemetery hedge trimming – 100% complete

#### **4.4 Waste Management**

Quarterly Report to the May meeting.

#### **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 COST	ANNUAL TOTAL
<b>MARCH</b>								
	Parks and Reserves (including Cemeteries)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	Yes	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$1,633.00	
	Transport Services	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	Yes	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$731.00	
1/03/18	Jorgenson St Playground	Front of Boat Damaged by Fire	No	Yes	No	Replace 2 Wooden Panels	\$350.00	
1/03/18	Mount Street	Graffiti on Retaining Wall	No	Yes	No	Removed Graffiti	\$300.00	
5/03/18	Romaine Reserve	Smashed Timber Bracing	No	Yes	No	Replaced Bracing	\$200.00	
5/03/18	Reeve Street Toilets	Smashed Window	No	No	No	Replace Window	\$250.00	
30/03/18	5th Burnie Football Clubrooms	Smashed Window	No	No	No	Replace Glass Panel	\$225.00	
						<b>TOTAL</b>	<b>\$3,689.00</b>	<b>\$3,689.00</b>

## 6.0 SES AND BURNIE EMERGENCY MANAGEMENT COMMITTEES ACTIVITY REPORTS

- NWREMC – next meeting 9 May 2018 at Ulverstone Fire Station.
- WEMC – next meeting 17 May 2018 at Circular Head Council.
- WFMAC – next meeting at Burnie DPFEM Headquarters – TBC
- BCC is continuing to work on combined WEMC Regional Risk Register development.
- TasFire Fuel Reduction Unit (FRU) is currently preparing 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

## 7.0 ENERGY MANAGEMENT

Quarterly Report to the May meeting.

## COUNCIL RESOLUTION

**Resolution number: MO132-18**

**MOVED:** *Ald S French AM*

**SECONDED:** *Ald A Keygan*

***“THAT the General Manager’s Information Report for Works and Services March 2018 be noted.”***

**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***

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**GENERAL MANAGER****AO101-18 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT MARCH 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 March 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

### City Link

Easter Promotion started on 24 March with over 70 businesses participating in the handing out Easter eggs to customers.

City by the Sea ads are back on our TV's, these ads will run for 3 months to entice people to come and shop in Burnie throughout the autumn and winter months.

### Cruise Ships

March saw 5 ships berth in Burnie, the Pacific Eden returning three times within the month. Late March saw the Sea Princess dock in Burnie for the first time this season, with a capacity of over 2 000 passengers and 900 crew.

### Burnie Challenge

Planning for the Burnie Challenge is well underway. This event is designed to engage the community in physical activity and in particular the benefits of cross training. It is a sporting event consisting of trail running mixed with various types of obstacles, set to challenge teams and individuals.

Apart from a large contingent of individuals, participants in the event comprise teams from corporate, sporting clubs and families. Specifically this project targets families and teams from the local area.

The course involves the Shorewell Creek area from the Three Mile Line to Hellyer College.

## 2.2 COMMUNITY / CULTURAL DEVELOPMENT

### Cohee to Camdale Coastcare/Wildlife Care Emergency Response

Council officers are working with the new Co-ordinator for Cohee to Camdale Coastcare, who is also Burnie's new Wildlife Care Emergency Response on a financial assistance grant.

### Financial Assistance Grants Round One

The Financial Assistance 2018/2019 and Waste Disposal Cost for Charitable and Not-for-Profit Organisations Round 1 closed on March 28.

### Western Emergency Management Committee (WEMC)

Council Officers attended the combined Municipal Exercise title 'Power Outrage' on 14 March at the Waratah Wynyard Council.

Participants included Tas Police, SES, Cradle Coast Authority, TasNetworks, Bio Security-DPIPWE, Synovum Care Group, TasWater, Care Services and members of the WEMC.

The exercise identified how a prolonged power outage would impact each organisation and some local industries within the Circular Head, Wynyard Waratah and Burnie regions.

**Social Recovery Manual**

Council Officers are currently working with Waratah Wynyard and Circular Head Council to develop a combined Social Recovery Manual which will have separate appendices for each Council.

**Age Friendly Communities Plan**

Part of the Age Friendly Communities Plan is to ensure seniors are well informed about local services, Council officers sent out letters to senior organisations providing a list of guest speakers and their contact details.

An update on the progress of the Age Friendly Communities Action Plan is underway.

**Burnie LINC – Harmony Day, Healthy Tasmanians and Neighbourhood Day Event**

Council Officers met with the Manager of Burnie LINC on ways to assist them with an event on Friday 23 March.

Council Officers promoted this event via email to local Burnie community and sporting organisations. This event was also promoted on Council's Facebook page.

**Tasmanian Community Fund (TCF) – Storage Sheds**

Another application for funding will be lodged with Tas Community Fund (TCF) in July.

TCF have requested a cash contribution of \$20,000 from Council towards project.

A capital request has been lodged for the 2018/2019 budget and should this be successful a TCF funding application will be lodged in July 2018.

**2017/2018 Financial Assistance Grants (as at 9/4/18)****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.
<b>Total</b>	<b>\$22,993</b>	<b>\$20,608</b>	

**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	\$153	Support for the Platypus Festival in January 2018. <i>(Note: FOF have been asked to provide receipts to enable payment of funds however these are yet to be received)</i>
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.
<b>Total</b>	<b>\$25,029</b>	<b>\$20,026</b>	

**Committed Three Year Sponsorship (2016-2019)**

Cooee to Camdale Coastcare (\$6,353 over 3yrs)	\$2,117	\$1,116	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.
<b>Total</b>	<b>\$6,783</b>	<b>\$5,782</b>	

**Committed Three Year Sponsorship (2017-2020)**

Burnie Men's Shed (\$1,716 over 3yrs)	\$572	\$572	Assist with costs for kerbside collection.
<b>Total</b>	<b>\$572</b>	<b>\$572</b>	

**State Representatives Allowance**

	Budget	Paid
State Representatives	\$10,000	\$4,000

**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	\$0
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
<b>Total</b>	<b>\$15,000</b>	<b>\$7,500</b>

**Other Community Group Assistance**

Name/Organisation	Committed	Paid
Carols by Candlelight	\$4,500	\$4,500
Morning Melodies	\$1,460	\$1,091
<b>Total</b>	<b>\$5,960</b>	<b>\$5,591</b>

**Waste Disposal Costs for Charitable & NFP Organisations**

Name/Organisation	Committed	Paid
Australian Red Cross	\$988	\$159
Launceston City Mission	\$4,012	\$598
<b>Total</b>	<b>\$5,000</b>	<b>\$757</b>

*YTD Totals*

<b>Name/Organisation</b>	<b>Budget</b>	<b>Committed</b>	<b>Paid</b>
Financial Assistance Grants Round 1		\$22,993	\$20,608
Financial Assistance Grants Round 2		\$25,029	\$20,026
Committed Three Year Sponsorship (2016-2019)		\$6,783	\$5,782
Committed Three Year Sponsorship (2017-2020)		\$572	\$572
State Representatives Allowance		\$10,000	\$4,000
Minor Sponsorship Grants by Mayor		\$2,500	\$400
<b>Total Financial Assistance Grants</b>	<b>\$70,500</b>	<b>\$67,877</b>	<b>\$51,388</b>
Community Bands	\$15,000	\$15,000	\$7,500
Other Community Group Assistance	\$5,960	\$5,960	\$5,591
Waste Disposal Costs for Charitable & NFP Organisations	<b>\$5,000</b>	\$5,000	\$757

**2.3 BURNIE REGIONAL MUSEUM**

Attendance: 4 013

Admissions: 3 002

Revenue: \$9 427

The Museum has a cohort of 80+ volunteers, with more needed for the Advocate Project once the digitisation process has been finalised. Three volunteers, Bryan Lucas, Noel Ledger, and Lorraine Cock, along with Gwyneth Hatto and Hedley Charles, have completed cataloguing the Emu Bay Railway Collection. This cataloguing has been undertaken since 2003.

**2.4 BURNIE REGIONAL ART GALLERY**

No report for March.

**2.5 MAKERS' WORKSHOP – VISITOR INFORMATION CENTRE*****Visitor Numbers – March 2018***

Makers' Workshop Door count	9,490 people
Visitor Centre Count	3,115 people
Cruise ships	5

***Creative Paper Tasmania – March 2018***

Hand Made Paper Tour Experience	781 entries
Coach Groups	12 buses
Creative Paper Website	3 enquiries. 15 online sales.

## **2.6 MARKETING AND EVENTS**

Final preparations were completed for Kids in the Park to be held on Easter Sunday, 1 April.

## **2.7 COLLECTIVE IMPACT**

### **Burnie Works**

A representative of Burnie Works presented on collective impact at the LGAT meeting held in Burnie on 2 March 2018.

The Project Officer completed the Foundational Leadership Skills for Changemakers program with the Westpac Foundation.

### **Every Day Counts**

Evaluation of Every Day Counts by the Centre for Social Impact (UNSW) has commenced.

### **BIG**

BIG and TMEC held a breakfast with Ivan Colhoun at the Centre for Manufacturing Excellence on 9 March 2018.

BIG held Up Close and BIG with Paulo de Souza on 20 March 2018.

### **Dream BIG**

Dream Big higher education visits took place throughout March, with students visiting Hellyer College, TasTAFE and the University of Tasmania. Montello, Havenview, Cooe, Natone, Romaine, Ridgley, Somerset and Burnie Primary School took part in the visits.

Planning for Dream Big Business visits is underway, with visits commencing in Term 2 2018. Montello, Cooe, Havenview and Natone Primary Schools will be participating in the visits.

### **Local Drug Action Team**

The LDAT working group was formed and will hold their first meeting on 24 April 2018.

### **Youth Employment Pathways Project**

The Department of Jobs and Small Business have completed a draft scope for an employer led work experience project complemented by a wrap-around service to support young jobseekers and their families.

### **Try Test and Learn Fund**

Council co-hosted an Ideas Exchange workshop with the Department of Social Services to explore opportunities to assist mature age job seekers to re-enter employment. A report on the outcomes of the Ideas Exchange is being prepared. This will inform the development of guidelines for funding of a pilot project in Burnie.

## 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 has been re-scheduled to early April.

### **Youth Strategy**

The initial milestone within the action plan, 'understanding the stakeholders' has progressed, and 'Engagement', planned for April has been underway. In both Transport and Diversity there is the formation of working groups occurring that is ahead of the June start date in the Action Plan.

### **Housing**

(Planned: Understanding Stakeholders, Currently: Engagement)

Council Officer met with young people supported by Anglicare housing to discuss their current housing situation (supported housing) and what they consider the issues in relieving housing stress on themselves may be. Young people and Council Officer will be working on some recommendations to Anglicare in regard the structuring of services (eg: options of not having meals included in their housing expenses, currently set at 80% of their income).

Council Officer is looking at bringing a number of young people together that have expressed an interest in approaching the housing issue to better express the position 'on the ground' for young people in Burnie.

### **Transport**

(Planned: Understanding Stakeholders, Currently: Work Groups)

The meeting with Hellyer College, Job Network, Red Cross and Council to form an initial working group has gone ahead.

Job network is able to 'put 200 young people into a job immediately' via Costas , but lack the transport option to be able to provide this.

Initial plans are to try and organise getting a number of young people into a position with transport from local community groups and staff for a 3 month period as a proof of concept. This will be encompassed with training and a program that aims to have the young person able to resolve their own transport, or be on the path to resolving their transport issue themselves.

### **Diversity**

(Planned: Understanding Stakeholders, Currently: Engagement/Work Groups)

Council met with working with Tasmania's sexuality and gender support and education service 'Working It Out' the end of March and work is beginning on a pilot project in Burnie to bridge the gap between the work being done by the Education Department in schools in their community 'standing behind' those of diverse backgrounds, and connecting that into a local community wide approach.

A meeting with Aboriginal youth at the University of Tasmania that was planned for March, to discuss the scope of a working group connected to Council is being re-scheduled to April.

Engagement with disability advocacy services has begun and cohorts connected to the service Speak Out will have young people engaged in the delivery of the Council Youth Week event, 'Burnie Braaains'.

#### **YMCAB**

Planning is underway for the Youth Week event, "Burnie's BRAAAINS" a dress up like a zombie or ghoulish film night in Marine Plaza. Girl Guides will be doing a BBQ. Young Burnie residents involved with Penquin Leo's will also be running a food stall.

Two bands with young people in them will be playing 'gothic rock'.

#### **COUNCIL RESOLUTION**

**Resolution number: MO133-18**

**MOVED:** *Ald T Brumby*

**SECONDED:** *Ald C Lynch*

***"THAT the General Manager's Information Report for Community and Economic Development March 2018 be noted."***

**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***



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**GENERAL MANAGER****AO102-18 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MARCH 2018**

**FILE NO:** 4/18/2  
**PREVIOUS MIN:**

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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.

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**1.0 RECOMMENDATION:**

***“THAT the General Manager’s Information Report for Corporate and Business Services for March 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 31 March 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	
<b>Recurrent Income</b>							
Rates and charges	22,492	22,514	22	22,552	22,544	7	U
Statutory fees and fines	693	690	(4)	920	926	(5)	F
User fees	3,404	3,813	409	5,095	4,846	249	U
Grants	1,070	1,037	(33)	1,333	1,310	22	U
Reimbursements	306	156	(150)	193	513	(320)	F
Other income	603	630	28	841	890	(50)	F
Investment income	921	765	(155)	1,590	1,487	103	U
<b>Total recurrent income</b>	<b>29,489</b>	<b>29,605</b>	<b>116</b>	<b>32,523</b>	<b>32,517</b>	<b>7</b>	<b>U</b>
<b>Recurrent Expenses</b>							
Employee benefits	7,507	8,533	(1,026)	11,435	10,805	(630)	F
Materials and services	7,272	7,523	(251)	10,446	10,662	216	U
Depreciation and amortisation	5,753	6,361	(608)	8,485	7,847	(638)	F
Finance costs	45	44	2	87	87	-	F
Other expenses	2,101	2,559	(458)	3,173	3,178	5	U
<b>Total recurrent expenses</b>	<b>22,679</b>	<b>25,020</b>	<b>(2,341)</b>	<b>33,627</b>	<b>32,579</b>	<b>(1,048)</b>	<b>F</b>
<b>Operating surplus/(deficit) before capital items</b>	<b>6,810</b>	<b>4,585</b>	<b>(2,225)</b>	<b>(1,103)</b>	<b>(62)</b>	<b>(1,041)</b>	<b>F</b>
<b>Capital Items</b>							
Capital grants	229	300	71	1,003	1,058	(55)	F
Expenditure on assets not owned by Council	(72)	-	72	-	-	-	F
Developer Contributions	1,231	-	(1,231)	-	1,231	(1,231)	F
Net gain/(loss) on disposal of assets	(261)	-	261	(220)	(220)	-	F
	<b>1,128</b>	<b>300</b>	<b>(828)</b>	<b>783</b>	<b>2,069</b>	<b>(1,286)</b>	<b>F</b>
<b>Surplus/(deficit)</b>	<b>7,938</b>	<b>4,885</b>	<b>(3,053)</b>	<b>(320)</b>	<b>2,007</b>	<b>(2,327)</b>	<b>F</b>
<b>Operating Margin</b>	<b>1.30</b>	<b>1.18</b>		<b>0.97</b>	<b>1.00</b>		

F = YTD favourable variance to budget      U = YTD unfavourable variance to budget

Council is budgeting for an underlying deficit of \$1.102m in 2017-18.

Council is currently forecasting to have a favourable operational variance to budget of \$1.041m. 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 are 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 1.37 as at 30 June 2018.

**Statement of Financial Position**

	Actual Mar-18 \$'000	Budget 2018 \$'000	Forecast 2018 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	10,150	3,719	4,891
Trade and other receivables	4,047	2,523	2,523
Inventories	167	166	166
Other assets	11	26	26
<b>Total current assets</b>	<b>14,375</b>	<b>6,434</b>	<b>7,606</b>
<b>Non-current assets</b>			
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	318,407	318,485	319,640
<b>Total non-current assets</b>	<b>386,627</b>	<b>386,705</b>	<b>387,860</b>
<b>Total assets</b>	<b>401,002</b>	<b>393,139</b>	<b>395,466</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	344	2,552	2,552
Trust funds and deposits	131	134	134
Interest-bearing loans and borrowings	296	296	296
Employee provisions	2,271	2,576	2,576
<b>Total current liabilities</b>	<b>3,042</b>	<b>5,558</b>	<b>5,558</b>
<b>Non-current liabilities</b>			
Interest-bearing loans and borrowings	1,428	1,278	1,278
Employee provisions	184	188	188
<b>Total non-current liabilities</b>	<b>1,612</b>	<b>1,466</b>	<b>1,466</b>
<b>Total liabilities</b>	<b>4,654</b>	<b>7,024</b>	<b>7,024</b>
<b>Net Assets</b>	<b>396,348</b>	<b>386,115</b>	<b>388,442</b>
<b>Equity</b>			
Accumulated surplus	271,360	271,348	271,348
Surplus/(deficit)	7,938	(320)	2,007
Reserves	117,050	115,087	115,087
<b>Total Equity</b>	<b>396,348</b>	<b>386,115</b>	<b>388,442</b>
<b>CURRENT RATIO</b>	<b>4.73</b>	<b>1.16</b>	<b>1.37</b>

**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 31 March 2018 is \$10.150m compared to a forecast of \$4.891m as at 30 June 2018.

**Burnie City Council**  
**Statement of Cash Flows**

	Actual 2018 \$'000	Budget 2018 \$'000	Forecast 2018 \$'000
<b>Cash flows from operating activities</b>			
Rates and charges	20,923	22,552	22,499
Statutory fees and fines	693	920	926
User fees	3,404	5,084	4,846
Grants	1,070	1,333	1,310
Reimbursements	306	152	513
Other income	603	841	890
Payments to suppliers	(9,411)	(10,393)	(10,221)
Payments to employees	(7,761)	(11,381)	(10,750)
Other payments	(2,101)	(3,173)	(3,178)
<b>Net cash provided by (used in) operating activities</b>	<b>7,727</b>	<b>5,935</b>	<b>6,836</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equip	(6,048)	(11,940)	(11,620)
Movement in landfill provision	-	-	-
Dividends and distributions	921	1,590	1,487
Capital grants	229	1,003	1,058
<b>Net cash provided by (used in) investing activities</b>	<b>(4,899)</b>	<b>(9,347)</b>	<b>(9,076)</b>
<b>Cash flows from financing activities</b>			
Finance costs	(45)	(87)	(87)
Sale of operations	-	-	-
Repayment of interest bearing loans and borrowings	(146)	(296)	(296)
<b>Net cash provided by (used in) financing activities</b>	<b>(192)</b>	<b>(383)</b>	<b>(383)</b>
Net increase (decrease) in cash and cash equivalents	2,636	(3,795)	(2,623)
Cash and cash equivalents at the beginning of the financial year	7,514	7,514	7,514
<b>Cash and cash equivalents at the end of the period</b>	<b>10,150</b>	<b>3,719</b>	<b>4,891</b>

**2.2 SCHEDULE OF INVESTMENTS**

A schedule of Council's investments is provided as at 31 March 2018:

Investments Schedule as at 31/03/18							
<u>Institution</u>	<u>Term</u>	<u>Rate</u>	<u>S&amp;P Rating</u>	<u>Lodgement Date</u>	<u>Maturity</u>	<u>Amount</u>	<u>Total</u>
ANZ	At Call	1.90%	A1+			1,420,507	1,420,507
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
Bankwest	90 Days	2.53%	A1+	16-01-18	16-04-18	1,000,000	1,000,000
							<b>9,920,507</b>

**Investment Allocation by Credit Rating**

<u>Credit Rating</u>	<u>%</u>	<u>Amount</u>	<u>WAIR</u>
A1+	40%	\$3,920,507	1.93%
A1	10%	\$1,000,000	2.60%
A2	50%	\$5,000,000	2.66%
	<b>100%</b>	<b>\$9,920,507</b>	

**Investment Allocation by Bank**

<u>Bank</u>	<u>%</u>	<u>Amount</u>
ANZ	14%	\$1,420,507
MyState	20%	\$2,000,000
ME Bank	10%	\$1,000,000
AMP	10%	\$1,000,000
Bendigo	10%	\$1,000,000
NAB	15%	\$1,500,000
Bank of Queensland	10%	\$1,000,000
Bankwest	10%	\$1,000,000
	<b>100%</b>	<b>\$9,920,507</b>

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	31-Mar	Annual Budget	Forecast	Forecast Variance to Budget	Note
<b>Community &amp; Economic Development</b>					
Burnie Arts & Function Centre	647,571	1,077,813	1,062,516	-15,297 Favourable	
Burnie Regional Art Gallery	240,427	451,393	494,909	43,516 Unfavourable	1
Burnie Regional Museum	201,683	307,510	295,095	-12,415 Favourable	
Business & Recreation	421,340	387,709	411,909	24,200 Unfavourable	2
CED Management	239,461	352,960	360,727	7,767 Unfavourable	
City Link	62,325	30,460	30,460	0 Favourable	
Community & Youth	273,347	393,190	387,417	-5,773 Favourable	
Marketing & Events	340,268	452,528	472,228	19,700 Unfavourable	
Visitor Information Centre	151,955	220,761	234,619	13,858 Unfavourable	
<b>Community &amp; Economic Development Total</b>	<b>2,578,376</b>	<b>3,674,324</b>	<b>3,749,880</b>	<b>75,556</b> Unfavourable	
<b>Corporate &amp; Business Services</b>					
Accounting Services	-112,588	-15,530	-61,589	-46,059 Favourable	3
Information Management	92,639	131,724	118,909	-12,815 Favourable	
Information Technology Services	-99,615	-4,476	-53,630	-49,154 Favourable	4
Revenue Services	304,345	419,741	419,004	-737 Favourable	
Strategic and Governance	-16,007,315	-15,526,071	-15,500,753	25,318 Unfavourable	5
<b>Corporate &amp; Business Services Total</b>	<b>-15,822,535</b>	<b>-14,994,612</b>	<b>-15,078,059</b>	<b>-83,447</b> Favourable	
<b>Employee Oncost Recovery</b>					
Oncosts	-70,979	20	-29,131	-29,151 Favourable	6
<b>Employee Oncost Recovery Total</b>	<b>-70,979</b>	<b>20</b>	<b>-29,131</b>	<b>-29,151</b> Favourable	
<b>Land &amp; Environmental Services</b>					
Compliance Support	-434,621	-517,116	-565,394	-48,278 Favourable	7
Development Services	485,860	708,314	691,498	-16,816 Favourable	
Management LES	205,494	318,781	313,119	-5,662 Favourable	
<b>Land &amp; Environmental Services Total</b>	<b>256,733</b>	<b>509,979</b>	<b>439,223</b>	<b>-70,756</b> Favourable	
<b>Office of the General Manager</b>					
Executive Management	308,248	483,327	458,902	-24,425 Favourable	8
Organisational Development	-66,482	-4	-102,596	-102,592 Favourable	9
<b>Office of the General Manager Total</b>	<b>241,766</b>	<b>483,323</b>	<b>356,306</b>	<b>-127,017</b> Favourable	
<b>Works &amp; Services</b>					
Cemetery Services	-12,113	59	295	236 Unfavourable	
Facilities Management	1,346,867	2,143,083	2,027,798	-115,285 Favourable	10
Management WS	4,723	15,550	-52,644	-68,194 Favourable	11
Parks & Reserves	1,417,806	2,046,759	1,978,141	-68,618 Favourable	12
Sporting Grounds	999,186	1,378,505	1,371,575	-6,930 Favourable	
Stormwater Services	-833,326	-471,619	-547,316	-75,697 Favourable	13
Transport Services	4,473,992	6,551,714	6,003,449	-548,265 Favourable	14
Waste Management	-1,390,383	-233,816	-157,338	76,478 Unfavourable	15
<b>Works &amp; Services Total</b>	<b>6,006,752</b>	<b>11,430,235</b>	<b>10,623,960</b>	<b>-806,275</b> Favourable	
<b>Total</b>	<b>-6,809,886</b>	<b>1,103,269</b>	<b>62,179</b>	<b>-1,041,090</b> Favourable	

## **Community & Economic Development**

### **1. 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 \$43,516 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. This is offset by lower than budgeted depreciation of \$15,603.

### **2. 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 \$25k for Business & Recreation is due to higher than budgeted electricity expenditure (\$8k), 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 and lower than budgeted Burnie Ten entry income \$5K.

## **Corporate & Business Services**

### **3. 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.

### **4. 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.

### **5. 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
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
	<b>29,349</b>	<b>Unfavourable</b>

### **Employee Oncost Recovery**

#### **6. Employee Oncosts**

The favourable variance to budget of \$29k for employee on cost recovery is due to savings in superannuation due to employment vacancies (\$45k) offset by higher than budgeted workers compensation premiums (\$16k).

### **Land & Environmental Services**

#### **7. 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 (\$84k). This is offset by lower income from the multi storey carpark (\$60k) due to the provision of 90 minutes free parking for the period 1<sup>st</sup> November to 31<sup>st</sup> December 2017.

Savings have also been made in depreciation (\$15k) due to a review of asset useful lives and lower electricity expenditure (\$10k) due to a number of energy saving initiatives at the multi storey carpark.

**Office of the General Manager****8. 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.

**9. 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****10. 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 \$115k 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	(19,352)	Favourable
Higher than budgeted reimbursements income	(22,002)	Favourable
Lower than budgeted gas expenditure at the Aquatic Centre	(38,007)	Favourable
Lower than budgeted electricity on Council facilities	(24,090)	Favourable
Lower than budgeted Major maintenance expenditure	(40,000)	Favourable
Higher than budgeted reactive building maintenance	20,924	Unfavorable
	<b>(122,527)</b>	<b>Favourable</b>

**11. 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 (\$68k).

**12. 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 \$68k is predominately due to lower than budgeted depreciation expenditure (\$58k) and lower than budgeted major maintenance expenditure (\$9k).

**13. 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).

**14. 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 \$548k 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 (\$30k) and street lighting expenditure (\$34k).

**15. 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 \$76k for waste management is predominately due to an error when calculating the budget for waste management contracts (\$137k), offset by lower than expected litter bin, domestic collection and recycling collection expenditure (\$56k) 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 31 March 2018**

	<u>Total</u>	<u>Current</u>	<u>30-60 Days</u>	<u>60-90 Days</u>	<u>90+ Days</u>
<b>Trade Debtors</b>					
Sundry Debtors	157,700	126,445	10,913	2,596	17,746
Reserved Parking Spaces	11,172	9,416	930	165	660
Burnie Venues & Catering	12,753	10,659	544	468	1,083
Lease Debtors	10,754	9,574	455	618	108
Business & Recreation Debtors	27,899	12,122	5,451	10,326	-
Waste Debtors	60,880	57,580	2,019	286	995
<b>Total Trade Debtors</b>	<b>281,158</b>	<b>225,795</b>	<b>20,312</b>	<b>14,459</b>	<b>20,591</b>
Goods & Services Tax	104,188				
Infringements & Parking	1,252,975				
Other Receivables	57,321				
Rates & Charges	2,803,262				
Allowance for Impaired Debts	(452,399)				
<b>Total Receivables</b>	<b>4,046,505</b>				

**Infringements & parking**

	<b>Mar-18</b>		<b>Mar-17</b>		<b>Movement</b>	
	Count	Balance	Count	Balance	Count	Balance
<b>Issued 2018</b>	2,188	151,292			2,188	151,292
<b>Issued 2017</b>	1,840	105,269	2,063	128,472	(223)	(23,203)
<b>Issued 2016</b>	1,073	56,747	1,248	93,505	(175)	(36,758)
<b>Issued 2015</b>	700	47,702	897	66,394	(197)	(18,692)
<b>Issued 2014</b>	620	43,906	759	56,232	(139)	(12,326)
<b>Issued 2013</b>	724	46,392	816	54,481	(92)	(8,089)
<b>Issued 2012</b>	584	37,653	662	44,273	(78)	(6,620)
<b>Issued 2011</b>	624	39,872	690	45,709	(66)	(5,837)
<b>Issued 2010</b>	717	29,035	760	33,668	(43)	(4,633)
<b>Issued 2009</b>	888	62,699	937	66,319	(49)	(3,620)
<b>Issued 2008</b>	1,501	78,531	1,546	84,424	(45)	(5,893)
<b>Issued 2007</b>	2,043	84,955	2,052	89,944	(9)	(4,989)
<b>Issued 2006</b>	1,996	75,816	1,996	77,258	-	(1,442)
<b>Issued Pre-2005</b>	7,914	400,147	7,929	405,251	(15)	(5,104)
	<b>23,412</b>	<b>1,260,016</b>	<b>22,355</b>	<b>1,245,930</b>	<b>1,057</b>	<b>14,086</b>

**2.5 RATES ANALYSIS**

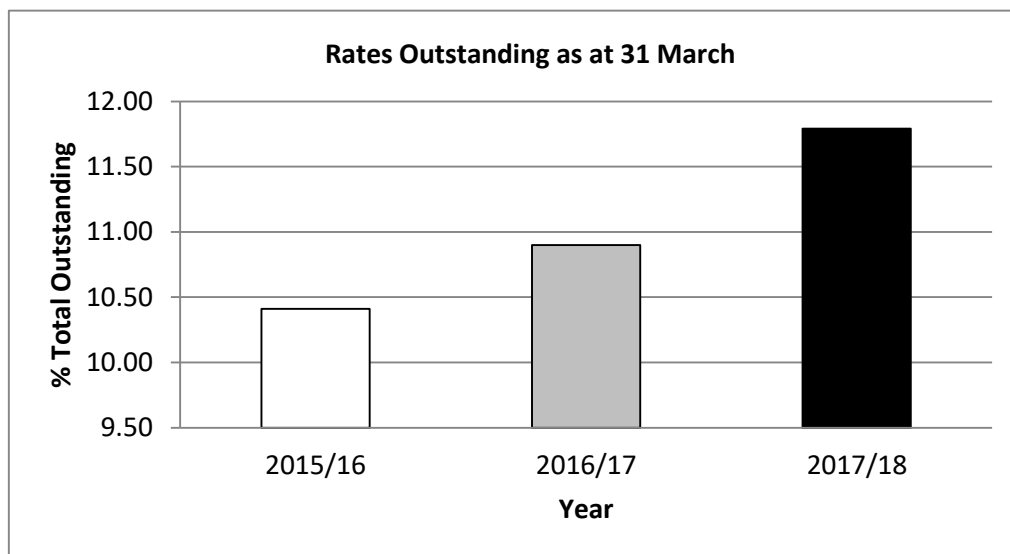
The rates analysis contains a summary of rating transaction movements for 2017/18 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

**Rates Outstanding as at 31/03/2018**

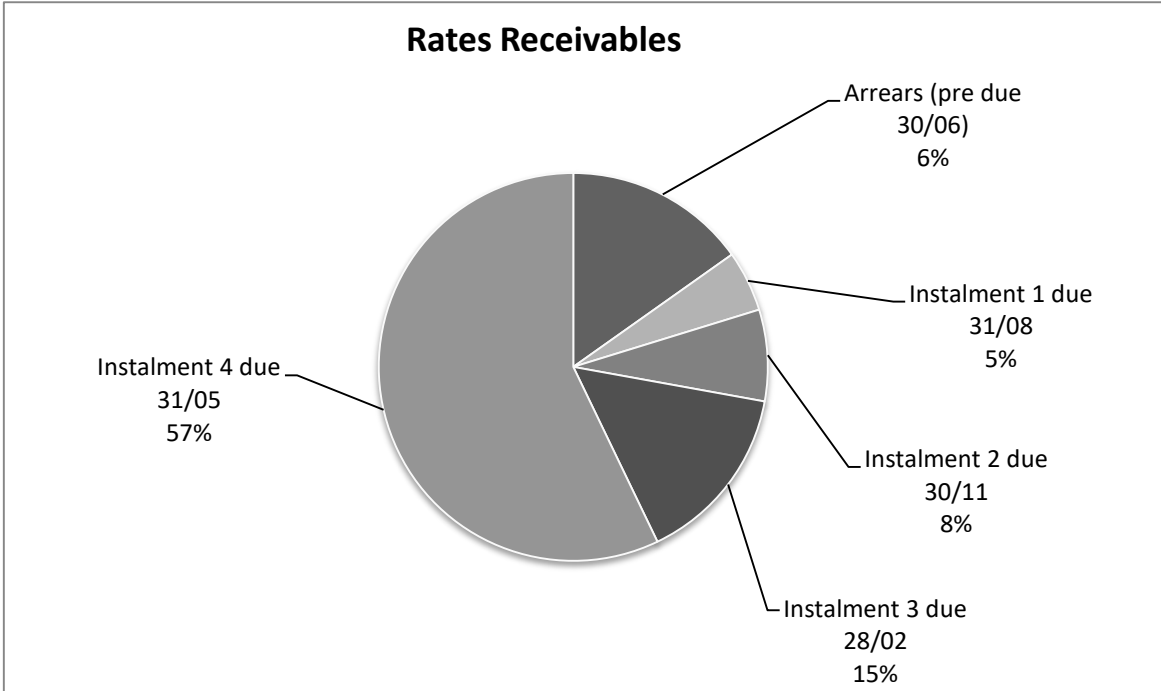
	This Financial Year 31 Mar 2018		Last Financial Year 31 Mar 2017		Change
		\$		\$	\$
Arrears Brought Forward as at July 1	5.06%	1,172,182	3.66%	837,498	334,684
Credit Brought Forward	-2.51%	(580,636)	-2.43%	(556,611)	(24,025)
Add Current Rates & Charges					
Levied	96.94%	22,444,285	97.93%	22,414,702	29,583
Penalty	0.30%	69,915	0.24%	53,946	15,968
Supplementary Rates	0.21%	47,545	0.61%	139,806	(92,261)
<b>Gross Rates and Charges Demanded</b>	<b>100.00%</b>	<b>23,153,290</b>	<b>100.00%</b>	<b>22,889,341</b>	<b>263,949</b>
Less: Rates & Charges Collected	83.10%	19,240,837	83.83%	19,188,372	52,464
Pension Remission	3.08%	713,577	3.10%	709,658	3,919
Residential Waste Remission	0.08%	18,624	0.08%	18,784	(160)
Hardship Interest Remission	0.00%	542	0.00%	621	(79)
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	0.00%	(711)	-0.02%	(3,616)	2,905
- Discounts	1.77%	409,337	1.82%	415,541	(6,204)
- Roundings	0.00%	1	0.00%	(17)	18
Sub Total	88.21%	20,422,547	89.10%	20,394,883	27,664
<b>Unpaid Rates &amp; Charges as at 31/03/2018</b>	<b>11.79%</b>	<b>2,730,743</b>	<b>10.90%</b>	<b>2,494,458</b>	<b>236,285</b>

	<b>2017/2018</b>		<b>2016/2017</b>	
Outstanding as at 31 March		3,190,456		2,877,574
Rates in credit		(459,713)		(383,116)
		<b>2,730,743</b>		<b>2,494,458</b>
Total number of assessments		9,965		10,031
Assessments outstanding	45.51%	4,535	39.8%	3,991
Credit Rates	-16.8%	(459,713)	-15.4%	(383,116)
Arrears (pre due 30/06)	17.7%	483,895	16.0%	399,122
Instalment 1 due 31/08	5.9%	161,575	4.4%	109,737
Instalment 2 due 30/11	8.9%	243,213	7.1%	176,220
Instalment 3 due 28/02	17.6%	479,350	15.5%	387,394
Instalment 4 due 31/05	66.7%	1,822,421	72.4%	1,805,101
	<b>100.00%</b>	<b>2,730,743</b>	<b>100.00%</b>	<b>2,494,458</b>

There were 4,535 assessments outstanding as at 31 March 2018 compared to 3,991 as at 31 March 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 31 March 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
<b>ROADS</b>						
<b>RURAL ROADS</b>						
Upgrade Programme	547,215	790,090	242,875	673,320	● (116,770)	1
Rural Roads Resealing	729,098	986,852	257,754	876,042	● (110,810)	2
Rural Roads Bridges Programme	1,920	74,850	72,930	74,850	● -	
<b>TOTAL RURAL ROADS</b>	<b>1,278,232</b>	<b>1,851,792</b>	<b>573,560</b>	<b>1,624,212</b>	<b>● (227,580)</b>	
<b>URBAN ROADS</b>						
Car Parking Improvements	23,642	51,000	27,358	51,000	● -	
Driveways, Footpaths and Channel	119,959	128,580	8,621	121,313	● (7,267)	
Retaining Walls	252,138	392,977	140,839	357,920	● (35,057)	3
Urban Infrastructure	746,821	2,537,074	1,790,253	2,604,482	● 67,408	4
Urban Road Renewal & Upgrades	217,455	733,350	515,895	648,150	● (85,200)	5
Urban Road Resealing	413,691	552,024	138,333	479,224	● (72,800)	6
<b>TOTAL URBAN ROADS</b>	<b>1,773,706</b>	<b>4,395,005</b>	<b>2,621,299</b>	<b>4,262,089</b>	<b>● (132,916)</b>	
<b>TOTAL ROADS</b>	<b>3,051,937</b>	<b>6,246,797</b>	<b>3,194,860</b>	<b>5,886,301</b>	<b>● (360,496)</b>	
<b>PARKS, RESERVES AND SPORTING FACILITIES</b>						
General Parks and Reserves	246,656	776,578	529,922	762,706	● (13,872)	
Cemeteries	981	86,408	85,427	86,408	● -	
Sporting Grounds & Facilities	274,308	513,610	239,302	522,600	● 8,990	
<b>TOTAL PARKS, RESERVES &amp; SPORTING FACILITIES</b>	<b>521,946</b>	<b>1,376,596</b>	<b>854,650</b>	<b>1,371,714</b>	<b>● (4,882)</b>	
<b>STORMWATER</b>						
Flood Mitigation Works	607,113	254,700	(352,413)	446,894	● 192,194	7
Storm Water Upgrades & Replacements	229,752	368,927	139,175	318,656	● (50,271)	8
<b>TOTAL STORMWATER</b>	<b>836,865</b>	<b>623,627</b>	<b>(213,238)</b>	<b>765,550</b>	<b>● 141,923</b>	
<b>WASTE</b>						
Garbage and Recycling	7,785	34,308	26,523	34,308	● -	
Waste Management Centre	10,190	63,400	53,210	63,400	● -	
<b>TOTAL WASTE MANAGEMENT</b>	<b>17,975</b>	<b>97,708</b>	<b>79,733</b>	<b>97,708</b>	<b>● -</b>	
<b>BUILDINGS</b>						
Burnie Arts & Function Centre	18,003	92,099	74,096	55,933	● (36,166)	9
Public Amenities	55,226	62,700	7,474	65,109	● 2,409	
Public Halls	32,972	89,950	56,978	89,950	● -	
Other Buildings	456,067	710,683	254,616	674,481	● (36,202)	10
Sporting Facilities	143,945	339,212	195,267	357,612	● 18,400	
<b>TOTAL BUILDINGS</b>	<b>706,213</b>	<b>1,294,644</b>	<b>588,431</b>	<b>1,243,085</b>	<b>● (51,559)</b>	
<b>PROPERTY, PLANT &amp; EQUIPMENT (PPE)</b>						
Information Technology	63,652	120,000	56,348	120,000	● -	
Heritage Assets	5,460	55,000	49,540	55,000	● -	
Vehicles	34,658	183,000	148,342	163,000	● (20,000)	11
Parking Equipment	92,939	185,193	92,254	185,208	● 15	
Plant	430,366	1,159,689	729,323	1,139,689	● (20,000)	12
Furniture & Fittings	197,705	336,408	138,703	329,024	● (7,384)	
Other	89,907	262,400	172,493	264,150	● 1,750	
<b>TOTAL PLANT/EQUIPMENT/VEHICLES</b>	<b>914,687</b>	<b>2,301,690</b>	<b>1,387,003</b>	<b>2,256,071</b>	<b>● (45,619)</b>	
<b>TOTAL</b>	<b>6,049,623</b>	<b>11,941,062</b>	<b>5,891,439</b>	<b>11,620,429</b>	<b>● (320,633)</b>	



Note 1 – Rural Roads Upgrade Programme

Project Description	YTD	Annual	Forecast	Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Mooreville Road Widening - Stage 1	481,151	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	Forecast	%
	Actual	Budget	Forecast	Variance	Variance
East Cam Rd - Besser Cres to West Mooreville Rd	69,912	88,740	76,000	● -12,740	-14%
Fern Glade Rd - 935m Nth from Stowport Rd	26,899	30,600	27,000	● -3,600	-12%
Guide Rd - No. 88 to Serpentine Rd	74,275	82,620	76,000	● -6,620	-8%
Guide Rd - North of Oonah Rd for 900m	36,240	40,800	37,000	● -3,800	-9%
Upper Natone Rd - Blythe Rd to Grooms Rd	26,397	46,512	51,000	● 4,488	10%
Upper Natone Rd - Kara Rd to Ridgley Hwy	149,259	180,540	142,000	● -38,540	-21%
Upper Natone Rd - Osborns Rd to Blythe Rd	49,035	84,150	107,000	● 22,850	27%
Circular Rd - Kingsclere Rd East to Darling River	136,651	272,780	196,000	● -76,780	-28%
Rural Roads Resheeting Program	27,280	23,720	27,280	● 3,560	15%
				-111,182	

**East Cam Rd, Three Mile Line, 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	Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Retaining Walls - 11-15 Linton St	72,418	93,450	72,418	● -21,032	-23%
Retaining Walls - 17-19 Seaview Ave	4,170	24,920	15,000	● -9,920	-40%
Retaining Walls - 2 Joshua Pl - Fire Trail	7,558	70,200	70,200	● 0	0%
Retaining Walls - 23 Regent St	61,121	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 Actual	Annual Budget	Forecast Forecast	Forecast Variance	% Variance
LED Public Lighting Stage 1	3,914	32,000	3,914	● -28,086	-88%
Traffic Islands & Safety Improvements	74,361	41,510	47,441	● 5,931	14%
West Park Precinct - Footpath & Carpark	29,937	37,696	31,000	● -6,696	-18%
CBD No Smoking - Signage & Markers	7,839	24,320	7,839	● -16,481	-68%
Coastal Pathway Marine Terrace	501,385	1,620,263	1,733,300	● 113,037	7%
				● 67,705	

**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** – Forecast is as per the expected cost of works as reported in the tender report to Council.

Note 5 – Urban Road Renewal & Upgrades

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
West Park Grove/View Road Intersection	26,522	72,960	40,000	-32,960	-45%
Bay St - Wood St to Tolunah St	114,932	124,600	120,000	-4,600	-4%
Strahan St - Brickwell St to Edwardes St	33,893	206,720	220,000	13,280	6%
Strahan St - Edwardes St to Hale St	31,737	145,920	85,000	-60,920	-42%
				-85,200	

**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.

**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	51,990	67,320	54,000	-13,320	-20%
Aileen Cres - Cherry St to Mark St	43,226	57,120	50,000	-7,120	-12%
Buttons Ave - Hilder St to Bass Hwy	35,202	57,120	35,000	-22,120	-39%
Collins St - Swanston St to No.10	47,860	52,020	50,000	-2,020	-4%
Payne St - Hardy St to Beattie St	43,744	40,800	45,000	4,200	10%
Stammers PI - Woniora Rd to Cul-de-sac	31,054	46,920	32,000	-14,920	-32%
Toorak Crt - Bass Hwy to Cul-de-sac	29,417	35,700	31,000	-4,700	-13%
Woniora Rd - Thorne St to Cul-de-sac	81,572	93,840	81,000	-12,840	-14%
				-72,840	

**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.

Note 7 – Flood Mitigation Works

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Romaine Dam - Flood Study Implementation	607,113	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 8 – Storm Water Upgrades & Replacements

Project Description	YTD	Annual	Forecast	Forecast	%
	Actual	Budget		Variance	Variance
Stormwater Backbone - 11 - 17 Old Surrey Road	3,706	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 9 – Burnie Arts & Function Centre

Project Description	YTD	Annual	Forecast	Forecast	%
	Actual	Budget		Variance	Variance
Repitch Roof Framing & Resheet	16,154	51,166	15,000	-36,166	-71%

**Repitch Roof** – Project savings achieved by significantly reducing the scope of works. The same outcome achieved.

Note 10 – Other Buildings

Project Description	YTD	Annual	Forecast	Forecast	%
	Actual	Budget		Variance	Variance
Depot Admin Building - Roof Solar Panels	722	61,200	35,000	-26,200	-43%
Aquatic Centre 50m Plant Room Minor Works	21,305	20,466	21,305	839	4%
Aquatic Centre 50m Pool Covers	25,251	40,800	25,241	-15,559	-38%
				-40,920	

**Depot Admin Building** – Forecast reflects the competitive pricing received for this project.

**Aquatic Centre 50m Pool Covers** – Project savings achieved as competitive pricing was obtained for the covers.

Note 11 – Vehicles

Project Description	YTD	Annual	Forecast	Forecast	%
	Actual	Budget		Variance	Variance
Works Vehicles	0	113,000	93,000	-20,000	-18%

**Work Vehicles** – Capital expenditure expected to be lower than budgeted due to a review of planned replacements and a vehicle purchase deferred based on utilisation over the last 12 months.

Note 12 – Plant

Project Description	YTD	Annual	Forecast	Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Plant & Equipment (Over \$1,000)	101,361	143,750	123,750	● -20,000	-14%

**Plant & Equipment (Over \$1,000)** – Capital expenditure expected to be lower than budgeted due to a review of the need for an additional amenities shed. Have determined the need could be addressed via periodic hire. Project not to proceed.

**2.7 CONTRACTS AWARDED**

The following table shows contracts awarded over \$100,000 during March 2018.

Contract Number	Contract Title	Contractor Registered Business Name and Address	Awarded Date	Initial Term	Value of Contract (Ex GST)
2603	Plummer Avenue Upgrade	RT & NJ Construction Services Pty Ltd 62 West Mooreville Road Burnie TAS 7320	29/03/2018		\$108,534.08

**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	\$26,100	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

Project	Consultant	Description	Committed \$	Actual \$ LTD	Reason	Funded from	Complete
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	0	B	Capital Works Allocation	No
Ridgley Drainage Study	Pitt & Sherry	Consultant Brief 188 – Stormwater Investigations and Reporting	26,730	17,582	B	Capital Works Allocation	No

## 2.9 GOVERNANCE – USE OF COUNCIL SEAL

27 March 2018	Burnie Interim Planning Scheme 2013 Amendment No. 2017/3, 1-3 Brickport Road, Cooee CT 111987/1 and 125 Bass Highway, Cooee CT 165246/3
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## 2.10 PROPOSED LIVE STREAMING OF COUNCIL MEETINGS – INTERIM UPDATE

At the Council Meeting of 30 January 2018, aldermen passed the following resolution in relation to a motion on notice raised by Ald Kons:

***“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.”***

To date, a range of information has been gathered but not yet adequate for the presentation of a full report. Information received to date includes experience from other councils, risk management and legal information from insurers, and one third party provider quote for services. Additional quotes for services are still being sought.

Further to the interim update in the March Agenda, a test recording has been taken using existing audio equipment, and a workshop discussion has been held with Aldermen on 10 April 2018. At this workshop it was agreed to defer the report until further costs were received and the full report could be provided. It was agreed this would also provide time for a further test recording with some potential improvements.

A full report is expected to be made to the May meeting.

**COUNCIL RESOLUTION**

**Resolution number: MO134-18**

**MOVED:**            *Ald S French AM*

**SECONDED:**      *Ald A Keygan*

***“THAT the General Manager’s Information Report for Corporate and Business Services for March 2018 be noted.”***

**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***

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**AO103-18 COMMUNICATIONS JOURNAL APRIL 2018**

**FILE NO:** 2/17/3  
**PREVIOUS MIN:**

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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 for April 2018 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:

- Professor Janelle Allison’s Farewell Reception
- Cruise Ship – Pacific Eden
- Elphinstone Bulkmaster 7 Official Release
- Mark Radford
- Playgroup Tasmania event at Shorewell Park
- Royce Crawn
- Up Close and BIG...with Professor Paulo de Souza
- Official Launch of the 2018 DFA Football Season
- Cruise Ship – Sea Princess
- RACT - Future Directions
- Official Opening of Dial Park
- South Burnie Bowls Club Annual Dinner and Presentation Night



- Opening of Art Exhibition by Kathleen Bentley, Burnie Coastal Art Group Inc

#### 4.0 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	27 March 2018	
Aldermen in attendance	Mayor Boyd, Deputy Mayor French AM, Ald Blake OAM, Ald Brumby, Ald Dorsey, Ald Kons, Ald Lynch, Ald Bentley	
Apologies	Ald Keygan	
Items Discussed	Capital Works Tour	Tour with Director Works and Services
	Parking – Ladbrooke Street	Discussion with Aldermen
	Capital Works Budget	Discussion with Aldermen

#### 5.0 CORRESPONDENCE FOR NOTING

The following correspondence is **attached** for noting.

#### ATTACHMENTS

1. Justine Keay MP - Regional Growth Fund
2. Tasmanian Health Service - Appreciation for hosting the Breast Screen Mobile Unit
3. City Link Burnie Inc - Notice of Winding-up
4. Burnie Dockers - Appreciation of support

#### COUNCIL RESOLUTION

**Resolution number: MO135-18**

**MOVED:** *Ald S French AM*

**SECONDED:** *Ald A Keygan*

#### 1.0 RECOMMENDATION:

***“THAT Council note the information contained in the Communications Journal for April 2018 as listed.”***

**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***



**Justine Keay MP**  
FEDERAL MEMBER FOR BRADDON

161515  
x879096  
**Labor**



19 MAR 2018

Alwyn Boyd  
Mayor  
Burnie City Council  
PO Box 973  
Burnie TAS 7320

Dear Mayor *Alwyn*

As you may be aware, the Federal Government has called for applications for the Regional Growth Fund.

Please find enclosed a copy of a letter that I have sent to your General Manager, Mr Wardlaw.

If either yourself or your General Manager has any questions or require my assistance please make contact with me via [Justine.keay.mp@aph.gov.au](mailto:Justine.keay.mp@aph.gov.au) or via phone 0364 311 333.

Yours sincerely

*Justine Keay*  
Justine Keay MP  
FEDERAL MEMBER FOR BRADDON

Encl.



**Labor**  
**Justine Keay MP**  
FEDERAL MEMBER FOR BRADDON

**FILE COPY**

19 MAR 2018

Andrew Wardlaw  
General Manager  
Burnie City Council  
PO Box 973  
Burnie TAS 7320

Dear Mr ~~Wardlaw~~ *Andrew*

As you may be aware, the Federal Government has called for applications for the Regional Growth Fund.

The \$272 million fund is open to large projects requiring a minimum \$10 million investment which support job creation and regional development in regional Australia. Applications will be through a two-step process requiring proponents to submit an application for funding before being invited to progress to the second round where applicants will be required to submit a formal business case for their project.

Guidelines and application process can be found at the Department's website at [www.regional.gov.au](http://www.regional.gov.au).

I invite you to consider this opportunity and possible projects which would qualify for funding under the Regional Growth Fund.

Yours sincerely

  
Justine Keay MP  
FEDERAL MEMBER FOR BRADDON

CC Mayor  
Burnie City Council



Tasmanian Health Service  
POPULATION SCREENING AND CANCER PREVENTION

Level 4, 25 Argyle Street, HOBART TAS 7000  
Postal: GPO Box 125, HOBART TAS 7001, Australia  
Ph: (03) 61 666 910 Fax: (03) 6216 4326  
Web: [www.ths.tas.gov.au/cancerscreening](http://www.ths.tas.gov.au/cancerscreening)



Contact: Gail Ward  
Phone: (03) 6166 6911  
Facsimile: (03) 6216 4326  
E-mail: [gail.ward@ths.tas.gov.au](mailto:gail.ward@ths.tas.gov.au)



Burnie City Council  
80 Wilson St  
BURNIE TAS 7320

Attention: Mayor Alwryn Boyd

Dear Mayor Boyd,

**BreastScreen Mobile Screening Unit Visit**

Thank you for hosting the BreastScreen Tasmania Mobile Unit "IDA" during its recent visit to Burnie between 2 January and 16 March.

During the screening period in Burnie, the Unit screened:

- A total of 1503 women in your community.

Regular screening mammograms are the best and safest way to detect breast cancers early. Breast screening can detect breast cancers when they are small, before any symptoms appear.

Thank you for your on-going support of the BreastScreen Tasmania Program and for helping us to provide this crucial service for the women in your community.

Yours sincerely,

Gail Ward PSM  
State Manager  
Population Screening and Cancer Prevention  
Date 20<sup>th</sup> March, 2018



City Link Burnie Inc.  
PO Box 973  
Burnie 7320  
P 03 6430 5858  
E. citylink@burnie.net

To: Mayor Boyd and Aldermen,  
Burnie City Council

22<sup>nd</sup> March 2018

The Board of City Link wish to express our bitter disappointment at Burnie City Council's (BCC) decision to withdraw support for City Link. The decision displays a lack of understanding of the needs of the Burnie business community, particularly as the withdrawal of funding was decided without any consultation with City Link or its Members. In fact, much of the information provided to BCC Aldermen by senior management was misleading and appears to be opinion rather than factual or data based.

City Link welcomed the review of its operations but firmly believes the evaluation should have been conducted before funding was withdrawn. Further, a review that only critiqued structure and ignored what City Link does, and whether it was successful in achieving its aims and in providing value for money, is flawed at best and farcical at worst. It is astounding that BCC would decide to take promotion of the Burnie commercial areas in-house when Council staff have indicated a lack of knowledge or understanding of the needs of the business community.

The Board of City Link was excited by the review as the possibility existed to broaden the focus of the marketing and promotion of Burnie and were encouraged by much of the independent consultants' report. However, the Burnie business community is now left dismayed and disheartened with the regard it is held in by Council. Clearly, a vibrant, productive commercial precinct is not an imperative of Council. Accordingly, we will begin the winding-up of City Link with the expectation the organisation will finish by June 30<sup>th</sup> this year.

It is hoped that BCC will have the courtesy to contact City Link prior to this time to determine which of the many initiatives City Link has instigated (e.g. Burnie Gift Vouchers, City branding advertisements and sidewalk sell-outs) that the business community considers vital.

Unfortunately, after 19 years of support, this decision appears symptomatic of a Council lacking in forward vision and planning, blindly accepting recommendations without sufficient consultation or critical appraisal. However, the opportunity exists to turn a regressive, negative decision into a positive one if Council has the backbone to form a new marketing and event organisation based on the report of the independent consultant. City Prom in Launceston provides an ideal starting point.

The Burnie business community hopes and demands a progressive approach from the BCC, and strong, positive decisions that support our businesses not hinder them.

Yours Faithfully,

David Pease

A handwritten signature in black ink, appearing to read "David Pease". The signature is written in a cursive, somewhat stylized font.

Chairman

City Link

Postal Address: PO Box 95, BURNIE TAS 7320  
Clubrooms/Office: (03) 6430 5870  
Club Fax: (03) 6431 9054  
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**BURNIE  
DOCKERS**  
A PARTNER CLUB OF THE FREMANTLE DOCKERS FOOTBALL CLUB

---

27<sup>th</sup> March 2018

Mayor Boyd

RE BURNIE DOCKERS FOOTBALL CLUB COUNCIL SUPPORT

On behalf of the Board of the Burnie Football Club, I am writing to thank you all for the support received regarding the Council Meeting on Tuesday 20<sup>th</sup> March Agenda Item AO0072-18.

The last 2 months have been difficult and dramatic to all involved with the Club as we have repositioned and re-structured to embrace the challenges and dynamic of change in transitioning to the next stage of our journey.

We look forward to working closely with Council at all levels in representing our town, nurturing and providing opportunity for our youth and embracing and respecting the excellent quality and standard of facilities at the West Park Precinct in the coming years

Regards

Stephen Dowling

President

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**AO104-18 COMMUNICATIONS JOURNAL - NOTICE OF LGAT ANNUAL  
GENERAL MEETING AND GENERAL MEETING ON 25 JULY 2018**

**FILE NO:** 2/17/3; 16/3/1  
**PREVIOUS MIN:** AO083-18

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

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**1.0 RECOMMENDATION:**

***“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 allow for a recount on the previous election to be used to fill a vacancy of Mayor at any time throughout the term, instead of the current provision for a by-election which applies up to six months prior to the next ordinary election, which can be costly for a community.’***

***and***

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

**2.0 SUMMARY**

Correspondence has been received from Local Government Association of Tasmania (LGAT) in relation to the Annual General Meeting, which will be held at 11.00am on Wednesday, 25 July 2018 at Wrest Point Casino, Hobart.

A report was tabled at the meeting of 20 March, calling for suggested motions to be put forward. No motions were put forward at that meeting but it was resolved that Aldermen provide any further suggestions by 29 March, for consideration by Council at the April Meeting.

The motions can:

- Address the objectives of the Association;
- Relate to matters of common concern to Councils;



- Recommend priorities to be followed by LGAT in pursuit of the State Agenda;
- Direct LGAT to undertake certain priorities; or
- Refer to public policy generally.

The above suggestion in the Recommendation has been put forward by Alderman French for consideration.

### **3.0 GENERAL MANAGER'S COMMENTS**

The following comments are provided to support this proposed motion to the LGAT General Meeting in July 2018.

In the event a Mayor position becomes vacant it is mandatory that a by-election is held by virtue of s308(4) of the *Local Government Act 1993*, unless it is during the period six months before any forthcoming local government election.

This places Mayors in a difficult position especially when considering election in a higher office, with on one hand, a suggestion of unfair advantage and on the other, an accusation of placing an unnecessary financial burden on ratepayers. This could equally be the same for any reason associated with a vacancy. It is unfair for elected members to be placed in such a position when they are determining what may be in their best interest and those of the broader community.

With regard to the recent by-elections in Burnie the cost was \$47,531 for the by-elections of positions of Mayor and Alderman.

It is suggested that the *Act* should be modified so that if a Mayor was to resign, for any reason that the Mayoral vacancy be determined, if possible, by a recount of the previous election of the Mayor.

This would allow a Mayor to make a decision without placing a financial burden on ratepayers. It is accepted that a by-election would still be necessary should there be no other candidate in the prior election or none willing to be nominate in a recount, or alternatively this could be done by a ballot as per a Deputy Mayor vacancy.

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**COUNCIL RESOLUTION****Resolution number: MO136-18****MOVED: Ald C Lynch****SECONDED: Ald R Blake OAM*****“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 allow for a recount on the previous election to be used to fill a vacancy of Mayor at any time throughout the term, instead of the current provision for a by-election which applies up to six months prior to the next ordinary election, which can be costly for a community.’***

***and***

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

**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***

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**AO105-18 COMMUNICATIONS JOURNAL - BURNIE ATHLETIC CLUB INC - WEST PARK CLUB ROOMS****FILE NO: 2/17/3; 880552****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) Announce its intent to establish a Special Advisory Committee for the West Park Sports Ground under Section 24 of the Local Government Act 1993;***
- 2) Establish a Working Group in the interim, and appoint Alderman ..... as the Chairperson and Alderman ..... as proxy, the presidents of the Burnie Dockers Football Club, the Burnie Hurricanes Cricket Club, the Burnie Athletic Club and the City of Burnie Cycling Club to the Working Group;***
- 3) Call expressions of interest for two independent community members; and***
- 4) Instruct the General Manager to develop the draft Terms of Reference for the Special Advisory Committee for Council consideration.”***

**2.0 SUMMARY**

Correspondence has been received from the Burnie Athletic Club Inc regarding West Park Club Rooms.

**3.0 GENERAL MANAGER’S COMMENTS**

The Burnie Athletic Club has approached Council a number of times regarding their concerns with the allocation of space for its activities at West Park.

A user group had been established, however the group has been in abeyance to provide the Burnie Dockers Football Club an opportunity to address their immediate issues resulting from the withdrawal from the Tasmanian State League. This has been communicated to the

Burnie Athletic Club, as was a response to a previous request for the area previously used as privately operated gym.

While the frustration of the Burnie Athletic Club is understandable, there are a number of users of the facilities at West Park, and competing demands for space.

For example the increase in female participation in cricket and football will require an investment in dedicated facilities for these players.

The proposal from the Athletic Club may not provide the best outcome for all user groups, however there may be other options that will meet the needs of all the groups.

There are also a number of other issues regarding the use of spaces at West Park, which the various user groups have found difficulty in finding agreement. This includes the use of the Point, operation of the bar, use of the canteen and the best use of the areas under the grand stand.

To deal with the immediate and other issues it is recommended that Council formally institute a Special Advisory Committee with a representative from Council, the presidents of each of the four major user groups and two additional independent community members.

All Special Committees of Council are established under section 24 of the *Local Government Act 1993* which provides:

**24. Special committees**

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

The Special Advisory Committee will be accountable to Council and have a Schedule of Delegation of Authority and Operating Procedures (referred to above as a Terms of Reference) created which establishes the purpose of the committee, its scope of functions and powers, and reporting commitments.

**ATTACHMENTS**

1. Correspondence from Burnie Athletic Club Inc regarding West Park Club Rooms

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**COUNCIL RESOLUTION****Resolution number: MO137-18****MOVED: Ald S French AM****SECONDED: Ald K Dorsey*****“THAT Council:***

- 1) Announce its intent to establish a Special Advisory Committee for the West Park Sports Ground under Section 24 of the Local Government Act 1993;***
- 2) Establish a Working Group in the interim, and appoint Alderman Blake OAM as the Chairperson and Alderman Lynch as proxy, the presidents of the Burnie Dockers Football Club, the Burnie Hurricanes Cricket Club, the Burnie Athletic Club and the City of Burnie Cycling Club to the Working Group;***
- 3) Call expressions of interest for two independent community members; and***
- 4) Instruct the General Manager to develop the draft Terms of Reference for the Special Advisory Committee for Council consideration.”***

**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**



ESTABLISHED 1887

PATRON: Peter Blake  
PRESIDENT: Ricky Aitken  
SECRETARY: Anne Langham  
PO Box 231  
BURNIE TAS 732022<sup>nd</sup> March 2018Burnie City Council  
80 Wilson St  
BURNIE TAS 7320

Att Andrew Wardlaw

Cc Mayor Alwyn Boyd, Ald Robert Bentley, Ald Ron Blake OAM, Ald Teeny Brumby,  
Ald Ken Dorsey, Ald Sandra French AM, Ald Amina Keygan, Ald Steve Kons, Ald Chris Lynch

Cc Rodney Greene

**Re: West Park Club Rooms**

Dear Andrew,

We write as a follow up to the many verbal and written requests we have made to Council regarding appropriate rooms be made available to BAC. The most recent of those letters was dated 30<sup>th</sup> November 2017 however the collective correspondence now goes back several years.

In our letter dated 30<sup>th</sup> November 2017 we noted that Kent Wiley was to vacate his lease of the rooms under the West Park grandstand and that this room was previously the BAC club rooms prior to the renovations of the Grand Stand and undercroft areas.

To reiterate what we have stated previously: -

The BAC has not had use of any such dedicated rooms since vacating this room and with the demolition of the previous eastern function room and stores. BAC members have long felt and expressed the injustice in how the rooms were reallocated following the grandstand refurbishment.

The many requests we have made to Council have articulated the need for such rooms to: -

1. Conduct club and regional meetings
2. Be a place to re-establish a sense of a functional club
3. Provide secretarial and administrative space and archive storage
4. A place to permanently display our vast collection of 130 years of memorabilia

Such rooms are essential as we continue our journey to building the BAC back to a strong sustainable, community focused club.

BAC members are at a loss to understand why repeated written and verbal requests have not resulted in further consultation between Council and the Club.

BAC has demonstrated to Council and the community its ability to run the NYE crit, NYE clinics and the NYD carnival autonomously and to not be a burden to the community. Our corporate governance, strategic plans and financial independence are well developed, and we would have thought Council would have seen this evidence and been far more supportive of the Club's aims and aspirations. Out standing with the Sports Carnivals Association of Tasmania, and all the affiliated sports organizations has put us at the fore of the resurgent Tasmanian Christmas Carnivals. We have demonstrated our ability to co-exist with our fellow West Park tenants and we have offered management and technical solutions to Council for consideration which to date remain unanswered.

We strongly believe the BAC has the first right to occupy these rooms given the other three West Park tenants are already provided with significant facilities.

Alternatively, we have also considered the development of a new stand-alone building which could provide for all of BAC's needs for the foreseeable future while dovetailing into the use and master planning of UTas. We are available to discuss the concepts with you if you think this may have merit.

Thank you in advance for considering our position.

Your considered response would be appreciated.

Yours Sincerely

**BURNIE ATHLETIC CLUB INC**

Ricky Aitken

(Original signed and kept on file)

President

**MINUTES AND REPORTS OF COMMITTEES****AO106-18 CRADLE COAST AUTHORITY REPRESENTATIVES UNCONFIRMED  
MINUTES OF MEETING HELD ON 22 FEBRUARY 2018**FILE NO: 2/5/3

---

**RECEPTION FOR DISCUSSION****RECOMMENDATION:**

***“THAT the Unconfirmed Minutes of a meeting of the Cradle Coast Authority Representatives held on 22 February 2018, be received for discussion.”***

**SUMMARY**

- David Pollington, Chief Operation Officer, UPC (project proponent) and Sarah Fitzgerald, Manager of Environment & Planning, GHD (project management consultant) gave a presentation on the Robbins Island and Jims Plains Renewable Energy Park.
- Rocyce Fairbrother, Scott Wade and Kat Sims presented their post event observations and recommendations on the Australian Masters Games.
- Presentation from Ben Milbourne and Simon Hamilton on Mr Milbourne’s next TV production.
- Theresa Lord, CCA Manager Tourism, provide an overview of tourism activities including the new regional marketing strategy.

**ATTACHMENTS**

1. CCA Representatives Meeting held 22 February 2018
2. UPC Renewables Project Update



**COUNCIL RESOLUTION**

**Resolution number: MO138-18**

**MOVED:**            *Ald S French AM*

**SECONDED:**      *Ald T Brumby*

***“THAT the Unconfirmed Minutes of a meeting of the Cradle Coast Authority Representatives held on 22 February 2018, be received for discussion.”***

**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***

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**REPRESENTATIVES MEETING**  
22 February 2018

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**MEETING HIGHLIGHTS****ROBBINS ISLAND & JIMS PLAINS RENEWABLE ENERGY PARK**

Representatives received a presentation from Mr David Pollington, Chief Operation Officer, UPC (project proponent) and Ms Sarah Fitzgerald, Manager, Environment & Planning, GHD (project management consultants). The project will include up to \$3B in wind turbine infrastructure in Circular Head plus additional investment in transmission infrastructure between Circular Head and Burnie. The Jims Plain project will create 150 jobs over a two-year construction period and up to 10 full time permanent jobs once operational with construction expected to commence in 2020. The Robbins Island project will create up to 300 jobs over a two to three-year construction period and up to 50 full time permanent jobs once operational with construction expected to commence in 2021. Project planning including community consultation will continue.

**AUSTRALIAN MASTERS GAMES (AMG) POST EVENT REVIEW**

Mr Royce Fairbrother, Mr Scott Wade and Ms Kate Sims presented their post event observations and recommendations. It was agreed that the AMG was a huge success for the region which showed its capacity and capability to hold major events. It was recommended that events become a stronger focus for the region and that as part of that the region needed a large multi-purpose indoor centre that could accommodate up to 4,000 people to attract and host events.

**BEN MILBOURNE TV PRODUCTION**

Mr Ben Milbourne and Simon Hamilton presented a proposal for the councils to co-invest in the production of Mr Milbourne's next TV production. The proposal would include filming in the Cradle Coast region which would promote and market the region as a visitor destination. In addition, the CCA and councils would be able to use the digital collateral (raw film) for their own promotion and marketing purposes. It was agreed that the CCA would investigate whether it could fund the investment on behalf of the council.

**TOURISM PRESENTATION**

CCA Manager Tourism, Ms Theresa Lord, provided an overview of tourism activities including the new regional marketing strategy. It was noted that whilst visitor numbers are growing they are not increasing in proportion to wider Tasmania. It was also noted that funding for marketing and promoting has remained static for at least 6 years which was restraining the amount of marketing.

**KEY ACTIONS ARISING FROM MEETING**

1. A letter is to be sent from Chief Representative to the Premier expressing the region's concern with progress and status of the Cradle Mountain Masterplan development.
2. CCA to prepare a paper for councils to recommend the approval of the amended CCA Rules.

## MEETING MINUTES REPRESENTATIVES MEETING

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Date: 22 February 2018  
Time: 10 am  
Location: 1-3 Spring Street, Burnie

### 1. WELCOME/APOLOGIES

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#### 1.1. WELCOME/APOLOGIES/PROXIES

Chief Representative and meeting Chair, Mayor Jan Bonde, opened the meeting at 10:09 am, welcoming attendees and noting apologies.

The Chair welcomed new councils Representatives Alderman Sandra French (Burnie City Council), Alderman Annette Rockliff (Devonport City Council), General Manager Mr Shane Crawford (Waratah-Wynyard Council), General Manager Mr Scott Riley (Circular Head Council).

Attendees and apologies are noted at Attachment 1.

### 2. PRESENTATIONS

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#### 2.1. ROBBINS ISLAND & JIMS PLAINS RENEWABLE ENERGY PARK

Ms Sarah Fitzgerald, Manager, Environment & Planning, GHD and Mr David Pollington, Chief Operation Officer, UPC joined the meeting at 10:11 am.

Ms Fitzgerald and Mr Pollington presented the Robbins Island & Jims Plains Renewable Energy Park project and discussed the project benefits, process for community engagement and the next steps of implementation.

A copy of the presentation will be circulated out of session to Representatives.

#### ACTION

EA to circulate a copy of the presentation to Representatives

Ms Fitzgerald and Mr Pollington left the meeting at 10:47 am.

#### 2.2. AUSTRALIAN MASTERS GAMES POST EVENT REVIEW

Mr Scott Wade, Mr Royce Fairbrother and Ms Kate Sims joined the meeting at 10:48 am to present post event observations and recommendations to Representatives.

*A video of the Australian Masters Games (AMG) was viewed at Agenda Item 2.2.*

*Mr Sid Sidebottom left the meeting at 10:56 am.*

Mr Wade, Mr Fairbrother and Ms Sims noted that the support from the CCA was invaluable and thanked Representatives for their assistance with delivering the AMG. Mr Fairbrother noted that he and the AMG team sought to leave a legacy for the people of the region and he is keen to see councils work together as a united team for the benefit of Tasmania. The economic return wasn't as predicted; however, the community should be proud of what they helped deliver to the region.

It was recommended that the region needed a large indoor sports complex / stadium that could hold up to 4000 people to attract future events of a regional scale. The Representatives discussed the idea of working together, with the CCA being the vehicle to deliver a large sporting stadium for the North West region and agreed that it was a noteworthy proposition.

CCA Board Director, Mr Malcolm Wells noted that it was important that the ideas from the AMG not be lost and that a "legacy strategy" should be created to capture these ideas and identify opportunities for realizing them.

Chief Representative Bonde thanked the AMG team for their attendance at the meeting and delivering a successful 2017 Masters Games.

*Mr Wade, Mr Fairbrother and Ms Sims left the meeting at 11:22 am.*

### **3. STANDING ITEMS**

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#### **3.1. DECLARATIONS**

*Nil*

#### **3.2. CONFIRMATION OF MINUTES**

*Minutes of 23 November 2017 Representatives Meeting and Annual General Meeting (AGM) were provided at Agenda Item 3.2*

Chief Representative Bonde noted that the Annual General Meeting (AGM) minutes will be endorsed at the 2018 AGM and not at this meeting.

#### **Motion**

That Representatives ENDORSE the 23 November 2017 Representatives Meeting Minutes.

Moved: Mayor Thwaites / Seconded: Mayor Freshney / CARRIED

**3.3. ACTIVITY REGISTER**

A schedule of activities was presented at Agenda Item 3.3

The Activity Register was discussed with edits noted.

**Motion**

That the Representatives ACCEPT and NOTE the Activity Register.

Moved: Mayor Quilliam / Seconded: Deputy General Manager Atkins / CARRIED

**3.4. CORRESPONDENCE**

A briefing note was presented at Agenda Item 3.4

All correspondence was circulated separately to reduce the size of the agenda.

**Motion**

That the Representatives NOTE the Correspondence.

Moved: Mayor Thwaites / Seconded: Mayor Quilliam / CARRIED

**4. CRADLE COAST AUTHORITY UPDATE**

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**4.1. QUARTERLY REPORT & FINANCIAL STATEMENTS**

The Quarterly Report and Financial Statements were presented at Agenda Item 4.1 and were circulated separately to the Agenda.

**Motion**

That the Representatives ACCEPT and NOTE the Quarterly Report and October – December 2017 Financial Statements.

Moved: General Manager Ayton / Seconded: Deputy Mayor Rockliff / CARRIED

**5. FOR DECISION**

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**5.1. ID ECONOMIC AND COMMUNITY PROFILES**

A briefing note was presented at Agenda Item 5.1.

The CEO advised the ID Economic and Community Profile upgrade proposal was discussed by General Managers at their 16 February 2018 meeting. It was noted that few councils expressed support for the proposal.

It was agreed that there was not full support but that CCA would explore further with Circular Head, Waratah-Wynyard and Burnie Councils.

## **5.2. Recruitment of Directors**

*A briefing note was presented at Agenda Item 5.2.*

### **Recommendation**

That the Representatives nominate Mr Shane Crawford, Chief Representative Ms Jan Bonde and Mayor Peter Freshney to be the Board Recruitment Sub-Committee.

Moved: Mayor Quilliam / Seconded: Deputy General Manager Atkins / CARRIED

## **6. FOR DISCUSSION**

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### **6.1. CCA OVERVIEW**

The matter was deferred to allow CCA to analyse additional information for presenting to the Representatives.

#### *ACTION*

*Ms Claire Smith to present the CCA overview at the May Representatives meeting*

## **7. FOR NOTING**

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### **7.1. CCA RULES REVIEW UPDATE**

*A briefing note was presented at Agenda Item 7.1*

The CEO advised that the Rules review has been a long process and that some changes have already come into effect for greater control of the CCA.

It was highlighted that:

Two mayors and a general manager were members of the Board

The withdrawal period has been reduced from 36 months (no less than 12 months before the commencement of a financial year) to 18 months (from any time in the year). This is compared with the original Rules which were 15 months (ie no less than 3 months before the commencement of a financial year).

The CCA will circulate a paper for councils to use as the report for presenting the Rules for council approval.

**Recommendation**

That the Representatives **APPROVE** circulation of the amended Rules to councils for approval.

Moved: Mayor Boyd / Seconded: Mayor Freshney / CARRIED

**7.2. AMG ECONOMIC ANALYSIS**

*A briefing note was presented at Agenda Item 7.2*

It was noted that parties outside of councils have requested a copy of the AMG reports but that copies have not been provided as the report hadn't been officially presented or received by the Representatives. It was agreed that the report would be available to the public after the meeting.

**Recommendation**

That the Representatives **NOTE** the Australian Masters Games Post Event Report(s) and agree that the report can be made public.

Moved: Deputy Mayor Rockliff / Seconded: Mayor Thwaites / CARRIED

**7.3. CCA CORPORATE PLAN**

*A briefing note was presented at Agenda Item 7.3*

**Recommendation**

That the Representatives **NOTE** the report.

Moved: Mayor Quilliam / Seconded: Deputy General Manager Atkins / CARRIED

**7.4. SIGNIFICANT PROJECTS UPDATE****7.4.1. CRADLE MOUNTAIN MASTERPLAN**

*A briefing note was presented at Agenda Item 7.4.1*

The CEO updated Representatives and advised that there is a risk with the temporary relocation of the visitor centre from its original location in the main building. The visitor centre is proposed to be temporarily relocated until the main building is constructed which has been delayed due to the decision to put it to the market under an EOI process to cover the shortfall of funding. There is some concern that the temporary building will become the permanent location.

Councillor Wilson noted that the Friends of Cradle Valley are very frustrated as the group have not had consultation from the Government regarding funding and design changes.

**ACTION**

*A letter is to be prepared from Chief Representative, Ms Jan Bonde to the Premier expressing concerns on behalf of the region due to a lack of consultation for the Cradle Mountain project and funding.*



**Recommendation**

That the Representatives **NOTE** the report.

Moved: Alderman Sandra French / Seconded: Mayor Quilliam / CARRIED

**7.4.2. NORTH WEST COASTAL PATHWAY**

*A briefing note was presented at Agenda Item 7.4.2*

The CEO advised he has met with consultants, Pitt & Sherry, who are close to finalising the Coastal Pathway technical investigation report.

It was noted that the Chief Representative Bonde and CEO attended an election candidate forum with the Bicycle Network and Heart Foundation. Liberal and Labor representatives were at the meeting and advised that they won't be committing funds to the bicycle pathway.

**Recommendation**

That the Representatives **NOTE** the report.

Moved: Mayor Boyd / Seconded: Deputy Mayor Rockliff / CARRIED

**7.5. KEY MANAGEMENT PERSONNEL – RELATED PARTY AND CONFLICT OF INTEREST DISCLOSURE**

*A briefing note was presented at Agenda Item 7.5*

Chief Representative Bonde advised that the declarations of a conflict of interest are a requirement and it's an annual process.

**Recommendation**

That the Representatives **NOTE** the Related Party Disclosure requirements and obligations.

Moved: Mayor Quilliam / Seconded: Deputy General Manager Atkins / CARRIED

**8. LOCAL GOVERNMENT UPDATE**

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Mayor Quilliam advised that the sale of the Edith Creek Dairy Processing Plant is being settled on 28 February.

General Manager Monson advised that as a result of business integration initiatives, Latrobe and Kentish Councils will be operating as one workforce with two elected bodies within six months.

General Manager Riley introduced himself and provided background on his career and life.

Mayor Boyd advised that there are eight (8) cruise ships left to come to Burnie this season.

**9. GENERAL BUSINESS**

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**9.1. TOURISM MARKETING STRATEGY OVERVIEW**

Regional Tourism Manager, Ms Theresa Lord presented to Representatives the tourism marketing strategy overview at 1:37 pm.

Highlights of the presentation included:

- CCA's tourism activities are funded by Tourism Tasmania and Local Government on a 60/30 split
- Funding for marketing and promotion of the region has decreased over time
- A new marketing strategy has been developed based on market research
- There is a strong emphasis on social media for engaging potential visitors
- Cradle Coast region is not benefiting from the increase in visitors to the same proportion as the state

The Representatives noted that this presentation helped to better understand the opportunities and challenges and thanked Ms Lord.

**10. MEETING CLOSE**

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Meeting closed at 2:21 pm.

The next meeting will be held on 24 May 2018 at Cradle Coast Authority.

Confirmed:

\_\_\_\_\_  
Chief Representative

\_\_\_\_\_  
Date

**Attachment 1: Attendees, Observers and Apologies****Representatives**

Councillor Alwyn Boyd	Deputy Mayor, Burnie City Council
Alderman Jan Bonde	Mayor Central Coast Council (Chief Representative)
Ms Sandra Ayton	General Manager, Central Coast Council
Councillor Daryl Quilliam	Mayor, Circular Head Council
Mr Scott Riley	General Manager, Circular Head Council
Alderman Annette Rockliff	Deputy Mayor Devonport City Council
Mr Matthew Atkins (Proxy for Paul West)	Deputy General Manager, Devonport City Council
Councillor Don Thwaites	Mayor, Kentish Council
Mr Gerald Monson	General Manager Kentish and Latrobe Councils
Councillor Peter Freshney	Mayor, Latrobe Council (Deputy Chief Representative)
Mr Shane Crawford	General Manager, Waratah-Wynyard Council
Councillor Tim Wilson	Kentish Council

**Cradle Coast Authority**

Mr Sid Sidebottom	CCA Board Chair
Mr Rod Stendrup	Director
Mr Brett Smith	Chief Executive Officer
Ms Lauren Clarke	Executive Assistant
Ms Claire Smith	Finance and Corporate Services Manager
Ms Cat Gale-Stanton	Communications Officer
Ms Theresa Lord	Manager, Regional Tourism
Mr Malcolm Wells	CCA Director
Mr Andrew Wardlaw	General Manager, Burnie City Council

**Apologies**

Mr Dirk Dowling	General Manager, West Coast Council
Councillor Phil Vickers	Mayor, West Coast Council
Councillor Mary Duniam	Deputy Mayor, Waratah Wynyard Council
Councillor Robby Walsh	Mayor, Waratah-Wynyard Council
Mayor Duncan McFie	Director
Councillor Jim Cooper	King Island Council
Mr Paul West	General Manager, Devonport City Council
Councillor Ron Blake	Burnie City Council
Mr Robert Ball	Deputy General Manager, King Island Council

**Observers**



# Jim's Plain & Robbins Island Renewable Energy Parks

## Project Update

November 2017

Welcome to the first update from the project team. It has been a busy two months since our community drop-in session in September in Smithton. It was great for the team to meet so many of you at this event and to share more detail about the project with you.

As reported in the media recently we are pressing ahead with our proposal despite lack of detail arising from the Federal Government's energy policy. The Approvals program has now commenced and below is a summary of what has been achieved so far. We hope you enjoy keeping up to date with the project - remember to check our [Facebook Page](#) for regular updates too.

*Anton Rohner, CEO - UPC Renewables*



**What we've done so far...**

- Held a community drop-in session on Thursday 21 September at the Circular Head Community and Recreation Centre.
- Submitted the Notice of Intent for Jim's Plain and Robbins Island Renewable Energy Parks with the Environment Protection Agency Tasmania.
- Submitted the Environment Protection and Biodiversity Conservation Referrals with the Department of the Environment and Energy for Jim's Plain and Robbins Island.
- Our [website](http://www.robbinsislandwindfarm.com) ([www.robbinsislandwindfarm.com](http://www.robbinsislandwindfarm.com)) is up and running along with Facebook and Instagram social media pages.

- Started to meet with local organisations and authorities to brief them on the project and provide them with regular updates.



- Preliminary geotechnical investigations have commenced and various environmental studies will be undertaken such as bird utilisation, bat survey, flora and fauna surveys as well as heritage assessments.

**A recap on timeframes...**

- Prior to the construction of the wind farms, numerous environmental studies and surveys will need to be completed. Once all investigations and planning is complete and the projects are approved, construction will commence on a rolling basis.
- Construction on Jim's Plain is expected to commence towards the middle of 2020. Robbins Island will commence towards the end of 2021.

**More information...**

Website: [www.robbinsislandwindfarm.com](http://www.robbinsislandwindfarm.com)

Email: [participate@ghd.com](mailto:participate@ghd.com)

Hotline: 6432-7999








# Jim's Plain & Robbins Island Renewable Energy Parks

## Project Update

February 2018

It has been a busy few months for the project team since our last update with many of the summer surveys nearing completion. Renewable energy is gaining momentum across Australia with progress being flagged on many projects including some projects in Tasmania.

The progression of these projects represent significant investments which will offer a range of opportunities for the communities they are located in and UPC is excited to be involved with the communities of the Circular Head region and looks forward to sharing more about the projects with you in the coming months. We hope you enjoy this update and remember to check our [Facebook Page](#) (Jim's Plain and Robbins Island Renewable Energy Parks) and Instagram (@robbinsislandrep) for regular photos and updates.

*David Pollington, Chief Operations Officer*



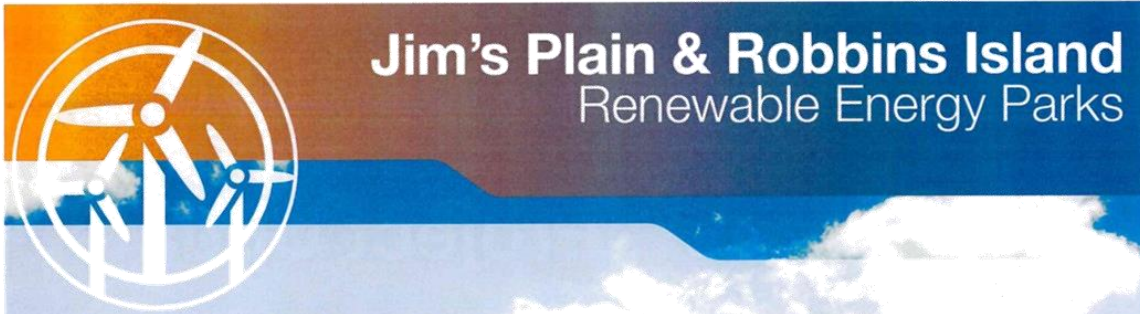
One of the Bat detectors recently installed on Robbins Island (photo credit: J Hammond)



### 2017 – the project in review...

- The project approvals process kicked off in August with preparation of Notice of Intent documents and Environmental Protection & Biodiversity Conservation (EPBC) referrals for both the Robbins Island and Jim's Plain Renewable Energy Parks. These were submitted to the Federal Government and Tasmania's Environment Protection Authority (EPA) in late 2017.
- Both projects have been declared Controlled Actions under the EPBC Act and will be assessed under the bilateral environmental assessment agreement between the Federal and State Governments. Project Specific Guidelines for assessment of both projects have been issued by the State and Federal Governments, and the project team is now working with these Guidelines toward submission of Development Proposal and Environmental Management Plans for each project in late 2018.
- In December UPC hosted representatives from the EPA and the Department of Primary Industries, Parks, Water & Environment at Jim's Plain and Robbins Island. A variety of summer natural values surveys were undertaken, as were engineering assessments to help inform the preliminary design of wind farm infrastructure, including roads.
- UPC also hosted the Minister for Energy, The Hon Guy Barnett, the Circular Head Mayor, Daryl Quilliam, and the media on the 15th December to mark the installation of the first meteorological mast on Robbins Island.



## Jim's Plain & Robbins Island Renewable Energy Parks



*Installation is complete on the third meteorological mast on Robbins Island (photo credit: J Hammond)*

### Community Drop-in sessions...

- We will be holding three Community Drop-in Sessions in the coming months – be sure to come along and talk to us about the project or register your interest with us if you are a contractor in the region or you are interested in possible future employment with the project. You can also register your interest via our [website](http://www.robbinislandwindfarm.com) ([www.robbinislandwindfarm.com](http://www.robbinislandwindfarm.com)).

The details of the sessions are:

Tuesday 20 March, Thursday 12 April, and Thursday 10 May from 1.00pm - 4.00pm

Circular Head Council Offices, 33 Goldie Street, Smithton

If you are unable to come to the drop in session, please contact us and speak with one of our team.

### More information...

Website: [www.robbinislandwindfarm.com](http://www.robbinislandwindfarm.com)

Email: [participate@ghd.com](mailto:participate@ghd.com)

Hotline: 6432-7999

### 2018

- January and February have been busy with the installation of another two meteorological masts on Robbins Island, taking the total to three. In addition, a new meteorological mast has been installed at Jim's Plain. Mobile wind monitoring devices have also been deployed on each site which complement the fixed meteorological masts. Wind data is now being recorded on Robbins Island and at Jim's Plain.





### About UPC Renewables Australia

- Develop, own and operate wind and solar farms in 10 countries - 3500 MW generating capacity, 5000 MW potential from developments
- Our mission is to meet our worlds growing energy needs with clean electricity and improve the lives of local people and communities
- As a developer, owner and operator, UPC is vested in the community for the long term
- The company is located in Tasmania
- We have signed a long term lease with the Hammond family for the sites

### About the project

#### Jim's Plain Renewable Energy Park

- Jim's Plain is up to 160 MW project
- UPC is investigating the potential for wind and solar PV
- The project will include infrastructure, such as transmission lines connecting the project to the Smithton
- The site is located on a low undulating plateau covered in heath approximately 10 km inland from the Woolnorth Wind Farm

#### Robbins Island Renewable Energy Park

- Robbins Island is a large-scale renewable energy project with a proposed generating capacity of between 400 -1000 MW
- UPC is investigating the potential for both wind and solar PV on the site
- The project also includes significant associated infrastructure, including transmission lines, roads and barge access

### Timeframes

**End 2017** - Notice of Intent sent to the EPA, Project specific guidelines issued by the EPA and Australian Government

**Mid to late 2018** - Finalised preliminary design, Submit the Development Proposal and Environmental Management Plan

**Mid 2019** - Response by EPA

**End 2019** - Construction commence

**2023** - Construction complete (both sites)

### More information

**Hotline** 6432 7999  
**Email** [participate@ghd.com](mailto:participate@ghd.com)  
**Website** [robbinsislandwindfarm.com](http://robbinsislandwindfarm.com)



**AO107-18 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 were no non agenda items.

There being no further business the Mayor declared the Meeting closed at 7.40pm.



## 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 17 April 2018.

Confirmed:



**Andrew Wardlaw, GENERAL MANAGER**

Confirmed:



**Alwyn Boyd, MAYOR**