



BURNIE
CITY COUNCIL

MINUTES

Ordinary Meeting

TUESDAY, 11 DECEMBER 2018

7.00PM

CITY OFFICES, 80 WILSON STREET, BURNIE

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO333-18	COUNCILLOR DECLARATIONS OF INTEREST	5
AO334-18	CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 20 NOVEMBER 2018	9
<i>MOTIONS ON NOTICE</i>		
AO335-18	MOTION ON NOTICE - UPPER BURNIE SPORTS CENTRE	10
AO336-18	MOTION ON NOTICE - CATERING FOR COUNCIL MEETINGS	14
<i>PUBLIC QUESTION TIME</i>		
AO337-18	PUBLIC QUESTION TIME	17
<i>OFFICERS' REPORTS</i>		
<i>COMMUNITY AND ECONOMIC DEVELOPMENT</i>		
AO338-18	FINANCIAL MANAGEMENT SPONSORSHIP AND DONATIONS FINANCIAL ASSISTANCE GRANTS 2018-2019 ROUND TWO	19
<i>CORPORATE AND BUSINESS SERVICES</i>		
AO339-18	COUNCILLOR APPOINTMENTS TO SPECIAL COMMITTEES AND REGIONAL BODIES	23
<i>GENERAL MANAGER</i>		
AO340-18	GENERAL MANAGER'S REPORT - OPEN SESSION	31
AO341-18	GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES NOVEMBER 2018	44
AO342-18	GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES NOVEMBER 2018	54
AO343-18	GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT NOVEMBER 2018	60
AO344-18	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES NOVEMBER 2018	72

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
<i>COUNCIL COMMUNICATIONS</i>		
AO345-18	COMMUNICATIONS JOURNAL DECEMBER 2018	88
AO346-18	COMMUNICATIONS JOURNAL - CRADLE COAST WASTE MANAGEMENT GROUP - ANNUAL REPORT 2017/2018	103
AO347-18	RECONSIDERATION OF DEFERRED MATTER: TEN DAYS ON THE ISLAND - PROPOSED PROJECT FUNDING ASSISTANCE	136
AO348-18	COMMUNICATIONS JOURNAL - TEN DAYS ON THE ISLAND - PROPOSED PROJECT FUNDING ASSISTANCE	138
AO349-18	COMMUNICATIONS JOURNAL - P.E. AND M.L. HODGKINSON - UPGRADE AND BEAUTIFICATION TO THE UPPER BURNIE SHOPPING CENTRE	146
<i>MINUTES AND REPORTS OF COMMITTEES</i>		
AO350-18	BURNIE CITY YOUTH COUNCIL UNCONFIRMED MINUTES OF MEETING HELD ON 1 NOVEMBER 2018	154
AO351-18	BURNIE REGIONAL ART GALLERY SPECIAL ADVISORY COMMITTEE MEETING UNCONFIRMED MINUTES OF MEETING HELD ON 26 NOVEMBER 2018	164
AO352-18	BURNIE REGIONAL MUSEUM SPECIAL ADVISORY COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 26 NOVEMBER 2018	169
AO353-18	UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 29 OCTOBER 2018	172
AO354-18	WESTERN EMERGENCY MANAGEMENT COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 16 AUGUST 2018	175
<i>NON AGENDA ITEMS</i>		
AO166-18	NON AGENDA ITEMS	190

**MINUTES OF THE OPEN SESSION ORDINARY MEETING
OF THE BURNIE CITY COUNCIL
HELD AT THE CITY OFFICES ON TUESDAY, 11 DECEMBER 2018**

HOUR: 6.00 pm- 6.01 pm
7.00 pm – 8.03 pm

TIME OCCUPIED: 1 hour 4 minutes

PRESENT: Acting Mayor G Simpson, Cr T Brumby, Cr K Dorsey, Cr A Keygan, Cr C Lynch, and Cr D Pease.

Officers in Attendance:

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

APOLOGIES: Cr T Bulle and A Boyd were previously granted a leave of absence at the meeting held on 20 November 2018. Mayor S Kons was an apology.

AO333-18 COUNCILLOR DECLARATIONS OF INTEREST

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

There were no declarations of interest.

'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
AC167-18 COUNCIL ALDERMAN DECLARATIONS OF INTEREST	15(2)(g)
AC168-18 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 20 NOVEMBER 2018	15(2)(g)
AC169-18 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC170-18 MOTION ON NOTICE - 10 SMITH STREET WIVENHOE	15(2)(f)
AC171-18 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC172-18 PERSONNEL REPORT NOVEMBER 2018	15(2)(a)
AC173-18 BURNIE AQUATIC CENTRE NATURAL GAS TENDER	15(2)(d)
AC174-18 ECONOMIC AND COMMUNITY DEVELOPMENT OPPORTUNITY	15(2)(f)
AC175-18 FUTURE OF LAND AT 10 SMITH STREET WIVENHOE	15(2)(f)
AC176-18 OUTSTANDING DEBTORS	15(2)(j)
AC177-18 DIRECTOR OF LOCAL GOVERNMENT - COMPLIANCE AUDIT - LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2015	15(2)(g)
AC178-18 COUNCILLORS PROFESSIONAL DEVELOPMENT - REQUEST	15(2)(g)
AC179-18 COMMUNICATIONS JOURNAL - UNIVERSITY OF TASMANIA - BAND ROOMS AT WEST PARK	15(2)(g)
AC180-18 NON AGENDA ITEMS	15(2)(f)
AC181-18 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC182-18 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 AC167-18 to AC182-18 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

COUNCIL RESOLUTION

Resolution number: MO431-18

MOVED: Cr D Pease

SECONDED: Cr A Keygan

“THAT the meeting be closed to the public to enable Council to consider agenda items AC167-18 to AC182-18 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

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

Against:

CARRIED UNANIMOUSLY

Reg Confidential Reason

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

RESUMPTION

At 7.00pm the Meeting of Council resumed in Open Session.

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

Officers in Attendance:

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

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 Reverend Noel Bowditch from the Anglican Church.

**AO334-18 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING
OF COUNCIL HELD ON 20 NOVEMBER 2018****RECOMMENDATION:**

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

COUNCIL RESOLUTION

Resolution number: MO432-18

MOVED: Cr A Keygan

SECONDED: Cr D Pease

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

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

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO335-18 MOTION ON NOTICE - UPPER BURNIE SPORTS CENTRE**

FILE NO: 15/5/2
PREVIOUS MIN:

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

“THAT an investigation of the Upper Burnie Sports Centre be conducted by Council to:

- 1) Compare the costs associated with updating and upgrading the Centre to current standards with the costs of replacing the facility.***
- 2) Determine if the building meets the current and anticipated future needs of the Burnie Municipality.”***

COUNCILLOR’S COMMENTS

The Upper Burnie Sports Centre is an aged facility that has very high usage. Given the facilities importance to the sporting fabric of Burnie it is prudent that Council are well informed about the Centre in order to adequately budget for all eventualities and needs.

Presumably, there will be a point in time where the Centre is no longer meeting current needs and standards and/or the cost of maintaining the Centre over an extended period will be greater than the capital value of rebuilding.

GENERAL MANAGER’S COMMENTS**Background**

The Burnie Sports Centre is used for a variety of sports. The building is relatively old and reflects the standards of the day.

Council has in the recent past identified the need to refer a number of projects associated with the facility to the budget process for consideration, these have included:

- Replacement of the court floor – Hall 1
 - Upgrading/updating the toilets/change rooms
 - New toilet and change rooms – Rugby clubrooms
-

At the November meeting minutes of the Burnie Sports Centre Committee were received, which noted discussion on various projects at the facility including those above and additionally:

- Upgrade of hall lighting (officers have investigated LED lighting)
- Burnie Basketball Gym extension
- Energy cost concerns: investigation into gas water heating and energy saving opportunities

It is noted that DDA access to Hall 1 (main stadium) is restricted. The court in hall 2 is not compliant with current playing standards and an accommodation of reduced run off distances has been negotiated in the past with the relevant association.

Adjacent to the Sports Centre are more modern club rooms which provide a meeting space for various clubs and facilitates that use of the adjacent oval. The desire for separate change room facilities for this building are noted above.

These notes identify that a range of upgrade and improvement needs have been identified by users for Council's consideration, to support current utilisation.

Legislative Requirements

This report presents no direct legislative implications for Council.

However in progressing the actions noted in the motion there will be a need to consider how Council and the facility comply with relevant legalisation and consider opportunities to address deficiencies if a need is identified.

Policy Considerations

As the need arises Council reviews the services and facilities it provides to the community. This report is consistent with that practice.

Financial Impact

This report does not present any financial implications to Council. The review process noted would involve internal resources being used.

The outcome of the review may involve allocation of funds via operational and capital works budget processes.

Discussion

There are two components to the motion to consider.

Building Condition and Needs Assessment

Council is aware of a number of building renewal and upgrade requests that have been raised by the users of the facility, and which have been programmed for further review and consideration as part of budget processes.

These works will have a significant cost implication for Council.

Other issues have been noted in the recent Sports Centre minutes for consideration.

Undertaking a condition and compliance audit of the facility, identifying improvement needs and costing same, will aid in developing a more thorough understanding of the investment that may be needed to address user needs and compliance requirements, support future deliberations by Council and inform discussion with stakeholders.

Future Planning: Burnie Sports Centre

Significant investment has been flagged for consideration at the Sports Centre. However there may be other opportunities to meet the needs of current users, facilitate greater utilisation and support new uses of the facility.

To understand this opportunity a recreational planning assessment would need to be conducted to develop this future picture.

Such an assessment may involve

- Stakeholder consultation: current users of the facility and their longer term needs associated with their use of the facility.
- Community consultation: how does the community view the facility, are there unmet needs and other potential users?
- Use/utilisation assessment.
- Deficiencies and limitations of the facility (refer to building assessment).
- Appropriateness of the current location of the facility.

These and other considerations would provide clarity in user and community expectation and needs, would aid Council in understanding the merits of such needs and expectations, explore how these may be met either by addressing deficiencies in the existing facility, developing a new facility or better utilising existing facilities in Council ownership or other community accessible facilities and cost implications of these options.

Risk

The suggested actions noted in this report would aid Council to better understand the various opportunities it may have in addressing the needs and expectations of current and future users of the Burnie Sports Centre.

In doing so, there is an opportunity to weigh up the various risks and opportunities presented in the final report and support Council's future deliberation on this matter.

Consultation

Progressing the actions noted in this report will require consultation with relevant Council officers and stakeholder groups.

COUNCIL RESOLUTION

Resolution number: MO433-18

MOVED: *Cr D Pease*

SECONDED: *Cr C Lynch*

"THAT an investigation of the Upper Burnie Sports Centre be conducted by Council to:

- 1) Compare the costs associated with updating and upgrading the Centre to current standards with the costs of replacing the facility.***
- 2) Determine if the building meets the current and anticipated future needs of the Burnie Municipality."***

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

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE**AO336-18 MOTION ON NOTICE - CATERING FOR COUNCIL MEETINGS**

FILE NO: 15/5/2

PREVIOUS MIN:

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

“THAT Council explore and make a determination as to the cost and benefit of providing food catered from local cafes for meetings.”

COUNCILLOR’S COMMENTS

The previous Council decided, after the suggesting that we cater food from local businesses providing patronage to Burnie Business, that they would prefer to do without?

It was an illogical decision that reverberated for 4 years through the council chambers.

We have numerous staff members that we must provide a meal for that cater from local business, an additional order of say \$100 of sandwiches/rolls/salad/fruit/pasta is not extravagant nor unfounded.

There are now at least 6 Councillors that work full-time and would generally come directly from work to Council meetings.

The time between meetings (open and closed sessions) allow Councillors a chance to talk about issues or beliefs without the pressure of a meeting environment.

This is part of WH&S, a chance for some comradeship, the ability to spend Council funds in the community assisting business, a chance for discussion, a chance to exchange ideas, and an opportunity to discuss issues openly with the EMT and hopefully build a better Burnie.

GENERAL MANAGER’S COMMENTS

Traditionally Council had an arrangement for the provision of a meal between Closed and Open Council sessions of the monthly council meetings, that was catered by the Burnie Arts & Function Centre.

This arrangement was reviewed by Council following a motion on notice by Ald Dorsey on 15 September 2015 (AO218-15). The motion was lost.

“THAT Council:

- 1) Resolve to review to meal policy enjoyed by Aldermen including the cost to provide the meals; and***
- 2) That consideration be given to local businesses on a rotational basis to cater to the functions and meeting of Council.***

Following this formal motion being not supported, and subsequent media attention, aldermen at the time then requested that the meals no longer be provided.

Council is free to reconsider that arrangement as it sees fit.

This motion calls for catering to be undertaken by local cafes. This can be coordinated by officers internally. It will introduce an additional cost for meeting expenses that has since been reduced in the budget based on current practice.

Provision of light refreshments from local cafes is already provided at workshop sessions.

It is understood that this motion refers specifically to a meal provision for monthly Council Meetings, and that the intent of seeking meals from local cafes indicates that meals would be of a light snack in nature.

If Council is of a mind to reintroduce meals for Council Meetings, it is recommended that it simply makes a decision of that nature rather than seeking to investigate and make a decision on a report at a later stage.

Alternative Motions

“That Council request the provision of light meals catered from local cafes, for Council Meetings each month.”

Or

“That Council continue its current practice of not having meals catered for Council Meetings.”

COUNCIL RESOLUTION

Resolution number: MO434-18

MOVED: Cr K Dorsey

SECONDED: Cr T Brumby

“THAT Council request the provision of light meals catered from local cafes, for Council Meetings each month.”

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

Against:

CARRIED UNANIMOUSLY

PUBLIC QUESTION TIME**AO337-18 PUBLIC QUESTION TIME****FILE NO: 15/5/5**

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

What to do?

Council has adopted a procedure whereby any person wishing to ask a question must write it out on the form provided (available at www.burnie.net and at the entry to the Meeting Room).

This form 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)
- Please ask your questions clearly and as 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

Kirk Pinner of Burnie asked the following questions:

- 1) *What is the cost per cruise ship for shuttle buses to transport passengers & crew from the Port to Makers Workshop and return ? (If this varies per ship and the number of buses, what is the budget for the 18/19 cruise ship season.)*
- 2) *What is Burnie City Council's plan to negate or share the cost of shuttle buses with other Local Government's, given that other municipalities are financially benefiting at the expense of Burnie Rate Payers.*

The Director Community and Economic Development advised: The cost per ship is dependent on the size of the ship. The net costs to the Council for 2018/19 cruise ship season is \$125,995. The net cost to council in the provision of the shuttle busses is \$74,785.

Council receives a contribution from TasPorts and from larger ships when a greater effort is required to shuttle the number of passengers. It is expected that these costs will increase significantly with a 50% increase in the number of cruise ships in 2019/20.

The Council is in a second year of three year memorandum of understanding with TasPorts significantly increasing their contribution from previous years. Burnie presented a paper to the Cradle Coast Authority in 2017/18 and this was considered by Cradle Coast Authority Representatives at their meeting on 24 May 2018 and it was determined not to provide any funding to support Burnie City Council. Following the release of the Statewide Cruise Shipping review, Council is working with the Cradle Coast Authority, TasPorts and Tourism Tasmania to develop a plan to ensure the regional benefits of Cruise Ships are maximised and the servicing of cruise shipping is placed on a sustainable basis. This could include contributions from other councils in the region, or passing costs onto the cruise ships.

COMMUNITY AND ECONOMIC DEVELOPMENT**AO338-18 FINANCIAL MANAGEMENT
SPONSORSHIP AND DONATIONS
FINANCIAL ASSISTANCE GRANTS 2018-2019 ROUND TWO**

FILE NO: 13/22/1
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	1.3.1	Enhance and promote opportunities for recreation and leisure around our natural assets

1.0 RECOMMENDATION:

"THAT Council approves the following grants from Round Two of Council's Financial Assistance Grants to Clubs, Organisations, Individuals and Waste Disposal Costs for Charitable and Not-for-Profit Organisations 2018-19:

<i>Zodiac Gymnastics</i>	<i>\$7,500</i>
<i>Burnie Basketball Association</i>	<i>\$7,772</i>
<i>Pain Revolution, University of South Australia</i>	<i>\$599</i>
<i>Tasmanian Conservation Trust</i>	<i>\$3,000</i>
<i>Total</i>	<i>\$18,871</i>

2.0 SUMMARY

Council's 2018-2019 Financial Assistance Grants to Clubs and Organisations and Waste Disposal for Charitable Organisations Grants closed on Friday 19 October 2018. This report presents the recommended grants for Round Two.

3.0 BACKGROUND

Council's Financial Assistance Grants Policy (CP-CBS-SG-002) sets out a framework for Council to provide financial assistance to Burnie based clubs and community organisations who work to benefit the community of Burnie.

Two rounds of Financial Assistance and Waste Disposal Grants are conducted each year.

4.0 LEGISLATIVE REQUIREMENTS

There are no legislative requirements impacting on this report.

5.0 POLICY CONSIDERATIONS

The grant process is conducted in accordance with Council's policy Financial Assistance Grants (CP-CBS-SG-002), which is reviewed periodically by Council.

6.0 FINANCIAL IMPACT

The following amounts have been allowed for in Council's 2018-19 Budget:

Description	Amount	Reference
Financial Assistance Grants – Rounds 1 and 2	\$58,000	2150.120.338
State Representatives Allowance	\$10,000	2150.120.338
Minor Requests – Discretion of Mayor	\$2,500	2105.115.339
Waste Disposal Costs – Charitable Institutions	\$4,750	2710.110.439
Total Assistance Budgeted 2018-19	\$75,250	

Round 1 allocated \$27,647. In addition, the following amounts have been committed:

- \$1,000 for Food License Permits;
- \$6,783 Committed 3yr Sponsorship 2016-19;
- \$774 Committed 3yr Sponsorship 2017-2020;
- \$400 NAIDOC Week and
- \$1,500 Special Children's Christmas Party.

This leaves a balance of \$19,896 available for Round Two grants.

7.0 DISCUSSION

The merits of each application are considered against criteria underpinned by project plan, promotion of the project, sustainability of project, administration and financial support/other sponsorship (if applicable), contribution to community, meeting target needs and goals of BCC strategic plan (if applicable).

The Burnie Bridge Club submitted an application for half the cost of a defibrillator, however following discussions with the Burnie Rotary Club who have confirmed they will provide the funding for this item, the Bridge Club has withdrawn the application.

8.0 RISK

No substantial risks have been identified.

9.0 CONSULTATION

The applications for Financial Assistance and Waste Disposal Costs for Charitable Organisations were provided at a Council Workshop on 27 November 2018.

ATTACHMENTS

1↓. [FAG Round Two Listing 2018-19](#)

COUNCIL RESOLUTION

Resolution number: MO435-18

MOVED: Cr K Dorsey

SECONDED: Cr A Keygan

"THAT Council approves the following grants from Round Two of Council's Financial Assistance Grants to Clubs, Organisations, Individuals and Waste Disposal Costs for Charitable and Not-for-Profit Organisations 2018-19:

<i>Zodiac Gymnastics</i>	<i>\$7,500</i>
<i>Burnie Basketball Association</i>	<i>\$7,772</i>
<i>Pain Revolution, University of South Australia</i>	<i>\$599</i>
<i>Tasmanian Conservation Trust</i>	<i>\$3,000</i>
<i>Total</i>	<i>\$18,871</i>

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

Against:

CARRIED UNANIMOUSLY

CORPORATE AND BUSINESS SERVICES**AO339-18 COUNCILLOR APPOINTMENTS TO SPECIAL COMMITTEES AND REGIONAL BODIES**

FILE NO: 2/5/23
PREVIOUS MIN: AO314-18

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT Council:

- 1) Amend the Burnie Australia Day Special Committee Rules to allow for two councillor appointments, and that the Council will appoint the chair; and appoint both Cr Dorsey and Cr Keygan, with Cr Dorsey as chair;***
- 2) Amend the Burnie City Youth Council Special Committee Rules to allow for two councillor appointments in non-voting advisory roles, and appoint both Deputy Mayor Simpson and Cr Brumby;***
- 3) Appoint Cr Boyd and Cr Brumby to the Burnie Community Safety Advisory Special Committee;***
- 4) Appoint Mayor Kons and Cr Lynch to the Burnie Regional Art Gallery Special Advisory Committee;***
- 5) Appoint Cr Lynch to the Burnie Regional Museum Special Committee with Cr Dorsey as proxy;***
- 6) Appoint Cr Keygan and Cr Pease to the Burnie Sports Centre Special Committee;***
- 7) Appoint all nine councillors to the General Manager’s Performance Review Special Committee;***
- 8) Appoint Mayor Kons to the Public Art Projects Special Committee, with Cr Pease as proxy;***
- 9) Appoint Cr Boyd to the Upper Natone Reserve Special Committee and as Council representative on the Bush Watch committee, with Cr Dorsey as proxy;***
- 10) Appoint Deputy Mayor Simpson to the Youth Making Changes Around Burnie Special Committee with Cr Lynch as proxy;***
- 11) Appoint Cr Dorsey and Cr Keygan to the Burnie City Council Audit Committee with***

Cr Boyd as proxy;

- 12) *Appoint Cr Lynch to the West Park Users Working Group, and appoint Mr Ron Blake OAM as an independent member on the Working Group;***
- 13) *Appoint Cr Bulle to the Western Emergency Management Planning Committee, with Cr Boyd as proxy; and***
- 14) *Authorise the Mayor to fill casual vacancies or appoint proxies on any special committee, advisory committee or representative body."***

2.0 SUMMARY

The report has been prepared to enable Council to make appointments to special committees, regional bodies and working groups following the 2018 Local Government elections.

3.0 BACKGROUND

Appointments have traditionally been made after local government elections for two year terms. Following the change of elections to four-year terms, Council agreed to continue reviewing appointments every two years, allowing the opportunity for review and change at that point if desired.

Each of the Special Committee Rules will be revised in the coming year, and will include an update to reflect two-year appointments for Councillors in each of their Rules. There is nothing preventing re-appointment to the same committee if councillors wish to renominate after that time.

4.0 LEGISLATIVE REQUIREMENTS

Section 24 of the *Local Government Act 1993* provides the power for Councils to establish special committees; including the appointment of members, setting of rules and meeting procedures as it sees fit.

The special committees each have Rules that set out the objectives and scope of operation, known as the Schedule of Delegation of Authority and Operating Procedures. Each of these documents are publically available at www.burnie.net

Following the introduction of the Audit Panel as a separate requirement under the Act, there is now clarification that the Audit Committee is no longer established as a special committee under section 24, but operates according to the Ministerial Orders for Audit Panel, issued in accordance with the Act. Appointments to the Audit Committee are included in this report. When this schedule is reviewed, it will be renamed to Audit Panel and its terms reviewed as a separate body in accordance with the Orders.

5.0 POLICY CONSIDERATIONS

There are no current Council policies that impact the appointment of councillors to committees.

Relevant documents for the governance of committees are:

- The Schedule of Delegation of Authority and Operating Procedures for each special committee
- The Schedule of Delegation of Authority and Operating Procedures and Ministerial Orders for the Audit Committee
- Terms of Reference for the Western Emergency Management Planning Committee

6.0 FINANCIAL IMPACT

There are no financial impacts on appointments to committees.

7.0 DISCUSSION

Review of all Committee Schedules

Each of the Special Committee Schedules (Rules) will be reviewed in the coming year which allow Council the opportunity to review each of the Schedules in full, particularly in terms of the scope, function, and composition of each committee.

It is suggested that the revised Rules provide for councillor proxies to attend all meetings in an ex-officio capacity if they wish, in order for them to be familiar with the committee business.

Due to the expressions of interest in some of the committees by current councillors, it is suggested that the Rules be amended to allow for the appointment of two councillors. This has been included in the recommended motion at the start, for two committees: Burnie Australia Day Special Committee and Burnie City Youth Council Special Committee.

Burnie Australia Day Special Committee

In the current Rules, the appointed councillor becomes the Chair of the Committee (unless declined). In order to allow for two appointments, the recommendation in this report therefore includes in the Rule change that Council will appoint the chair.

Burnie City Youth Council Special Committee

The current Rules do not specifically allow for the appointment of councillors to the Youth Council. Presumably this is because the Youth Council is made up of the youth representatives only which operates in the same voting manner as 'big council'. Historically, Council has always appointed someone to this committee. Therefore the recommendation in this report includes the Rule change to allow for the appointment of two councillors, but in a non-voting advisory role, as is current practice.

Summary of Committees

The following table lists the stated purpose of each committee and the required number of appointments for each.

Special Committees (established under s.24 Local Government Act 1993)		
Name of Committee	Purpose	Representative
Burnie Australia Day Special Committee	To co-ordinate Australia Day ceremony and celebrations, call for nominations and determine Australia Day awards, and promote Australia Day in Burnie.	Current rules allow 1 councillor and 1 proxy Recommend amend rules to allow two councillors, with Council to appoint chair
Burnie City Youth Council Special Committee	To advise Council on matters relating to youth, and for participants to become familiar with the concepts and procedures which relate to the operations of Local Government.	Current rules do not allow for appointment. Recommend appoint two councillors as non-voting advisory roles.
Burnie Community Safety Advisory Special Committee	To advise Council on matters relating to community safety issues, and to achieve a greater focus on safety outcomes at a local community level.	2 councillors No proxy
Burnie Regional Art Gallery Special Advisory Committee	To support the maintenance and sustainability of the Burnie Regional Art Gallery as a regional gallery, to support access to a wide range of exhibitions and activities, and support the acquisitions program.	2 councillors No proxy
Burnie Regional Museum Special Advisory Committee	To support the development and operations of the Museum as a visitor experience and centre for research, ensure the conservation of the Museum collection, provide advice to council on marketing and promotion, and strengthen relationships with other cultural groups.	1 councillor Suggest include proxy (will be added to Rules review)
Burnie Sports Centre Special Committee	To manage the functions and operations of the Burnie Sports Centre, promote use and maximise viability, market the centre, establish maintenance programs, and review user arrangements.	2 councillors No proxy
General Manager's Performance Review Special Committee	To undertake the annual performance review of the General Manager	All 9 councillors No proxy
Public Art Projects Special Committee	To evaluate and assess all public art proposals (commissions, submissions and gifts) against the prescribed criteria of the Public Art Policy CP-CBS-SG-039 and be responsible for identifying new public art opportunities and making recommendations to Council.	1 councillor 1 proxy
Upper Natone Reserve Special Committee	To manage the operation of the reserve and promote the use of the facility to maximise its viability.	1 councillor 1 proxy

Special Committees (established under s.24 Local Government Act 1993)		
Name of Committee	Purpose	Representative
Youth Making Changes Around Burnie Special Committee	To advise Council on matters relating to youth, to allow participants to become familiar with the concepts and procedures which relate to the operations of Local Government, and to work on community projects and youth focused events.	1 councillor 1 proxy

Other Bodies / Working Groups		
Name of Committee	Purpose	Representative
Burnie City Council Audit Committee	To assist Council in providing a transparent and independent process in its financial management to ensure accountability to the community in the governance, management and allocation of resources.	2 councillors 1 proxy
West Park Users Working Group	This working group has been established by Council to develop a user group model at West Park Oval. It is expected that a Special Committee will later be formed.	1 councillor
Western Emergency Management Planning Committee	To ensure that the three municipalities making up the Western Combined Area (Burnie, Circular Head and Waratah-Wynyard) meet their responsibilities under the Emergency Management Act 2006, in particular s22.	1 councillor 1 proxy

Under the Western Emergency Management Planning Committee Terms of Reference, the committee includes the Mayors of each Council or their delegate.

For completeness, the following table lists appointments to regional bodies that were made at the Council Meeting of 20 November 2018, AO314-18.

Regional Bodies	
Name of Body	Appointment
Cradle Coast Authority Representatives Group	Mayor and Deputy Mayor appointed AO314-18
Local Government Association of Tasmania (voting delegate)	Mayor appointed as Voting Delegate and Deputy Mayor as proxy AO314-18
Tasmanian Water and Sewerage Corporation Pty Ltd (owner representative)	Mayor appointed as Owner's Representative AO314-18

It has been Council's past practice that the Mayor be given the authorisation to fill any casual vacancies on Special Committees and regional bodies and to appoint proxies at times

when appointed Councillors are unable to attend. This ensures that Council is always able to be represented at meetings with the appropriate voting rights.

8.0 RISK

The Delegation of Authority and Operating Procedures (the Rules) provide for the functions of the Special Committees and also impose restrictions on the powers of the Special Committees. These Rules seek to minimise risk in the operation of the committees.

The review of all Schedules will improve this aspect by bringing consistency to the Rules across all the committees, by clarifying roles, procedures to be followed, and limitations on authority.

Some committees or bodies, such as the audit committee and the community safety committee contribute to risk minimisation by their nature and purpose.

External members of the Special Committees are covered by Council's personal accident insurance.

Councillors are covered by Council's insurance policies in their capacity as a Councillor for duties undertaken at the direction of Council and in accordance with the role and functions of a Councillor.

9.0 CONSULTATION

Councillors discussed their committee preferences at a workshop on 27 November 2018, prior to compiling this report.

ORIGINAL MOTION

Resolution number: MO436-18

MOVED: *Cr A Keygan*

SECONDED: *Cr C Lynch*

"THAT Council:

- 1) Amend the Burnie Australia Day Special Committee Rules to allow for two councillor appointments, and that the Council will appoint the chair; and appoint both Cr Dorsey and Cr Keygan, with Cr Dorsey as chair;***
- 2) Appoint Deputy Mayor Simpson to the Burnie City Youth Council Special Committee and Cr Brumby as proxy;***
- 3) Appoint Cr Boyd and Cr Brumby to the Burnie Community Safety Advisory Special Committee;***

- 4) *Appoint Mayor Kons and Cr Lynch to the Burnie Regional Art Gallery Special Advisory Committee;*
- 5) *Appoint Cr Lynch to the Burnie Regional Museum Special Committee with Cr Dorsey as proxy;*
- 6) *Appoint Cr Keygan and Cr Pease to the Burnie Sports Centre Special Committee;*
- 7) *Appoint all nine councillors to the General Manager's Performance Review Special Committee;*
- 8) *Appoint Mayor Kons to the Public Art Projects Special Committee, with Cr Pease as proxy;*
- 9) *Appoint Cr Boyd to the Upper Natone Reserve Special Committee and as Council representative on the Bush Watch committee, with Cr Dorsey as proxy;*
- 10) *Appoint Deputy Mayor Simpson to the Youth Making Changes Around Burnie Special Committee with Cr Lynch as proxy;*
- 11) *Appoint Cr Dorsey and Cr Keygan to the Burnie City Council Audit Committee with Cr Boyd as proxy;*
- 12) *Appoint Cr Lynch to the West Park Users Working Group, and appoint Mr Ron Blake OAM as an independent member on the Working Group;*
- 13) *Appoint Cr Bulle to the Western Emergency Management Planning Committee, with Cr Boyd as proxy; and*
- 14) *Authorise the Mayor to fill casual vacancies or appoint proxies on any special committee, advisory committee or representative body."*

The motion was not put to the vote due to the following amendment motion being moved.

AMENDMENT MOTION

MOVED: Cr K Dorsey

"That point 1 of the motion be amended to read "Appoint Cr Dorsey to the Burnie Australia Day Special Committee and Cr Keygan as proxy".

The amendment motion lapsed for want of a seconder.

The meeting returned to the original motion.

COUNCIL RESOLUTION

MOVED: Cr A Keygan

SECONDED: Cr C Lynch

“THAT Council:

- 1) Amend the Burnie Australia Day Special Committee Rules to allow for two councillor appointments, and that the Council will appoint the chair; and appoint both Cr Dorsey and Cr Keygan, with Cr Dorsey as chair;**
- 2) Appoint Deputy Mayor Simpson to the Burnie City Youth Council Special Committee and Cr Brumby as proxy;**
- 3) Appoint Cr Boyd and Cr Brumby to the Burnie Community Safety Advisory Special Committee;**
- 4) Appoint Mayor Kons and Cr Lynch to the Burnie Regional Art Gallery Special Advisory Committee;**
- 5) Appoint Cr Lynch to the Burnie Regional Museum Special Committee with Cr Dorsey as proxy;**
- 6) Appoint Cr Keygan and Cr Pease to the Burnie Sports Centre Special Committee;**
- 7) Appoint all nine councillors to the General Manager’s Performance Review Special Committee;**
- 8) Appoint Mayor Kons to the Public Art Projects Special Committee, with Cr Pease as proxy;**
- 9) Appoint Cr Boyd to the Upper Natone Reserve Special Committee and as Council representative on the Bush Watch committee, with Cr Dorsey as proxy;**
- 10) Appoint Deputy Mayor Simpson to the Youth Making Changes Around Burnie Special Committee with Cr Lynch as proxy;**
- 11) Appoint Cr Dorsey and Cr Keygan to the Burnie City Council Audit Committee with Cr Boyd as proxy;**
- 12) Appoint Cr Lynch to the West Park Users Working Group, and appoint Mr Ron Blake OAM as an independent member on the Working Group;**
- 13) Appoint Cr Bulle to the Western Emergency Management Planning Committee, with Cr Boyd as proxy; and**
- 14) Authorise the Mayor to fill casual vacancies or appoint proxies on any special committee, advisory committee or representative body.”**

For: Cr T Brumby, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr D Pease.

Against: Cr K Dorsey.

CARRIED

GENERAL MANAGER**AO340-18 GENERAL MANAGER'S REPORT - OPEN SESSION**

FILE NO: 4/18/2
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.2	Council and the community are informed and engaged on issues of local importance.
Strategy	7.2.1	Enhance the level of community and organisational engagement across a range of Council operations.

1.0 RECOMMENDATION:

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

2.0 SUMMARY

This report includes the following items:

- 2.1 General Manager’s Communications
- 2.2 Foundation Councils ICT Shared Services
- 2.3 Council Meeting Action List

2.1 GENERAL MANAGER'S COMMUNICATIONS

The General Manager advises Council the following functions and meetings were attended, since the last Council Meeting report:

Date	Meeting / Function
13 November	Meeting with Anita Dow MP and David O'Byrne MP (Shadow Minister for Local Government and Planning)
	CCA - Board Meeting
14 November	Meeting with Deloittes
15 November	2019 Performing Arts Subscription Season Launch
16 November	CCA - Board Discussion
19 November	Commonwealth Bank of Australia Global Markets - dinner with Currency and International Economist Joe Capurso
20 November	CCA - Board Discussion
21 November	BCCI Networking Breakfast with Guest Speaker Viktor Zappner
	BCCI General Meeting
22 November	CCA - Representatives Meeting
23 November	Meeting with Warren Moore, Braddon Business Centre
26 November	Cradle Coast Authority - Implementation of Local Provisions - Steering Committee Meeting
29 November	TasWater General Meeting and AGM
30 November	Meeting with Brett Smith, Cradle Coast Authority
1 December	Elphinstone Open Day and Official Opening of Ormsby Street facility
3 December	Meeting with Daryl Connelly, Cradle Coast Authority

2.2 FOUNDATION COUNCILS ICT SHARED SERVICES

Background

Burnie, Circular Head and Waratah-Wynyard councils are on a journey to determine whether sharing services, such as the provision of ICT, can help deliver more efficient and sustainable services to their respective communities.

This report provides an update to Foundation Member Councils from project commencement to report date and outlines project processes and objectives achieved to date.

Project Process

Phase 1: Assess the opportunity

The project was split into two phases with all current work being to assess the opportunity that Member Councils have to deliver more efficient services to their respective communities through a shared services platform.

The outcome was to baseline the current ICT environments, identify potential shared services opportunities and to develop the supporting business case to establish whether there is a case for progressing the project further.

Through this process each Member Council has produced a master list of Key Applications that are utilised to deliver services and business processes within Council. The initial phase of reviewing consortium software has concentrated on the 10 most important applications used within each Member Council taking into consideration frequency of use, number of users and annual maintenance costs.

The detail sought on these applications also included current contract terms, version of the application and consideration to how effective the application was delivering current business functions.

The three outcomes of this process were then mapped to identify where there may be multiple applications supporting the same business process at varying degrees of functionality and technical quality. The project has been utilising the Queensland Government Technology classification framework as a reference to which domain each application belongs, such as Transactional Software and Content Management.

Each Member Council is also preparing a master list of hardware, networks and supporting infrastructure which allows the above applications to be delivered. The desired outcome of this process will be to identify where key infrastructure is at within its life cycle, review any contractual terms and to review current costs.

An overlay of this information will allow an assessment of where any gaps may exist, duplications and to assist in identifying opportunities with the Member Council's infrastructure.

Outcomes

Through the application mapping process it was revealed that many business processes across Councils are provided via applications utilised by two Member Councils. This is visible in the domain of Transactional Software, Content Management, Desktop Publishing and other Special Purpose Software.

The above discussed processes has also lead to the development of a draft list of potential shared services to be considered as part of the next phase of this project.

These services will be considered after defining a criteria for assessing whether a service has the potential to be a foundation shared service and allow section of an application and service to be tested across the three Member Councils.

2.3 COUNCIL MEETING ACTION LIST

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

ATTACHMENTS

1. [Open Session - All Actions - 20 November 2018](#)
2. [Open Session - Outstanding Actions - Sep 2015 to Oct 2018](#)

COUNCIL RESOLUTION

Resolution number: MO437-18

MOVED: *Cr T Brumby*

SECONDED: *Cr A Keygan*

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

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

Against:

CARRIED UNANIMOUSLY

Council Meeting Action Report			
All Actions for Open Session of 20 November 2018			
Key:		RES = Action arising from Resolution; ACT = Action required in addition;	Date From: 20/11/2018
	QON = Question on Notice;	NOTE = Progress Note	Date To: 20/11/2018
			Printed: Friday, 30 November 2018 2:20PM
Item Number	Report Title	Action	Department Completed
AO303-18	MOTION ON NOTICE - INVESTIGATE WATERSLIDE COSTS	22/11/2018 RES: Investigate the cost to install a waterslide at the Aquatic Centre, and a timeline for 50m pool upgrade, in consultation with working with the Aquatic Centre Working Group, Youth Council and Aquatic Centre operator, per AO303-18.	Works and Services
Council 20/11/2018			
AO304-18	MOTION ON NOTICE - NWFL AND DFA GRAND FINALS	22/11/2018 RES: Write to the NWFL and DFA re the scheduling of grand finals in accordance with the resolution of Council AO304-18.	Community and Economic Development
Council 20/11/2018			
AO305-18	MOTION ON NOTICE - PROPOSAL FOR COUNCIL TO ADOPT THE TERM COUNCILLOR	22/11/2018 RES: Undertake a process to convert terminology from Alderman to Councillor throughout council, in accordance with the resolution of council AO305-18. 27/11/2018 NOTE: Updates in progress; most documentation may take over 12 months as documents come due for review.	Corporate and Business Services
Council 20/11/2018			
AO306-18	MOTION ON NOTICE - LOCAL TRADER MARKETING GRANTS CRITERIA	22/11/2018 RES: Update documentation and communicate to reflect the change in criteria for the Local Trader Marketing Grants program, as approved by resolution AO306-18.	Community and Economic Development
Council 20/11/2018			
AO307-18	MOTION ON NOTICE - PROPOSED ALLOCATION FOR BURNIE CHRISTMAS PROMOTIONS	22/11/2018 RES: Undertake a Christmas festivities marketing program with the approved \$5K allocation from the Local Traders Marketing Grants program, per AO307-18.	Community and Economic Development
Council 20/11/2018			
AO308-18	MOTION ON NOTICE - PROPOSED FEE REDUCTION IN MULTI-STOREY CAR PARK FOR CHRISTMAS PERIOD	22/11/2018 RES: Implement first hour free parking in MSCP from 10-31 December, and undertake an advertising campaign to be funded from the Local Traders Marketing Grants program (up to \$2500), per AO308-18.	Land and Environmental Services
Council 20/11/2018			
AO310-18	MOTION ON NOTICE - ENHANCEMENT OF BURNIE LOOKOUT	22/11/2018 RES: Prepare a potential plan and costing to improve the viewing area on the Upper Burnie lookout, in accordance with the resolution of Council AO310-18.	Works and Services
Council 20/11/2018			
AO311-18	MOTION ON NOTICE - WALKING TRAILS	22/11/2018 RES: Review the opportunity to create two walking trails - a cultural Red Line trail, and an environmental Green Line trail in accordance with the resolution of Council AO311-18; and provide an update to councillors on current walking trail plans in progress.	Works and Services
Council 20/11/2018			

Council Meeting Action Report				
All Actions for Open Session of 20 November 2018				
Key:		RES = Action arising from Resolution; ACT = Action required in addition;	Date From: 20/11/2018	
	QON = Question on Notice;	NOTE = Progress Note	Date To: 20/11/2018	
			Printed: Friday, 30 November 2018 2:20PM	
Item Number	Report Title	Action	Department	Completed
AO312-18	PUBLIC QUESTION TIME	22/11/2018 QON: Provide a written response to Mr Moret's public question taken on notice, regarding no smoking signs implemented by Central Coast (refer Doc 905015). 23/11/2018 Action Complete: letter dated 23 November 2018 sent to Alan Moret advising Council has no smoke free zone and cannot lawfully use signs of the kind displayed in Ulverstone, and therefore they will not be installed in Burnie	Land and Environmental Services	23/11/2018
Council 20/11/2018				
AO313-18	BUREAU OF METEOROLOGY - POTENTIAL CHANGES TO REGIONAL WEATHER FORECASTING ARRANGEMENTS	22/11/2018 RES: Advise LGAT of Council's motion for the AGM to lobby the Bureau of Meteorology in relation to its weather forecasting operations in accordance with AO313-18. 23/11/2018 Action Complete: Motion provided to LGAT for December general meeting	Works and Services	23/11/2018
Council 20/11/2018				
AO314-18	REGIONAL BODIES - APPOINTMENTS	22/11/2018 RES: Advise CCA, LGAT and Taswater of revised appointments and update the Register of Appointments to Regional Bodies in the corporate document framework. 27/11/2018 NOTE: Letters prepared: CCA 905907; LGAT 905882; Taswater 905952.	Corporate and Business Services	
Council 20/11/2018				
AO318-18	GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT OCTOBER 2018	22/11/2018 ACT: Add Last Year comparisons for attendance figures at BRM, BRAG, VIC in future GM Reports CED.	Community and Economic Development	
Council 20/11/2018				
AO321-18	COMMUNICATIONS JOURNAL NOVEMBER 2018	22/11/2018 ACT: Send an acknowledgement letter to Football Federation Tasmania for their letter relating to the Montello development. 26/11/2018 Action Complete: Acknowledgement email sent 26/10 - DOC ID 902675	Office of the General Manager	26/11/2018
Council 20/11/2018				
AO322-18	COMMUNICATIONS JOURNAL - UNIVERSITY OF TASMANIA - PRECINCT PLAN AND SKATE PARK - WEST PARK	22/11/2018 RES: Provide a response to UTAS in relation to a proposed relocation of the skate park, in accordance with the resolution of Council AO322-18.	Community and Economic Development	
Council 20/11/2018				
AO323-18	COMMUNICATIONS JOURNAL - THOMAS HEAZLEWOOD - WATERFRONT AREA OF BURNIE CBD	22/11/2018 RES: Provide a response to Mr Thomas Heazlewood in relation to his letter about erosion on Burnie's waterfront areas, and pass on his concerns to the relevant government department, per AO323-18. 23/11/2018 Action Complete: Letter of response provided. Relevant agencies being contacted	Works and Services	23/11/2018
Council 20/11/2018				

Council Meeting Action Report		Date From: 20/11/2018		
All Actions for Open Session of 20 November 2018		Date To: 20/11/2018		
		Printed: Friday, 30 November 2018 2:20PM		
Key: RES = Action arising from Resolution; ACT = Action required in addition;				
QON = Question on Notice; NOTE = Progress Note				
Item Number	Report Title	Action	Department	Completed
AO308-18	MOTION ON NOTICE - PROPOSED FEE REDUCTION IN MULTI-STOREY CAR PARK FOR CHRISTMAS PERIOD	22/11/2018 RES: List the matter of concessional parking (including Christmas) as part of an integrated promotional arrangement for fuller consideration prior to the 2019-20 budget process, in accordance with the resolution of Council AO308-18.	Land and Environmental Services	
Council 20/11/2018				
AO313-18	BUREAU OF METEOROLOGY - POTENTIAL CHANGES TO REGIONAL WEATHER FORECASTING ARRANGEMENTS	22/11/2018 ACT: Write to the relevant Minister in relation to the Bureau of Meteorology's proposed relocation of weather forecasting operations. 23/11/2018 NOTE: Letter drafted for Mayors review. 28/11/2018 Action Complete Letter signed by Mayor	Works and Services	28/11/2018
Council 20/11/2018				

Council Meeting Action Report		Outstanding Actions for Open Sessions Sep 2015 – Oct 2018	
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		Date From: 1/09/2015	Date To: 31/10/2018
		Printed: Friday, 30 November 2018	2:32PM
Item Number	Report Title	Action	Department Completed
AO303-16	AGE FRIENDLY CITIES PLAN	15/11/2016 RES: Commence the development of an Aged Care Prospectus, in accordance with the resolution of Council to endorse the Age Friendly Communities Plan. 1/05/2017 NOTE: Aged Care prospectus is being developed 3/08/2018 NOTE: Draft prospectus scheduled for review at Aldermen's Workshop on 4 September 2018 5/09/2018 NOTE: Presentation to Aldermen's Workshop deferred to 27 November	Community and Economic Development
Council 15/11/2016			
AO165-17	COOEE POINT - TRUCK WASH FACILITY	18/07/2017 RES: Work with the DPIPWE on relation of Cooee Truck Wash in accordance with the resolution of Council AO165-17. 1/08/2017 NOTE: Letter sent to Secretary of Department of Primary Industries, Parks, Water and Environment 11/11/2017 NOTE: Meeting scheduled with Secretary of DPIPWE on 15 November 4/12/2017 NOTE: Meeting held with Secretary of DPIPWE. Waiting on further information on State Strategy from Department. 5/07/2018 NOTE: State Government has announced funding for wash down facilities for north west region 8/11/2018 NOTE: DPIPWE has advised its first priority for a North West Truck Wash facility will be at Smithton.	Community and Economic Development
Council 18/07/2017			
AO193-17	DURHAM ROAD RESERVE TREE MANAGEMENT	15/08/2017 RES: Progress referral process under the EPBC Act for tree removal and trimming works and provide a subsequent report to Council in accordance with the resolution of Council. 26/08/2017 NOTE: Discussions occurring with Arborist to develop referral documentation 19/11/2017 NOTE: Arborist report in progress to support a referral process 25/06/2018 NOTE: Arborist report completed. Application being prepared to EPBC. Tree safety work being progressed 24/09/2018 NOTE: Application lodged under EPBC for tree removal	Works and Services
Council 15/08/2017			

Council Meeting Action Report		Date From: 1/09/2015	
Outstanding Actions for Open Sessions Sep 2015 – Oct 2018		Date To: 31/10/2018	
		Printed: Friday, 30 November 2018 2:32PM	
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO194-17	CAMDALE POINT	15/08/2017 RES: Commence planning for Camdale Point in accordance with the resolution of Council (AO194-17). 6/09/2017 Council officers have completed an initial scoping of the Project 3/08/2018 NOTE: \$50,000 in the 2018/19 capital budget for the Camdale site The plan is to progress with a low key site development - as per the West Burnie Strategy, Discussions held with Waratah-Wynyard Council so that work is complimentary to the Anzac Park development Linked to that is the coastal pathway running by and he development of a node at the river Council 15/08/2017	Community and Economic Development
AO263-17	MOTION ON NOTICE - PROPOSED MOTOR CYCLE PARKING	21/11/2017 RES: Provide a report to Council on opportunities for dedicated motor cycle parking bays, in accordance with the information listed under resolution of Council AO263-17. Council 21/11/2017	Land and Environmental Services
AO268-17	MOTION ON NOTICE - PROPOSED FUTURE FUND	21/11/2017 RES: Develop a draft Future Fund strategy for consideration by Council, in accordance with the resolution of Council, and work through the steps outlined in the alternative recommendation under AO268-17. 10/09/2018 NOTE: The Executive Manager Corporate Finance provided a presentation to Aldermen at the workshop on the 7th August 2018. Aldermen requested further investigation be conducted which will be brought to Council at a future workshop. Council 21/11/2017	Corporate and Business Services
AO278-17	BURNIE TOWN CENTRE MASTER PLAN	22/11/2017 RES: Commence negotiations with DSG to access areas in or adjacent to the highway corridor to install art and sculpture features, and request the Public Art Committee to develop concepts for entry features (Note: concept plan to be developed for consideration by Council in the 2019/20 capital works budget) in accordance with the resolution of Council AO278-17 8/06/2018 NOTE: Discussions held with DSG. DAP Working group to develop a proposal for detailed consideration 3/08/2018 NOTE: Draft signage plan developed. Now attempting to link in with a broader regional branding strategy. Council 21/11/2017	Community and Economic Development

Council Meeting Action Report		Outstanding Actions for Open Sessions Sep 2015 – Oct 2018	
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		Date From: 1/09/2015	Date To: 31/10/2018
		Printed: Friday, 30 November 2018	2:32PM
Item Number	Report Title	Action	Department Completed
AO011-18	MOTION ON NOTICE - PROPOSED RECREATIONAL PIER	31/01/2018 RES: Write to the State Government to request financial support to complete a feasibility study for a recreational pier at West Beach, in accordance with the resolution of Council AO011-18. 7/02/2018 NOTE: Letter prepared for Minister Hidding. Awaiting comment from State Government. 11/05/2018 NOTE: Awaiting response from the State government 25/06/2018 NOTE: Awaiting advice from SG. 2/10/2018 NOTE: Follow up letter sent to Minister's office	Works and Services
Council 30/01/2018			
AO066-18	MOTION ON NOTICE - FREE FAMILY ADVENTURE DAY	21/03/2018 RES: Build a free family adventure day into Council's annual event program with a budget of \$5000, which involves community groups to be part of the event. 3/10/2018 NOTE: Planning work has commenced on Family Day at Burnie Park in February 2019.	Community and Economic Development
Council 20/03/2018			
AO074-18	CONTROLLED ENTITIES - AUDIT REQUIREMENT	21/03/2018 RES: Write to the Auditor-General and request dispensation from the requirement for an audit for BAC and TC, in accordance with the resolution of Council AO074-18.	Corporate and Business Services
Council 20/03/2018			
AO102-18	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MARCH 2018	17/04/2018 QON: Provide a response to Ald Kons' query on cap ex variances, by providing aldermen with a report on variances +/- 20K, out of session.	Corporate and Business Services
Council 17/04/2018			
AO105-18	COMMUNICATIONS JOURNAL - BURNIE ATHLETIC CLUB INC - WEST PARK CLUB ROOMS	17/04/2018 RES: Work with the appointed interim Working Group for West Park Sports Ground to develop the draft Terms of Reference for a West Park Special Advisory Committee, incorporating members as per the resolution of Council AO105-18. 3/08/2018 NOTE: To be considered at next Working Group meeting in late August 9/11/2018 NOTE: Funding application submitted for BAC Clubroom extension and other improvements at West Park	Community and Economic Development
Council 17/04/2018			
AO102-18	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MARCH 2018	17/04/2018 QON: Provide a response to Ald French's question on the reasons for the over-run on reactive building maintenance, as reported on page 109 of the agenda.	Corporate and Business Services
Council 17/04/2018			

Council Meeting Action Report Outstanding Actions for Open Sessions Sep 2015 – Oct 2018			
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		Date From: 1/09/2015 Date To: 31/10/2018 Printed: Friday, 30 November 2018 2:32PM	
Item Number	Report Title	Action	Department Completed
AO120-18	MOTION ON NOTICE - PIGEONS IN THE CBD	18/05/2018 RES: Commence a process of eradicating pigeons in the CBD in accordance with the resolution of Council AO120-18. 28/05/2018 NOTE: Control program to be developed and discussion with property owners to occur 22/06/2018 NOTE: Contractor engaged to undertake work. August commencement. Access to properties has been discussed with relevant owners. 2/10/2018 NOTE: Program in progress	Works and Services
Council 15/05/2018			
AO124-18	MOTION ON NOTICE - UPCYCLE YOUR WORLD	18/05/2018 ACT: Prepare a proposal for local charities to do an Upcycle Your World event with Council assistance, and provide an update to Council. 8/06/2018 NOTE: Contact made with a number of stakeholders regarding an event 5/09/2018 NOTE: Event planned for February 2019	Community and Economic Development
Council 15/05/2018			
AO126-18	BURNIE LOOP TRAIL	18/05/2018 RES: Progress signage and marketing collateral and implement the Burnie Loop Trail as endorsed by Council resolution AO126-18.	Works and Services
Council 15/05/2018			
AO169-18	COMMUNICATIONS JOURNAL - KRISTA JARVIS - TAXI SHELTER	21/06/2018 RES: Provide a response to Ms Krista Jarvis in relation to suggested shelter at taxi ranks, in accordance with the resolution of Council AO169-18. 21/06/2018 RES: Explore options to modify the partly covered area, south of Mount Street taxi rank, to improve shelter for taxi patrons as part of the CBD amenity upgrade program and provide a further report to Council, in accordance with resolution AO169-18. 10/08/2018 NOTE: Letter of response provided. Design options being assessed 5/09/2018 NOTE: Concept discussed at the 4 Sep workshop. To review another option and cost 9/11/2018 NOTE: Alternate concept shared with Alderman - limited feedback provided	Works and Services
Council 19/06/2018			
AO189-18	COMMUNICATIONS JOURNAL - CROWN LAND SERVICES - EMU RIVER FLOOD DEBRIS	19/07/2018 RES: Write to Crown Land Services seeking a copy of the Flood Debris Management Policy when finalised and request a review of the Department's position on the removal of flood debris in the lower reaches of the Emu River be carried out at that time, per AO189-18. 20/07/2018 ACT: Request made to the department to provide a copy of the policy. Awaiting a response.	Works and Services
Council 17/07/2018			

Council Meeting Action Report			
Outstanding Actions for Open Sessions Sep 2015 – Oct 2018			
Key:		RES = Action arising from Resolution; ACT = Action required in addition;	Date From: 1/09/2015
	QON = Question on Notice;	NOTE = Progress Note	Date To: 31/10/2018
			Printed: Friday, 30 November 2018 2:32PM
Item Number	Report Title	Action	Department Completed
AO198-18	MOTION ON NOTICE - SINGLE USE PLASTICS	23/08/2018 RES: Develop and communicate a council-wide approach to the banning of single use plastics at all Council-run events, and encourage the same by external events on council property in accordance with the resolution of Council AO198-18. 5/09/2018 NOTE: Initial discussion of ban workshopped with Aldermen 28 August. Council officers to present draft policy in early 2019.	Community and Economic Development
Council 21/08/2018			
AO231-18	MOTION ON NOTICE - RECYCLING BINS	21/09/2018 RES: Refer information from report AO231-18 into the development of a Waste Wise Event Policy.	Works and Services
Council 18/09/2018			
AO235-18	MOTION ON NOTICE - SINGLE USE PLASTICS WORKSHOP	21/09/2018 RES: Arrange a representative from Kingborough Council to meet at a workshop with aldermen on single use plastics, in accordance with the resolution of Council AO235-18. 2/10/2018 ACT: Letter of invite sent 9/11/2018 NOTE: To present at workshop in the new year	Works and Services
Council 18/09/2018			
AO236-18	MOTION ON NOTICE - WATERFRONT PAVERS	21/09/2018 RES: Allocate funds to the immediate repair / removal of pavers on the Waterfront, in accordance with the resolution of Council, AO236-18. 9/11/2018 NOTE: Works to be programmed 23/11/2018 NOTE: tenders being called for this work	Works and Services
Council 18/09/2018			
AO237-18	MOTION ON NOTICE - BIKE TRACK VIEW ROAD	21/09/2018 RES: Arrange a workshop visit to View Road Bike Track and seek interest in a working group for improvements in 2019-20 budget, in accordance with the resolution of Council AO237-18. 9/11/2018 NOTE: To be arranged for a workshop in the new year	Works and Services
Council 18/09/2018			
AO240-18	TASWATER MEMORANDUM OF UNDERSTANDING	21/09/2018 ACT: Seek a briefing from the Taswater Regulator on how they undertake the job of setting rates, in accordance with the resolution of Council AO240-18. 2/10/2018 NOTE: Enquiry made as to the possibility of a briefing session being provided	Works and Services
Council 18/09/2018			
AO241-18	POLICY REVIEW - PARKING POLICY	21/09/2018 ACT: Schedule a workshop session to overview all Council policies for awareness. 11/11/2018 NOTE: Session to be scheduled in the new year.	Corporate and Business Services
Council 18/09/2018			
AO277-18	MOTION ON NOTICE - ALDERMEN REFER MOTIONS TO STRATEGIC PLAN	18/10/2018 RES: Create a form for Motions on Notice which allows aldermen to reference a section of the Strategic Plan, in accordance with AO277-18.	Corporate and Business Services
Council 16/10/2018			

Council Meeting Action Report		Date From: 1/09/2015	
Outstanding Actions for Open Sessions Sep 2015 – Oct 2018		Date To: 31/10/2018	
		Printed: Friday, 30 November 2018 2:32PM	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
		QON = Question on Notice; NOTE = Progress Note	
Item Number	Report Title	Action	Department
AO278-18	MOTION ON NOTICE - INVESTIGATE BENEFITS AND CHALLENGES OF COMPULSORY VOTING	18/10/2018 RES: Take available opportunities to lobby the state government to implement compulsory voting in local government elections, in accordance with the resolution of Council, AO27-18.	Office of the General Manager
Council 16/10/2018			
AO279-18	MOTION ON NOTICE - PROSPECTUS FOR FEDERAL AND STATE GRANT FUNDING	18/10/2018 RES: Prepare a prospectus of projects which would qualify for Federal and State funding and schedule a workshop with aldermen to discuss potential projects and ideas, in accordance with the resolution of Council AO279-18.	Office of the General Manager
Council 16/10/2018			
AO282-18	MOTION ON NOTICE - PROPOSED VC MEMORIAL WALK FOR BURNIE	18/10/2018 RES: Schedule a workshop with representatives of the Burnie RSL to receive and update and discuss ideas going forward, in accordance with the resolution of Council AO282-18. 11/11/2018 NOTE: Workshop will be scheduled for new year, due to limited availability in November and December.	Corporate and Business Services
Council 16/10/2018			

GENERAL MANAGER**AO341-18 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES NOVEMBER 2018****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Land and Environmental Services for November 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	
	November 2018	YTD Total
Air	0	5
Water	0	1
Noise	1	11
Solid Waste	0	0
Other	1	5

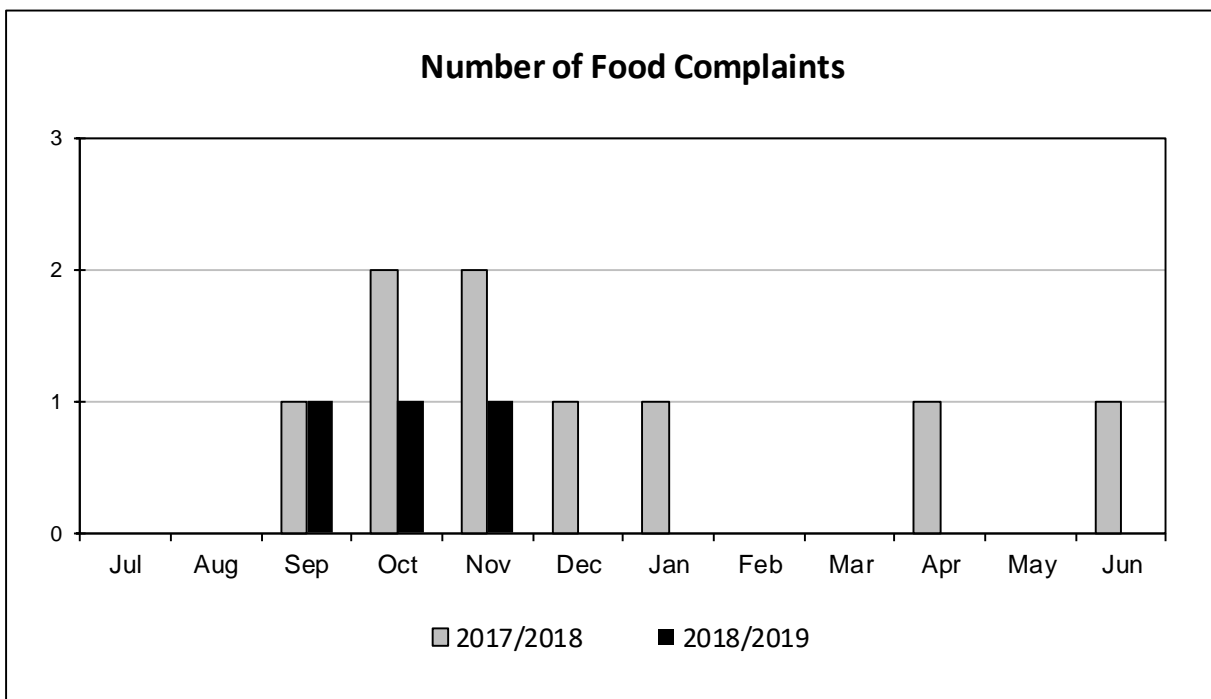
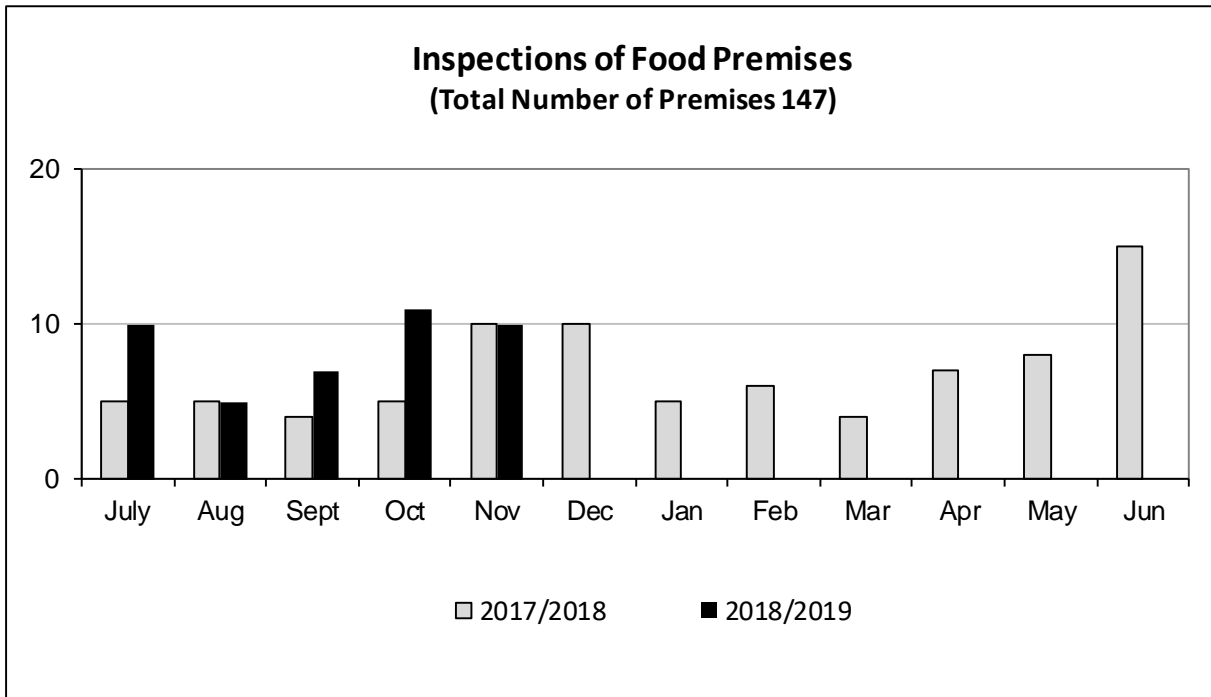
YTD is measured from 1 July each year.

2.1.2 Environmental Sampling

Type	Number of Samples Taken	
	November 2018	YTD Total
Beach Water Samples (summer months only)	10	10
Public Swimming Pool samples	6	26

YTD is measured from 1 July each year.

2.1.3 Food



Zero food complaints for July & August 2017. Nil complaints in February, March, May, July and August 2018.

2.2 BUILDING APPLICATIONS

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

Permit Authority Applications - 2018												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	4	9	3	6	11	4	8	11	7	5	3	
Notifiable Building	6	8	9	11	7	9	8	17	11	10	7	
Permit Plumbing	3	3	2	0	2	5	0	4	2	3	4	
Permit Building	3	7	2	2	6	5	3	8	4	3	0	
Substantial Compliance	0	1	0	0	2	1	2	0	0	0	0	
Notifiable Demolition	0	0	0	0	0	0	0	2	0	0	0	
Permit Demolition	0	0	1	0	1	0	0	1	0	1	0	
Permit Refused	0	0	0	0	0	0	0	0	0	0	0	
Application Value \$	5,035,168	4,107,085	2,459,856	2,958,652	2,683,319	\$2,227,180	2,522,141	5,871,485	1,705,925	2,137,527	357,624	
Cumulative Total \$	5,035,168	9,142,253	11,602,109	14,560,761	17,244,080	\$19,521,260	22,043,401	27,914,886	29,620,811	31,758,338	32,115,962	

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

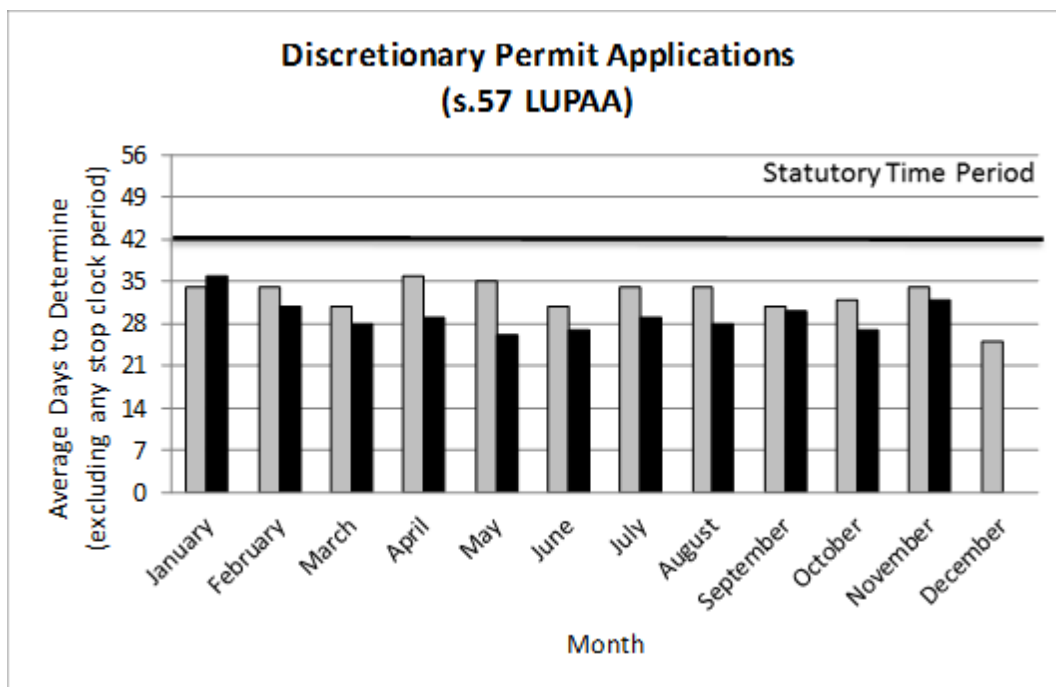
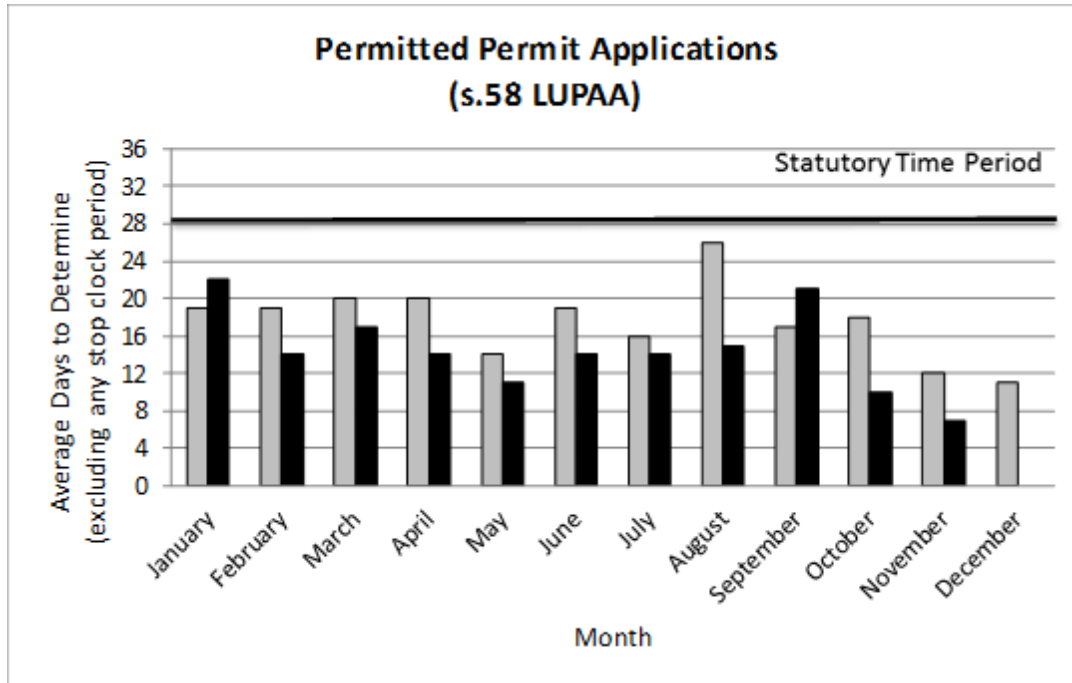
LAND USE AND DEVELOPMENT APPLICATIONS	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sept 18	Oct 18	Nov 18
Permitted Use & Development	6	5	2	7	2	2	10	3	0	3	5	3	7
Discretionary Use & Development	9	6	12	6	12	2	12	4	11	8	6	6	13
Subdivisions	0	0	2	2	0	0	1	0	1	2	1	0	0
TOTAL APPLICATIONS	15	11	14	15	14	4	23	7	12	13	12	9	20
Determined by Delegation	13	11	8	16	16	7	12	12	7	10	12	13	8
Determined by Council	0	0	2	0	0	0	0	1	0	1	1	0	0
Withdrawn	0	1	0	0	2	0	1	0	3	2	0	2	0
Applications Cancelled by Planning Authority	0	0	0	0	0	0	0	0	0	0	0	1	0
Consent Decisions	0	0	0	0	0	0	0	0	0	0	0	0	0
Application Approved by Tasmanian Planning Commission	0	0	0	0	0	0	0	0	0	0	0	0	0
Applications Appealed and Approved by Resource Management & Planning Appeals Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	0
PLANNING SCHEME AMENDMENTS													
Amendment requests	0	1	0	0	0	0	0	0	0	0	0	0	0
Amendment finally approved	0	0	0	0	0	0	0	0	0	0	0	0	0
Amendment Refused by Tasmanian Planning Authority	0	0	0	0	0	0	0	0	0	0	0	0	0
Applications Appealed and Refused by Resource Management & Planning Appeals Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	0

2.3.2 Development Applications

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
25/7/18	2018/83	63 Mooreville Road, Shorewell Park	Establish a Residential use through Multiple Dwellings (x2) development. Reliant on assessment against Performance Criteria for grant of Permit – Clause 10.4.6 (P1) and E9.5.1 (P1)	31/10/18	15/11/18	Approved 23/11/18
18/9/18	2018/105	Bollard Drive (Port Road), Burnie	New Pole Sign. Reliant on assessment against Performance Criteria for grant of a Permit – Clause E7.6 (P1)	6/10/18	22/10/18	Approved 7/11/18
16/10/18	2018/110	Massey-Greene Drive, Emu Heights	Demolition of redundant buildings and structures to ground level. Assessed under Special Provision – Clause 9.4 Demolition	27/10/18	13/11/18	Approved 22/11/18
18/10/18	2018/113	77 Illoura Road, Romaine	Outbuilding (Shed) appurtenant to and located south-west of an existing Residential use contained in a Single Dwelling	N/A	N/A	Approved 2/11/18
24/10/18	2018/115	24 Besser Crescent, Camdale	New 52.5m x 24m Workshop building with internal office, crib room and amenities areas on the south-east corner of the site, together with additional on-site vehicular parking for use as part of an existing Manufacturing and Processing use	N/A	N/A	Approved 26/11/18
19/11/18	2018/126	177-179 Mount Street, Upper Burnie	Service Industry use (Car Wash) and to carry out development associated with the use of the site for Service Industry (Car Wash)	N/A	N/A	Approved 30/11/18
23/11/18	2018/130	212-230 Mount Street, Upper Burnie	Salvage Deck in association with the existing use of the site for General Retail and Hire (Supermarket)	N/A	N/A	Approved 30/11/18

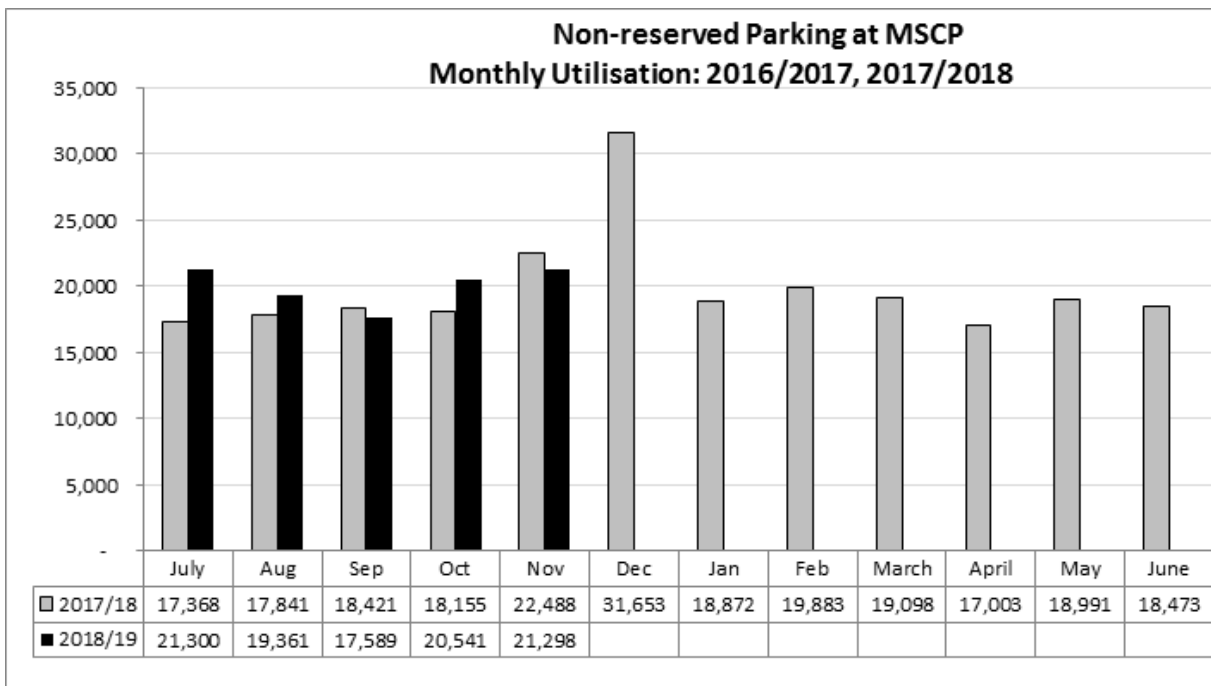
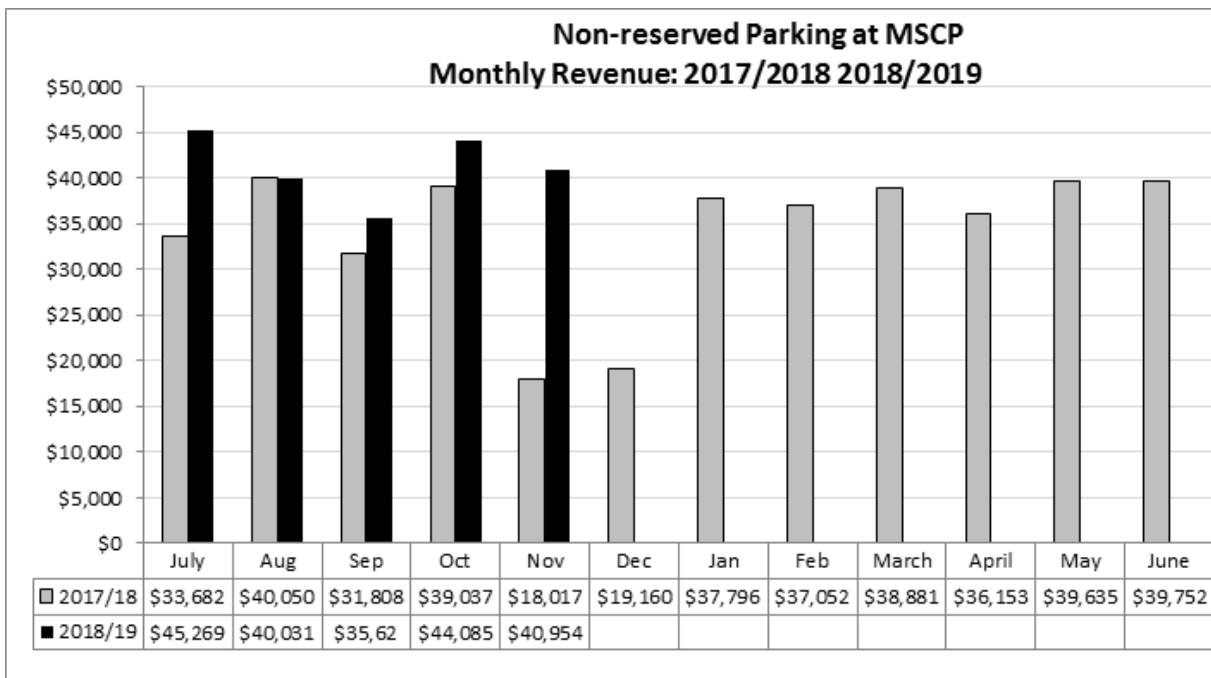
2.3.3 Subdivision Applications

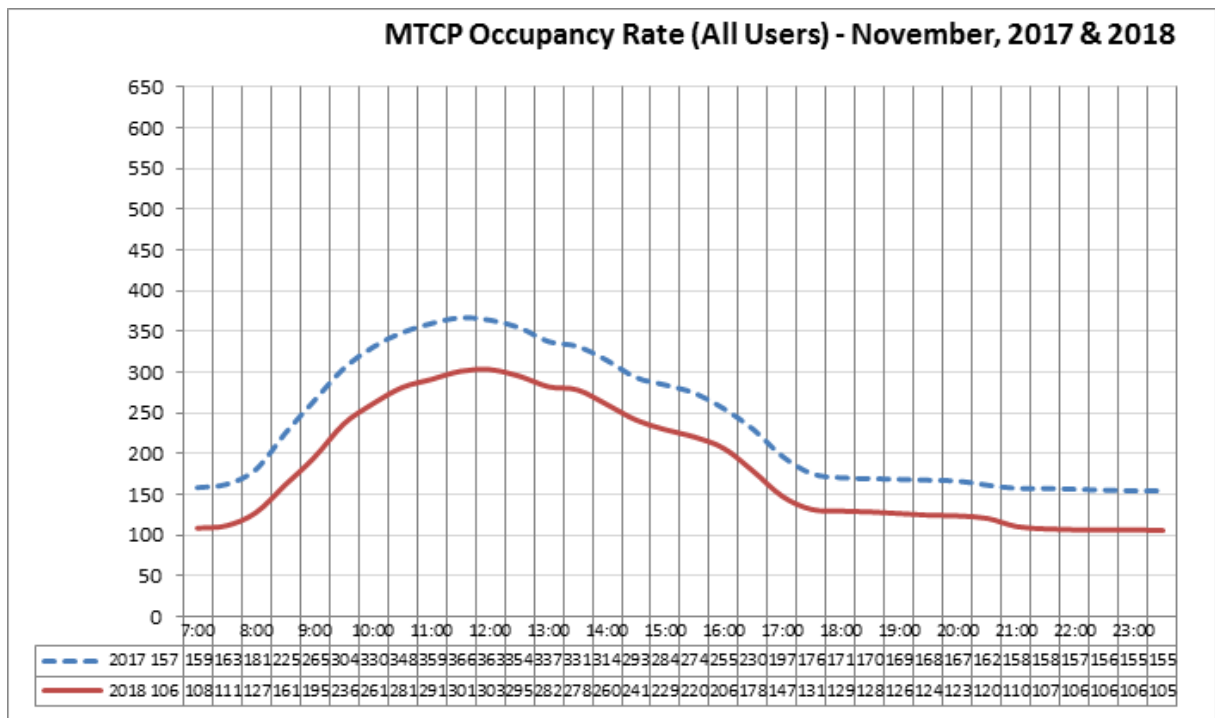
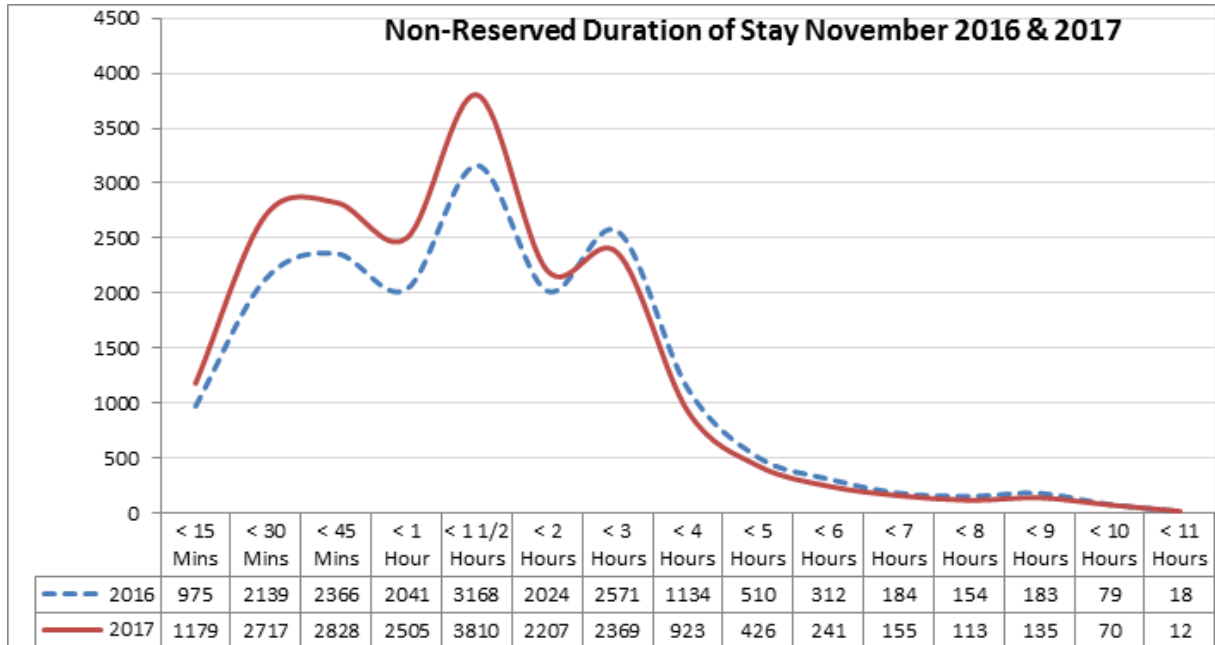
DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
6/8/18	SD 1285	Churchill Avenue, 298 Mount Street & Jacobs Crescent, Upper Burnie	Subdivision to create 35 Residential Lots, Road Lot, Footway and Balance Area. Reliant on Performance Criteria for grant of Permit – Clause 10.4.9 (P1), Clause 10.4.13 (P2) and Clause E10.6.1 (P1)	20/10/18	6/11/18	Approved 15/11/2018



Average time for determination of permit applications decided by month.

2.4 PARKING





Calculated on remaining spaces – 148 Reserved spaces for 2017, 100 Reserved spaces for 2018

2.5 CEMETERY STATISTICS

Burials	November 2018	YTD Total
Lawn Cemetery	7	43
Wivenhoe / Ridgley	0	0
Other	0	0
Total	7	43

YTD is measured from 1 July each year.

Ashes Interred	November 2018	YTD Total
Lawn Cemetery	2	11
Wivenhoe / Ridgley	0	0
Total	2	11

YTD is measured from 1 July each year.

COUNCIL RESOLUTION

Resolution number: MO438-18	
MOVED:	<i>Cr A Keygan</i>
SECONDED:	<i>Cr D Pease</i>
<i>“THAT the General Manager’s Information Report for Land and Environmental Services for November 2018 be noted.”</i>	
For:	Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr D Pease.
Against:	
CARRIED UNANIMOUSLY	

GENERAL MANAGER**AO342-18 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES NOVEMBER 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.

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1.0 RECOMMENDATION:***“THAT the General Manager’s Information Report for Works and Services November 2018 be noted.”*****2.0 SUMMARY**

The report includes the following items:-

- 3.0 Capital Works
 - 3.1 Request for Expressions of Interest, Quotations, Tenders and Contracts
 - 3.2 Civil Construction and Stormwater
 - 3.3 Buildings
 - 3.4 Parks, Reserves, Sporting Grounds and Cemeteries
 - 3.5 Waste Management
- 4.0 Operations and Maintenance
 - 4.1 Civil Construction and Stormwater
 - 4.2 Buildings
 - 4.3 Parks, Reserves, Sporting Grounds and Cemeteries
 - 4.4 Waste Management
- 5.0 Vandalism and Reported Incidents
- 6.0 Private Works
- 7.0 SES and Burnie Emergency Activity Reports
- 8.0 Energy Management

3 CAPITAL WORKS

3.1 Request for Expressions of Interest, Quotations, Tenders and Contracts

3.1.1 Expressions of Interest

a) Electric Vehicle Fast Charging Station

Council received a further briefing on discussions at the 27 November workshop.

A draft agreement is being developed in consultation with Electric Highway Tasmania.

3.1.2 Quotations

a) Quotation 2618 – Waterfront – Western Promenade Staircase Remediation

Two (2) quotations have been received and are currently being reviewed.

b) Quotation 2615 – Burnie Arts and Function Centre – Supply and Installation of Solar System

PowerCom to commence works on the 10 December 2018.

c) Quotation 2614 – Burnie Regional Museum – Supply and Installation of Solar System

PowerCom to commence works on the 10 December 2018.

3.1.3 Tenders

a) Contract 2616 – Fern Glade Road Upgrade and Pathway – Stage 2 (Wattle Avenue – Emu River

The successful Contractor is Hardings Hotmix Pty Ltd.

b) Contract 2606 – CBD Paver Replacement (Waterfront Parking Bays)

Tenders were advertised on Saturday, 24 November 2018 and close on Friday, 14 December 2018.

3.1.4 Contracts

a) Contract 2613 – Burnie Surf Life Saving Club Redevelopment and Waterfront Eastern Promenade

Construction works have commenced on the ground floor slab and blockwork. Demolition continuing on the first floor.

Promenade commencement is waiting on authority approvals.

b) Contract 2609 – Bitumen Surfacing Services 2018-2019

Roadways have sealed the South Burnie Foreshore (The Esplanade).

c) Contract 2589 – West Park Oval – Electronic Scoreboard

Solid Display Systems have installed the scoreboard and has been trialled by The Burnie Hurricanes, with great success.

3.2 Civil Construction and Stormwater

- Annual gully pit upgrade program – 25% complete.
- CBD paver replacements (Major Maintenance) – 25% complete.
- Rural road re-sheeting program – 50% complete.
- Moody Street footpath upgrade – 90% complete.
- Kerb ramp upgrade program – 10% complete.
- Mooreville Road Upgrade Stage 2 – 70% complete.

3.3 Buildings

- CBD street signage upgrade – 95% complete.
- Aquatic Centre roof extension over gas heater – completed.
- Romaine Reserve playground and BBQ area – 85% complete.
- West Park Grandstand internal painting (change rooms etc.) – completed.
- West Park cricket facilities maintenance – completed.

3.4 Parks, Reserves, Sporting Grounds and Cemeteries

Romaine Reserve playground reinstatement and BBQ area works – 90% complete.

3.5 Waste Management

No information to report.

4 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.
- Rural and urban hotmix patching and monitoring of road shoulder hotspots – ongoing.
- Manhole maintenance – as required.
- Footpath maintenance program – 27% complete.
- CBD paver maintenance – ongoing.
- Stormwater hotspot inspections and monitoring – ongoing.
- Driveway maintenance – 15% complete.

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- Gravel roads and verges grading – 35% complete.
 - Kerb and channel maintenance – 30% complete.
 - Hotmix patching – 35% complete.
 - Bass Highway/Massy-Greene Drive gully pit lid replacement – completed.
 - Annual Gross Pollutant Trap cleaning and broken lid replacement – 30% complete.
 - Annual rural and urban roads weed spraying program – rural completed. Urban to commence.

4.2 Buildings

Planned and reactive maintenance and minor works in accordance with the Service Level Document and maintenance program, including:

- CRM works – as required.
- Building gutters clean out – seasonal.
- Electrical testing and tagging – numerous Council locations – ongoing.
- Plumbing maintenance and inspections of public amenities and Council facilities – as required (grease traps, backflow prevention devices, valves, etc).
- CBD line marking – as required.
- Vandalism repairs and painting – as required.
- Wivenhoe Showground trackside seating replacement – 95% complete.
- Multistorey Car Park wheel stops – completed.
- Burnie Sports Centre – door replacements.
- BWMC – Backflow prevention device installation – completed.
- Girl Guide Hall – external painting – completed.
- Fish Frenzy/Bayviews delivery entrance and passage repairs – 95% 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 and feature care schedules – ongoing.
- Sports grounds maintenance and mowing schedules – ongoing.
- Walking track annual maintenance program – ongoing.
- Routine SLD inspections – as scheduled.
- Routine playground maintenance and statutory inspections – in accordance with SLD and regulations.
- West Park Oval maintenance and wicket preparation – ongoing – focus on surface rehabilitation and pitch preparation.
- Sports grounds maintenance – ongoing.
- Wivenhoe Showground embankment weed spraying and re-mulching – 60% complete – awaiting mulch placement.
- High-risk mowing program – completed.

4.4 Waste Management

- Wetlands maintenance – ongoing.
- Hard Waste 2018 – collection 12/11/18 – 15/11/18.

Quarterly report to be provided at February 2019 meeting.

5 VANDALISM AND REPORTED INCIDENTS

Vandalism and reported incidents to Council property are as follows:

DATE	LOCATION	VANDALISM AND REPORTED INCIDENTS	POLICE REPORT FILED	MONTHLY SUMMARY TO POLICE	CCTV FOOTAGE	OUTCOME	ESTIMATED MONTHLY COST	PROGRESSIVE ANNUAL TOTAL
NOVEMBER								
	Facilities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	No	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$200.00	
	Parks and Reserves (including Cemeteries)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	No	Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$500.00	
	Transport Services	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	No	Yes	No	Damage made good and surfaces cleaned, repaired, replaced or repainted as necessary	\$450.00	
8/11/18	Roundhill Communications Tower Compound	Cut chain mesh on gate	No	Yes	No	Replace Damaged Section of Chain Wire	\$300.00	
19/11/18	Guide Falls Reserve & Fernglade Reserve	Boom gate bent from being run into	No	Yes	No	Straighten as best as possible so operational	\$1,250.00	
19/11/18	Hilder Parade	Graffiti to concrete retaining walls on beach	No	Yes	No	Remove Graffiti by pressure cleaning	\$250.00	
TOTAL							\$2,950.00	\$15,355.00

6 PRIVATE WORKS

No information to report.

7 SES AND BURNIE EMERGENCY MANAGEMENT COMMITTEES ACTIVITY REPORTS

North West Regional Emergency Management Committee meeting was held in Devonport on 14 November 2018. BCC Emergency Management Coordinator and Deputy Coordinator both attended.

Western Emergency Management Committee meeting was held in Wynyard on 15 November 2018. BCC Emergency Management Coordinator and Deputy Coordinator both attended.

BCC working with Tas Fire Bushfire Risk Unit (formerly Fuel Reduction Unit) to plan fuel reduction burns in Havenview and Round Hill areas.

8 ENERGY MANAGEMENT

No additional information to report.

COUNCIL RESOLUTION

Resolution number: MO439-18

MOVED: *Cr K Dorsey*

SECONDED: *Cr T Brumby*

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

For: *Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr D Pease.*

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO343-18 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT NOVEMBER 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 November 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
- 2.9 Burnie Arts and Function Centre

2.1 BUSINESS AND RECREATION

The Heritage Burnie Ten

Entries for this year's Heritage Burnie Ten was slightly down on last year with a total of 2410 runners but our 5km field was the largest ever in its short four-year history with over 500 participants.

In sunny conditions, a field of top class elites, including a number of Olympians, led the nearly 2,500 competitors down Wilson Street (photo of actual 2018 event start enclosed).

The great conditions meant a lot of people out on the course, lining the highway and in the CBD.

Community support defines our race. The CBD was awash with street signage promoting both The Heritage Burnie Ten and Health Care Insurance 321GO kids' race as part of the general Burnie Shines programme.



The Heritage Burnie Ten CarboFeast on the Saturday night before the race was very successful with the informal atmosphere continuing to provide a great opportunity to recognise the event's elites and business partners. Guest speaker was leading personal trainer Mark Connelley who has been involved promoting the race over the past two decades.

The Health Care Insurance 321-GO! kids' race

Established as a safe alternative to children competing in The Heritage Burnie Ten, the day offers children aged between five and thirteen the chance to participate in a running event in a top Coastal arena over a distance appropriate for their age (hence three categories were introduced with different distances: 3kms, 2kms, 1km).

With about 1100 participants in the six races there is also a small 'lap for littlies' for toddlers (often accompanied by parents) before the first event at 11am. The attendance has been constant for the past few years.



2.2 COMMUNITY / CULTURAL DEVELOPMENT

Disability Action Plan Consultation Group Burnie (DAP) Meeting

Route 85 Hospital Link service between NW Regional Hospital in Burnie and the Mersey Community Hospital in Latrobe was implemented in September 2016. The service has attracted strong patronage during 2017-18, with an average of 1,000 boarding's per month.

2017-18 saw the arrival of the first of 100 new buses that will be delivered over the next four years off the Elphinstone production line in the North West. The buses are being built in Tasmania, by Tasmanians, for Tasmanians.

These new low floor accessible buses will enable Metro to be 100% compliant with the Disability Standards for Accessible Public Transport.

Human Stories of Burnie

The Humans of Burnie was launched on 25 November on the Burnie Regional Museum's Facebook page with a story about Phyllis Higgins. There was a great response to the post and encouragement was given for other members of the community to share their stories.

Financial Assistance Grants – Round Two

Four applications for financial assistance have been received with requests for assistance totalling \$18,871. No applications for assistance with Waste Disposal Costs were received.

The Burnie Bridge Club made an application for financial assistance towards the cost of a defibrillator. This application has been forwarded to the Burnie Rotary Club as their request meets the Rotary Club's grant criteria.

2018 Burnie Christmas Parade – 14 December

Promotion of the Christmas Parade is underway on Council's Facebook page including reminding people to submit their registration forms by Wednesday 5 December.

Free Family Adventure Day

An Expression of Interest seeking a lead organisation or community group to assist Council in hosting this event was advertised in the Advocate on 3 November and was also promoted on Council's Facebook page. One expression of interest was received from the Burnie Community House.

Council Officers have met with management of the Burnie Community House and it was determined to hold this event at the Wiseman Street Reserve on Sunday 10 February 2019.

The use of the Wiseman Street Reserve will make it far more efficient to utilise the resources of the Community House and reduce staffing costs to Council, and enable resources to be directed at additional elements and activities within the event. It also provides an opportunity to meet Council's objective of creating a more inclusive community, mitigates a number of risks and provides for better parking.

The Burnie Community House will be contacting the community groups who participated at the 2018 event prior to Christmas.

2018/2019 Financial Assistance Grants (as at 3/12/18)**Round One 2018-19**

Name/Organisation	Committed	Paid	Description of Project
McKenna Park Hockey Complex	\$1,337	\$1,337	To purchase a new computer and IT equipment.
Australian Red Cross	\$1,200	\$1,200	For two extra kerbside collections a week.
Burnie Community House	\$3,954	\$0	To provide an outreach service that focusses on activities based on learning through Science, Technology, Engineering & Arts and Mathematics.
Friends of Burnie Penguins	\$7,994	\$7,367	To establish a Penguin Rehab facility in Burnie.
Produce to the People	\$5,500	\$5,000	To purchase a timer irrigation system for the produce garden and hot house.
Tasmanian Family History Society – Burnie Branch	\$3,250	\$3,250	To upgrade heating and electrical items.
Encore Performing Arts Studio	\$1,500	\$0	To assist with costs for the 'Big Sing Workshop and Performance'.
Total	\$24,735	\$18,154	

Committed Three Year Sponsorship (2016-2019)

Cooee to Camdale Coastcare (\$6,353 over 3yrs)	\$2,117	\$224	To purchase equipment, clothing and assist with insurance and telephone costs.
Burnie Amateur Swimming Club (\$5,000 over 3yrs)	\$1,666	\$0	To assist with the costs of hiring the Burnie Aquatic Centre.
Burnie Athletic Club (\$9,000 over 3yrs)	\$3,000	\$0	To assist with costs of television coverage for the New Year's Day Carnival.
Total	\$6,783	\$224	

Committed Three Year Sponsorship (2017-2020)

Burnie Men's Shed (\$1,716 over 3yrs)	\$572	\$286	Assist with costs for kerbside collection.
Stowport Community Morning Tea Group (\$608 over 3yrs)	\$202	\$176	Exemption of hall hire and kitchen fees for annual Great Big Community Morning Tea and Christmas Luncheon for seniors.
Total	\$774	\$374	

Other Annual Community Group Assistance

Name/Organisation	Committed	Paid
Morning Melodies	\$1,460	\$1,247
Tasmanian Special Children's Christmas Party	\$1,500	\$1,500
Koori Kids - NAIDOC Week	\$400	\$400
Total	\$3,360	\$3,147

State Representatives Allowance

	Budget	Paid
State Representatives	\$10,000	\$3,750

Mayor Financial Assistance Minor Sponsorship Requests

	Budget	Paid
Minor Sponsorship Requests	\$2,500	\$0

Food License Permits Requests

	Budget	Paid
Rotary Club of Burnie – 12mths	\$1,000	\$138

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	\$1,500
Stringalong Music Programme	\$2,500	\$946
Total	\$15,000	\$4,946

Other - Annual Assistance

Name/Organisation	Committed	Paid
Carols by Candlelight	\$4,500	\$0
Total	\$4,500	\$0

Waste Disposal Costs for Charitable & NFP Organisations

Name/Organisation	Committed	Paid
Australian Red Cross	\$912	\$20
Launceston City Mission	\$1,000	\$1,000
The Salvation Army	\$1,000	\$106
Total	\$2,912	\$1,126

YTD Totals

Name/Organisation	Budget	Committed	Paid
Financial Assistance Grants Round 1		\$24,735	\$18,154
Committed Three Year Sponsorship (2016-2019)		\$6,783	\$224
Committed Three Year Sponsorship (2017-2020)		\$774	\$462
Other Annual Community Group Assistance		\$3,360	\$3,147
State Representatives Allowance		\$10,000	\$3,750
Minor Sponsorship Grants by Mayor		\$2,500	\$0
Food License Permits		\$1,000	\$138
Total Financial Assistance Grants	\$70,500	\$49,152	\$25,875
Community Bands		\$15,000	\$5,946
Other – Annual Assistance		\$4,500	\$0
Waste Disposal Costs for Charitable & NFP Organisations	\$5,000	\$2,912	\$1,126

2.3 BURNIE REGIONAL MUSEUM

BRM Total Admissions

Month	2017	2018
Nov	3,187	1,069

BRM Total Attendance

Month	2017	2018
Nov	4,290	2,321

BRM Total Revenue

Month	2017	2018
Nov	10,815	2,216

2.4 BURNIE REGIONAL ART GALLERY

Month	2017	2018
Nov	1,959	1,633

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

Makers Workshop Door Count	5,538 people
Visitor Centre Count	2,369 people
Cruise ships	0

Creative Paper Tasmania –November 2018

Hand Made Paper Tour Experience	648 entries
Coach/School Groups	12 coach, 12 schools
Creative Paper Website	3 enquiries. 14 online sales.
Tourism Tasmania Familiarisation Tour - New Zealand Travel Agents	

2.6 MARKETING AND EVENTS**Advertising - The Big Squeeze**

Burnie City Council bought a double page spread for \$ \$1,920 (ex GST) in the Fairfax produced annual event publication, entitled the Big Squeeze. It is a 20 page feature with 19,000 copies inserted in the Sunday Examiner on 25 November and a further 12,000 copies distributed via the Explore magazine distribution network. The publication is about events from the end of November 2018 until April 2019. The advertisement featured the following Burnie events:

- 30/11 Indignados – Pete Hay and Paul Gerard

-
- 25/11 1/12 Next to Normal
 - 14/12 Sea FM Christmas Parade
 - 23/12 Carols by Candlelight
 - 31/12 New Year's Eve Celebrations
 - 1/1 New Year's Day Carnival
 - 5 & 6/12 Burnie Liliam Show
 - 21 – 27/1 Caterpillar Burnie International Tennis
 - 10/2 Family Fun Day
 - 16 & 17/2 Targa North West
 - 22/1 John Williamson
 - 23/2 Practically Perfect – The Music of Julie Andrews
 - 9-11/3 Out of Chaos – Ten Days
 - 22/3 5/5 Burnie Print Prize 2019
 - 31/3 The Burnie Challenge
 - 4-13/5 Annie
 - 21/4 Kids in the Park
 - 27/4 The Australian Bee Gees Show

Advertising – The Advocate

Publishing on 7 December, the Advocate are producing a special 16 page Christmas feature entitled "Finally it's Christmas 2018". Burnie City Council took a half page advertisement in the publication at a cost of \$1,550 (ex GST). In addition to the half page printed advertisement, the price included 10,000 digital impressions of the advertisement. The December events listed included:

- 8 & 9/14 Women's Big Bash League
- 14/12 Burnie Christmas Parade
- 23/12 Carols by Candle Light
- 31/12 Burnie Bite & Brew on NYE
- 1/1 The Heritage Burnie New Year's Day Carnival
- December Cruise Ship dates for Burnie; 9, 15, 16, 20, 22, 26/12

ABC Giving Tree and Quiz Night

The Burnie City Council Offices are a collection Point for the ABC Giving Tree. The tree was set up in late November and gifts will be collected until 17 December, before being distributed to struggling local families prior to Christmas.

The ABC Quiz Night annual Christmas fundraiser will be held at the Burnie Arts & Functions Centre on 6th December, and they have been supported by Council in securing the venue and getting support for event attendance. All proceeds from the event go towards the ABC Giving Tree fund.

Burnie Bite & Brew on NYE

The majority of the work in November for the Marketing & Events team has been on Burnie Bite & Brew on NYE.

There have been some physical changes to the site with construction works contributing to a mini event makeover, along with the need to refresh the event and to try to re-create the best elements of Burnie Bite & Brew in Wilmot Street, to the New Year's Eve event.

The main changes will be;

- Slight increase in gate fees
- Consolidation of Children's area, opposite the Beach Hotel
- Running 2 stages of music, providing musical entertainment throughout the event, even during the bike race.
- Relocating the bonfire and fire show to the western end of the beach away from construction
- Incorporating a strong recycle and re-use ethic for the event
- Incorporating a broader range of alcohol options into the product mix
- Inviting some local hospitality businesses to participate as vendors

There have been many changes to last year in the cost of essential services, changes in personnel in partner organisations, re-negotiated relationships with community group partners and an ever increasing burden in compliance particularly in areas of public safety and Council processes.

2.7 COLLECTIVE IMPACT**Burnie Works-Collective Impact Report****Local Enabling Group**

The Local Enabling Group held its Annual General Meeting on Wednesday 28 November 2018. The Local Enabling Group will meet again in 2019.

Dream Big

Dream Big held a display of student's experiences on business visits at the Burnie Library 1-7 November 2018.

Dream Big is now planning Higher Education Visits for 2019.

Employment Partnership Group

An expression of interest was submitted to the Regional Employment Trials for a Transport to Work trial around employment opportunities in horticulture.

2.8 YOUTH DEVELOPMENT

Burnie Youth Council (BYC)

A meeting of Burnie Youth Council occurred 1 November.

The next meeting of the Burnie Youth Council is the end of year excursion which will occur 7 December 2018 and is a visit to Boat Harbour.

Paper Clothing Competition 2018

A double workshop with local artist Stephanie Reynolds was held at the Burnie Regional Art Gallery in late November.

Co-ordinating with Paper On Skin entrant Cynthia Hawkins, for her wearable art work 'Empress at Forbidden City' to be exhibited in the atrium of Council in December alongside student Mackenzie Troughton's Paper Clothing Competition submission.

NWAY

There was no meeting of NWAY in November. Next meeting is 13 December.

YMCAB (Youth Making Changes Around Burnie)

Planning of a Colour Run for 9 December in collaboration with help seekers from Speak Out (advocates for young people with a mental disability), young people from National Joblink and members of Girl Guides. Speak Out help seekers form the core of the event committee and are directing the event with support from Council and other organisations. The young people have decided the money raised from the Colour Run will go toward creating an anti-bullying project.

Planning for a hip-hop event bringing together artists from across the north and north-west of Tasmania aimed at young adults is underway for the new year.

Other

Planning for the Skate Scooter and BMX Competition is underway, a collaboration to deliver the series across North West Tasmanian Councils, Anglicare and Department of Communities Tasmania.

A grant submission for Youth Week was submitted to the Department of Communities Tasmania, with young people planning a "Party in the Park", which will include entertainment, bands, stalls and a cosplay event followed by a movie. It will call on young people to showcase their clubs, crafts, talents and skills to acknowledge their positive contributions to the community.

2.9 BURNIE ARTS AND FUNCTION CENTRE

Financial year to date figures for the Burnie Arts and Function Centre are attached.

ATTACHMENTS

1↓. BAFC Financial Report

COUNCIL RESOLUTION

Resolution number: MO440-18

MOVED: Cr D Pease

SECONDED: Cr T Brumby

“THAT the General Manager’s Information Report for Community and Economic Development November 2018 be noted.”

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

Against:

CARRIED UNANIMOUSLY

Burnie Arts & Function Centre Operational Performance

Sub No	Account Description	YTD Actual 2017-18	YTD Actual 2018-19	YTD Budget	\$ YTD Variance	% YTD Variance	Annual Budget	Forecast	\$ Forecast Variance	% Change
Burnie Arts & Function Centre Administration & Building										
Internal Charges	Financial Services OH	6,860	7,440	7,435	5	0.1%	17,850	17,850	✓	0.0%
Internal Charges	Organisational Development OH	12,680	9,105	9,100	5	0.1%	21,850	21,850	✓	0.0%
Internal Charges	Information Technology OH	24,515	22,795	22,790	5	0.0%	54,713	54,713	✓	0.0%
Internal Charges	Facilities Management OH	16,305	13,985	15,740	-1,755	-11.1%	37,793	37,793	✓	0.0%
Materials and Contracts	Building Essential Services	26,322	26,501	19,660	6,841	34.8%	47,200	47,200	✓	0.0%
Materials and Contracts	Water Rates	4,590	4,819	3,870	949	24.8%	9,294	9,294	✓	0.0%
Materials and Contracts	Sewer Rates	2,576	5,364	4,380	984	22.5%	10,522	10,522	✓	0.0%
Materials and Contracts	Trade Waste	224	467	415	52	12.5%	1,000	1,000	✓	0.0%
Materials and Contracts	Cleaning	1,070	1,209	1,085	124	11.4%	2,600	2,600	✓	0.0%
Materials and Contracts	Contracts	727	504	415	89	21.5%	1,000	1,000	✓	0.0%
Materials and Contracts	Gas	15,585	14,734	12,240	2,494	20.4%	29,393	29,393	✓	0.0%
Materials and Contracts	Electricity	15,716	16,564	12,405	4,159	33.5%	29,784	29,784	✓	0.0%
Materials and Contracts	Insurance	17,135	-	7,535	-7,535	-100.0%	18,087	18,087	✓	0.0%
Materials and Contracts	Non Hire Plant Expenses	-	1,108	520	588	113.1%	1,253	1,253	✓	0.0%
Materials and Contracts	License Fees	130	282	415	-133	-32.0%	1,000	1,000	✓	0.0%
Materials and Contracts	Maintenance, Repairs & Replacements	1,606	1,407	2,185	-778	-35.6%	5,250	5,250	✓	0.0%
Materials and Contracts	Security Services	1,342	1,170	1,650	-481	-29.1%	3,960	3,960	✓	0.0%
Materials and Contracts	Telephone	846	2,264	2,135	129	6.0%	5,130	5,130	✓	0.0%
Materials and Contracts	Vehicle Costs	4,390	4,390	5,600	-1,210	-21.6%	13,447	13,447	✓	0.0%
Materials and Contracts	Land Tax	(578)	-	4,525	-4,525	-100.0%	10,865	10,865	✓	0.0%
Borrowing Costs	Borrowing Costs	(522)	73,099	75,965	-2,866	-3.8%	182,389	182,389	✓	0.0%
Depreciation and Amortisation	Depreciation and Amortisation	-	-	-	0	#DIV/0!	-	-	✓	0.0%
Employee Costs	Fringe Benefits Tax	25,683	24,387	30,485	-6,098	-20.0%	77,732	77,732	✓	0.0%
Employee Costs	Wages	787	592	830	-238	-28.7%	2,116	2,116	✓	0.0%
Employee Costs	Overtime Wages	-	-	-	-	-	-	-	✓	0.0%
Total Administration & Building		177,989	232,185	241,545	(9,360)	0.0%	584,628	584,628	✓	0.0%
Kiosk										
Sales Income	Sales	(16,331)	(12,718)	(10,970)	(1,748)	15.9%	(26,340)	(26,340)	✓	0.0%
Employee Costs	Wages	938	1,390	1,530	(140)	-9.2%	3,907	3,907	✓	0.0%
Employee Costs	Overtime Wages	572	338	-	338	#DIV/0!	-	-	✓	#DIV/0!
Cost of Sales	Stock Purchases	7,358	9,131	5,265	3,866	73.4%	12,638	12,638	✓	0.0%
Total Kiosk		(7,464)	(1,860)	(4,175)	2,315	-55.4%	(9,795)	(9,795)	✓	0.0%
Purchases as % of Sales		45.1%	71.8%	48.0%			48.0%	48.0%		
GPM		45.7%	14.6%	38.1%			37.2%	37.2%		
Bar & Catering										
Bar										
User Charges	Sales	(24,906)	(24,363)	(16,215)	(8,148)	50.2%	(38,937)	(38,937)	✓	0.0%
Bar Cost of Goods Sold	Purchases	8,493	8,342	6,355	1,987	31.3%	15,263	15,263	✓	0.0%
Bar Cost of Goods Sold	Stock Movement	(971)	-	-	-	#DIV/0!	-	-	✓	#DIV/0!
Bar Cost of Goods Sold	Wages	7,965	7,142	6,720	422	6.3%	17,130	17,130	✓	0.0%
Bar Gross Profit		(9,418)	(8,879)	(3,140)	(5,739)	182.8%	(6,544)	(6,544)	✓	0.0%
Purchases as % of Sales		32.0%	29.3%	41.4%			44.0%	44.0%		
GPM		37.8%	36.4%	19.4%			16.8%	16.8%		

Burnie Arts & Function Centre Operational Performance

Sub No	Account Description	YTD Actual 2017-18	YTD Actual 2018-19	YTD Budget	\$ YTD Variance	% YTD Variance	Annual Budget	Forecast	\$ Forecast Variance	% Change
Catering										
	User Charges	(65,348)	(71,814)	(65,730)	(6,084)	9.3%	(157,818)	(157,818)	-	0.0%
	Catering Cost of Goods Sold	16,060	19,685	16,565	3,120	18.8%	39,767	39,767	-	0.0%
	Catering Cost of Goods Sold	(1,397)	-	-	-	#DIV/0!	-	-	-	#DIV/0!
	Wages	50,235	53,883	44,690	9,193	20.6%	113,959	113,959	-	0.0%
	Catering Gross (Profit)/Loss	(450)	1,754	(4,475)	6,229	-139.2%	(4,092)	(4,092)	-	0.0%
	Purchases as % of Sales	24.6%	27.4%	25.2%	2.2%		25.2%	25.2%	-	
	GPM	0.7%	-2.4%	6.8%			2.6%	2.6%	-	
Room Hire										
	User Charges	(17,701)	(24,342)	(23,655)	(687)	2.9%	(56,790)	(56,790)	-	0.0%
	User Charges	(3,225)	(7,794)	(4,165)	(3,629)	87.1%	(10,000)	(10,000)	-	0.0%
	Community Subsidies	-	520	2,085	(1,565)	-75.1%	5,000	5,000	-	0.0%
	Contracts	462	1,138	730	408	55.9%	1,750	1,750	-	0.0%
	Laundry	23,710	25,945	21,185	4,760	22.5%	54,026	54,026	-	0.0%
	Wages	-	-	-	-	#DIV/0!	-	-	-	#DIV/0!
	Overtime Wages	3,245	(4,533)	(3,820)	(713)	18.7%	(6,014)	(6,014)	-	0.0%
	Room Hire Gross (Profit)/Loss	-18.3%	18.6%	16.1%			10.6%	10.6%	-	
	GPM								-	
Other Income & Expenditure										
	User Charges	(7,266)	(9,637)	(5,645)	(3,992)	70.7%	(13,556)	(13,556)	-	0.0%
	User Charges	(5,027)	(10,365)	(6,605)	(3,760)	56.9%	(15,855)	(15,855)	-	0.0%
	Materials and Contracts	387	957	625	332	53.1%	1,500	1,500	-	0.0%
	Maintenance, Repairs & Replacements	6,429	9,301	8,555	746	8.7%	21,813	21,813	-	0.0%
	Wages	(5,478)	(9,744)	(3,070)	(6,674)	217.4%	(6,098)	(6,098)	-	0.0%
	Total Other Income & Expenditure	(12,101)	(21,402)	(14,505)	(6,897)	47.6%	(22,748)	(22,748)	-	0.0%
Theatre Hire										
	User Charges	(24,233)	(22,051)	(17,010)	(5,041)	29.6%	(40,840)	(40,840)	-	0.0%
	User Charges	(52,451)	(49,946)	(33,320)	(16,626)	49.9%	(80,000)	(80,000)	-	0.0%
	User Charges	(45,748)	(23,166)	(27,070)	3,904	-14.4%	(65,000)	(65,000)	-	0.0%
	User Charges	(43,661)	(46,939)	(27,490)	(19,449)	70.8%	(66,000)	(66,000)	-	0.0%
	User Charges	(909)	-	(380)	380	-100.0%	(909)	(909)	-	0.0%
	Miscellaneous Reports	6,343	6,148	4,165	1,983	47.6%	10,000	10,000	-	0.0%
	Advertising & Promotions	6,799	7,084	6,665	419	6.3%	16,000	16,000	-	0.0%
	Maintenance, Repairs & Replacements	3,199	4,850	6,745	(1,895)	-28.1%	16,200	16,200	-	0.0%
	Marketing	140	80	210	(130)	-61.9%	500	500	-	0.0%
	Equipment Hire	1,622	601	1,250	(649)	-51.9%	3,000	3,000	-	0.0%
	Postage & Freight	582	6,240	5,000	1,240	24.8%	12,000	12,000	-	0.0%
	Printing Stationery and Office Supplies	21,563	38,026	22,950	15,076	65.7%	55,100	55,100	-	0.0%
	Subscription Season Expenses	7,500	-	-	-	#DIV/0!	-	-	-	#DIV/0!
	Strategic Initiatives	1,220	3,254	4,340	(1,086)	-25.0%	10,424	10,424	-	0.0%
	Materials and Contracts	579	377	2,500	(2,123)	-84.9%	6,000	6,000	-	0.0%
	Subscriptions, Publications & Membership Development, Training & Seminars	872	-	915	(915)	-100.0%	2,200	2,200	-	0.0%
	Travel and Accommodation	64	-	335	(335)	-100.0%	800	800	-	0.0%
	Uniforms	2,827	7,238	1,295	5,943	458.9%	3,301	3,301	-	0.0%
	Overtime Wages	195,572	208,845	188,440	20,405	10.8%	480,528	480,528	-	0.0%
	Wages	81,881	140,641	139,540	1,101	0.8%	363,304	363,304	-	0.0%
	Theatre Hire	240,305	349,563	362,405	(12,842)	-3.5%	915,389	915,389	-	0.0%
	Burnie Arts & Function Centre Total									

GENERAL MANAGER**AO344-18 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES NOVEMBER 2018****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.4	A sustainable, viable financial future is assured and accountability is demonstrated through open and transparent processes.
Strategy	7.4.2	Demonstrate financial accountability and ensure strong internal controls underpin performance.

1.0 RECOMMENDATION:

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

2.0 SUMMARY

The report includes the following items:

Corporate and Business Services

- 2.1 Summary Financial Statements
- 2.2 Schedule of Investments
- 2.3 Operational Report by Directorate/Department
- 2.4 Receivables Analysis
- 2.5 Rates Analysis
- 2.6 Capital Expenditure Report
- 2.7 Contracts Awarded
- 2.8 Consultants Engaged
- 2.9 Governance – Use of Council Seal

2.1 SUMMARY FINANCIAL STATEMENTS

Statement of Comprehensive Income

This report provides the draft YTD operating results for the period ending 30 November 2018.

YTD Comprehensive Income Statement

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance to Budget \$'000	Annual Budget 2019 \$'000	Annual Forecast 2019 \$'000	Forecast Variance to Budget \$'000	
Recurrent Income							
Rates and charges	22,689	22,401	✓ (287)	22,514	22,661	✓ (147)	F
Statutory fees and fines	452	416	✓ (37)	999	1,000	✓ (1)	F
User fees	1,684	1,971	✗ 286	4,734	4,736	✓ (2)	F
Grants	794	590	✓ (203)	1,417	1,417	✓ -	F
Reimbursements	162	119	✓ (43)	286	286	✓ -	F
Other income	276	373	✗ 97	896	896	✓ -	F
Investment income	266	470	✗ 203	1,127	1,174	✓ (47)	F
Total recurrent income	26,324	26,340	⚠ 16	31,972	32,168	✓ (196)	F
Recurrent Expenses							
Employee benefits	4,106	4,421	✓ (315)	11,253	11,256	⚠ 2	U
Materials and services	3,496	4,383	✓ (887)	10,524	10,535	⚠ 12	U
Depreciation and amortisation	3,226	3,302	✓ (76)	7,928	7,928	✓ -	F
Finance costs	-	30	✓ (30)	73	73	✓ -	F
Other expenses	1,285	1,420	✓ (134)	3,409	3,421	⚠ 12	U
Total recurrent expenses	12,113	13,557	✓ (1,444)	33,187	33,213	⚠ 26	U
Operating surplus/(deficit)	14,211	12,783	✓ (1,428)	(1,215)	(1,045)	✓ (170)	F
Capital Items							
Capital grants	788	1,236	✗ 448	2,967	2,967	✓ -	F
Expenditure on assets not owned by Council	-	-	✓ -	-	-	✓ -	F
Developer Contributions	-	-	✓ -	-	-	✓ -	F
Net gain/(loss) on disposal of assets	(165)	-	✗ 165	(269)	(269)	✓ -	F
	623	1,236	✗ 613	2,698	2,698	✓ -	F
Surplus/(deficit)	14,834	14,019	✓ (815)	1,483	1,653	✓ (170)	F
Operating Margin	2.17	1.94		0.96	0.97		

- ✓ A favourable variance
- ⚠ An unfavorable variance < \$50k
- ✗ An unfavorable variance > \$50k

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

Council is budgeting for an underlying operating deficit of \$1.215m in 2018-19.

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 1.02 as at 30 June 2019.

Statement of Financial Position

	Actual 2019 \$'000	Budget 2019 \$'000	Forecast 2019 \$'000
Assets			
Current assets			
Cash and cash equivalents	15,463	4,078	3,898
Trade and other receivables	6,178	1,592	1,592
Inventories	130	138	138
Other assets	10	46	46
Total current assets	21,780	5,854	5,674
Non-current assets			
Investment in water corporation	66,151	66,151	66,151
Investments in subsidiaries	2,103	2,103	2,103
Investment in joint venture	3,329	3,329	3,329
Property, infrastructure, plant and equipment	328,493	333,989	334,339
Total non-current assets	400,076	405,572	405,922
Total assets	421,856	411,426	411,596
Liabilities			
Current liabilities			
Trade and other payables	68	2,601	2,601
Trust funds and deposits	132	135	135
Interest-bearing loans and borrowings	310	340	340
Employee provisions	2,348	2,489	2,489
Total current liabilities	2,857	5,565	5,565
Non-current liabilities			
Interest-bearing loans and borrowings	1,264	923	923
Employee provisions	161	166	166
Total non-current liabilities	1,424	1,089	1,089
Total liabilities	4,281	6,654	6,654
Net Assets	417,575	404,772	404,942
Equity			
Accumulated surplus	273,697	273,698	273,698
Surplus/(deficit)	14,834	1,483	1,653
Reserves	129,043	129,590	129,590
Total Equity	417,575	404,772	404,942
CURRENT RATIO	8	1.05	1.02

Statement of Cash Flows

This report details cash and investment movements and balances as at the end of the reporting period.

Council's cash and investments balance as at 30 November 2018 is \$15.463m

Burnie City Council
Statement of Cash Flows

	Actual 2019 \$'000	Budget 2019 \$'000	Forecast 2019 \$'000
Cash flows from operating activities			
Rates and charges	18,051	22,514	22,608
Statutory fees and fines	452	946	1,000
User fees	1,684	4,811	4,736
Grants	794	1,343	1,417
Reimbursements	162	285	286
Other income	276	889	896
Payments to suppliers	(5,932)	(10,459)	(10,485)
Payments to employees	(4,183)	(11,122)	(11,186)
Other payments	(1,285)	(3,481)	(3,421)
Net cash provided by (used in) operating activities	10,020	5,726	5,849
Cash flows from investing activities			
Payments for property, infrastructure, plant and equip	(2,249)	(11,997)	(12,348)
Dividends and distributions	266	1,127	1,174
Capital grants	788	2,967	2,967
Net cash provided by (used in) investing activities	(1,195)	(7,903)	(8,207)
Cash flows from financing activities			
Finance costs	-	(73)	(73)
Repayment of interest bearing loans and borrowings	-	(310)	(310)
Net cash provided by (used in) financing activities	-	(383)	(383)
Net increase (decrease) in cash and cash equivalents	8,825	(2,560)	(2,740)
Cash and cash equivalents at the beginning of the financial year	6,638	6,638	6,638
Cash and cash equivalents at the end of the period	15,463	4,078	3,898

2.2 SCHEDULE OF INVESTMENTS

A schedule of Council's investments is provided as at 30 November 2018:

Investments Schedule as at 30/11/18							
<u>Institution</u>	<u>Term</u>	<u>Rate</u>	<u>S&P Rating</u>	<u>Lodgement Date</u>	<u>Maturity</u>	<u>Amount</u>	<u>Total</u>
ANZ	At Call	1.90%	A1+			1,320,679	1,320,679
MyState	365 Days	2.90%	A2	2/09/2018	2/09/2019	500,000	
MyState	270 Days	2.80%	A2	2/09/2018	2/06/2019	1,000,000	
My State	365 Days	2.80%	A2	8/08/2018	8/08/2019	500,000	2,000,000
Bendigo	270 Days	2.80%	A2	8/08/2018	8/05/2019	1,000,000	1,000,000
ME Bank	365 Days	2.85%	A2	23/07/2018	23/07/2019	1,000,000	
ME Bank	365 Days	2.85%	A2	8/08/2018	8/08/2019	1,000,000	2,000,000
Suncorp	130 Days	2.65%	A1	30/08/2018	7/01/2019	500,000	
Suncorp	123 Days	2.65%	A1	30/11/2018	2/04/2019	500,000	1,000,000
Bank of Queensland	150 Days	2.65%	A2	30/11/2018	29/04/2019	500,000	
Bank of Queensland	153 Days	2.70%	A2	30/08/2018	30/01/2019	1,000,000	1,500,000
Bankwest	120 Days	2.70%	A1+	20/08/2018	18/12/2018	1,000,000	
Bankwest	150 Days	2.70%	A1+	20/08/2018	17/01/2019	1,000,000	
Bankwest	182 Days	2.75%	A1+	20/08/2018	18/02/2019	1,000,000	
Bankwest	182 Days	2.75%	A1+	20/08/2018	18/02/2019	1,000,000	
Bankwest	120 Days	2.65%	A1+	30/08/2018	28/12/2018	1,000,000	
Bankwest	270 Days	2.75%	A1+	30/08/2018	27/05/2019	1,000,000	6,000,000
							14,820,679

Investment Allocation by Credit Rating

<u>Credit Rating</u>	<u>%</u>	<u>Amount</u>	<u>WAIR</u>
A1+	49%	\$7,320,679	2.57%
A1	7%	\$1,000,000	0.41%
A2	44%	\$6,500,000	2.80%
	100%	\$14,820,679	

Investment Allocation by Bank

<u>Bank</u>	<u>%</u>	<u>Amount</u>
ANZ	9%	\$1,320,679
MyState	13%	\$2,000,000
Bendigo	7%	\$1,000,000
ME Bank	13%	\$2,000,000
Suncorp	7%	\$1,000,000
Bank of Queensland	10%	\$1,500,000
Bankwest	40%	\$6,000,000
	100%	\$14,820,679

Council's Treasury Management Policy CP-CBS-SG-038 sets the parameters for management of Council's investment portfolio.

Cash reserves require careful management to both achieve optimum investment incomes and to ensure that cash is available when needed for planned expenditures. Funds are invested in a manner that allows Council to earn interest on community funds for as long as possible while retaining flexibility in accessing those funds for Council operations.

The primary tool for deciding on how much and how long to invest is the cash flow budget. A buffer of funds is retained in an interest bearing at call account to ensure funds are available to meet the Council's commitments.

Council's risk from exposure to any individual institution is restricted through diversification of the investment portfolio. No more than 40% of Council's total investment portfolio will be invested in any one institution. Council is also mindful of limiting its exposure to institutions with a credit rating of less than A1 and will not invest more than \$3,000,000 with any one institution with a credit rating of less than A1.

2.3 OPERATIONAL REPORT BY DIRECTORATE/DEPARTMENT

This section provides an overview of the operational performance of each department. Forecasts are provided for each department highlighting anticipated variances to budget identified to date.

Explanations are provided for forecast budget variances of \$20,000 or more.

Department	30-Nov	Annual Budget	Forecast	Forecast Variance to Budget	Note
Community & Economic Development					
Burnie Arts & Function Centre	349,563	915,389	915,389	- Favourable	
Burnie Regional Art Gallery	159,749	583,662	583,662	- Favourable	
Burnie Regional Museum	111,194	273,527	273,527	- Favourable	
Business & Recreation	152,115	223,120	223,120	- Favourable	
CED Management	146,695	373,762	373,762	- Favourable	
City Link	4,222	-	-	- Favourable	
Community & Youth	134,168	378,077	378,077	- Favourable	
Marketing & Events	175,761	514,284	514,284	- Favourable	
Visitor Information Centre	122,696	370,935	371,120	185 Unfavourable	
Community & Economic Development Total	1,356,165	3,632,756	3,632,941	185 Unfavourable	
Corporate & Business Services					
Accounting Services	(28,372)	-	(93)	(93) Favourable	
Information Management	78,814	148,486	153,182	4,696 Unfavourable	
Information Technology Services	42,273	-	713	713 Unfavourable	
Revenue Services	160,897	423,942	427,232	3,290 Unfavourable	
Strategic and Governance	(16,286,819)	(14,985,538)	(15,101,292)	(115,754) Favourable	1
Corporate & Business Services Total	(16,033,208)	(14,413,110)	(14,520,258)	(107,148) Favourable	
Employee Oncost Recovery					
Oncosts	(231,626)	-	-	- Favourable	
Employee Oncost Recovery Total	(231,626)	-	-	- Favourable	
Land & Environmental Services					
Compliance Support	(278,167)	(724,524)	(724,524)	- Favourable	
Development Services	261,110	729,235	730,237	1,002 Unfavourable	
Management LES	121,295	319,693	319,693	- Favourable	
Land & Environmental Services Total	104,238	324,404	325,406	1,002 Unfavourable	
Office of the General Manager					
Executive Management	190,579	477,020	477,020	- Favourable	
Organisational Development	(12,498)	-	-	- Favourable	
Office of the General Manager Total	178,081	477,020	477,020	- Favourable	
Works & Services					
Cemetery Services	(535)	-	-	- Favourable	
Facilities Management	743,484	2,133,736	2,133,736	- Favourable	
Management WS	(13,518)	(25,234)	(25,234)	- Favourable	
Parks & Reserves	690,509	2,005,097	2,005,097	- Favourable	
Sporting Grounds	551,414	1,482,698	1,482,697	(1) Favourable	
Stormwater Services	(1,134,312)	(507,735)	(548,508)	(40,773) Favourable	2
Transport Services	2,230,876	6,100,785	6,100,785	- Favourable	
Waste Management	(2,652,764)	4,401	(18,932)	(23,333) Favourable	3
Works & Services Total	415,153	11,193,748	11,129,641	(64,107) Favourable	
Total	(14,211,197)	1,214,818	1,044,750	(170,068) Favourable	

Corporate & Business Services***1. 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 favourable forecast variance to budget of \$116k for Strategic & Governance is due to higher than budgeted supplementary rates (\$105k), higher than budgeted investment income (\$46k) offset by lower than budgeted rates raised \$28k and lower than budgeted rate discount \$15k.

Works & Services***2. 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 of \$41k is due to higher than budgeted rates income.

3. 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 favourable forecast variance to budget of \$23k for waste management is due to higher than budgeted rates income.

2.4 RECEIVABLES ANALYSIS

The receivables analysis summarises all current amounts owed to Council as at the end of the reporting period. Graphical analysis is provided for the breakup of main receivable categories.

Receivables Analysis as at 30 November 2018

	<u>Total</u>	<u>Current</u>	<u>30-60 Days</u>	<u>60-90 Days</u>	<u>90+ Days</u>
Trade Debtors					
Sundry Debtors	243,936	236,252	222	-	7,462
Reserved Parking Spaces	11,166	10,292	255	297	322
Burnie Venues & Catering	30,120	23,513	6,264	166	177
Lease Debtors	36,106	35,261	756.93	319	(231)
Business & Recreation Debtors	9,404	9,090	-	-	314
Waste Debtors	32,364	32,879	489	472	(1,476)
Total Trade Debtors	363,095	347,286	7,987	1,253	6,568
Goods & Services Tax	2,723				
Infringements & Parking	1,261,734				
Other Receivables	96,765				
Rates & Charges	5,518,803				
Allowance for Impaired Debts	(1,065,369)				
Total Receivables	6,177,751				

Infringements & parking

	Nov-18		Nov-17		Movement	
	Count	Balance	Count	Balance	Count	Balance
Issued 2019	1,753	104,270			1,753	104,270
Issued 2018	1,521	133,382	1,583	81,520	(62)	51,862
Issued 2017	1,723	75,748	1,947	134,141	(224)	(58,393)
Issued 2016	1,025	47,674	1,112	62,981	(87)	(15,307)
Issued 2015	645	42,797	735	50,702	(90)	(7,905)
Issued 2014	576	39,478	649	46,450	(73)	(6,972)
Issued 2013	685	42,430	751	48,870	(66)	(6,440)
Issued 2012	566	36,191	604	39,550	(38)	(3,359)
Issued 2011	587	36,415	635	40,837	(48)	(4,422)
Issued 2010	695	27,184	732	30,647	(37)	(3,464)
Issued 2009	815	56,850	905	64,032	(90)	(7,182)
Issued 2008	1,472	74,705	1,507	79,516	(35)	(4,811)
Issued 2007	2,032	80,069	2,050	87,192	(18)	(7,123)
Issued Pre-2006	9,903	473,461	9,914	477,624	(11)	(4,163)
	23,998	1,270,654	23,124	1,244,061	874	26,592

2.5 RATES ANALYSIS

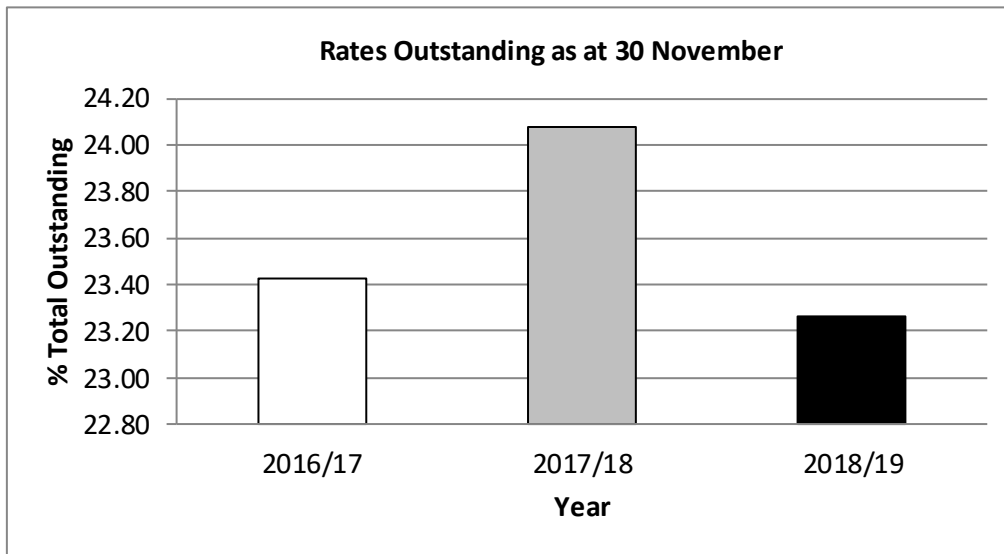
The rates analysis contains a summary of rating transaction movements for 2018/19 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

Rates Outstanding as at 30/11/2018

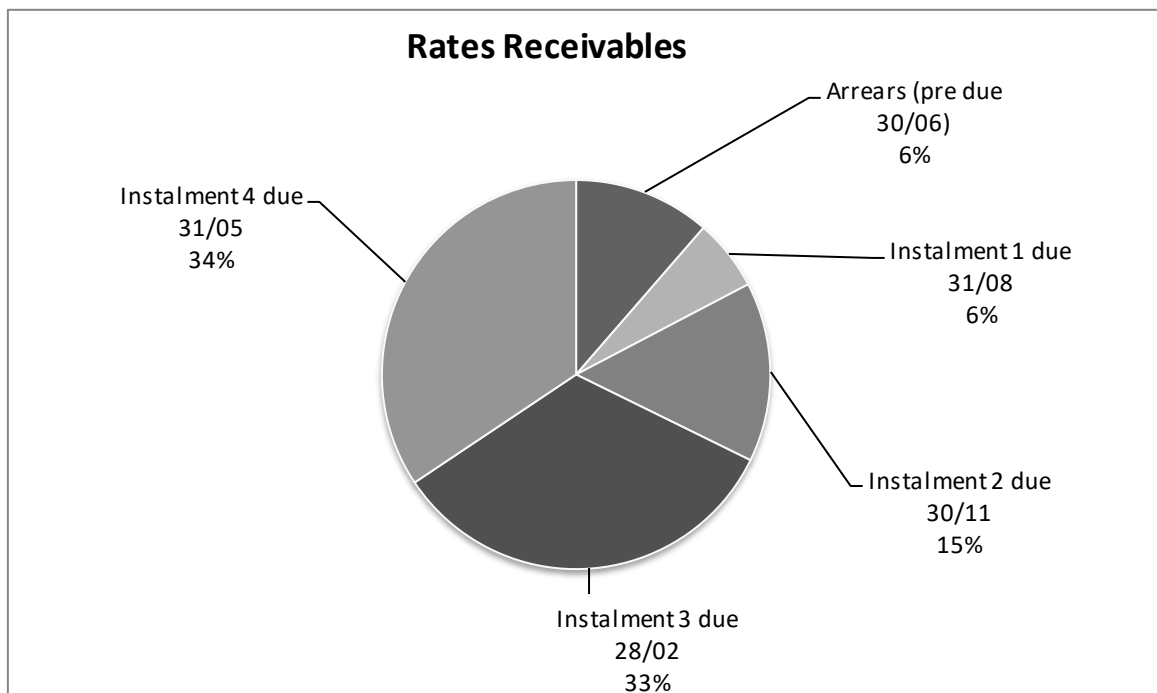
	This Financial Year 30 Nov 2018		Last Financial Year 30 Nov 2017		Change
		\$		\$	\$
Arrears Brought Forward as at July 1	5.33%	1,239,630	5.07%	1,172,182	67,448
Credit Brought Forward	-2.98%	(692,968)	-2.51%	(580,636)	(112,332)
Add Current Rates & Charges					
Levied	96.31%	22,412,979	97.09%	22,443,416	(30,437)
Penalty	0.16%	36,391	0.16%	35,852	539
Supplementary Rates	1.18%	275,583	0.20%	45,603	229,980
Gross Rates and Charges Demanded	100.00%	23,271,616	100.00%	23,116,417	155,199
Less: Rates & Charges Collected	71.73%	16,692,796	70.82%	16,370,710	322,086
Pension Remission	3.02%	702,621	3.09%	713,207	(10,586)
Residential Waste Remission	0.08%	18,144	0.08%	18,624	(480)
Hardship Interest Remission	0.00%	201	0.00%	346	(145)
Private Conservation	0.00%	105	0.00%	165	(60)
Misc Remissions	0.06%	12,988	0.11%	25,977	(12,989)
Services Remissions	0.00%	-	0.00%	-	-
Stormwater Remission	0.03%	8,133	0.04%	8,153	(20)
General Rate Remission	0.02%	4,611	0.03%	6,045	(1,434)
- Legal Fees	-0.01%	(2,317)	-0.01%	(1,382)	(935)
- Discounts	1.81%	420,763	1.77%	409,039	11,723
- Roundings/Adjustments	0.00%	(2)	0.00%	1	(3)
Sub Total	76.74%	17,858,045	75.92%	17,550,887	307,158
Unpaid Rates & Charges as at 30/11/2018	23.26%	5,413,572	24.08%	5,565,531	(151,959)

	<u>2018/2019</u>		<u>2017/2018</u>	
Outstanding as at 30 November		5,706,643		5,832,744
Rates in credit		293,071		(267,214)
		5,999,714		5,565,531
Total number of assessments		10,017		9,940
Assessments outstanding	45.65%	4,573	48.0%	4,771
Credit Rates	-5.4%	(293,071)	-4.8%	(267,214)
Arrears (pre due 30/06)	12.0%	650,123	11.8%	658,544
Instalment 1 due 31/08	6.3%	338,512	6.0%	333,800
Instalment 2 due 30/11	15.7%	852,261	15.2%	843,839
Instalment 3 due 28/02	35.2%	1,904,544	35.4%	1,968,500
Instalment 4 due 31/05	36.2%	1,961,203	36.4%	2,028,061
	100.00%	5,413,572	100.00%	5,565,531

There were 4,573 assessments outstanding as at 30 November 2018 compared to 4,771 as at 30 November 2017.



The following graph provides a breakdown of total rates outstanding by instalment.



2.6 CAPITAL EXPENDITURE REPORT

The following report outlines council's YTD capital expenditure compared to budget as at 30 November 2018. Explanations are provided below for project forecast variances to budget of \$20,000 or more.

YTD Capital Expenditure 2018/19						
	YTD Expenditure	Annual Budget	Balance Unspent	Forecast	Forecast Variance to Budget	Note
ROADS						
RURAL ROADS						
Upgrade Programme	410,670	1,416,880	1,006,210	1,416,880	●	-
Rural Roads Resealing	99	90,780	90,681	90,780	●	-
Rural Roads Major Patching & Resealing	25,818	443,695	417,877	443,695	●	-
Rural Roads Bridges Programme	8,161	100,910	92,749	100,910	●	-
TOTAL RURAL ROADS	444,748	2,052,265	1,607,517	2,052,265	●	-
URBAN ROADS						
Car Parking Improvements	2,490	69,690	67,200	69,690	●	-
Driveways, Footpaths and Channel	77,568	98,180	20,612	108,064	⚠	9,884
Retaining Walls	76,814	366,670	289,856	366,670	●	-
Urban Infrastructure	106,230	1,498,828	1,392,598	1,533,710	⊘	34,882
Urban Road Renewal & Upgrades	28,427	995,403	966,976	1,004,866	⚠	9,463
Urban Road Resealing	177,374	515,393	338,019	515,393	●	-
TOTAL URBAN ROADS	468,903	3,544,164	3,075,261	3,598,393	⊘	54,229
TOTAL ROADS	913,651	5,596,429	4,682,778	5,650,658	⊘	54,229
STORMWATER						
Storm Water Upgrades & Replacements	160,355	589,800	429,445	591,622	⚠	1,822
TOTAL STORMWATER	160,355	589,800	429,445	591,622	⚠	1,822
PARKS, RESERVES AND SPORTING FACILITIES						
General Parks and Reserves	108,884	1,195,466	1,086,582	1,237,066	⊘	41,600
Cemeteries	38,406	5,166	(33,240)	43,406	⊘	38,240
Sporting Grounds & Facilities	145,561	321,198	175,637	424,682	⊘	103,484
TOTAL PARKS, RESERVES & SPORTING FACILITIES	292,851	1,521,830	1,228,979	1,705,154	⊘	183,324
WASTE						
Garbage and Recycling	6,925	23,720	16,795	26,440	⚠	2,720
Waste Management Centre	10,787	55,214	44,427	55,214	●	-
TOTAL WASTE MANAGEMENT	17,712	78,934	61,222	81,654	⚠	2,720
BUILDINGS						
Sporting Facilities	141,797	1,382,737	1,240,940	1,450,977	⊘	68,240
Public Amenities	21,662	118,600	96,938	118,600	●	-
Burnie Arts & Function Centre	53,903	174,266	120,363	176,755	⚠	2,489
Burnie Regional Museum	66	31,500	31,434	31,500	●	-
Other Buildings	36,165	93,435	57,270	112,505	⚠	19,070
TOTAL BUILDINGS	253,593	1,800,538	1,546,945	1,890,337	⊘	89,799
PROPERTY, PLANT & EQUIPMENT (PPE)						
Computer Equipment	5,220	203,773	198,553	203,773	●	-
Vehicles	45,247	97,000	51,753	97,000	●	-
Plant	436,270	1,326,149	889,879	1,326,149	●	-
Other	54,629	507,966	453,337	517,053	⚠	9,087
Parking Equipment	48,100	106,414	58,314	106,414	●	-
Furniture & Fittings	23,409	147,750	124,341	147,750	●	-
Heritage Assets	(2,329)	20,000	22,329	30,000	⚠	10,000
TOTAL PLANT/EQUIPMENT/VEHICLES	610,545	2,409,052	1,798,507	2,428,139	⚠	19,087
TOTAL	2,248,707	11,996,583	9,747,876	12,347,564	⊘	350,981

Note 1 – Urban Infrastructure

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Coastal Pathway Marine Terrace	32,440	0	32,440	●	0%

Coastal Pathway Marine Terrace – Works from 2017-18, project costs paid in current financial year.

Note 2 – General Parks & Reserves

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Romaine Reserve Playground Reinstatement	36,290	0	36,290	●	0%

Romaine Reserve Playground Reinstatement – Works from 2017-18, project costs paid in current financial year.

Note 3 – Cemeteries

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Lawn Cemetery Stage 5 Irrigation	38,240	0	38,240	●	0%

Lawn Cemetery Stage 5 Irrigation – Works from 2017-18, project costs paid in current financial year.

Note 4 – Sporting Grounds & Facilities

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
West Park Upgrade	93,681	0	93,681	●	0%
Upper Burnie Sports Centre Footpath	16,326	6,523	16,326	●	150%

West Park Upgrade – Grant funding is being sort for this project.

Upper Burnie Sports Centre Footpath - Scope of works increased including installation of lighting. Some site challenges also led to extra time being required on site.

Note 5 – Sporting Facilities

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Tennis Court Remediation	53,460	0	53,460	●	0%
PCYC Old Stadium - Painting & Linings	22,655	8,108	22,655	●	179%

Tennis Court Remediation – Scope of works and contingency/site issues, budgeted 2016-2017, estimated additional costs 2017-2018, additional costs paid in current financial year.

PCYC Old Stadium – Painting & Linings – Actual cost of works greater than funds available from carry forward.

2.7 CONTRACTS AWARDED

The following table shows contracts awarded over \$100,000 (full contract value) during November 2018.

Contract Number	Contract Title	Contractor Registered Business Name and Address	Awarded Date	Initial Term	Value of Contract (Ex GST)
2616	Fern Glade Road Upgrade and Pathway Stage 2 (Wattle Avenue - Emu River)	Hardings Hotmix Pty Ltd 30 Industrial Drive Ulverstone TAS 7315	20/11/2018	14 weeks	\$399,445.00

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)	43,661	B	Capital Works Allocation	Yes
Marine Terrace Coastal Pathway	Rare Innovation	Structural design and documentation for the elevated walkway sections.	20,800	33,992	B	Capital Works Allocation	Yes
South Burnie Breakwater Bund	Water Technology	Wave/coastal processes modelling, design and document reconstruction for tender, inspections.	21,650	19,809	B	Capital Works Allocation	Yes
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	10,440	B	Capital Works Allocation	Yes

Project	Consultant	Description	Committed \$	Actual \$ LTD	Reason	Funded from	Complete
Burnie Surf Club Redevelopment	Jaws Architects	Design and Project Delivery Services	74,797	45,437	B	Capital Works Allocation	No
Ridgley Drainage Study	Pitt & Sherry	Consultant Brief 188 – Stormwater Investigations and Reporting	26,730	29,403	B	Capital Works Allocation	Yes
Emu River Flood Study	Entura	Consultant Brief 191 – Investigation and reporting	49,800	0	B	Annual Plan Action	No
Parking Audit	Crowe Horwath	Scheduled audit commissioned by BCC Audit Committee	5,000	5,000	C	Audit Committee Budget	Yes
Romaine Dam	Entura	Dam Safety management plan and surveillance report	25,000	0	B	Strategic Initiatives	No
Credit Card Audit	KPMG	Scheduled audit commissioned by BCC Audit Committee	7,000	0	C	Audit Committee Budget	No

2.9 GOVERNANCE – USE OF COUNCIL SEAL

2 November 2018	Contract 2613 Burnie Surf Life Saving Club Redevelopment and Waterfront Eastern Promenade August 2018
12 November 2018	Contract 2589 West Park Oval Supply and Installation of Electronic Scoreboard – August 2018
19 November 2018	Part 5 Agreement – Lot 2 Minna Road Stowport
23 November 2018	Final Survey Plan and Schedule of Easements Stage 2 – Hillfarm Drive, Park Grove
26 November 2018	Grant Deed between Department of Communities Tasmania and Burnie City Council for Eastern Promenade
27 November 2018	Lease of Land between Burnie City Council and Telstra Corporation Limited at Roundhill Burnie

COUNCIL RESOLUTION

Resolution number: MO441-18

MOVED: Cr A Keygan

SECONDED: Cr D Pease

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

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

Against:

CARRIED UNANIMOUSLY

AO345-18 COMMUNICATIONS JOURNAL DECEMBER 2018

FILE NO: 2/17/3
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT Council note the information contained in the Communications Journal as listed.”

2.0 SUMMARY

The purpose of the Communications Journal section of the Agenda is to provide Council with relevant general communication items received that need to be brought to the attention of Aldermen.

Items contained in this monthly report are generally for noting. Any specific correspondence items which require an officer’s comment and a recommendation are tabled in the reports immediately following this one.

3.0 MAYOR’S COMMUNICATIONS

The Mayor advised that the following meetings, events or appointments were attended since the last Council Meeting report:

- Department of Education’s Kids 4Kids Game Changers - Change Makers Conference
- Meeting with Senior Sargent Martin Parker, Tasmania Police
- Meeting with Mr Peter Wilson
- 2019 Performing Arts Subscription Season Launch
- UTAS Vice-Chancellor Professor Rufus Black
- 50th Birthday Celebration - Burnie United Football Club
- Meeting with Kay and Robert Wolfe
- BCCI General Meeting
- Cradle Coast Authority (CCA) Representatives Meeting
- Burnie Chamber of Commerce and Industry meeting with Councillors
- Meeting with Warren Moore, Braddon Business Centre

- Burnie Regional Art Gallery Meeting
- Probus Club of Burnie - Christmas Luncheon
- Penguin Rehab and Release Project Celebration
- Meeting with Alan Moret
- Elphinstone Open Day and Official Opening of Ormsby Street facility
- Cruise Ship – Pacific Jewel
- Meeting with Daryl Connelly, Cradle Coast Authority
- Tasmanian Human Rights Awards 2018
- Cruise Ship – Noordam
- Burnie City Council – Annual General Meeting

The Mayor advised that the following meetings, events or appointments were attended on his behalf since the last Council Meeting report:

- Tasmanian Community Achievement Awards – attended by Councillor Dorsey
- Burnie Amateur Swimming Club - Swim Meet Opening – attended by Councillor Boyd

4.0 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	27 November 2018	
Councillors in attendance Apologies	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Brumby, Cr Bulle, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Items Discussed	Cradle Coast Outriggers	On-Site Visit to Cradle Coast Outriggers
	Councillor Appointments to Committees	Discussion with Councillors
	Waste Management	Discussion with Councillors
	Tender Weighting – Local Content	Discussion with Councillors
	Electric Vehicle Charging Station	Discussion with Councillors
	Ten Days on the Island	Jane Haley in attendance for discussion with Councillors
	Federal Election Projects	Discussion with Councillors
	LGAT General Meeting Agenda	Review with Councillors
	Burnie Athletics Club – Corporate Box	Discussion with Councillors
	Financial Assistance Grants 2018/19 – Round 2	Discussion with Councillors
Night on the Terrance Entry Fee	Discussion with Councillors	

5.0 CORRESPONDENCE FOR NOTING

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

ATTACHMENTS

1. Correspondence from the Department of Police, Fire and Emergency Management (State Emergency Service) - Appointment of Emergency Management Coordinator
2. Correspondence from the Anglican Diocese of Tasmania - Sale of Anglican Church buildings
3. Correspondence from the Australian Dental Association - Congratulations on appointments
4. Correspondence from the Darwin Football Association Inc - NWFL and DFA Grand Finals

COUNCIL RESOLUTION

Resolution number: MO442-18

MOVED: *Cr T Brumby*

SECONDED: *Cr D Pease*

1.0 RECOMMENDATION:

“THAT Council note the information contained in the Communications Journal as listed.”

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

Against:

CARRIED UNANIMOUSLY



Department of Police, Fire and Emergency Management
STATE EMERGENCY SERVICE
GPO Box 1290 HOBART TAS 7001
Phone (03) 6173 2700
Email ses@ses.tas.gov.au Web www.ses.tas.gov.au



Our ref: A18/140537

14 August 2018

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

Dear Mayor Alwyn Boyd

Appointment of Municipal Emergency Management Coordinator

Your Council has nominated Mr Gary Neil to be the Municipal Emergency Management Coordinator in accordance with Section 23 of the *Emergency Management Act 2006*. Your nomination has been approved and the appointment made by the Minister.

A Certificate of Appointment, signed by the Minister for Police, Fire and Emergency Management, is enclosed.

As the Municipal Coordinator was nominated by, and serves your Council, it would seem most appropriate that the Mayor present the Certificate. I therefore enclose the Certificate for presentation. May I suggest the presentation be made at a meeting of Council to ensure recognition of the contributions made by the Municipal Coordinator.

If you agree that the Certificate should be presented during a meeting of Council, you may wish to refer to the enclosed Position Description which details the responsibilities and contributions of Municipal Coordinator to the well-being of the citizens within your municipal area.

Yours faithfully

A handwritten signature in black ink, appearing to read "A. Lea".

Andrew Lea
Director

Enclosed:

- a) Instrument of Appointment
- b) Welcoming letter
- c) Certificate
- d) Gazette notice.

Position Description
Municipal Emergency Management Coordinator

The above position is nominated by a Council and appointed by the relevant Minister under the *Emergency Management Act 2006* (s23). Functions and powers of the position are detailed at s24 of the same legislation. A summary of the position, its primary function, key tasks and desirable skills and qualifications required to perform in the role are detailed below.

Position Function

To coordinate, advise and assist a relevant Council on all matters pertaining to emergency management within the designated municipal area.

Primary Tasks

1. Development, review and exercise of relevant emergency management plans within the designated municipal area/s in accordance with legislative requirements and State policy;
2. Facilitation of emergency risk management programs including the development, implementation and monitoring of appropriate risk treatment programs;
3. Provision of executive support services to the Municipal Emergency Management Committee and any special purpose committees established by Council for the purposes of emergency management;
4. Represent relevant Council/s on regional and as required State forums eg Regional Emergency Management Committee;
5. Provide briefings to and advise Council and the Regional Controller on emergency management measures within the relevant municipal area including National and State reform issues;
6. Coordinate Council's response to the management of emergency events which occur within the municipal area in accordance with relevant plans including the optimal utilisation of council resources;
7. Facilitate the development and implementation of community education and awareness programs within the municipal area; and
8. Liaise with SES Regional Staff and the SES Unit Manager of the relevant SES Unit/s regarding development and maintenance of resource agreements and the delivery of Council responsibilities under any such agreements established with the SES in Tasmania.

2

Skills and Knowledge Required

1. High level understanding of and demonstrated experience in emergency management principles, processes and arrangements especially in relation to Local Government;
2. Demonstrated superior communications skills including the ability to provide executive support services to high level committees;
3. Sound understanding and experience in the operations of Government in Australia, especially Local Government; and
4. Experience in the coordination of emergency response or recovery arrangements.

Working Conditions

1. May be required to participate at meetings outside business hours;
2. May be requested to attend emergency management training and education activities intra or interstate.

Minister for Health
Minister for Police, Fire and Emergency Management
Minister for Science and Technology
Leader of the House



Ministerial Office: Level 5, Parliament Square, 4 Salamanca Place, Hobart Tas 7000
Ph: (03) 6165 7701
Launceston Office: Public Buildings, 53 St John Street, Launceston Tas 7250
Ph: (03) 6777 1032
Postal Address: GPO Box 123, Hobart Tas 7001 Australia
Email: Michael.Ferguson@dpac.tas.gov.au

A18/121776

Mr Gary Neil
Burnie City Council
PO Box 973
BURNIE TAS 7320

Dear Mr Neil

I am pleased to advise that you have been appointed as the Municipal Emergency Management Coordinator for the Burnie City Council per Section 23 of the *Emergency Management Act 2006*.

The Position of Municipal Emergency Management Coordinator carries with it very important responsibilities for emergency management in your municipal area. These responsibilities require commitment and energy. I know that you have both of these attributes and that your community will be well served by your appointment.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Michael Ferguson".

The Hon. Michael Ferguson MP
Minister for Police, Fire and Emergency Management

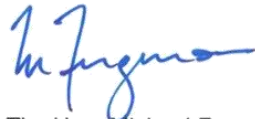
A18/121779

IN ACCORDANCE with the provisions of Section 23 of the *Emergency Management Act 2006*, I hereby appoint the following person as Municipal Emergency Management Coordinator for the Burnie City Council:

Mr Gary Neil
PO Box 973
BURNIE TAS 7320

This appointment is made commencing the date of this Instrument of Appointment for a period of four (4) years and may be terminated by the Minister or by the resignation in writing by the Municipal Emergency Management Coordinator from that office.

Dated this 31st day of July 2018.



The Hon. Michael Ferguson MP
Minister for Police, Fire and Emergency Management

A18/121788

Emergency Management Act 2006

APPOINTMENT OF MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

Notice is hereby given that in accordance with Section 23 of the *Emergency Management Act 2006*, the following appointment has been made for a period of four (4) years commencing on the date of this Notice.

Mr Gary Neil, Municipal Emergency Management Coordinator, Burnie City Council.

Dated this 31st day of July 2018.



The Hon. Michael Ferguson MP
Minister for Police, Fire and Emergency Management

A18/121790



This is to certify that

Gary Neil

has been appointed

Municipal Coordinator

*for the Burnie City Council
in accordance with the Emergency Management Act 2006
and shall occupy that position for a period of four years
commencing from the date of this
Certificate of Appointment.*

Given this 31ST day of July 2018

Michael Ferguson

*Minister for Police, Fire & Emergency
Management*

ANGLICAN DIOCESE
OF TASMANIATHE RIGHT REVEREND
DR RICHARD CONDIE
BISHOP OF TASMANIA

3 December 2018

Mayor Alwyn Boyd
Burnie City CouncilBy email: aboyd@burnie.net

Dear Mayor

I am writing to let you know that the Anglican Church of Tasmania's Diocesan Council (our governing body) met on Saturday and has made its final decision with respect to the church properties that will be sold to raise capital for our Redress Fund obligations. The Church has listened and responded to church and community feedback in making our final decisions. While not every request has been met, one third of properties have been removed from the proposed 'for sale' list.

We recognise that this has been a difficult process for parishes, families and communities. We believe our decisions have struck the right balance between fulfilling our Redress obligations, listening to the community, and ensuring sustainability of the Church.

Our church buildings are important places and hold significant value, which is why we have listened to the desires and concerns of both parishes and the wider community. Similarly, we understand and respect how important access to cemeteries is for Tasmanians, particularly those in regional areas. While we still genuinely believe that changes to the Burial Cremation Act will drive up the costs of burials, we accept the government's decision, and agree it will provide the certainty that people need. It would be ideal for community groups to take on ownership of the cemeteries still listed for sale, and to manage them for community use into the future.

Through the public consultation process, we received several expressions of interest from community groups, for purchase or transfer of property. Our Redress Team will be in touch with each community group and all other interested parties that have contacted us over the coming weeks.

The final decision is to exempt 34 properties from sale, most of which hold significant historic and cultural heritage value. The remaining 73 properties will be sold in a strategic and staged manner over the coming years.

We understand that some properties remaining on the list for sale will be difficult for some communities. I want to reassure you that we will continue to discuss with local communities how they might take ownership of them.

Our compassion for survivors of child sexual abuse in our organisation is the driver for the costly path the Anglican Church has embarked upon. This sacrifice expresses the Church's desire to provide a measure of restorative justice, recognition and support to survivors for the wrongs they have experienced by past leaders of the church.

We would welcome your support as we continue to work through matters in the coming days. A full list of properties is available [here](#).

Sincerely



The Rt Revd Dr Richard Condie
Bishop of Tasmania



Australian Dental Association

Tasmanian Branch Incorporated

GPO Box 2074 Hobart TAS 7001
Ph: (03) 6248 7788 Fax: (03) 6248 1006 Email: admin@adatas.org.au
ABN 98 462 652 749

15th November 2018

Dear Councillors,

The Australian Dental Association (Tasmanian Branch) extend a warm welcome to the city council and would like to congratulate you on your appointments.

We would like to take this opportunity to seek your support on key oral health issues and to consider as a priority an increase in water filling stations in this locality. Tap water is the evidence-based option of choice for better general and oral health with the potential to reduce dental decay and preventable hospital admissions caused by decay. The benefits for sustainability are also clear when using reusable bottles at drinking fountains can help reduce landfill.

We look forward to a productive relationship and look forward to working towards better oral health outcomes for our community.

Kind regards

Dr Angie Nilsson

President Australian Dental Association Tasmanian Branch

Mobile 0427042625

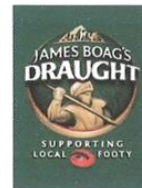
choosetap.com.au



DARWIN FOOTBALL ASSOCIATION INC.
ABN 20 095 711 939

President
Mr Barry Dunham
P.O. Box 854
BURNIE TAS 7320

Mobile 0417 122 771
E-Mail bdunham1953@gmail.com



Burnie City Council.

30/11/2018

P.O.Box 973

Burnie. 7320



For Attention. Mayor Steve Kons.

SUBJECT. NWFL & DFA GRAND FINALS.

Dear Steve,

Thanking you for the letter of concern re the staging of our respective Grand Finals on the same day.

Please let me explain our situation this year as I am sure many will not be aware of the proceeding events .

When we produced our roster for the 2018 season NO Burnie or Devonport teams were in the NWFL.

We need to have our roster produced at this time to book grounds for the following season. As we have 3 other councils involved we do not receive the same co operation from these and we are endeavouring to avoid them booking the grounds twice.

- | | |
|------------|---|
| 3/12/2017 | Our roster was produced and sent to the clubs.

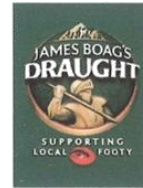
NWFL had drafted a roster at this stage with 6 teams. |
| 13/12/2017 | Devonport resigned from the TSL and another roster was drafted by the NWFL with 7 teams. |
| 5/2/2018 | Burnie departs the TSL |
| 19/3/2018 | NWFL produced a THIRD roster some 3 months after our roster was made available. |



DARWIN FOOTBALL ASSOCIATION INC.
ABN 20 095 711 939

President
Mr Barry Dunham
P.O. Box 854
BURNIE TAS 7320

Mobile 0417 122 771
E-Mail bdunham1953@gmail.com



Although the NWFL president Andrew Richardson has publicly been upset at the crowd and named the DFA for playing ours on the same day we in fact had a better crowd than last year on a day that was certainly not for attending a footy game.

I have had close conversation with NWFL president this year to endeavour to make these finals on separate days and with the help of the Natone Cricket Club who also share Wivenhoe in allowing us access a few days before the start of April we are able to start a week earlier than normally is possible.

We will always try to strive to have finals on separate days but this may not be the case some years.

In closing may I please again commend the Burnie Council on the fantastic working relationship we have with your team and their pride in preparing the grounds in our municipality for our season as teams from other municipalities our truly envious. Wivenhoe has in my opinion the best playing surface of any ground in the state.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Barry Dunham'.

Barry Dunham

President.

Darwin Football Association.

AO346-18 COMMUNICATIONS JOURNAL - CRADLE COAST WASTE MANAGEMENT GROUP - ANNUAL REPORT 2017/2018

FILE NO: 2/17/3; 2/5/37
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	5	A NATURAL AND BUILT ENVIRONMENT THAT IS RESPECTED AND CARED FOR
Objective	5.4	A region that is energy, water and waste efficient.
Strategy	5.4.3	Support the State and regional strategies in waste reduction.

1.0 RECOMMENDATION:

“THAT Council receive the 2017/2018 Annual Report from the Cradle Coast Waste Management Group.”

2.0 SUMMARY

The Cradle Coast Waste Management Group (CCWMG) has forwarded a copy of their 2017/2018 Annual Report to Council for their information.

3.0 GENERAL MANAGER’S COMMENTS

The 2017/2018 Annual Report from the CCWMG, reports on the activities and achievements of the Group over the previous financial year.

Key projects of the CCWMG are reported in section 3.2 of the Annual Report and include:

- Illegal Dumping – funding program to support local actions targeted to reducing illegal dumping.
- Waste transfer stations – Best Practice improvement grants made available to member Council’s.
- Recycling bin assessments and Landfill waste Audit.
- Household battery recycling.
- Governance review.
- Industry workshops.
- FOGO – completed feasibility assessment and Council review process.
- Education and promotion programs.

These projects are discussed more fully in the Annual Report.

Each of the projects contributes in some way to reducing waste to landfill and diverting materials to alternate uses including recycling and repurposing and reusing.

ATTACHMENTS

1↓. [Cradle Coast Waste Management Group Annual Report for 2017/2018](#)

COUNCIL RESOLUTION

Resolution number: MO443-18

MOVED: *Cr D Pease*

SECONDED: *Cr A Keygan*

“THAT Council receive the 2017/2018 Annual Report from the Cradle Coast Waste Management Group.”

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

Against:

CARRIED UNANIMOUSLY



Cradle Coast Waste Management Group

Annual Report
2017/18



Cradle Coast
Waste Management Group



This report was prepared by:



Dulverton Waste Management
Level 1/17 Fenton Way
Devonport TAS 7310
Email: admin@dulverton.com.au
Web: www.dulverton.com.au
ABN: 11 784 477 180

For:
Cradle Coast Waste Management Group

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Cradle Coast
Waste Management Group



Revision	Issued To	Date	Reviewed	Approved
1	CCWMG for comment/approval	28/11/2018	MP	MG
2	CCWMG to distribute to Councils	07/12/2018	MP	CCWMG

Contents

Contents	4
Glossary of Abbreviations	5
1. Introduction	6
1.1 Who We Are	6
1.2 Our Principles, Goals and Targets	7
1.3 Regional Waste Trends	9
2. Chairperson Report	11
3. Activities undertaken for year	12
3.1 Regional Contracts	12
a) Mulching of Green Waste Contract	12
b) Regional Recycling Contract	13
c) Regional Cardboard Recycling Contact	15
3.2 Key Projects	16
a) Illegal Dumping Funding (2.2)	16
b) Best Practice Improvements (2.4)	17
c) Recycling Bin Assessments (2.6)	17
d) Landfill Waste Audit (2.7)	17
e) Household Battery Recycling (2.8)	18
f) Stakeholder Manager (2.9)	19
g) Industry Workshop (2.11)	19
h) Education & Promotion (2.13)	20
i) Public Events (2.16)	20
j) FOGO Collection (2.17)	20
4. Achievements against the 5 year strategy	21
5. Financial	29
6. Summary	30

Cradle Coast
Waste Management Group



Glossary of Abbreviations

BCC	Burnie City Council
CCA	Cradle Coast Authority
CCC	Central Coast Council
CHC	Circular Head Council
CCWMG	Cradle Coast Waste Management Group
DCC	Devonport City Council
DWM	Dulverton Waste Management
EPA	Environmental Protection Authority
ERF	Emissions Reduction Fund
FOGO	Food Organics Garden Organics
KC	Kentish Council
LC	Latrobe Council
LGAT	Local Government Association of Tasmania
MRA	MRA Consulting Group
MRF	Materials Recycling Facility
MSW	Municipal Solid Waste
NSRF	National Stronger Regions Fund
NTWMG	Northern Tasmania Waste Management Group
WGPC	Waste Governance Project Coordinator
WSS	Waste Strategy South
WTS	Waste Transfer Station
WWC	Waratah Wynyard Council

Cradle Coast Waste Management Group



1. Introduction

1.1. Who We Are

The Cradle Coast Waste Management Group (CCWMG) was formed in 2007 and represents seven northwest Tasmanian municipal councils participating in the voluntary waste levy including: Burnie City (BCC), Central Coast (CCC), Circular Head (CHC), Devonport City (DCC), Latrobe (LC), Kentish (KC) and Waratah Wynyard (WWC).

It is made up by a representative from each council and includes practitioners skilled in engineering, environmental health, waste management, corporate governance and general management. The 2017/18 CCWMG representatives include:

- Rowan Sharman, Engineering Representative from the BCC.
- Sandra Ayton (Chair), General Manager Representative from the CCC.
- James Brewer, Engineering Representative from the CHC.
- Matthew Atkins, Management Representative from the DCC.
- Chris Clark, Management Representative from LC & KC (resigning from the position on the 05.04.2018, the position was unfulfilled as at 30.06.2018).
- Dana Hicks, Service Officer Representative from the WWC.

The Cradle Coast Authority's (CCA) Chief Executive Officer (CEO) is an ex-officio member of the CCWMG, providing corporate governance support and expertise. The CCA Representatives Group nominate an observer to attend the meetings on their behalf. These members include:

- Brett Smith, CEO from the CCA; and
- Don Thwaites, Observer on behalf of the CCA Representatives Group.

Dulverton Waste Management (DWM) provides project management support and waste expertise to the CCWMG and is represented by:

- Mat Greskie, CEO; and
- Mel Pearce, Project Officer (PO).

Cradle Coast Waste Management Group



1.2. Our Principles, Goals and Targets

The CCWMG's 5 Year Strategy 2017 – 2022 was ratified in June 2017 by the Cradle Coast Council's participating in the voluntary waste levy of \$5 per tonne.

The Strategy's four goals are:

1. **Waste diversion:** Diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
2. **Regional planning & efficiencies:** Provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/ waste infrastructure.
3. **Partnerships:** Maintain partnerships with government, planning authorities and the 3 waste regions to shape waste management policies and regulation to influence future regulatory requirements and to identify programs and infrastructure best delivered with a state-wide approach.
4. **Community engagement:** Work with the community and industry, through education and feedback, to take ownership of waste avoidance and reuse to improve the use of existing and future services.

The CCWMG have also set measurable and achievable objectives in the Strategy which will allow the CCWMG and member councils to track their progress over the 5-year plan. The objectives take the form of Key Performance Indicators (KPIs), which include:

1. By 2022, divert 50% of all MSW from local government landfill facilities across the region.
2. By 2022, increase the proportion of recycling bin receiving a pass mark as part of the recycling bin assessments to 90% across the region (based on the 2015-16 assessment pass rate of 81%).
3. By 2022, reduce incidents of illegal dumping at hotspot sites by 25% across the region (upon first establishing baseline data from council reports).
4. By 2022, member councils to be collection and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

The interim MSW diversion target of 50% took into account the implementation of a kerbside Food Organic Garden Organic (FOGO) collection service, which was estimated to divert approximately 50% (20,000 tonnes) of waste placed into kerbside bins from landfill into composting. In early 17/18 councils determined not to proceed with a FOGO collection, further information is located under Section 3.2 (j).

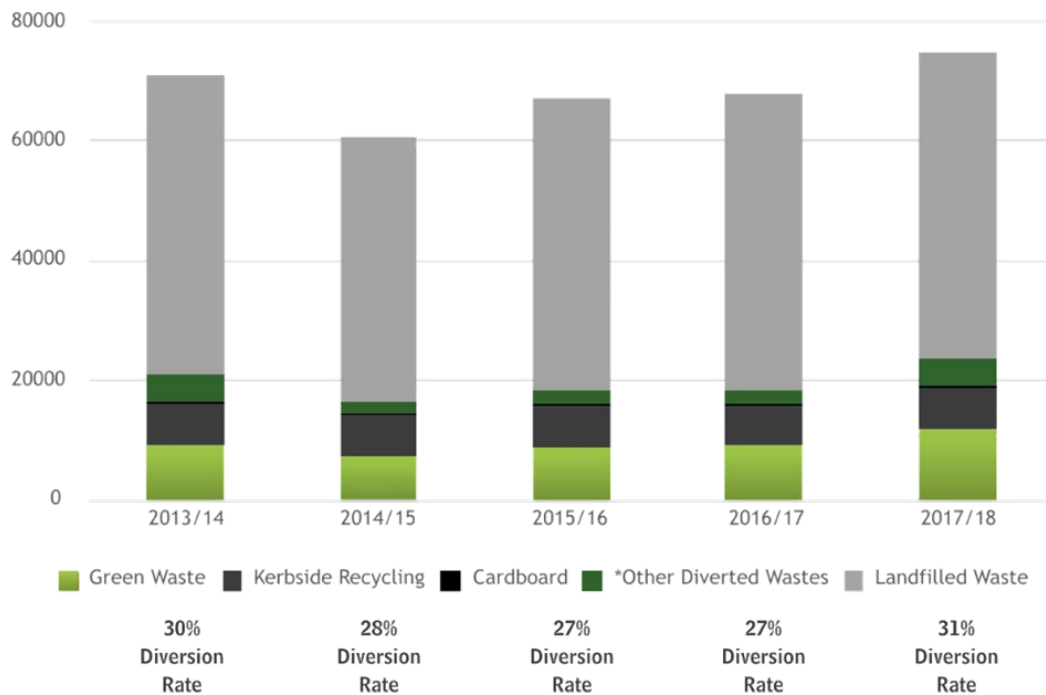
Cradle Coast
Waste Management Group



Figure 1 displays the tonnes of municipal waste landfilled (light grey) by the region compared with the tonnes of wastes diverted including: green waste (light green), kerbside recycling (dark grey), cardboard (black) and other diverted wastes (dark green).

The region performed exceptionally well in 2017/18, improving the municipal waste diversion rate by 15%. Due to only 3 of the 7 Councils providing data for 'Other Diverted Wastes', the diversion rate should be considered conservative.

Figure 1 – Tonnes of Regional Municipal Waste: Landfilled vs Diverted



*Other diverted wastes includes the smaller scale recycling initiatives carried out by the regional transfer stations including the recycling of steel, e-waste, tyres, concrete and oil for example. Data for BCC, CHC, KC and WWC was not provided, therefore this figure is considered conservative.

1.3. Regional Waste Trends

Waste landfilled at the DWM, Ulverstone (inert) and Port Latta Landfills is charged the voluntary waste levy of \$5 per tonne. Figure 2 displays the tonnes of waste (attracting the \$5 levy) landfilled annually compared with the Strategic Plan waste projections.

A total of 73,441 tonnes of waste was recorded in 2017/18, a 5% decrease from 2016/17 which recorded 77,499 tonnes. Over the years there are a number of factors that can influence the tonnages of waste to landfill including:

- Special projects such as the mono-cell at DWM in 2016/17, resulting in an additional 6,306 tonnes of waste landfilled; and
- Extreme weather events such as the flooding in June 2016, resulting in significant property damage which consequently required landfilling.

Figure 2 – Tonnes to Landfill vs Strategic Plan Waste Projections

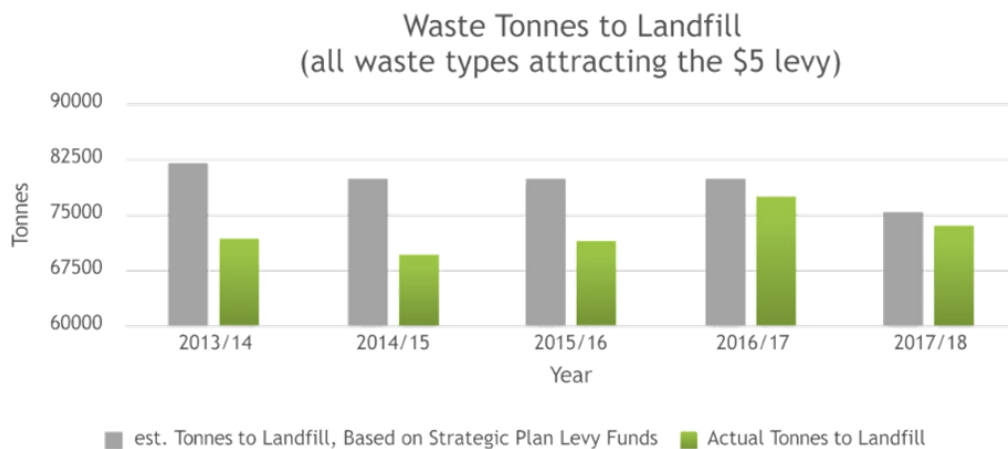
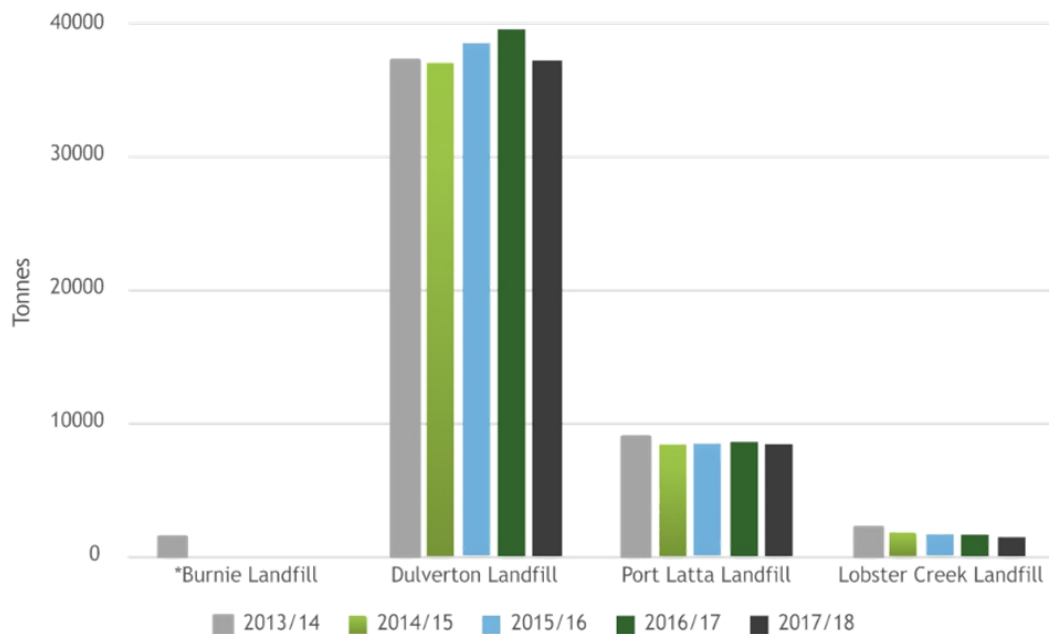


Figure 3 – Tonnes of Municipal Solid Waste to Landfill – Specific Tonnes Received for Each Landfill



*Burnie Landfill was decommissioned on 6 November 2012, with MSW being forwarded to DWM Landfill after this date. In 2013/14 BCC sent a small quantity of waste to an Echo Landfill.

Figure 3 displays the MSW tonnages received at each Council owned landfill since 2012/13. Municipal waste is the term used to describe the waste collected at waste transfer stations (WTS) and from kerbside waste bins.

The municipal waste received at each landfill decreased in 2017/18, by 5.7% at DWM, 2.8% at Port Latta and 10% at Ulverstone. This is a change from previous years, where municipal waste was gradually increasing. A reduction in municipal waste to landfill may be due to the initiatives and education projects conducted by the CCWMG.

Cradle Coast Waste Management Group



2. Chairperson Report

I have pleasure in presenting the Cradle Coast Waste Management Group's Annual Report on behalf of the Group to member Councils.

The report provides an overview of the Group's activities throughout the 2017-2018 financial year, to deliver on the objectives and actions of the 5 Year Strategic Plan for our region. The Group have actioned many projects this last year and I implore you to read through the rest of the Annual Report to understand the activities that have been undertaken. These activities are funded via a voluntary levy on waste deposited to landfill which at present is \$5 per tonne.

Our four key focus areas as highlighted in the Strategic Plan for 2017-2022:

- waste diversion;
- regional planning and efficiencies;
- partnerships; and
- community engagement.

The report also provides information that all councils should be aware of to help us in strategically preparing for the future, both within our region and at individual council level. Information such as the tonnes of municipal waste landfilled, green waste mulched, kerbside recycling and cardboard recycling provide targets and trends that should be at the forefront of our thinking, particularly as our Strategic Plan is centred around a major waste diversion target.

After much discussion on the feasibility of a Regional Food Organics Garden Organics (FOGO) tender, there was little appetite from the Councils within the region to move forward with this project, at this time, primarily based around the cost to the community. CCWMG will keep a watching brief on the interests of Councils and the economics of providing a FOGO service and will keep Councils briefed accordingly.

This year has seen a focus on progressing the review of governance and waste management arrangements for waste management services within the region. The review identified different models that could be implemented to improve delivery of these services.

All seven Councils resolved to approve, in principle, the establishment of a self-standing Joint Authority, subject to a more detailed report on the staging of the implementation. For example: Stage 1 is to include transferring of primary programs and decision making, and stage 2 will involve the transfer of assets once a Joint Authority is fully operational in delivering of the goals of the Strategic Plan. A final report is expected to be provided to councils at the end of 2018 to gain support in going forward to a new governance model on the transfer of primary programs and decision making (Stage 1: regional governance). Councils will only consider the regional delivery of waste management services (Stage 2) once a new governance model has proven successful.

At a state-wide level, the three regional waste bodies have worked together with the Local Government Association of Tasmania to develop a suite of initiatives which address key state-wide issues faced by local government across Tasmania. These issues are now being addressed as part of the State-wide Strategy, which the Tasmanian Government is now addressing in consultation with Local Government.

The Cradle Coast Waste Management Group is a Local Government skills-based group hosted by the Cradle Coast Authority (CCA). Participation in the CCWMG is voluntary with representation from Burnie City Council, Central Coast Council, Devonport City Council, Circular Head Council, Latrobe Council, Kentish Council and Waratah-Wynyard Council.

I would like to sincerely thank them for the time and focus that they put into the Group for the benefit of the region. This is on top of their own work at their Councils. I would also like to thank both Dulverton Waste Management and the Cradle Coast Authority for their expertise and dedication of skills to this Group as well. I commend this report to you.

Sandra Ayton
Chair

3. Activities undertaken for year

3.1. Regional Contracts

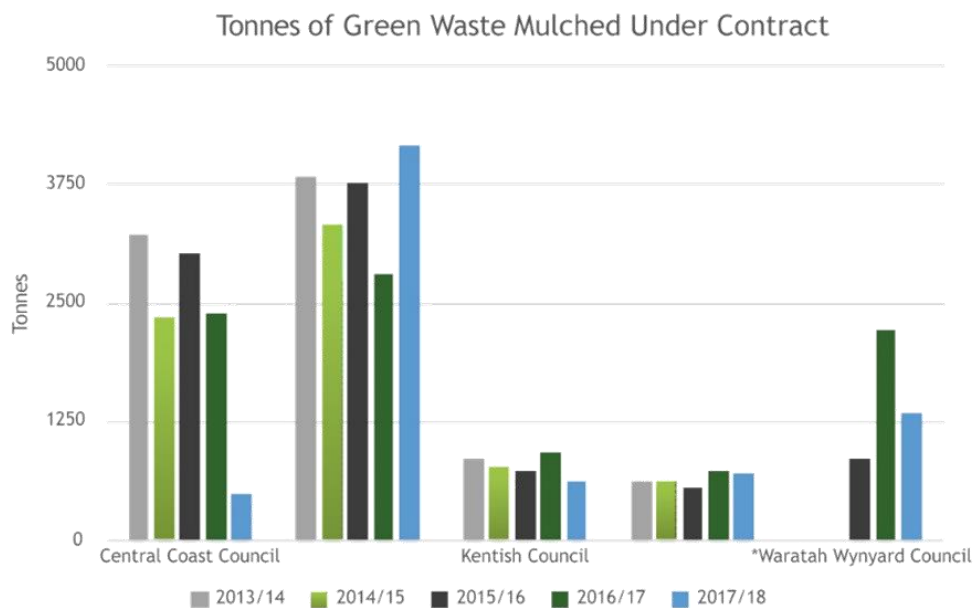
a) Mulching of Green Waste Contract

The current green waste mulching contract with Fieldwicks Crushing and Screening is in place until 2020, participating councils include CCC, CHC, DCC, LC, KC and WWC. Green waste collected at each participating Council's WTS is mulched and unless Council has a specific use for it, it is transported to the DWM Organics Recycling Facility (DORF) for composting.

Councils are continuing to work closely with the community to ensure that the green waste remains contamination free. The efforts made by Councils are evident, with high quality green waste being received at the DORF over the past 12 months.

Figure 4 displays the total tonnages of green-waste mulched through the Mulching of Green Waste contract from 2011/12 to 2017/18.

Figure 4 – Tonnes of Green Waste Mulched Under Contract



*Waratah Wynyard Council commenced utilising the service in 2015/16.
NOTE: Circular Head Council are not included in Figure 4 as they have not yet utilised the mulching service.

Cradle Coast
Waste Management Group



b) Regional Recycling Contract

A regional recycling contract was implemented in 2009, between Veolia Environmental Services and the CCWMG Councils. This contract currently services approximately 42,281 tenements across the region.

Table 1 compares the average number of tenements eligible for a kerbside recycling service with the average number of bin collections per month during 2017/18.

A bin presentation rate was determined for each Council by comparing the average tenements with average bin pickups per month. From a regional perspective, the average presentation rate for 2017/18 was 71%.

This is lower than the presentation rate recorded in the kerbside recycling assessments of 85%. The difference may be due to the kerbside assessments only capturing approximately 12 weeks of residential activity in select Council areas, avoiding known holiday areas (shacks) and locations under development.

An annual breakdown of the tonnes of kerbside recycling received by Veolia from each Council is detailed in Figure 5.



Figure 5 - Baled materials

Table 1 – 17/18 Kerbside Recycling Collection, Average Tenement and Bin Collection Breakdown by Council

Council	*Average Number of Tenements Eligible for Collection	Average Bin Pickups per Month	Bin Presentation Rate
Burnie City Council	8,173	10,499	78%
Central Coast Council	8,568	13,815	62%
Circular Head Council	2,115	2,417	88%
Devonport City Council	11,541	16,392	70%
Kentish Council	1,649	2,321	71%
Latrobe Council	5,116	7,843	65%
Waratah Wynyard Council	4,939	6,754	73%

*Every month the quantity of tenements within the kerbside recycling collection service zone increases as new properties are built and subdivisions are developed. The average number of tenements is therefore calculated taking an average of the monthly recorded tenements for each Council using information provided by Veolia.

Figure 6 – Tonnes of Kerbside Recycling by Council

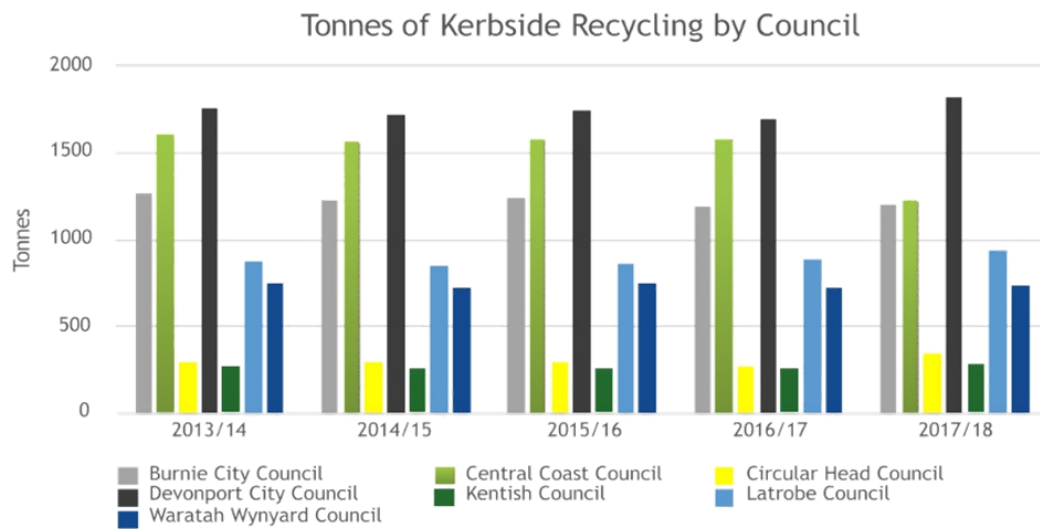


Table 2 – Annual Regional Kerbside Recycling Collection Tonnages

Year	Tonnes
2012/13	6,974
2013/14	6,807
2014/15	6,631
2015/16	6,737
2016/17	6,613
2017/18	6,555

In 2017/18 6,555 tonnes of recyclables were collected under the kerbside recycling contract across the region, a 0.9% decrease when compared to 2016/17.

The types of waste being recycled can have an impact on the annual tonnages of recycling, for example less weighty items such as newspapers/magazines and more plastic bottles (which are lighter) can result in a reduction in total weight.

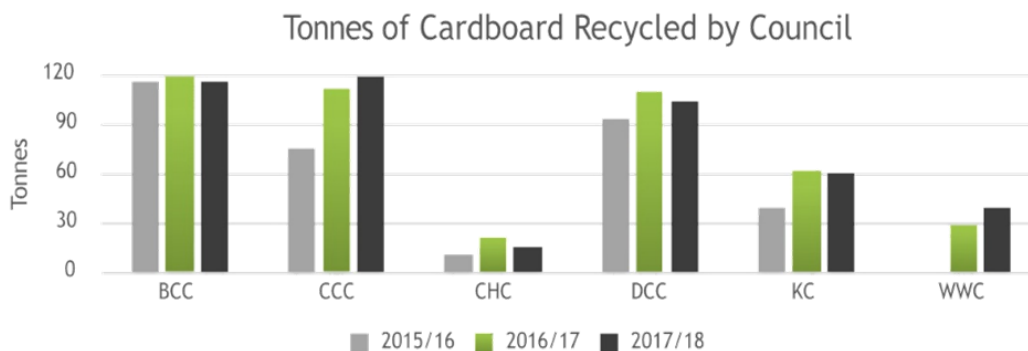
The total tonnes of kerbside recycling collected since 2012 is detailed in Table 2.

c) Regional Cardboard Recycling Contact

In 2015 a regional cardboard recycling contract was established with Veolia, providing a cardboard collection bin at all Council WTS (except the small rural sites). This service was discounted by Veolia due to the participation of all Councils from the CCWMG.

In 2017/18, 495 tonnes of cardboard was collected, a similar quantity to 2016/17 (497 tonnes). Cardboard collection data for each Council is displayed in Figure 6.

Figure 7 – Tonnes of Cardboard Recycled by Council (Under the Regional Recycling Contract)



Cradle Coast Waste Management Group



3.2. Key Projects

A significant number of projects were completed by the CCWMG in 2017/18, with the complete list detailed under Section 6. Each project can be referenced back to the Annual Plan and Budget 2017/18 using the project number detailed within each heading.

a) Illegal Dumping Funding (2.2)

The CCWMG had \$95,000 of funding available for Councils to apply for illegal dumping reduction initiatives. A total of \$28,350 worth of funding was applied for and awarded to Councils which included purchase of 23 signs, 16 security cameras and a clean-up in the CCC and DCC municipalities.

A portion of the remaining budget was allocated to a regional illegal dumping education campaign and conducting a security camera installation workshop for Council staff.

The CCWMG continues to encourage Councils and land owners to report incidents of illegal dumping into the regional illegal dumping web database. Once sufficient information is being captured the funding can be targeted at key hotspots identified by the database and the success of funding actions better measured.



Figure 8 (top) - Illegal Dumping Bus Advertising
Figures 9 & 10 (bottom left & right) an Illegal Dumping Camera Workshop

Cradle Coast
Waste Management Group



Figure 11 – Example of an Educational Recycling Assessment featuring in The Advocate Newspaper



b) Best Practice Improvements (2.4)

In 2014 the Transfer Station Best Practice Guidelines were developed and soon after an independent audit was conducted, assessing each Council WTS against the guidelines.

The audit resulted in a number of recommendations being made and as a consequence the CCWMG had \$20,000 of funding available to assist Councils in bringing facilities up to best practice. Councils were also able to apply for other initiatives which improved the safety and/or functionality of their WTS.

The CCC made an application to install Armco railing at the Preston WTS to increase the safety of the waste unloading area. Their application was funded in full. Due to no other submissions being received the project was completed under budget.

c) Recycling Bin Assessments (2.6)

Between September and December 2017 Recycling Audit and Data Officers visited properties from each Council area across the region, assessing the contents of recycling bins and providing one-on-one education to residents about how to improve their recycling habits. Of the 9,599 bins checked 86% received a pass result, this is a 6% improvement compared to 16/17 and the highest pass result achieved to date. A pass result is awarded when there is very minor contamination (less than 5%) in a bin. An improvement required result was awarded to 8% of the bins (contamination making up approximately 5 – 10% of the bin contents).

A total of 6% of bins received a fail result, due to a significant amount of contamination found in their bin (over 10% of the bin contents).

The Officers reported that many residents were extremely passionate about recycling, with people coming out of their house to ask questions and removing any incorrect items from their bin.

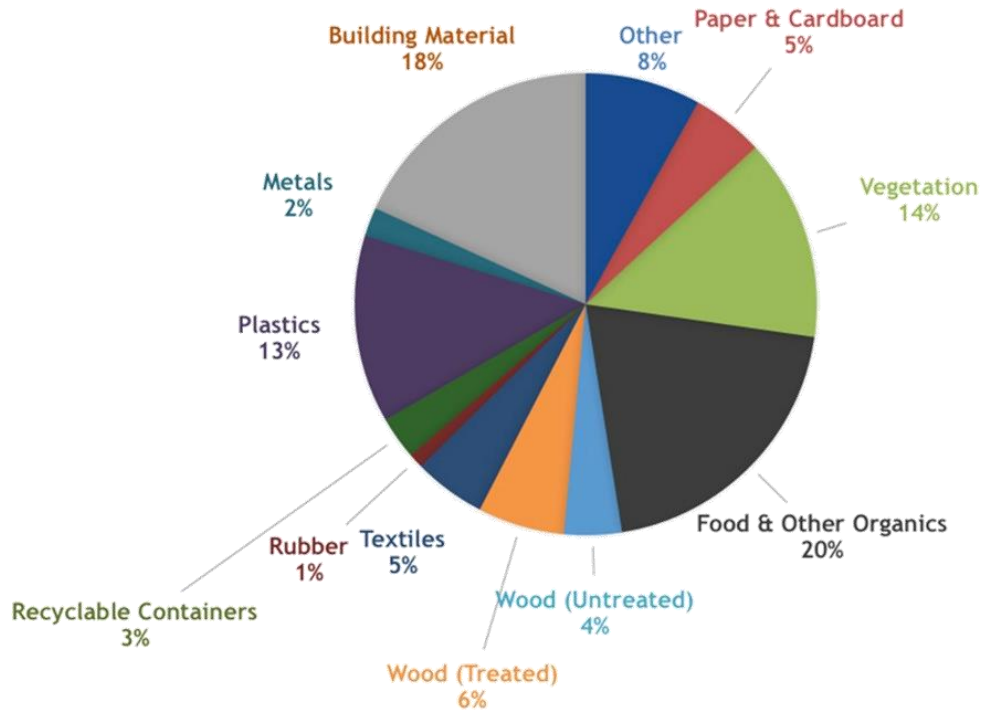
Whilst the pass rate is improving, there appears to still be some confusion over what is considered a contaminant. Items such as soft plastic, foil food bags, bags of objects and meat trays were some of the most commonly found contaminants, even in bins that were awarded a pass result.

The region is well on its way towards meeting the key performance indicator in the Strategic Plan, which is 90% of bins receiving a pass result by 2022.

d) Landfill Waste Audit (2.7)

Audits were undertaken at the DWM, Ulverstone and Port Latta landfills to understand the composition of waste being landfilled and any opportunities for resource recovery. The audit results were compared to a similar audit conducted in 2011 to provide an understanding of how waste disposal patterns have changed over the past 7 years. A sample of bagged waste were also audited, to understand the composition of waste coming from household bins. Controlled Waste was not included in this audit because this is tracked and measured by the relevant landfills already.

Figure 12 – Composition of incoming garbage (by weight) – bags dispersed



Across the three sites, garbage bags of waste formed the largest material category by weight (23%), followed by building materials (17%), vegetation (13%), food and other organics (11%) and plastics (11%). Dispersing the garbage contents under each waste category, using the data obtained in the bag audit, resulted in food and other organics being the most common waste by weight (20%). Figure 11 displays the categories of waste recorded by weight, with bags dispersed.

Figure 11 indicates an opportunity of diverting 35% of organic material from landfill if a kerbside Food Organic Garden Organic (FOGO) collection was implemented. If untreated wood, paper and cardboard were also considered acceptable in a FOGO collection, the diversion rate would increase to 44%. These figures are based on a 100% recovery rate, which is residents and

businesses diverting all of their FOGO waste from land fill into the FOGO service. The audit also highlighted further educational opportunities aimed at reducing the quantity of recyclable containers, metals, plastics and paper and cardboard ending up in landfill.

e) Household Battery Recycling (2.8)

It was a successful year for battery recycling with 900kg of household batteries recycled across the region. This is a CCWMG funded service, accessible to residents through recycling buckets located in Council offices and at WTS. Battery recycling is an important initiative which minimises harmful chemicals that can escape into the environment when batteries are landfilled.

Cradle Coast Waste Management Group



f) Stakeholder Manager (2.9)

Mr Greg Preece was appointed the Waste Governance Project Coordinator (WGPC) in March 2018, charged with the task of assisting Councils with determining the most appropriate waste governance model.

The WGPC worked closely with councils and other key stakeholders, gathering information and feedback regarding the following three governance options:

1. **Option A:** Status quo, a committee structure under the existing CCA;
2. **Option B:** A new self-standing CCWMG Joint Authority; or
3. **Option C:** An expanded DWM Joint Authority.

With the majority of feedback received by the end of June 2018, this project will continue into 2018/19 where the preferred governance structure will be considered by each Council. The WGPC will continue to work with all stakeholders to implement the preferred waste governance structure.

g) Industry Workshop (2.11)

On the 17th of May 2015, DWM hosted an industry workshop on behalf of the CCWMG at Wellers-Inn Burnie. A total of 43 people attended representing a broad variety of industries from across Tasmania. Mike Ritchie and David Cocks from MRA Consulting (MRA) were engaged to present at the workshop, the topics covered included:

- Benefits of a Circular Economy;
- Economics of Recycling & Resource Recovery; and
- Working Examples (case studies) of Industrial Symbiosis.

MRA also facilitated three workshops which involved participants brainstorming current by-products and feedstocks, exploring the barriers and opportunities for recovery of these feedstocks and potential business opportunities for more environmentally friendly disposal options. This workshop was very successful with 57% of the waste streams identified having a recovery opportunity and 74% having a recovery and/or collaboration opportunity.



Figure 13 – An industry workshop

Cradle Coast Waste Management Group



h) Education & Promotion (2.13)

Tasmania's three waste groups, representing 26 local councils, officially teamed up to deliver Year 1 of the Tasmanian Waste Management Communications Plan in 17/18.

This collaboration was made official when the three Chairs signed a 3 year Memorandum of Understanding, committing to providing waste education and information to the Tasmanian community.

Many action were undertaken throughout the year but some key actions include:

- Development of a TV advertisement to encourage Tasmanians to rethink their consumption and waste management habits using the different stages of the waste hierarchy.
- Implementation of a Rethinkwaste Facebook page which has been extremely popular and has resulted in some great discussions and community engagement.
- Creation of a Waste Management Best Practice Guild for public event organisers. This resource

was developed utilising the knowledge of the 26 Councils and provides helpful information for event organisers to consider to improve waste generation and management at their event.

i) Public Events (2.16)

The CCWMG held a waste educational stall at the Wynyard Farmers Market and Ecofest in Ulverstone. Both events were very successful, with a number of people taking the opportunity to ask the Waste Education Officer about ways to improve their waste practices.

j) FOGO Collection (2.17)

In 2016/17 the CCWMG tendered for a kerbside FOGO collection service and composting infrastructure. Following a comprehensive tender assessment, Councils were provided with pricing information to assist in determining the impact on their individual Council. While each Council expressed a strong desire to participate in FOGO, a number felt that ultimately the cost to participate was too high to pass onto the community and the project was placed on hold.



Figure 14 - Stall at Wynyard Foreshore Market

4. Achievements against the 5 year strategy

Key: C = Completed / Ongoing
S = Started
N = Not Started

No.	Actions	Status	Comments
Food and garden organics			
1.	Establish which member councils intend to participate in FOGO tender and appoint contractor where applicable.	C	17/18: Implementation of a kerbside FOGO collection was considered by each Council who determined not to proceed at this stage.
2.	Where applicable, work in partnership with successful FOGO tenderer and member councils to implement communications materials, bin rollout and collection services to best practice standards for recovered organics.	N	
3.	Develop and secure markets for reprocessed organics products in the agricultural or land rehabilitation sectors. Facilitate trials where necessary and utilise results in market development activities.	N	
4.	Support the development of a Tasmanian organics strategy.	N	
Illegal dumping and litter			
5.	Facilitate liaison between member councils, the regional group and relevant Tasmanian Government departments responsible for managing illegal dumping incidents by establishing an illegal dumping working group.	N	
6.	Using data obtained from the Illegal Dumping Web Database, produce an annual report to be disseminated amongst member councils in order to provide a measurable evidence base to group members.	S	17/18: A report on the regional illegal dumping database is provided to the CCWVG annually. At present the database is under utilised resulting in insufficient information available to form an accurate evidence base.

Cradle Coast Waste Management Group



No.	Actions	Status	Comments
7.	Call for annual applications from member councils for funding of projects to address illegal dumping (e.g. clean-up of hotspots, installation of signage/CCTV). Establish process for determination of successful applications, distribution of funding, reporting requirements and measurement of outcomes	S	17/18: Two rounds of illegal dumping funding were conducted. This project will be ongoing with funding available annually to target illegal dumping.
8.	Use the Keep Australia Beautiful (2016) Litter Toolkit to build a litter reduction campaign to be rolled out across the region. Incorporate the litter reduction campaign in the regional communications and education plan.	N	
9.	Provide evidence-based input to any further discussions regarding the introduction of container deposit scheme (CDS) legislation in Tasmania.	C	17/18: The EPA engaged consulting firm Marsden Jacob to generate a report on the framework for a CDS in Tasmania. DWM provided input on behalf of the CCWMG and Marsden Jacob were invited to attend a CCWMG meeting, however this did not eventuate. The EPA have released the report and there has been no further action at this stage.
Infrastructure			
10.	Continue work to establish a standardised set of data collection parameters and ensure all councils are reporting data to the waste data collection portal according to the standard (including material categories, units and frequency of reporting). Monitor and audit data inputs into the centralised waste data collection portal.	S	17/18: The regional data collection portal was implemented and quarterly reporting to the CCWMG was carried out. To date a number of Councils are not inputting data, affecting the integrity of the reporting.

Cradle Coast Waste Management Group



No.	Actions	Status	Comments
11.	<p>Conduct a recycling activity survey in order to:</p> <ol style="list-style-type: none"> 1. establish the size of the recycling and reprocessor network 2. measure the quantity of materials managed throughout the network 3. establish the flow of materials between member councils and other regions 4. identify opportunities for network expansion or rationalisation. <p>This could be conducted in conjunction with other regional groups in order to build a picture of the resource recovery network in Tasmania.</p>	C	17/18: The Recycling Activity Survey was completed and a master spreadsheet developed housing the collected information.
12.	Conduct an assessment of the region's tip-shop network. Develop standardised guidelines for tip-shops which define material diversion, stock and inventory control, material storage requirements, etc.	N	
13.	Internally review progress of actions recommended by the Cradle Coast Transfer Station Audits report completed for CCWGM (Blue Environment 2014) in order to bring facilities up to best practice standards. Call for applications from member councils for funding for facility upgrades, establish process for determination of successful applications, distribution of funding and reporting requirements.	S	17/18: A round of funding was made available to Councils to apply for improvements to their WTS in accordance with the Cradle Coast Transfer Station Audits report (or other initiatives that fit the criteria). Only 1 application was received which was funded in full. This will be an ongoing project.
14.	Investigate options for accepting additional materials at council resource recovery centres/transfer stations, including requirements for collection infrastructure, potential on-site reprocessing opportunities and material markets.	C	17/18: An investigation was conducted which resulted in the Additional Material Diversion Options Report. This report provides a number of recommendations which will be considered in future years.
15.	Explore community-based recycling initiatives with local community groups in order to identify feasible materials for collection and diversion. Where feasible, consider funding assistance to community groups to implement services (e.g. transport vehicles, temporary storage facilities, compactors, communications).	N	

Cradle Coast Waste Management Group



No.	Actions	Status	Comments
Services			
16.	Continue to undertake annual residential recycling bin assessments and contamination education across the region.	S	17/18: A round of assessments were undertaken, resulting in the highest pass rate to-date of 86%. This project will be conducted annually.
17.	In conjunction with NTWMG, continue to conduct landfill and kerbside waste composition audits.	C	17/18: Consulting firm Anne Prince Consulting (APC) conducted landfill audits at DWM, Ulverstone and Port Latta landfills.
Hazardous waste			
18.	Provide for collection and management of household batteries across the region (including advertising, bins, collection services, transport and disposal). Measure and evaluate the collection's performance.	S	17/18: This project is ongoing.
19.	Hold a household hazardous waste collection event. Event actions will include advertising, establishing a waste management contractor (via tender process), determining program and location(s), measurement and reporting framework.	N	
20.	Continue to monitor member council e-waste schemes and opportunities to provide an economical service in the region.	S	17/18: Worked with an e-waste collection provider to setup an e-waste collection event at the CCC. Will continue to monitor and provide services when available.
21.	Work with EPA Tasmania as required to implement the hazardous waste tracking system.	N	
22.	Liaise with EPA/other regions on investigations into hazardous waste stockpiles and disposal points in the CCWMG region.	N	
Tyres			
23.	Support the development of a tyre recycling site at Longford.	N	
24.	Work with EPA and other regional groups to investigate end users for end-of-life tyres.	N	
25.	Disseminate and support the statewide waste tyre recycling guidelines/ management strategy when released by EPA.	N	

Cradle Coast Waste Management Group



No.	Actions	Status	Comments
C&D and C&I recovery			
26.	Work with the EPA to develop and align strategies to divert C&D and C&I materials from landfill. Investigate funding opportunities as they arise.	N	
27.	Conduct a review of C&I waste in the region to build on previous reviews conducted for C&D waste. Include consultation with key industries and identification of synergies with C&D waste processing and disposal.	N	
28.	In conjunction with member councils, investigate the options for expanding residential recycling collections to cover C&I customers.	N	
Regional governance arrangements			
29.	Develop and document a governance framework which stipulates the roles, responsibilities and expectations of CCWMG member councils.	C	17/18: A CCWMG Terms of Reference document was developed and implemented.
30.	Create a role within CCWMG to manage stakeholder group member engagement. The role should be part-time for a minimum of one year and be at an experienced/senior level.	S	17/18: Greg Preece was appointed as the Waste Governance Project Coordinator to work with the CCWMG and member Councils to determine the most appropriate governance model and assist with the implementation. Work is ongoing into 18/19.
Collaborative arrangements between councils			
31.	Continue to identify opportunities for collaborative resourcing by investigating current contractual arrangements in each council.	N	
32.	Investigate and facilitate human resource sharing between member councils.	N	
33.	Establish a platform for councils to share information with regards to their current projects and outcomes of previous projects (e.g. as an agenda item at CCWMG meetings).	N	

Cradle Coast Waste Management Group



No.	Actions	Status	Comments
Building regional consistency			
34.	Review member council landfill and resource recovery centre/transfer station charges and services offered and investigate barriers to implementing total cost recovery pricing.	N	
Working with the Tasmanian Government			
35.	Establish a framework for cooperation and collaboration between state government, waste management groups and local councils to: <ol style="list-style-type: none"> 5. influence policy and strategy documents 6. highlight current issues impacting on waste management in the region 7. contribute to and support government policy on emerging waste issues. 	N	
36.	Maintain key dialogue and build contacts with state government agencies. Encourage EPA to attend CCWMG meetings.	S	17/18: Dialogue has been undertaken with LGAT representative regarding the status of kerbside recycling in Tasmania. Dialogue with the EPA is ongoing as required, EPA representative attended a CCWMG meeting to discuss illegal dumping. Will invite other representatives to attend CCWMG meetings as appropriate.
37.	Highlight current waste management issues to state government on an as needed basis as raised by member councils.	S	17/18: This is ongoing, consultation carried out with state government as the need arises.
38.	Provide assistance and advice to state government on emerging waste issues.	S	17/18: Ongoing, will provide appropriate assistance as requested.
39.	Identify funding options from various Tasmanian Government departments, not just those responsible for waste or environment issues.	S	17/18: Currently monitoring opportunities for funding and approaching local members for opportunities to receive Federal funding for a FOGO collection.

Cradle Coast Waste Management Group



No.	Actions	Status	Comments
Working with industry			
40.	Establish a framework for cooperation and collaboration between state government, waste management groups and industry to facilitate improvements to C&I and C&D waste management and resource recovery.	N	
41.	Facilitate a regional industry workshop/forum to encourage innovation and sharing of waste and resource management practices. Where feasible, consider using local service groups to extend CCWVG reach into local businesses.	C	17/18: Conducted an industry workshop in Burnie, there were 43 attendees and a number of discussions around better use of by-products.
42.	Maintain key dialogue and build contacts with industry sectors.	S	17/18: Commenced building industry contacts through the recycling activity survey and the industry workshop.
43.	Support the development of a Tasmanian recycling market development strategy.	N	
Collaborating with other regions			
44.	Pending state government regional group coordination, establish a direct link between other regional groups (which may involve quarterly/six monthly meetings, etc.) to continue collaboration.	S	17/18: Key Project Officers from each of the waste groups regularly meet to discuss waste communications and other upcoming projects as necessary.
45.	Conduct a mid-term strategy review to consider linkages between regional strategies and funding requirements.	N	
Community education			
46.	Develop a regional or cross regional communications and education plan with input from member councils, including for: <ul style="list-style-type: none"> 8. FOGO service 9. other kerbside services 10. illegal dumping 11. e-waste recycling 12. other waste initiatives as appropriate. 	C	17/18: The Tasmanian Waste Communications Plan was developed and accepted by the three waste groups.

Cradle Coast Waste Management Group



No.	Actions	Status	Comments
47.	Develop communication materials that promote CCWMG, the Rethink Waste website and brand and correct waste and recycling practices using: <ol style="list-style-type: none"> 13. media releases 14. TV, radio and newspaper advertising 15. promotional materials (e.g. bags, pens, caps) 16. fact sheets 17. social media (e.g. YouTube, Facebook, Twitter) Where possible, activities to be jointly undertaken with the NTWMG.	C	17/18: Year 1 of the Tasmanian Waste Communications Plan was actioned.
48.	Continue to support the Rethink Waste Schools Program. Establish a program for visits to schools in the region to conduct waste education programs.	S	17/18: A list of schools has been developed and a number of workshops conducted at the Kids4Kids event in Burnie.
49.	Coordinate with member councils and other regions to provide consistent updates to the Rethinkwaste.com.au website.	S	17/18: Councils are required to review and provide updates to their page annually. Other updates undertaken as required.
Raising awareness			
50.	Provide regular briefings to Cradle Coast Authority member councils (to be disseminated throughout each), in order to build group awareness. This could be done through scheduled group meetings and dissemination of CCWMG minutes of meetings.	S	17/18: CCWMG receive a copy of the meeting minutes and also a monthly waste communications report.
Public events			
51.	Research and maintain a calendar of public events (such as local shows, market days, etc.) which would be appropriate to host an education session/stall/booth. Attend two public events per year.	S	17/18: A stall was held at the Wynard Farmers Market and Ecofest in Ulverstone. This project is ongoing.
52.	Conduct community consultation forums when introducing new programs or services (as appropriate).	N	

5. Financial

Table 3 details the CCWMG Waste Levy Account opening and closing balance as at 30/06/2018.

Table 3 – Cash Flow Summary

2017/18 Cash Flow Summary Regional Waste Management Levy	
Opening Balance 30/06/2017	376,345
Levy funds received 01/07/2017 to 30/06/2018	367,482
Interest	8,848
Other Income	1,188
2017/18 Education & Promotion Contributions (Contributions/reimbursements from the NTWMG and WSS for joint communication initiatives, project 2.13)	390
Total Cash Received During 2017/18	754,253
2017/18 Annual Plan & Budget Project Expenditure	(394,812)
Closing CCWMG Waste Levy Account balance 30/06/2018	359,441

Table 4 details the CCWMG profit and loss for 2017/18.

Table 4 – 2017/18 Profit and Loss

2017/18 Profit and Loss Regional Waste Management Levy	
Waste Levy Income for period 01/07/2017 to 30/06/2018	367,482
Interest	8,848
Other Income	1,188
2017/18 Education & Promotion Contributions (Contributions/reimbursements from the NTWMG and WSS for joint communication initiatives, project 2.13)	390
Total Income for 2017/18	377,908
2017/18 Annual Plan & Budget Project Expenditure	(394,812)
Total Expenditure for 2017/18	(394,812)
Net Profit (Loss) as at 30/06/2018	(16,904)

Cradle Coast Waste Management Group



6. Summary

With over 19 discreet projects for the CCWMG to undertake, the 2017/18 financial year was completed in a successful manner with a high project completion rate. Many of the projects implemented provided immediate outcomes consistent with the goals of the CCWMG Strategic Plan.

The balance of the projects form the foundation for implementation of actions in coming years. Table 5 displays a summary of the 2017/18 actions and their status at 30 June 2018. For more information please refer to the CCWMG Annual Plan & Budget 2017/18.

Key: CF = Carried Forward
IP = In Progress
NP = CCWMG Resolved Not to Proceed
TC = Task Complete

Table 5 – 2017/18 Action Summary as at 30 June 2018

Ref #	Project Name	Action Summary	Status
2.1	Illegal Dumping Database	Manage and report on the established illegal dumping database.	TC
2.2	Illegal Dumping Funding	Manage an application process for Council's to apply for funding to target illegal dumping.	TC
2.3	Recycling Activity Survey	Conduct a recycling activity survey to build a picture of the resource recovery network in Tasmania.	TC
2.4	Best Practice Improvements	Assist Councils in improving transfer stations in line with the Best Practice Guidelines.	TC
2.5	Additional Material Acceptance	Investigate options for accepting additional materials at Council resource recovery centres/WTS.	TC
2.6	Recycling Bin Assessments	Undertake kerbside recycling bin assessments and contamination education.	TC
2.7	Landfill Waste Audit	Conduct a landfill waste composition audit.	TC
2.8	Household Battery Recycling	Fund a free household battery recycling program to be managed by councils.	TC
2.9	Stakeholder Manager	Fund a role within the CCWMG to manage stakeholder group member engagement.	TC
2.10	Governance Framework	Develop and document a governance framework for the CCWMG.	TC
2.11	Industry Workshop	Facilitate an industry workshop/forum to facilitate sharing of waste management and resource recovery ideas.	TC
2.12	Communications Plan	Develop a 5 year Communications Plan for waste education.	TC
2.13	Education & Promotion	Implementation of year 1 of the Communications Plan to promote correct waste and recycling practices.	TC
2.14	Schools Program	Establish a program to visit schools to provide waste education.	TC
2.15	Rethink Waste Website	Management and improvements to the Rethink Waste Website.	TC



Cradle Coast
Waste Management Group



Ref #	Project Name	Action Summary	Status
2.16	Public Events	Host an education stall at 2 public events.	TC
2.17	FOGO Collection	Continue to support Councils in determining whether to implement a food organics and garden organics collection.	NP
2.18	FOGO Communication Campaign	Extensive large scale communications campaign to provide residents information about the FOGO collection.	NP
2.19	Soft Plastic Recycling	Investigate options to assist Councils in setting up a soft plastic recycling drop off point for residents.	TC

COUNCIL COMMUNICATIONS**AO347-18 RECONSIDERATION OF DEFERRED MATTER: TEN DAYS ON THE ISLAND - PROPOSED PROJECT FUNDING ASSISTANCE**

FILE NO: 2/17/3; 898006
PREVIOUS MIN: AO258-18

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1	AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.2	A community that celebrates and participates in its arts, culture and heritage.
Strategy	1.2.1	Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.

1.0 RECOMMENDATION:

“THAT Council consider the previously deferred matter Ten Days on the Island – Proposed Project Funding Assistance.”

2.0 SUMMARY

At its meeting of 18 September 2018, Council considered Item AO258-18 Ten Days on the Island – Proposed Project Funding Assistance. The following motion was moved and seconded:

Moved: Ald S French AM
Seconded: Ald K Dorsey

“THAT Council advise Ten Days on the Island that it will contribute \$10,000 to the cost of the In Pursuit of Venus [Infected] exhibition/installation during the 2019 Ten Days on the Island.”

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

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

1. Council needs to pass a resolution agreeing to consider the deferred matter (this recommendation is contained in this report)

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

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

Alternatively, (under normal circumstances) the original motion may simply be withdrawn and a new motion put. In this situation however, the original motion cannot be withdrawn by the mover as they are no longer a current councillor.

The following report A0350-18 presents the deferred matter, together with introductory remarks and a suggested amendment motion.

COUNCIL RESOLUTION

Resolution number: MO444-18

MOVED: *Cr A Keygan*

SECONDED: *Cr C Lynch*

“THAT Council consider the previously deferred matter Ten Days on the Island – Proposed Project Funding Assistance.”

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

Against:

CARRIED UNANIMOUSLY

**AO348-18 COMMUNICATIONS JOURNAL - TEN DAYS ON THE ISLAND -
PROPOSED PROJECT FUNDING ASSISTANCE**

FILE NO: 2/17/3; 898006
PREVIOUS MIN: AO258-18

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1	AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.2	A community that celebrates and participates in its arts, culture and heritage.
Strategy	1.2.1	Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.

1.0 RECOMMENDATION:

“THAT Council advise Ten Days on the Island that it will contribute \$10,000 to the cost of the In Pursuit of Venus [Infected] exhibition/installation during the 2019 Ten Days on the Island.”

Procedural Comments

This report was presented to Council at the meeting of 18 September 2018 as Item AO258-18 Ten Days on the Island – Proposed Project Funding Assistance. The following motion was moved and seconded:

Moved: Ald S French AM
Seconded: Ald K Dorsey

“THAT Council advise Ten Days on the Island that it will contribute \$10,000 to the cost of the In Pursuit of Venus [Infected] exhibition/installation during the 2019 Ten Days on the Island.”

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

Since that meeting, further additional information has been received for consideration by Council. The following section outlines the additional information.

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

The Chair has then made a ruling that the original motion be withdrawn, due to the mover being Ald French, who is no longer on council. The Chair will then invite councillors to move a new motion.

Recommended Motion

“That the motion be amended to read as follows:

THAT Council advise Ten Days on the Island that it will contribute \$45,000 to the cost of the In Pursuit of Venus [Infected] exhibition during the 2019 Ten Days on the Island Festival, subject to Ten Days on the Island:

- 1. Providing Council with a confidential briefing on the marketing plan for the promotion of the exhibition;*
- 2. Providing a school’s engagement plan to Council for the exhibition*
- 3. Working with the Burnie Regional Museum and Art Gallery to deliver a public programming event during the Exhibition;*
- 4. Reviewing the charging of an entry fee to non-Burnie residents for the exhibition with Council negotiating a reduction in its contribution; and*
- 5. Delivering 2 free workshops to students from Hellyer College and Marist Regional College on subject matter related to 2019 Ten Days on the Island Festival.”*

The following ‘Additional Report Comments’ are new comments provided with this report providing additional information. The section is then followed by the original report as it was presented in September (including the original attachment). This is necessary because the original motion refers to that attachment as originally presented.

Additional Report Comments

During a further Workshop with Ten Days on the Island, the significance of the installation was highlighted, both in terms of the artistic quality of the installation and it having been part of the Venice Biennial and other major international exhibitions.

Of note is that this exhibition will involve a 17 metre projection, rather than the use of monitors and other media as has been used in a number of other exhibitions. It is due to the size and quality of the exhibition that the cost is significant, due to the need to hire a number of high quality projectors not currently available in Australia.

Given the uniqueness of the exhibition, and that it will be the first time the installation will be displayed in such a way in south eastern Australia, it is expected that the installation will attract a significant audience from across Tasmania, and potentially from mainland states.

To assist Council in understanding the marketing potential for Burnie through this exhibition, it is recommended that Council be provided with a confidential briefing on the marketing plan for the exhibition within the TDOTI Festival program.

TDOTI have also noted the opportunities for educational and other community programming relating to the themes of colonisation and the indigenous population which is of course an important aspect of the history of the settlement of Burnie and Tasmania.

To ensure the educational aspects of the exhibition are maximised, it is recommended that Council be provided with a School's Engagement Plan. By conducting a public programming event in conjunction with the Burnie Regional Museum and Art Gallery, there is further potential to build the cultural profile of the Burnie community beyond a short term visiting exhibition.

Council has been advised that TDOTI is reluctant to charge an entry fee to the exhibition. However, from past Art Gallery "block buster" exhibitions which charged an entry fee, there is little indication that this reduced the numbers of people visiting the exhibition. Given this is an internationally acclaimed exhibition, it is unlikely an entry fee will deter visitors.

Council currently does not charge Burnie rate payers to visit the Burnie Regional Museum, and could approach the exhibition under the same principle given the level of ratepayer support being provided for the exhibition.

Given the opportunity to raise revenue, Council could request that Ten Days reduce Council's contribution. This could be the subject of further negotiations with TDOTI.

TDOTI engages with many artists and arts professionals in delivering the Festival. To ensure there is a community capacity building aspect to the event, it is recommended that TDOTI be asked to provide a two free workshops for Burnie college students on a subject related to content in, or the delivery of, the 2019 Festival.

Council has budgeted an amount of \$45,000 for Governance Strategic Initiatives, and it is intended that these funds be used in recognition of the opportunities:

- a) to promote Burnie within the Ten Days program;
- b) to provide an internationally acclaimed arts experience to the region; and
- c) to provide an educational opportunity to local schools and the broader community.

The remainder of this report is as it originally appeared in the 18 September 2018 Agenda.

2.0 SUMMARY

Correspondence has been received from Ten Days on the Island CEO, Jane Haley with project information for the Ten Days on the Island Festival 2019, requesting consideration of financial assistance towards holding the In Pursuit of Venus [Infected] exhibition / installation.

3.0 GENERAL MANAGER'S COMMENTS

Background

Ten Days on the Island representatives recently presented an overview of the 2019 event to Aldermen.

One of the proposed key exhibitions during the 2019 event is an exhibition / installation In Pursuit of Venus [Infected].

Lisa Reihana is a Maori artist who created the panoramic "digital wallpaper" In Pursuit of Venus [Infected] which reimagines Cook's pre-colonisation encounters in the Pacific, placing re-enactments by performers and actors of Polynesian, Maori and Aboriginal First Nations descent within a painted Tahitian landscape in which the historically accurate (geographical features and architecture) bumps up against the imaginary exotic (fantastical plant life).

In various vignettes we see a Kava ceremony, a Hawaiian mourning dance, a "wedding", a welcome to country, two floggings, and episodes of intercultural communication and trade.

Historical figures include Cook, Joseph Banks, Hawaiian Chief Kalani'opu'u, Tahitian navigator, arioi (priest) and artist Tupaia, and Ra'itean adventurer Omai.

Sitting at a fixed point in front of the 21-metre-long panoramic display, a viewer watches as scenery and scenes slowly scroll past, to a sound design interwoven with taonga puoro (Maori musical instruments) and traditional songs, Hawaiian drumming, European music of the time (from Bach to Welsh hymn The Bread of Heaven), birds, and the sound of the ocean.

Further details of the installation can be found at <http://www.inpursuitofvenus.com/>.

Ten Days believe this exhibition will raise the profile of Burnie and contribute to the economy through increased interstate and intrastate visitation.

Legislative Requirements

There are no legislative requirements impacting on this report.

Policy Considerations

There are no policy considerations impacting on this report.

Financial Impact

TDOTI advises the exhibition will cost close to \$150,000 to bring to Burnie, and were hopeful that Council might confirm a figure of \$50,000 as suggested during the workshop.

No amount was budgeted towards TDOTI in this financial year, and due to Council's Financial Management Strategy any contribution to this exhibition will need to be met through equivalent savings in other areas of Council's budget.

An allocation of \$40,000 was made towards Council's event strategy in this year's budget, however it is unlikely that this full amount will be spent this year due to the long lead time for organising major events. It is recommended that Council allocate \$10,000 from this budget towards the In Pursuit of Venus exhibition.

Discussion

The proposed contribution is similar to those Council makes to other events which have a social and economic benefit to the city such as Targa North West and the Burnie Challenger event.

It is hoped that Council's contribution will leverage investment from other businesses in this exhibition.

Risk

There is little risk to Council in making this contribution.

Consultation

Aldermen considered this matter at workshops on 28 August and 4 September 2018.

ATTACHMENTS

1↓. [Email from Ten Days on the Island](#)

COUNCIL RESOLUTION

Moved: Ald S French AM

Seconded: Ald K Dorsey

“THAT Council advise Ten Days on the Island that it will contribute \$10,000 to the cost of the In Pursuit of Venus [Infected] exhibition/installation during the 2019 Ten Days on the Island.”

The Acting Mayor made a ruling that the motion shall lapse due to the mover being Ald French who is no longer on the Council. The Acting Mayor called for a new motion.

Resolution number: MO445-18

MOVED: Cr A Keygan

SECONDED: Cr D Pease

“THAT Council advise Ten Days on the Island that it will contribute \$45,000 to the cost of the In Pursuit of Venus [Infected] exhibition during the 2019 Ten Days on the Island Festival, subject to Ten Days on the Island:

- 1) Providing Council with a confidential briefing on the marketing plan for the promotion of the exhibition;***
- 2) Providing a school’s engagement plan to Council for the exhibition***
- 3) Working with the Burnie Regional Museum and Art Gallery to deliver a public programming event during the Exhibition;***
- 4) Reviewing the charging of an entry fee to non-Burnie residents for the exhibition with Council negotiating a reduction in its contribution; and***
- 5) Delivering 2 free workshops to students from Hellyer College and Marist Regional College, Parklands High School and Burnie High School on subject matter related to 2019 Ten Days on the Island Festival.”***

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

Against:

CARRIED UNANIMOUSLY

From: [Karen Kelly](#)
To: [Michelle Neasey](#)
Subject: FW: Ten Days on the Island
Date: Thursday, 6 September 2018 3:46:46 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

From: Jane Haley
Sent: Tuesday, 4 September 2018 3:28 PM
Subject: Ten Days on the Island

H Rodney

Further to the presentation that Stephine Jaensch (Board Director), Lindy Hume (Artistic Director) and I made to the meeting of the Burnie City Council last Tuesday, I am pleased to provide more detail on the project we proposed for Council financial support.

We want to include a big, bold, brave art exhibition/installation as part of our program – to plant a firm footprint in the sand and say that Burnie can match it with other Tasmanian (and mainland) cities as a destination for art. This will unequivocally lift Burnie's national profile and civic pride. And contribute to the economy through increased visitation and associated spending (accommodation, dining, other leisure and tourism opportunities, etc) over the three-week period of the exhibition.

The project

Lisa Reihana is a Maori artist who created the panoramic "digital wallpaper" *In Pursuit of Venus [Infected]* which reimagines Cook's pre-colonisation encounters in the Pacific, placing re-enactments by performers and actors of Polynesian, Maori and Aboriginal First Nations descent within a painted Tahitian landscape in which the historically accurate (geographical features and architecture) bumps up against the imaginary exotic (fantastical plant life).

In various vignettes we see a Kava ceremony, a Hawaiian mourning dance, a "wedding", a welcome to country, two floggings, and episodes of intercultural communication and trade.

Historical figures include Cook, Joseph Banks, Hawaiian Chief Kalani'opu'u, Tahitian navigator, arioi (priest) and artist [Tupaia](#), and Ra'itean adventurer Omai.

Sitting at a fixed point in front of the 21-metre-long panoramic display, a viewer watches as scenery and scenes slowly scroll past, to a sound design interwoven with taonga puoro (Maori musical instruments) and traditional songs, Hawaiian drumming, European music of the time (from Bach to Welsh hymn *The Bread of Heaven*), birds, and the sound of the ocean.

The project in Burnie

Lisa has agreed to present her work in Burnie as part of Ten Days on the Island Festival 2019. We propose to present it in the old APPM ballroom and have permission from owner, Alderman

Steve Kons.

As a work of international significance (shown first at Venice Biennale Arts 2017 and more recently as part of the Sydney Festival 2018, this exhibition/installation will attract a very high level of interest and attention nationally. During its exhibition at the Campbelltown Arts Centre in Western Sydney (which opened during the Sydney Festival), the installation attracted more than 26,000 people (from January to March 2018.)

It's a game changer ... people will never think of Burnie in the same way again and many will make the journey from other parts of the state (and indeed the mainland) for the chance to see Lisa's work.

The cost

The project is estimated to cost close to \$150,000, much of which is outside our budget. Ten Days needs to find the funds to enable this project to come to fruition.

We have spoken with several small and medium business leaders from Burnie and the NW who have enthusiastically supported the idea of a 'crowdfunding' campaign to make it happen – they are willing to pledge if Council will.

We were delighted when it was suggested by one Alderman that the City of Burnie would contribute \$50,000. We believe that we could encourage business in Burnie and the NW Coast to match the contribution of Council.

I would be very happy to provide clarification and/or more information should you require it.

Best wishes

Jane



Jane Haley | CEO

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Makers' Workshop
2-4 Bass Hwy
Burnie
Tasmania 7320

South Hobart Arts Centre
14 Weld St
South Hobart
Tasmania 7004

Click [here](#) to report this email as spam.

**AO349-18 COMMUNICATIONS JOURNAL - P.E. AND M.L. HODGKINSON -
UPGRADE AND BEAUTIFICATION TO THE UPPER BURNIE
SHOPPING CENTRE**

FILE NO: 2/17/3; 904803
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1	AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.5	A vibrant and progressive central business district.
Strategy	1.5.1	Continue to invest in renewal of the CBD as a vibrant, attractive and cohesive retail and business hub.

1.0 RECOMMENDATION:

“THAT Officers arrange for the relocation of the refuse bin referred to in the correspondence and advise the Hodgkinson’s accordingly.”

2.0 SUMMARY

Correspondence received from Paul E and ML Hodgkinson regarding the relocation of a rubbish bin to the roadside of the footpath at Upper Burnie.

3.0 GENERAL MANAGER’S COMMENTS

A seat and refuse bin were installed abutting the premises in question at the time of the Upper Burnie Streetscape was renewed some 15 years ago.

In determining locations for the installation of street furniture matters such as pedestrian travel paths, conflict with roadside parking, consultation with abutting property owners and the like are considered.

It is most probable that the positioning of the bin in question occurred in consultation with the operator of the business of the day. Since that time there have been various other operators of the business and renovations made to the building.

Along Mount Street, through Upper Burnie, there are instances of refuse bins at kerbside and at the building line.

The bin could be relocated to the kerbside adjacent to a street light pole, with little impact on on-street parking opportunities.

ATTACHMENTS

- 1↓. Correspondence regarding the upgrade and beautification to the Upper Burnie Shopping Centre and relocation of rubbish bin

COUNCIL RESOLUTION

Resolution number: MO446-18

MOVED: *Cr A Keygan*

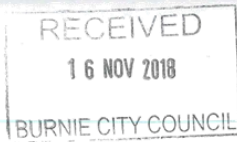
SECONDED: *Cr C Lynch*

“THAT Officers arrange for the relocation of the refuse bin referred to in the correspondence and advise the Hodgkinson’s accordingly.”

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

Against:

CARRIED UNANIMOUSLY



8 / 11 / 18

TO MAYOR & ALDERMAN
BURNIE CITY COUNCIL.

RE UPGRADE & BEAUTIFICATION TO
UPPERBURNIE SHOPPING CENTRE.

AS ONE OF THE LONGEST SERVING
SHOPS IN UPPERBURNIE WE WOULD ASK
TO PLEASE GIVE LONG & CAREFUL CONSIDERATION
TO INCLUDING THE RE-SITING OF POSITION
OF RUBBISH BIN TO ROADSIDE OF
FOOTPATH.

AS THIS BIN IS ONLY ONE OF VERY
FEW IN EASTERN AUST. ON THE SHOPSIDE
OF FOOTPATH (WE HAVE INCLUDED PHOTOS
OF BINS OUTSIDE OF TAKEAWAY SHOPS
WHILE TRAVELLING FROM BOWEN QLD
TO BURNIE) WE REQUEST IT BE
RESITED TO ROADSIDE.

EVER OTHER SHOP IN UPPERBURNIE
AREA GETS FLOWER POTS & WE GET A
DISGUSTING BIN AT THE WINDOW WHERE
CUSTOMERS SIT TO ENJOY A COFFEE OR
LUNCH.

AS OWNERS OF FOUR PROPERTIES
IN BURNIE WE PAY SUBSTANTIAL RATES
& WE DON'T THINK THIS REQUEST IS
OVER THE TOP. THANK YOU FOR YOUR
TIME. KIND REGARDS


FOR PAUL E & M.E. HODGKINSON











MINUTES AND REPORTS OF COMMITTEES**AO350-18 BURNIE CITY YOUTH COUNCIL UNCONFIRMED MINUTES OF MEETING HELD ON 1 NOVEMBER 2018**FILE NO: 2/5/34

RECOMMENDATION:

“THAT the Minutes of a meeting of Burnie City Youth Council held on 1 November 2018, be received for discussion.”

SUMMARY

It was agreed that Youth Council have the Youth Development Officer draft a media release for the end of the year recommending that parents and schools support and/or continue to support the education of young people in the effects of caffeinated drinks.

It was agreed that Youth Council include in the media release, alongside its statement about caffeinated drinks, a request that school canteens make a stronger effort at providing healthy food options for students.

It was agreed that Youth Council add to the media release an encouragement for schools to provide plastic drink bottles to students at the start of the year, along with a place to store them.

It was agreed that Youth Council request that Burnie City Council revisit the banning of smoking in the CBD.

ATTACHMENTS

1 [↓](#) Burnie City Youth Council Unconfirmed Minutes of Meeting 1 November 2018

COUNCIL RESOLUTION

Resolution number: MO447-18

MOVED: Cr K Dorsey

SECONDED: Cr D Pease

“THAT the Minutes of a meeting of Burnie City Youth Council held on 1 November 2018, be received for discussion, noting that Council Officer D Fregon was present.”

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

Against:

CARRIED UNANIMOUSLY

Meeting Minutes



Meeting: **BURNIE YOUTH COUNCIL**
 Held on: 1 November 2018
 Venue: Burnie City Council Chambers
 File No(s): 2/5/34

The meeting opened at 9.15am.

		Action
1	<p>Present</p> <p>Georgie Blake Kynan West Bellamy Paine Jack Riley Raven Binstadt Braythen Weekes Riley Oates Millie Lithgow Jackson Young Maya Papas Aviva Ross Zahli French Bella Last</p>	<p>Burnie High School Burnie High School Marist Regional College Marist Regional College Montello Primary School Montello Primary School Leighland Christian School Leighland Christian School Ridgley Primary School Burnie Primary School Burnie Primary School Romaine Park Primary School Romaine Park Primary School</p>
2	<p>Apologies</p> <p>Aeolani StEvens Inka Lucas Lisa Bath Jasmine Sibley Reba Baker Charlie Heath Sam Grandfield Aysha Kemp Oliver Roell Jayden Beaumont Olivia Bellchambers-Jones</p>	<p>Havenvue Primary School Havenvue Primary School Parklands High School Parklands High School Ridgley Primary School Cooee Primary School Cooee Primary School Stella Maris Primary School Stella Maris Primary School Natone Primary School Natone Primary School</p>
3	<p>Welcome and Acknowledgement to Country</p> <p>Youth Mayor Georgie Blake welcomed the Burnie Youth Council to the Council Chambers at the Burnie City Council and commenced the meeting with the Acknowledgement of Country.</p> <p>“The Burnie Youth Council acknowledges Tasmanian Aboriginals as the traditional owners of the land on which we are meeting and on which this building stands.”</p>	

4	<p>Confirmation of Previous Minutes <i>It was moved that the minutes of the meeting held on 20 September 2018 be accepted as a true and accurate record with the addition of:</i> <i>"A short ABC film was played of Kynan West talking about the possibility of an artificial reef in Burnie."</i> <i>(Moved Jack Riley, seconded Aviva Ross. Carried)</i></p>	
5	<p>Communications The Youth Mayor Georgie Blake read out a letter of thanks from the Burnie City Council.</p> <p>It stated that Council had received the Minutes of the Youth Council Special Committee meeting of 16 August 2018 and discussed the recommendation at its meeting of 18 September 2018. In that meeting it was resolved:</p> <p>"THAT Council write to the Youth Council thanking it for the recommendation regarding the ban on single-use plastics and advise that it will be developing a policy to ban single-use plastics at Council supported events."</p> <p>Council thanked the members Youth Council for its consideration of and recommendation on the matter.</p>	

<p>6 General Business</p> <p>Millie Lithgow raised that fellow Leighlands students wished that the Youth Council would look closer at the issues surrounding the use of caffeine by young people. In their Year 5 and Year 6 classes, they have been learning about the effect of caffeine on the body.</p> <p>Letters from students Crystal Russell and Daniel Hills were read to Youth Councillors by Youth Councillor Millie Lithgow (attached to these minutes)</p> <p>Millie Lithgow raised that her constituents would like to ask that Youth Council try to encourage shops to limit caffeine drinks and the advertising around them to younger people.</p> <p>Discussion around caffeinated ‘energy’ drinks followed:</p> <ul style="list-style-type: none"> - The sale of energy drinks to young people should be banned - Small takeaway shops have them - Some local shops advertise other drinks more than energy drinks; it very much depends on the shop - It would be a struggle to get shops not to sell caffeinated drinks to young people - Lists of some of the effects of caffeinated drinks - Possible ways that Youth Council could impact the use of caffeinated drinks by young people <p><i>It was moved that Youth Council have the Youth Development Officer draft a media release for the end of the year recommending that parents and schools support and/or continue to support the education of young people in the effects of caffeinated drinks.</i></p> <p><i>(Moved Millie Lithgow, seconded Bella Last. Carried)</i></p>	<p>Councils Youth Development Officer supports the Youth Mayor to write a short media release to this effect that includes a list of effects, to be agreed upon for release at the last meeting of Youth Council (end of year excursion)</p>
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<p>7 General Business (cont) Youth Mayor Georgie Blake split the Youth Councillors into groups to have a short discussion around some of the issues and ideas that are occurring in their schools.</p> <p>Groups came together, and a broader discussion around the central topics raised took place. Some discussions led to motions:</p> <p>Group 1 Discussion outcomes:</p> <ul style="list-style-type: none"> - Many schools have good recycling programs and are making a lot of effort to improve in these areas. Schools are actively progressing in recycling initiatives. It would be good to see more recycling efforts in the community, not just school. - Healthy eating is incredibly important. - Some schools are very good with healthy food, while others are not. - There is a big difference between schools. - Options for healthy foods can be very limited depending on the school you go to. <p><i>It was moved that Youth Council include in the media release, alongside its statement about caffeinated drinks, a request that school canteens make a stronger effort at providing healthy food options for students.</i></p> <p>(Carried unanimously)</p> <p>Group 2</p> <ul style="list-style-type: none"> - Encouraging shops to use paper bags for all fruit and veggies and not just mushrooms, instead of plastic bags - Paper receipts at shops, particularly the supermarkets, should be optional - Schools should be encouraged to provide plastic drink bottles to schools at the beginning of the year as well as a place to keep them at school - Council should revisit the ban on smoking in the CBD. It contributes to a lot of litter in cigarette butts and triggers asthma. <p><i>It was moved that Youth Council add to the media release an encouragement for schools to provide plastic drink bottles to students at the start of the year, along with a place to store them.</i></p> <p><i>(Moved Maya Papas, seconded Zahli French. Carried)</i></p> <p><i>It was moved that Youth Council request that Burnie City Council revisit the banning of smoking in the CBD.</i></p> <p><i>(Moved Jackson Young, seconded Aviva Ross. Carried)</i></p>	
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<p>Group 3</p> <ul style="list-style-type: none"> - Coffee cup alternatives that can be recycled - Gluten-free options with foods - More bins around schools and shops, especially Wivenhoe - Vegetables do not need to be individually wrapped. - More murals are needed around Burnie to help build the community atmosphere and make it brighter <ul style="list-style-type: none"> o Public colourful graffiti o Murals on the bins and other things around Burnie <p>General</p> <ul style="list-style-type: none"> - Youth Council should send letters to companies asking about alternatives to plastic wrappers on lollies and packets of chips. A non-plastic alternative should be able to be found. - In 100 years we will have to swim in suits and masks due to the pollution - Burnie is really good with rubbish and plastics compared to manly places on the mainland and overseas that Youth Councillors have visited. We should promote it. - Burnie has some of the best air in the world; we should be proud of our environment and protect it - It would be good to see the Council offer certificates for contributions to helping improve the environment and protecting it to primary school, as this will help promote it with the new generations - Some sort of competition where the top winners and contributors to Burnie environmental protection could get to travel overseas to other countries like Fiji and promote what we do here to them, to improve their environments. - 	<p>3 Youth Councillors to write a letter each about the use of plastics</p> <ul style="list-style-type: none"> - What it will be like in 10 years - How much plastic is being produced - Reinforce youth councils messages to the companies
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8	<p>General Business – End of Year Excursion Burnie Youth Mayor Georgie Blake split Youth Councillors into groups to brainstorm ideas for the end of year excursion.</p> <p>Last year’s excursion was to Lasertag, a movie, then to the beach for a BBQ</p> <p>It will be Braythen Weekes birthday.</p> <p>Discussions surrounded options:</p> <ul style="list-style-type: none"> - Laser tag, a movie then to the beach - Waterslide in Ulverstone - A trip to Boat Harbour beach - Kayaking <p>Youth Mayor Georgie Blake held a vote, and the decision is for the Youth Development Officer to organise a visit to Boat Harbour.</p> <p>It was raised the difficulty of the dates with different schools finishing at different times. Seniors finish well before those in primary school.</p> <p>The dates that fit best are 27th, 28th November, and 7th December. The Youth Development Officer to email all Youth Councillors with a system to decide on the best date.</p>	<p>The Youth Development Officer to email all Youth Councillors with a system to decide on the best date.</p>
9	<p>Next Meeting The next meeting will be held on 7 December 2018 at Burnie City Council for a trip to Boat Harbour (Pending Date confirmation)</p>	

Dear Burnie Youth Council,

The Year 5/6 class at Leighlands Christian School is learning about the effects of caffeine and what it does to your body.

Some issues that caffeine has on your body are increased alertness and energy, increased body temperature, nausea and vomiting and much, much more. Some foods and drinks have extremely high caffeine levels like...

Mountain Dew, 100ml bottle but has 15mg's of caffeine in it.

Here is also

Diet coke, Caffeine free but it is not caffeine free it still has 2mg's of caffeine in it. -check this fact

Thanks for reading my letter!!

By Crystal Russell!!!

Caffeine

13.9.18

Letter to Burnie Council

Dear Burnie Council,

Energy drinks in our community are affecting young peoples health because of the caffeine levels in them.

The main audience for this advertisement is people under 18, because they do not yet understand and think it is better for them.

I think energy drinks should be banned for under 18's, because it affects their health and mood and some have anxiety attacks.

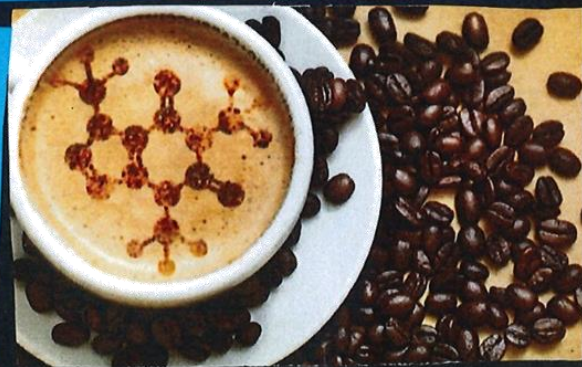
So I hope this letter has influenced you to change the law, so under 18's can no longer buy or drink energy drinks.

Sincerely,

Daniel Hills

Benefits of Water:

- Helps your brain
- Weight loss
- Helps immune system
- Helps headaches
- Helps Cramps and Sprains

www.elementalbottles.com

MINUTES AND REPORTS OF COMMITTEES**AO351-18 BURNIE REGIONAL ART GALLERY SPECIAL ADVISORY COMMITTEE
MEETING UNCONFIRMED MINUTES OF MEETING HELD ON 26
NOVEMBER 2018**FILE NO: 29/3/9

RECOMMENDATION:

“THAT the Minutes of a meeting of Burnie Regional Art Gallery Special Advisory Committee held on 26 November 2018, be received for discussion.”

SUMMARY

A valuation of the Gallery’s art works has recently been undertaken revealing a noted art work had previously been undervalued. The valuer will submit a report in coming weeks on the collection valuation, on the care of the collection and future digitization of the collection.

The Director will research possible computer programs/programmers to set up a suite suitable for the needs of the gallery.

ATTACHMENTS

1. [BRAG Special Advisory Committee Unconfirmed Minutes 26 November 2018](#)

COUNCIL RESOLUTION

Resolution number: MO448-18

MOVED: Cr C Lynch

SECONDED: Cr K Dorsey

“THAT the Minutes of a meeting of Burnie Regional Art Gallery Special Advisory Committee held on 26 November 2018, be received for discussion.”

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

Against:

CARRIED UNANIMOUSLY

Meeting Minutes Unconfirmed

Meeting: **Burnie Regional Art Gallery
Special Advisory Committee Meeting**
 Held on: Monday 26 November 2018
 Venue: Frank Ellis Room Burnie Regional Art Gallery
 File No(s): 29/003/009

The meeting opened at 10.00am. The meeting closed 10.45am.

		Action
1	Present Mayor Steve Kons(Chairman), Dawn Oelrich (Director), Michael Muruste, Sonia Guizzo, Neil Thorne, Joan Kelly, Eleanor Austin (Friends Representative & Minutes)	
2	Apologies Patricia Parke	
3	Declaration of Interests None	
4	Chairman's Communications	
5	Confirmation of Previous Minutes <i>It was moved that the minutes of the meeting held on Monday, 24 September, 2018, be accepted as a true and accurate record. (Moved Neil Thorne, seconded Michael Muruste. Carried)</i>	
6	Business arising from the Minutes	

7	<p>Director’s Report</p> <p>The Director tabled a written report.</p> <p>Attendance:</p> <table border="1" style="width: 100%;"> <tr> <td>September/October</td> <td></td> </tr> <tr> <td>Art Rage /Primary Kaliedoscope</td> <td>1723</td> </tr> <tr> <td>Tas Art & Kit Hiller</td> <td>2257</td> </tr> </table> <p>Any assistance by committee members to encourage visitation during the summer period is greatly appreciated. Bring family and friends, neighbours and visitors. Gallery will open 10-3 on Cruise Ship Days.</p> <p>Current Exhibitions:</p> <p>Foyer Unpacked: works from the collection: Birds – three artists – Ruth Burgess, a well-known Sydney Print-maker, Jenene Blake – artists and art teacher from Ulverstone, and Rosalie Gascoigne ‘s wonderful Bird House – from 1982 plus there is Kit Hiller print over the “Quiet Area” called ‘David Paul Vase 19’</p> <p>Main The Partnership Project 9 Nov – 16 Dec</p> <p>Middle Lyn Connellan – Dog song: walking the neural Pathways 2 Nov – 16 Dec</p> <p>Learning Space Shackleton : Escape from Antarctica 9 Nov – 16 Dec</p> <p>Main Lola Greeno: Cultural Jewels – Please note the official opening is 11 January 2019 21 December – 3 Feb 2019</p> <p>Middle Alison Thomas : A Francophile in Burnie 21 December – 3 Feb 2019 Official opening Friday 21 December</p> <p>Events/Things going on at the gallery</p> <p>There is a considerable public program to complement <i>The Partnership Project/Lyn Connellan: Dog Song</i>:</p> <ul style="list-style-type: none"> ▪ Opening event Friday 9 November – 200+ attended ▪ Floor Talk with curators and 7 of the artists – Saturday 10 November – 47 attended ▪ Floor talk with Joan Kelly – Wednesday 14 November – 40+ attended ▪ BRAG-ART – with Ritchie Ares Dona and Lyndal Thorne (WOW) – approximately 25 attended. ▪ Friday 30 November – Pete Hay and Paul Gerard Indignados (Tickets BAFC \$30/\$25) – Friends running the bar as a fund-raiser. ▪ Floor Talk with Lyn Connellan 5 December at 12.30 (Lunchtime Lecture) ▪ Stencil/mural workshop in gallery courtyard 8/9 December for young people 16 – 25 years, \$50 for two days. TBC – Artist KT Hollywood has withdrawn today from a tendon injury. ▪ Floor Talk with Selena De Carvalho TBC Sunday 16 December. <p><u>Also:</u></p> <ul style="list-style-type: none"> ▪ The Roving Curator Project (with Arts Tasmania’s Melissa Smith) continues in concert with BRM ▪ I have been successful in gaining another three years funding from MMG to support outreach programs for the west coast. In particular I am looking at creating E-Books ▪ Valuation of the entire collection was completed 20 – 24 November. This is the first valuation ever of the whole collection and we did find some gems, including a wonderful painting by Tony Tuckson and two colonial works. The valuer will deliver his report in the coming weeks as there is a fair amount of research to be completed ▪ The gallery has acted as host for two recent workshops – <ul style="list-style-type: none"> ○ Ikebana – an initiative of the Burnie Arts Council – well attended and well received. 	September/October		Art Rage /Primary Kaliedoscope	1723	Tas Art & Kit Hiller	2257
September/October							
Art Rage /Primary Kaliedoscope	1723						
Tas Art & Kit Hiller	2257						

MINUTES AND REPORTS OF COMMITTEES**AO352-18 BURNIE REGIONAL MUSEUM SPECIAL ADVISORY COMMITTEE
UNCONFIRMED MINUTES OF MEETING HELD ON 26 NOVEMBER
2018**FILE NO: 2/5/35

RECOMMENDATION:

“THAT the Minutes of a meeting of the Burnie Regional Museum Special Advisory Committee held on 26 November 2018, be received for discussion.”

SUMMARY

The Committee was advised that the proposal for a new purpose built Museum/Gallery/Function Centre would be workshopped with Councillors. The Chair recommended that each member talk to their groups individually to begin to form an informed opinion.

ATTACHMENTS

1 [↓](#). BRM SAC Minutes 26 November 2018

COUNCIL RESOLUTION**Resolution number: MO449-18****MOVED:** Cr A Keygan**SECONDED:** Cr D Pease

“THAT the Minutes of a meeting of the Burnie Regional Museum Special Advisory Committee held on 26 November 2018, be received for discussion.”

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

Against:

CARRIED UNANIMOUSLY

Agenda and Meeting Notes *(unconfirmed)*



Meeting: **Burnie Regional Museum Special Advisory Committee**
 Date & Time: 26 November 2018 4:30pm
 Venue: BCC First Floor Conference Room
 File No(s):

Chairperson:	Tich Ferencz
Present:	Ray Crawshaw, Rodney Greene, Richard Ruddle, Peter Cocker, Julia Garnaut, Alderman Ken Dorsey, Lauren Stanton, Beth Singleton
Apologies:	Robyn House

Discussion Item and Notes	Action / Responsible
<p><u>Declarations of Interest</u> No new declarations of interest</p>	
<p><u>Confirmation of Minutes</u> <i>It was moved that the minutes of the meeting held on 24 September 2019 be accepted as a true and accurate record. (Moved Ray Crawshaw, seconded Peter Cocker. Carried)</i></p>	
<p><u>Matters Arising</u> No Matters Arising.</p>	
<p><u>Curator's Report</u></p> <p><u>Remembrance Day Poppy Project</u> Julia advised committee on success of project. Over 200 poppies were displayed in the courtyard between BRM and BAFC. This was a joint project between BRAG, BRM and BAFC. The project was also linked to the performance of the Armed Man at BAFC on the day.</p> <p><u>BrMAG joint Education Flyer</u> Julia advised committee of the joint project between the museum and gallery to produce a flyer to be sent to teachers/schools in the NW. The flyer provides information on the education resources offered by both the museum and gallery.</p> <p>The flyer also invites teachers to a Teachers Professional Development Afternoon on Wednesday 27 February 2019. An opportunity for the museum and gallery to network and build relationships with local schools.</p>	
<p><u>Other Business</u></p> <p>Lauren made mention of the importance of creating education resources for schools, particularly older students. Julia indicated that it was hoped that the Teachers Professional Development Afternoon would help the gallery and museum to begin doing this.</p> <p><u>BRM & BRAG Merger</u></p>	

Meeting Notes

<p>Rodney briefed the committee on early stage discussions in regards to a possible new staffing structure for the merger. Budget implications will need to be considered, with the possibility of state funding being explored.</p> <p><u>BRM & BRAG Letter to Minister for the Arts</u> Rodney advised the committee that a letter is being drafted, inviting the minister to visit both BRM and BRAG and to attend a workshop with Councillors.</p> <p><u>Mayor Kons, BrMAG proposal</u> Rodney advised the committee that the proposal for a new purpose built museum/gallery/function center would be workshopped at the next Council meeting.</p> <p>Tich highlighted the importance of Council moving onto the 'next stage' and that with this in mind, the committee should have a clear understanding about 'what it is' they'd like to see happen with such a space and 'why'. Tich made the recommendation that each member talk to their groups individually so that the committee can begin to form an informed opinion. The committee was in general agreeance that this was an appropriate action.</p> <p>Ray ran over attendance figures for QVMAG in comparison to BrMAG.</p>	
<p>Meeting closed at 5:15 pm Next meeting 28 January, 4.30pm</p>	

MINUTES AND REPORTS OF COMMITTEES**AO353-18 UPPER NATONE RESERVE SPECIAL COMMITTEE
UNCONFIRMED MINUTES OF MEETING HELD ON 29 OCTOBER
2018**FILE NO: 2/5/16; 3383617

RECOMMENDATION:

“THAT the Unconfirmed Minutes of a meeting of Upper Natone Reserve Special Committee held on 29 October 2018, be received for discussion.”

SUMMARY

The minutes record the discussions of the Upper Natone Reserve Special Committee, held on 29 October 2018.

As the weather improves visitation to the reserve increases and the minutes note the increased activity of the committee to address various maintenance matters in the reserve.

Ongoing concerns with “nuisance motor cyclists” is noted. The Committee have established protocol with Council and Tasmanian Police to report on concerns.

ATTACHMENTS

1. [Unconfirmed Minutes of the Upper Natone Reserve Special Committee Meeting held on 29 October 2018](#)

COUNCIL RESOLUTION

Resolution number: MO450-18

MOVED: Cr D Pease

SECONDED: Cr A Keygan

“THAT the Unconfirmed Minutes of a meeting of Upper Natone Reserve Special Committee held on 29 October 2018, be received for discussion.”

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

Against:

CARRIED UNANIMOUSLY

**Minutes of the Upper Natone Reserve Special Committee
29th October 2018**

Meeting opened 7.30pm

Attendance: Fiona Tustian (President) *Phil Tustian (Secretary) Ivan Caston, Gary Watts, Arthur Bryan, Alwyn Boyd (Mayor),* Rodney Lincoln, Dianne Cripps, Heather Ross, Kieran Massie (Sustainable Timber Tasmania), & Andrew Stephenson,

Apologies: Gary Neil (Burnie City Council)

Declaration of Interest – Nil Declarations

Minutes of previous Meeting (9/7/18) were read to the Meeting

Moved Fiona Tustian & seconded Rodney Lincoln the Minutes be accepted as read – **Carried**

Business arising:

1. Dumped car gone & rubbish cleared
2. Walking track cleared
3. Moisture proof container in place for toilet rolls
4. Blue metal delivered/spread by Burnie City Council
5. Replacement shrubs Alan Page Garden deferred to General Business
6. Water plumbing underground to tank completed by Burnie City Council

Correspondence: (Inwards) emails between Pat Troughton/Gary Neil & Secretary in relation to the theft and replacement of toilet roof & water plumbing to tank

(Outwards) Notice of General Meeting

Treasurer's Report

In the absence of Gary Neil the balance of budget is not known. Written accounts & dockets presented by the Tustian's for reimbursement. (26/5/18 plumbing parts for pump \$39-17; 2/6/18 Working Bee BBQ meat \$35-10; 2/6/18 Working Bee BBQ bread \$7-50; 12/7/18 petrol for pump \$15-70; 3/9/18 toilet rolls \$16-80; 10/10/18 keys of locker Jacksons \$18-00 Total \$132-27)

Moved Dianne Cripps & seconded Gary Watts account be passed for payment **Carried**

General Business

1. Water supply underground pipe now connected directly to water tank courtesy of Burnie City Council
2. Alan Page Garden fairly substantial work required to clear fallen trees/branches
3. "Working Bee" Scheduled for Sunday 18 November 2018 10am-1pm with BBQ after. Tustian's authorised to provide meat/bread etc
4. Pat Crane Shelter roof repairs now completed by Burnie City Council.
5. Gary Watts requested Reserve brochures for Makers Workshop (provided at conclusion of Meeting by Fiona)
6. Discussion in relation to "nuisance motor cyclists" & the proposal was agreed that the walking track future maintenance should consider leaving some fallen timber to discourage use by motor cyclists
7. Motion "That the Burnie City Council and in particular Gary Neil, Alwyn Boyd & Pat Troughton be commended by this Committee for the prompt resolution of problems occurring at the Upper Natone Reserve". Moved Phil Tustian/seconded Heather Ross **Carried**

Next Meeting Monday 3rd December 2018 730pm

Meeting Closed 8.05pm

MINUTES AND REPORTS OF COMMITTEES**AO354-18 WESTERN EMERGENCY MANAGEMENT COMMITTEE
UNCONFIRMED MINUTES OF MEETING HELD ON 16 AUGUST 2018**FILE NO: 2/5/39

RECEPTION FOR DISCUSSION**RECOMMENDATION:**

“THAT the Unconfirmed Minutes of a meeting of Western Emergency Management Committee held on 16 August 2018 be received for discussion.”

SUMMARY

The minutes report on the deliberations of the Western Emergency Management Committee (WEMC) at the August meeting.

Good representation from agencies continues, with reports provided on their activities (as related to emergency management) to the meeting.

The WEMC advocated to State Government as to the importance of the various Bass Highway bridges, to the west of Burnie, with a focus on alternate access arrangements, should a bridge be damaged or become impassable.

A combined Social Recovery Manual was presented to the committee, modelled on the combined area Municipal Emergency Management Plan (MEMP), and was subsequently endorsed.

The Terms of Reference for the Committee were reviewed and a revised TOR, slightly modified, was endorsed.

The focus of the committee is on completing the combined risk register, with input from relevant stakeholders.

Looking forward a review of the Combined Area Municipal Emergency Management Plan must occur in the early part of 2019.

ATTACHMENTS

- 1↓. [Unconfirmed Minutes from the Western Emergency Management Committee Meeting held on 16 August 2018](#)

COUNCIL RESOLUTION

Resolution number: MO451-18

MOVED: Cr A Keygan

SECONDED: Cr D Pease

“THAT the Unconfirmed Minutes of a meeting of Western Emergency Management Committee held on 16 August 2018 be received for discussion.”

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

Against:

CARRIED UNANIMOUSLY



Western Emergency Management Committee

Minutes

Meeting Held: Thursday 16 August 2018 **10.10am**
Venue: Burnie City Council **80 Wilson Street Burnie 7320**
Chairperson: Mayor Daryl Quilliam **Burnie City Council**

- 1 Introduction & Welcome Mayor Daryl Quilliam

Present

Mayor Daryl Quilliam	Mayor Circular Head Council
Mayor Robbie Walsh	Mayor Waratah-Wynyard Council
Gary Neil	MEMC - BCC
Julie Bernhagen	MEMC - CHC
Michael Foster	DMEMC - BCC
Richard Muir-Wilson	Social Recovery Coordinator - WWC
Steve Jones	Senior Sergeant – OIC Burnie Police Station
Wayne Richards	Regional Manager NW - SES
Craig Harvey	Sergeant (Wynyard) Tasmania Police
Don Seymour	Tasmania Fire Service
Scott Fyfe	Ambulance Tasmania

- 2 **Apologies**

Ald Ron Blake	Burnie City Council
Commander Jonathan Higgins	Commander & Regional Controller NWREMC – Tasmania Police
Chris Fagg	MEMC - WWC
Tracey Bradley	DMEMC - WWC
Kevin Maguire	DMEMC - CHC
Rodney Greene	Social Recovery Coordinator - BCC
Deb Mainwaring	Social Recovery Coordinator - CHC
Allison Daley	Social Recovery Coordinator - BCC
Debbie Williams	Inspector (Burnie Division) Tasmania Police
Lee- Anne Walters	Sergeant (Smithton) Tasmania Police

- 3 **Minutes of the previous meeting held on 17 May 2018**
The committee resolved to accept the Minutes of the 17 May 2018.
- 4 **Matters arising from the previous Minutes**
 - 4.1 Committee members for THS and TasRail no longer with organisations
 - 4.2 Letter forwarded by Gary Neil re Cam River Bridge
- 5 **Correspondence**

The following correspondence was tabled and accepted

5.1 Correspondence Inward

Wayne Richards/Anthony Dick (SES) – numerous warnings & SES Readiness Strategies
 Wayne Richards (SES) – Invitation to AFAC Knowledge Event Series California 2017-18
 Wayne Richards (SES) – Resilient Australia Awards
 Wayne Richards (SES) – Tasmanian Vegetation Fire Management Policy
 Georgia Palmer (LGAT) – Tasmanian Flood Project – request for Lidar data capture
 Georgia Palmer (LGAT) – Draft Evacuation Planning Framework for comment
 Georgia Palmer (LGAT) – Draft Interim State Recovery Plan
 Georgia Palmer (LGAT) – Review of Fire Services Act 1979 paper for comment
 Chris Noye (DPAC) – arrangements for sessions DPAC information & associated documents from presentations
 Chris Noye (DPAC) – Revised Natural Disaster Relief to Local Government Policy
 Office of Deputy Premier – Acknowledging the letter Bass Highway – Bridge Duplication Alternate Access Arrangements
 Deputy Premier/Minister for Infrastructure – Response to Bass Highway – Bridge Duplication Alternate Access Arrangements (planning study Cooe to Wynyard highlighted)
 Garry Baxter (ABC) – correspondence in relation to Circular Head radio reception interference
 DPAC -State Recovery information & link Plan Release
 Volunteering Tasmania – EV Crew

5.2 Correspondence Outward

Deputy Premier/Minister for Infrastructure – Bass Highway – Bridge Duplication Alternate Access Arrangements
 Minister for State Growth – Bass Highway – Bridge Duplication Alternate Access Arrangements
 Minister for Police Fire & Emergency Management - Bass Highway – Bridge Duplication Alternate Access Arrangements
 Garry Baxter (ABC) – correspondence in relation to Circular Head radio reception interference (38 documents forwarded)
 Ald Ron Blake – Thanking for contribution to WEMC

6 6.1 Regional Emergency Management Update REMC Meeting (Michael Foster BCC)

- Latrobe/Kentish - actioning federally funded flood study
- West Coast - minor flooding experienced in Strahan, new control centre at council offices
- Central Coast – severe beach erosion experienced, flood debris on beach, sections private land at Heybridge lost, major flooding Gunns Plans, still working on 2016 flood works
- Devonport – king tide inundation, MOU with SES under review, developed new emergency management arrangements for parnaple centre
- Ambulance Tasmania – new representatives and 25 new staff
- THS – engagement of new emergency management person in progress, power outage exercise planned 17.08.18
- Red Cross – developed Disaster Resilient program for students
- Tas Networks – weather event most widespread damage single event in 3 years; working to raise awareness of illegal connections of backup generators and risks to workers; increase in bird strikes – have asked Parks for more information
- Telstra – King Island upgrade underway, May nationwide outage cause issues with 000, Zeehan changeover to NBN aborted once
- State Growth – fruit fly work continuing
- DPIPWI – provided fruit fly update
- DHHS – meningococcal outbreak response ongoing & immunisation program underway

- Tas Water – no issues in north west, working on emergency preparedness
 - Tas Irrigation – works on Meander Dam spillway
 - State Roads – organisation changes underway, working on emergency plans, reviewing baily bridges, Downer are new northwest contractor
 - Parks – heading into Spring burn program, staff recruitment underway
 - TFS – Fuel Reduction Program underway – 150 burns planned, Fire Act under review, audit of airport foam storage
 - SES – plans being migrated to WEBOC from SES website
- 6.2 Regional Social Recovery Update – Richard Muir-Wilson**
- Last meeting held in Devonport on 16 July 2018
 - Numerous storm warnings but none eventuated in opening evacuation centres
 - Dr Pegram has left THS & therefore the Regional Social Recovery Committee does not have a chair - the vacuum since Toni Brown's departure is obvious – the committee Terms of Reference function and need for effective network is paramount
 - Committee to write to THS expressing importance of appointment of Chair – Richard Muir-Wilson to work with Julie Bernhagen to develop draft letter
- 6.3 Western Fire Management Area Committee (WFMAC) - (Julie Bernhagen– Chair)**
- Appointment of Project Officer close – will move forward then
 - Regional FMAC forum in Burnie 11 September
- 6.4 Municipal Coordinator Reports**
- 6.4.1 Burnie City Council – Gary Neil**
- Romaine Dam Safety Plan updated
 - Emu River flood study analysis and mitigation options underway
 - Recent weather events caused beach erosion and trees over roads
 - Discussed continual ongoing rain and potential for landslips on hill faces
- 6.4.2 Circular Head Council –**
- Numerous rain and wind events over last 4 weeks – very wet July (162% of normal rainfall and the highest on record in some inland areas) 193-318mm
 - Road closures due to flooding
 - Trowutta Road Roger River closed for extended period to all but 4wD
 - Newhaven Road closed due to flooding 25/26 July 2018
 - Huetts Road Edith Creek at the Duck River was closed
 - Impact
 - Damage to Council and State Growth roads including some newly sealed council roads
 - Numerous trees on road with out of hours callouts (expect more due to forecasts)
 - Loss of foreshore areas around Hellyer Beach
 - Inundation of walking paths
 - SES reported limited callouts – most significant was shed roof flipping onto house roof and causing damage including broken windows
 - Fitted Switch device to Chambers (designated Emergency Coordination Centre) to enable installation of multiple phones/computers with minimal work
 - Supplied SES unit with 2 new SES recommended GST units and tablets from 2017/18 budget
 - Minister Ferguson visited SES unit on Monday 13.08.18 (Wayne Richards provided overview of the Minister's visit which included general SES volunteer unit matters as he gets to understand his new portfolio)
- 6.4.3 Waratah-Wynyard Council – Richard Muir-Wilson**
- Damage to foreshore at Sisters Beach
 - Debris washed up into Cam River Reserve Park at Somerset
 - Workforce carried out clean-ups

- Exercise held re Waratah Reservoir – vulnerable to collapse/leakage taking out the bridge connecting Waratah-Savage River (Wayne Richards provided overview)
 - Flood repairs to bridge at Inglis River completed
- 6.5 Municipal Recovery Reports**
- 6.5.1 Burnie City Council – Allison Daley**
- Developed the new combined Recovery Plan
- 6.5.2 Circular Head Council**
- Reasonably quiet
 - Did not need to set up recovery centres for weather events
- 6.5.3 Waratah-Wynyard Council –Richard Muir-Wilson**
- Tracey Bradley appointed new Deputy Coordinator
 - Training in psychological first aid
 - Recovery Centre staff will have Working with Vulnerable People Cards
- 6.6 Agency Reports**
- 6.6.1 Tasmania Police – Steve Jones**
- Reasonable quiet in the Western District since last meeting
 - Have spent over 6 weeks on flood watch and ensured evacuation plans reviewed
 - Waratah Dam – despite amount of rain no breaches reported – emergency management procedures in place
- 6.6.2 Tasmania Fire Service – Don Seymour**
- Regional Officer in Hobart as the current Deputy is Acting State Chief Officer whilst the Chief Officer is on leave – Tyron Clark (District Officer) acting in Regional role
 - New Deputy Chief Officer will be announced in the next few weeks
 - Upcoming fire season preview session October – forecast comparable to last year
 - Briefing paper prepared for Chief Officer re response to vegetation fires in remote areas - impacts for volunteers and career firefighters, potentially training offered to volunteers in remote area fire fighting
 - Fuel Reduction Unit – 11 scheduled spring burns in Arthur District include
 - Sisters Beach south 72ha
 - Cam River east 76ha
 - Rocky Cape west 110 ha
 - Arthur River 366ha
 - Zeehan east 30-38ha
 - Works underway for preparation and community engagement
 - Statewide exercise to be held 21 October for Round Hill – but clashed with Burnie 10 – now likely to be Kelcey Tier involving 10 volunteer brigades, permanent crews, SES and Police.
- 6.6.3 SES – Wayne Richards an apology but the following report presented**
- Current concerns about no active Social Recovery Coordinator – to contact Secretary of the Department – representatives of DHS are aware of current concerns with social recovery arrangements
 - Commander Higgins will be meeting with temporary Director of Medical Services at the NW Regional Hospital
 - Appears to be a lack of appreciation of the responsibility and capacity to provide support across the region – current leadership notion that the role is to chair the Social Recovery Committee and to assist with a recovery centre
 - No current representation at REMC or provision of insight
 - Position currently being advertised is internally focused and does not link to the broader emergency management space
 - Severe weather events
 - Prior to issuing warnings the BOM now consulting with SES duty officers to feed in local information

- BOM mindful of not doing too many notifications
- Some warnings were nowhere near predictions
- SES working internally to improve warnings for forecast districts
- Warnings will be more regularly provided due to sodden ground and capacity of hydro dams
- Plan to launch new Flood Watch system at Agfest in May 2019
 - Will match national fire warning system
 - Ability to target communities
 - SES will compliment broad BOM warning but be more community relevant
- In this year's budget SES was funded for a Flood Policy Unit – money for 3 years for a flood mapping project
 - Currently only the Mersey & Forth recognised
 - Potentially will include Pieman
 - Looking at gauges and monitoring systems
 - Relevant councils have been included in the discussions
 - In north west Chris Irvine working with BCC with Emu River to determine warning measures to be implemented – Emu River is a short and sharp catchment
- Regional Operations Centre stood up 4 times in last month (including at 4am 15.08.18)
- REMC extended meeting last week to review template for region to inform government to assist with community relief and recovery arrangements – form will provide more insight, speed up processes, and is important due to the increase in emergencies and political interest – Wayne provided an example of few SES job call outs during an event but other agencies working above capacity
 - Aim is to increase situational awareness to channel information (upwards) to enable a wholistic coordinated approach

6.6.4 Ambulance Tasmania – Scott Fyfe

- NBN changeover completed
- Discussed the Smithton Airport issues with RFDS landing concerns
 - Committee to write to RFDS regarding the airport suitability/concerns
- Optimistic about increasing staff levels to manage fatigue management (including Wynyard)
- Paper produced to expand transport model to free up other resources
- Ambulance Tasmania now has 3 extended care paramedics in region

6.6.5 Tasmanian Health Service NW - no report provided.

6.6.6 Tas Ports – no report provided

7

Committee Plans & Associated Documents

7.1 Risk Register – Gary Neil

- Individual council emergency risk assessments now converted to TERAG and combined
- Includes common risks and site-specific risks for each council
- As a committee the WEMC can lobby for reductions in identified risks
- Register will provide starting point to bring together priority areas and assist with council work plans
- Information in the register will feed into the review of the WEMC Emergency Management Plan

7.2 WEMC Recovery Plan

- The combined WEMC Social Recovery Plan was presented to the meeting.
The WEMC resolved to accept the WEMC Social Recovery Plan with the SES recommendation that it be called a Manual.

7.3 Terms of Reference – 2 yearly review – Gary Neil

- The Draft Terms of Reference were presented to the meeting
 - Membership was discussed but determined to invite organisation representatives as required and engage with individuals on an “as needs” basis
- Motion: The Revised Terms of Reference be adopted. Moved: Gary Neil (BCC)**
Seconded: Don Seymour (TFS)
Attached to Minutes
- 8 Emergency Management Programs**
- 8.1 Other Funding Opportunities**
- NDRRP closed
- 9 Training/Workshop Opportunities/Reports**
- SES will conduct “Introduction to Emergency Management” Training on an as needs basis.
 - Elected member training (post-election) can be carried out by SES
 - Induction for new emergency management coordinators can be provided
- 10 10.1 DPAC session overview (held 12 June 2018 at WWC) – Julie Bernhagen**
- Recovery arrangements
- Municipal arrangements for the coordination of relief and recovery efforts, including evacuation and recovery centres
 - The draft State Recovery Plan and related amendments to the Emergency Management Act 2006
 - Tasmanian Relief and Recovery Arrangements
 - The Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy
 - Summary of changes to the Policy
 - Guidelines and Forms linked to the Policy including financial forms and asset damage and reconstruction forms.
 - Public Information
 - The role of the Whole-of-Government Public Information Unit (PIU)
 - Developing arrangements to support public information coordination between the PIU and councils during an emergency
 - The TasALERT platforms (website, social media, etc.)
- 10.2 Draft Evacuation Framework**
- Further work to be carried out on Framework
 - Can be discussed further at next WEMC meeting
- 10.3 EV Crew – Volunteering Tasmania – Julie Bernhagen**
- Referenced recent information from EV Crew
 - EV Crew uses data base information populated prior to emergency event – volunteers can identify areas of interest
 - Volunteering Tasmania not able to present at this meeting – to consider including as guest speaker at future meeting (November).
- 10.4 Forward Meeting Dates – Julie Bernhagen**
- Next meeting scheduled for day after REMC meeting – determined to go ahead
 - Ideas for agenda (November fire update, SRCT Unit, Volunteering Tas)
- 10.5 Wynyard Tasmania Police representative**
- Craig Harvey has replaced Steve Keiselis as Sergeant a Wynyard and will now be WEMC representative
- 10.6 Document Storage**
- Consideration to be given to cloud-based storage – MEMCs to discuss further
- 10.6 Foreshore Erosion**
- Increasing foreshore erosion is a concern for 3 municipalities
 - Discussions indicate Crown not interested in pursuing matter despite being land manager

- Potentially some foreshore land under threat is rail corridor, close highway, contains infrastructure such as sewerage & water
- Committee to write to the Minister for Infrastructure (State Growth) to ascertain plans to protect the corridor from coastal erosion and to maintain community safety

11 Next Meeting

Will be held at Circular Head Council on 15 November 2018 at Waratah-Wynyard Council
Forward Meeting Dates – 3rd Thursday Quarterly 10am-12 midday

14 February 2019

Circular Head Council

16 May 2019

Burnie City Council

15 August 2019

Waratah-Wynyard Council

11 Meeting Closed 11.57am

Julie Bernhagen
Executive Officer WEMC

Open Actions

No.	Description	Owner	Date Assigned	Status	Date Closed
5	Letter to be forwarded to appropriate agency regarding ABC radio interference	Julie Bernhagen	24.11.16	Completed 13.02.17 – acknowledgements received. 18.05.17: Ongoing matter – Minister considering further information from Commander. 17.08.17: Circular Head Council continuing to follow up matter. 16.08.18: In discussions with Gary Baxter (ABC) re Lileah station.	
10	Chair requests letter to Tas Water inviting representation on WEMC	Julie Bernhagen	23.02.17	17.08.17 WEMC determined to hold inviting Tas Water until Risk Register finalised and major stakeholders identified. 16.08.18 Reviewed Terms of Reference and membership to remain as current.	16.08.18
16	Invite Dave Olden (State Growth) to November 2017 meeting to inform committee about the work of the Circular Head Regional Economic Development Working Group (re Murray Goulburn Edith Creek closure) particularly in relation to background statistics and regional nature of the closure.	Julie Bernhagen	17.08.17	22.08.17 Email sent to Dave Olden – attendance arranged 16.11.17 Dave Olden unable to attend meeting at last minute due to other commitments – to be invited at later date.	16.08.18
20	EM Coordinators to develop combined Risk Register to bring to WEMC	EM Coordinators	17.08.17	17.08.07 EM Coordinators/Deputies present met following WEMC meeting. BCC & WWC to format current registers to new style and forward to Julie Bernhagen to collate. Julie forwarded CHC register and blank register to BCC & WWC. 16.11.17 Michael Foster to collate registers. MEMCs to meet and finalise	

No.	Description	Owner	Date Assigned	Status	Date Closed
				register which will be brought to next meeting.	
23	Determine if there is appetite for TasRail to attend WEMC meetings.	??????	16.11.17	12.08.18 Met to combine risk registers – further analysis required. Julie Bernhagen contacted Shannon Cox who was to attend meetings. Advised 08.08.18 he has left organisation.	
24	Determine if there is a TasPorts representative in the north west who may be able to attend WEMC meetings.	Julie Bernhagen	16.11.17		
25	Send letter to THS expressing importance of appointment of Chair Social Recovery Committee – Richard Muir-Wilson to work with Julie Bernhagen to develop draft letter	Julie Bernhagen/ Richard Muir-Wilson	16.08.18		
26	Send letter to RFDS regarding the Smithton airport suitability/concerns	Julie Bernhagen	16.08.18		
27	Send letter to the Minister for Infrastructure (State Growth) to ascertain plans to protect the corridor from coastal erosion and to maintain community safety	Julie Bernhagen	16.08.18		



Western Municipal Combined Area Emergency Management Committee

Terms of Reference

Issue Details: 16 August 2018

Approval:

Approved in accordance with the provisions of the *Tasmanian Emergency Management Act 2006*

Signature:

A handwritten signature in black ink that reads "D. H. Quilliam".

Municipal Chairperson

Dated: 16 August 2018

The Burnie City Council, Circular Head Council and Waratah Wynyard Council each have responsibilities to fulfil under the *Emergency Management Act 2006* as noted in those sections forming Division 3 – Administration at municipal level.

Each Council has determined to form a combined area for the purpose of the establishment of a Municipal Emergency Management Committee in respect of the combined area.

Ministerial approval for the combined area was granted 23 May 2016.

The agreed name for the combined area is Western Municipal Combined Area Emergency Management Committee (operating as *Western Emergency Management Committee*)

This document describes how the combined area Committee will operate.



Committee	Western Municipal Combined Area Emergency Management Committee.
Date and status of these Terms	16 August 2018.
Enquiries	Executive Officer
Review	These Terms of Reference are due for review two years from the Date of Acceptance.
Background	<p>This Municipal Combined Area Emergency Management Committee was established 23 May 2016 when approval was granted by the responsible Minister (under the authority of S. 19 of the <i>Emergency Management Act 2006</i> – (The Act) for the three municipalities of Burnie, Circular Head and Waratah-Wynyard to be a combined area for the establishment of an Emergency Management Committee.</p> <p>The combined area approach arose in response to increasing challenges to resource attendance at local meetings, limited resources within Councils to fill municipal roles and in the spirit of greater resource sharing across the North West Coast.</p> <p>Future opportunities exist to consider other municipal areas joining the combined area, which may include West Coast Council and King Island Council.</p> <p>Over time combining individual Council emergency management planning resources is contemplated, with view to considering the engagement of a dedicated Municipal Emergency Management Executive Officer (MEMEO) to fill the municipal coordinator role at an appropriate point in time.</p>
Purpose	The purpose of this Committee is to ensure that the three municipalities making up the Western combined area meet their responsibilities under the Act; in particular, S. 22.
Functions	<p>With the power established in S 22 of the <i>Emergency Management Act 2006</i>, this Committee has the following primary functions:</p> <ul style="list-style-type: none"> • To support the institution and coordination of Emergency Management in the Municipal areas of Burnie, Circular Head and Waratah Wynyard. • Monitor and report on progress towards actions within plans, special plans for which the Committee has responsibilities. • Maintain a combined area municipal emergency management plan , risk assessment , Recovery Plan and any Special Plans relating to Emergency Management in the three municipal areas. • To review the management of emergencies which occur in the municipal areas and identify and promote opportunities for improvement. • To assist and advise the officers of each of the municipal areas in the performance of their duties under the Act. • To ensure that Elected Members and relevant Council staff are kept informed of the work of the Committee.



- To ensure that member Councils and their officers always approach Emergency Management in a manner that maximises cooperation and effective deployment of resources. For example, to view the resources of each municipal area as complimentary for the purposes of Emergency Management. To ensure that at each Committee meeting they attend, non-municipal Stakeholders are provided with a means of informing the decision making of the Western combined area within their specific interest areas.
- To ensure that effective networks are developed and maintained so that relationships between each Council's Municipal Recovery personnel and relevant Recovery Service Providers from across the combined area are optimised.
- To share knowledge, experience, resources and skills across Councils to ensure a consistent response and level of preparedness.

Financial The Western combined area MEM Committee has no authority to commit to or authorise expenditure on behalf of the municipal areas.

Each of the municipal areas will support the operation of the combined area MEM Committee through hosting on a rotational basis the secretarial and meeting arrangement tasks.

Membership This Committee membership is detailed below.

Members (Authority – The Act - Schedule 3)

Municipal Chairperson	Mayor or Delegate from one of the member Councils appointed by the Committee. Annual appointment as determined by the Mayors or Delegates.
Executive Officer	The Municipal Coordinator or Deputy from one of the member Councils appointed by the Committee. Annual appointment based on Council resourcing and interest.

Meetings Meeting location will rotate between the Councils.
Meetings will occur quarterly, dates set 12 months in advance by the Committee.
Meeting duration 2 hrs: 10.00 am to 12.00 Noon.
At a meeting of a committee, a quorum is constituted by that number of members determined by the members present at the meeting but not be less than Mayor or delegate from each Council (3), the co-ordinator or deputy coordinator of each council (3) and three(3) other members . Nb: this would require at least 9 people attend

Membership (Determined by the Municipal Chairperson under Section 21)	Committee
	<ul style="list-style-type: none"> • Mayors of each Council (or delegate) • Municipal Emergency Management Coordinators (3) • Deputy Municipal Emergency Management Coordinators (3) • Recovery Coordinators (3) • SES Regional Manager • Tasmania Police



- Tasmania Fire Service
- Ambulance Tasmania
- Tasmania Health Service
- Other Agencies or Organisations – by invitation as the need arises
- Local SES Unit Managers – by invitation as the need arises

Reports to North West Regional Emergency Management Committee.
Also reports to each of the member Municipal Councils through the Mayors and Municipal Coordinators.

Proxies Proxies must be nominated, and they assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the Committee.

AO166-18 NON AGENDA ITEMS

In accordance with the requirements of Regulation 8(5) of the *Local Government (Meeting Procedures) Regulations 2015* a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.

Council by absolute majority may decide at an ordinary meeting to deal with a matter that is not on the agenda if the General Manager has reported:

- (a) the reason it was not possible to include the matter on the agenda; and
- (b) the matter is urgent; and
- (c) that advice has been provided under section 65 of the *Act*.

There were no non agenda items

There being no further business the Mayor declared the Meeting closed at 8.03 pm.

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 11 December 2018.

Confirmed:



Andrew Wardlaw, GENERAL MANAGER

Confirmed:



Steven Kons, MAYOR