

MINUTES

Ordinary Meeting

TUESDAY, 18 JUNE 2019

7.00PM

CITY OFFICES, 80 WILSON STREET, BURNIE

ORDER OF BUSINESS

OPEN SESSION

| Min No. | Business | Page No | |
|-----------|--|---------|--|
| | | | |
| AO151-19 | COUNCILLOR DECLARATIONS OF INTEREST | 9 | |
| AO152-19 | CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 21 MAY 2019 | 10 | |
| MOTIONS | ON NOTICE | | |
| AO153-19 | MOTION ON NOTICE - PUBLIC TELEVISION SCREEN | 11 | |
| AO154-19 | MOTION ON NOTICE - AUDIO RECORDING OF COUNCIL MEETINGS | 17 | |
| AO155-19 | MOTION ON NOTICE - ABORIGINAL FLAG | 41 | |
| AO156-19 | MOTION ON NOTICE - CBD COMMITTEE | 46 | |
| AO157-19 | MOTION ON NOTICE - ALL HOURS TAXI WORKING GROUP | 49 | |
| AO158-19 | MOTION ON NOTICE - VIDEO RECORDING OF MOTIONS ON NOTICE AND PUBLIC QUESTION TIME AT COUNCIL MEETINGS | 51 | |
| AO159-19 | MOTION ON NOTICE - CITY AND SUBURB INFRASTRUCTURE 2019-20 | 74 | |
| AO160-19 | MOTION ON NOTICE - INSTALLATION OF FISH CLEANING TABLE AT SOUTH BURNIE BOAT RAMP | 86 | |
| AO161-19 | MOTION ON NOTICE - AURORA BOXES ARTWORK | 88 | |
| PUBLIC QU | ESTION TIME | | |
| AO162-19 | PUBLIC QUESTION TIME | 92 | |
| PLANNING | AUTHORITY | | |
| AO163-19 | BURNIE INTERIM PLANNING SCHEME 2013 PERMIT APPLICATION SD 2019/1291 SUBDIVISION TO CREATE 7 LOTS 530 STOWPORT ROAD, STOWPORT | 95 | |

ORDER OF BUSINESS

OPEN SESSION

| Min No. | Business | Page No |
|-----------|---|---------|
| OFFICERS' | REPORTS | |
| LAND AND | ENVIRONMENTAL SERVICES | |
| AO164-19 | MOTOR CYCLE PARKING | 190 |
| соммин | ITY AND ECONOMIC DEVELOPMENT | |
| AO165-19 | PING PONG TABLES | 205 |
| GENERAL I | MANAGER | |
| AO166-19 | GENERAL MANAGER'S REPORT - OPEN SESSION | 208 |
| AO167-19 | GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES MAY 2019 | 221 |
| AO168-19 | GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MAY 2019 | 233 |
| AO169-19 | GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT MAY 2019 | 241 |
| AO170-19 | GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MAY 2019 | 249 |
| COUNCIL C | COMMUNICATIONS | |
| AO171-19 | COMMUNICATIONS JOURNAL JUNE 2019 | 271 |
| AO172-19 | COMMUNICATIONS JOURNAL - SOUTH BURNIE BOWLS AND COMMUNITY CLUB INC - ROOF REPLACEMENT | 285 |
| AO173-19 | COMMUNICATIONS JOURNAL - CRADLE COAST AUTHORITY - PROGRESS UPDATE | 290 |
| AO174-19 | COMMUNICATIONS JOURNAL - HON JEREMY ROCKLIFF MP - REMEDIATION OF EROSION OF THE RAIL CORRIDOR BETWEEN COOEE AND WYNYARD | 297 |
| MINUTES A | AND REPORTS OF COMMITTEES | |
| AO175-19 | BURNIE AUSTRALIA DAY SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 27 MAY 2019 | 304 |

ORDER OF BUSINESS

OPEN SESSION

| Min No. | Business | Page No |
|----------|---|---------|
| AO176-19 | BURNIE CITY YOUTH COUNCIL SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 23 MAY 2019 | 309 |
| AO177-19 | BURNIE REGIONAL MUSEUM SPECIAL ADVISORY COMMITTEE MEETING UNCONFIRMED MINUTES OF MEETING HELD ON 8 APRIL 2019 | 315 |
| AO178-19 | BURNIE SPORTS CENTRE SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 9 MAY 2019 | 317 |
| AO179-19 | CRADLE COAST AUTHORITY REPRESENTATIVES COMMITTEE MEETING - UNCONFIRMED MINUTES OF MEETING HELD ON 23 MAY 2019 | 322 |
| AO180-19 | UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 20 MAY 2019 | 330 |
| NON AGEN | IDA ITEMS | |
| AO181-19 | NON AGENDA ITEMS | 333 |

MINUTES OF THE OPEN SESSION ORDINARY MEETING OF THE BURNIE CITY COUNCIL HELD AT THE CITY OFFICES ON TUESDAY, 18 JUNE 2019

HOUR: 5.30pm – 5.31pm

7.00pm - 8.15pm

TIME OCCUPIED: 1 hour 16 minutes

PRESENT: Mayor S Kons, Deputy Mayor G Simpson, Cr A Boyd, Cr T Brumby,

Cr T Bulle, Cr K Dorsey, Cr A Keygan, Cr C Lynch, 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: There were no apologies tendered.

'CLOSED SESSION': COUNCIL

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

| | | Meeting Regulations Reference |
|----------|--|-------------------------------------|
| AC066-19 | COUNCILLOR DECLARATIONS OF INTEREST | 15(2)(g) |
| AC067-19 | CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 21 MAY 2019 | 15(2)(g) |
| AC068-19 | APPLICATIONS FOR LEAVE OF ABSENCE | 15(2)(h) |
| AC069-19 | BURNIE AIRPORT CORPORATION PTY LTD - QUARTERLY REPORT | 15(2)(g) |
| AC070-19 | GENERAL MANAGER'S REPORT - CLOSED SESSION | 15(2)(i) |
| AC071-19 | PERSONNEL REPORT MAY 2019 | 15(2)(a) |
| AC072-19 | LEGAL ACTION STATUS OF DEVON STREET AS A PUBLIC ROAD BURNIE CITY COUNCIL v BATT | 15(2)(i) |
| AC073-19 | CRUISE SHIP ACTION PLAN | 15(2)(g) |
| AC074-19 | OUTSTANDING DEBTORS | 15(2)(j) |
| AC075-19 | COMMUNICATIONS JOURNAL - UNIVERSITY OF TASMANIA - PROGRESS UPDATE | 15(2)(g) |
| AC076-19 | CRADLE COAST AUTHORITY BOARD MEETING UNCONFIRMED MINUTES OF MEETING HELD ON 16 MAY 2019 | 15(2)(g) |
| AC077-19 | CRADLE COAST AUTHORITY REPRESENTATIVES COMMITTEE MEETING - LOCAL GOVERNMENT UPDATE - EXTRACT FROM UNCONFIRMED MINUTES OF MEETING HELD ON 23 MAY 2019 | 15(2)(g) |
| AC078-19 | NON AGENDA ITEMS | 15(2)(f) |
| AC079-19 | AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION | 15(2)(f) |
| AC080-19 | 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 AC066-19 to AC080-19 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015"

COUNCIL RESOLUTION

Resolution number: MO158-19

MOVED: Cr D Pease

SECONDED: Cr T Brumby

"THAT the meeting be closed to the public to enable Council to consider agenda items AC066-19 to AC080-19 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015"

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

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

RESUMPTION

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

ACKNOWLEDGEMENT OF COUNTRY

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

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

PRAYER

The meeting was opened with prayer by Jeff Weston on behalf of Romaine Park Christian Centre.

A0151-19 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 councillor declarations of interest.

The General Manager, Andrew Wardlaw, declared an interest in AO173-19 Communications Journal – Cradle Coast Authority – Progress Update.

AO152-19 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 21 MAY 2019

RECOMMENDATION:

"THAT the minutes of the 'Open Session' of the Burnie City Council, held at City Offices on 21 May 2019, be confirmed as true and correct."

COUNCIL RESOLUTION

Resolution number: MO159-19

MOVED: Cr A Keygan

SECONDED: Cr D Pease

"THAT the minutes of the 'Open Session' of the Burnie City Council, held at City Offices on 21 May 2019, be confirmed as true and correct."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE

AO153-19 MOTION ON NOTICE - PUBLIC TELEVISION SCREEN

FILE NO: 15/5/2

PREVIOUS MIN:

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

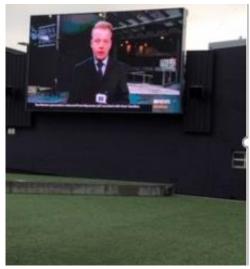
"THAT Council investigate the possibility of installing a BIG TV screen outside in the multistory plaza."

COUNCILLOR'S COMMENTS

On a recent trip to Devonport I could not help but admire the beautifully created outdoor cinema type space in the new living city courtyard.

I've included a picture of the shiploads wall which is perhaps the most suitable location within the Multi Story Plaza for such an installation.

With the recent SeaFM street party held in Burnie in the courtyard, the addition of such a screen would really add to the atmosphere. It would enhance this space which is often well utilised daily, particularly over the lunch period. It would create a more inviting, inclusive and attractive place to gather as a community.







Suggestion Wall for installation

GENERAL MANAGER'S COMMENTS

Background

The plaza adjacent to the multistorey car park is used for a number of purposes including:

- General thoroughfare between the MSCP and CBD businesses.
- Passive recreation/lunch space.
- Occasional activities and events space.

Generally, active use of the space is focussed on the warmer months of the year.

Council has improved the aesthetic of the space in recent years to encourage greater utilisation.

Legislative Requirements

The installation of a large format screen would most likely require various approvals, including a building permit.

The content displayed on the screen would need to be consistent with Council policies and relevant commonwealth legalisation.

Policy Considerations

Council has provided electronic scoreboards (screens) at a number of locations to support use of associated sporting infrastructure.

Mobile screens have been used at various community events to display content.

Content displayed must be consistent with relevant Council policy.

Financial Impact

The discussion section of the report notes a screen, similar to that installed in Devonport, would have a supply cost of in the order of \$80,000. There would be associated installation and ongoing operational costs.

The actual cost of the project will depend upon the size and quality of the screen selected, installation location and other such considerations.

Discussion

The proposal at hand is for Council to investigate the installation of a large screen within the Marine Terrace Plaza, to be used for a variety of public purposes.

Matters that would need to be considered in an investigation would include:

Purpose of the Large Screen

The Motion on Notice indicates that a large screen may add atmosphere to events held in the plaza.

Other opportunities to use the screen may include:

- Screening of movies.
- Screening of sporting events.

An understanding as to the range of uses would need to be developed to weigh up the cost/benefit of the project.

Utilisation of the Plaza

The plaza space is used occasionally for public events. While it is close to the CBD and is easy to access, the enclosed and shaded nature of the space can mean it is relatively uninviting in the cooler months.

Some workers and visitors to the CBD use the plaza space as a lunch or break space, however patronage is relatively low.

While providing additional facilities may increase patronage of a location/space, past improvement to the plaza have not resulted in significant additional utilisation to date.

Management of Content/Use Issues

There would be a need to manage the content played on the screen to ensure that it is appropriate to the audience.

This would be relatively straightforward for specific events.

Streaming of content during the day, such as lunch times, would need to consider the audience and there would be many and varied views as to whether, sport, current events, etc should be played and appropriate levels of associated sound. In many other locations, only major sporting events are streamed for the public.

There would also be others using the space that would not have an interest in the streamed content while using the space and may find it impacts on their use and enjoyment of the space.

• Location of the Screen

The Motion on Notice suggests the screen could be installed on the rear wall of the Shiploads building.

Approval from the building owner would be required to be obtained.

Recent contact with the building owner in regard to the painting of a mural on the wall has occurred, however the building owner had little interest in permitting that use. There may also be issues with supplying power to a building not under the ownership of council.

Given the screen would be behind the children's play area, it may prove difficult to screen films for larger events.

There would be limited, if any, other walls in the Plaza that would be suitable for installing a large screen.

Cost Implication

The cost to supply and install a suitable screen will be reflective of the size and quality of the unit chosen, proximity to electricity, where a content management system could be located and the type of content management system chosen.

It is understood that the unit installed at Devonport cost in the order of \$80,000 for the supply of the screen and associated infrastructure.

There would be additional costs associated with installation and ongoing management of the system.

Alternate Opportunities

Council has facilitated a number of movie screenings in public spaces in the past, using portable screens.

There would be opportunities to use such mobile screens at events, should there be a need.

While there is some set up associated with portable systems, such systems provide flexibility in the spaces that are chosen for a function or event.

In terms of access to sports, news and such content for personal consumption, the majority of people have access to a smart phone or similar device and can stream content that is of relevance/interest to them, as required.

Council has installed a large format electronic scoreboard at West Park and this could also be used for screening of movies, sporting events and the like, should there be interest. The West Park sound system can be integrated into the scoreboard to provide sound.

In summary, a large screen TV in the Marine Terrace Plaza may be useful as an adjunct to support some events and the streaming of content may be of some interest to some plaza users.

However, there would be a significant cost associated with providing this facility.

Council and other event Managers have used mobile screens in the past to screen content and these provide flexibility in the site chosen for such activities.

An alternate recommendation for Council to consider is "That the information be noted."

Risk

The supply and installation of a large screen within the Marine Terrace Plaza would be a relatively straightforward project.

Issues/risks that would need to be considered, should the Motion on Notice be supported may include:

- Further investigation of the matters noted in the discussion section of this report:
 - Purpose and need for the screen.
 - Is the Marine Terrace Plaza a suitable location.
 - Content management and associated costs.
 - Location of the screen and property owner consent.
 - Cost associated with supply, installation and operation.
- Durability of screens: vandalism, exposure to the elements, etc.

Consultation

Officers sought advice from Devonport City Council as to the indicative cost of a large screen. Internal consultation occurred to identify the various matters noted in this report.

Alternative Recommendation

"That the information be noted."

COUNCIL RESOLUTION

Resolution number: MO160-19

MOVED: Cr T Brumby

SECONDED: Cr A Keygan

"That the information be noted."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE

AO154-19 MOTION ON NOTICE - AUDIO RECORDING OF COUNCIL MEETINGS

FILE NO: 15/5/2; 15/5/4; 884803

PREVIOUS MIN: AO127-18

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

"THAT Council implement 'option 1' (as outlined in report AO127-18 presented at the May 2018 council meeting) for the recording and next day publishing of open Council minutes utilising existing audio equipment".

COUNCILLOR'S COMMENTS

Motion relates to Making Burnie 2030 Future Direction 7—an engaging and accountable leadership focused on a strong future and Objective 7.2—that council and the community are informed and engaged on issues of local importance, and that the community is informed of key decisions and actions of Council (Strategy 7.2.2).

In May 2018, Council officers presented a report to the open Council meeting that sought Councillors' views on several options for recording and/or live streaming our open sessions of Council meetings. The recommendation was that Council do not proceed with the recording of meetings.

I have put this motion to Council again for several reasons. We are operating in a political context which requires a greater accountability and transparency in Council decisions and the recording of Council meetings is a mechanism in which to partially achieve this. The recording of Council meetings will also aid in providing the community with a greater understanding of how and why certain Council decisions are reached by Councillors and the robust discussion that occurs around the Council table in coming to a consensus.

Unfortunately, our meeting minutes are not able to reflect the reasoning behind decision making and instead simply records whether a motion or recommendation is lost or passed.

I believe that Option 1 as presented in the previous report provides the most economical and efficient option to progress the recording of Council meetings. It requires minimal internal staff time each month and is an option that can be implemented relatively quickly. It also has the least amount of 'risk' as identified by insurers as well as allowing for those in the gallery to opt out of being recorded during public question time (this mechanism is possible by submitting their question and having it read aloud by Council).

GENERAL MANAGER'S COMMENTS Background

The motion refers to a report to council tabled in May 2018 which was prepared as a response to an earlier motion on notice. A copy of the report in full is **attached**.

Another motion on notice has been received for this Council Meeting, calling for video recordings to be made of Motions on Notice and Public Questions, and publishing them to Council's website. That motion is a separate item in this Agenda.

Legislative Requirements

The *Local Government (Meeting Procedures) Regulations 2015* sets out the following requirements for audio recordings.

33. Audio recording of meetings

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

Policy Considerations

Council may determine any procedure relating to audio recordings of meetings. An internal procedure can be developed to ensure audio recordings are managed in a consistent way and published in a timely manner each month.

Procedures may also be amended to allow for:

- Public questions to be read by a council person if the member of the public prefers not to be recorded
- Identifying a councillor's name prior to making comments (either through the Mayor in chairing, or by prefacing their comments), in order to allow audio listeners to identify them.

These sort of practices could be developed in time, depending on what works best.

Financial Impact

An audio recording is considered the most cost effective and simple solution to provide access to the council meeting discussions. It is anticipated that a reasonable result can be delivered with existing equipment. There will be an additional time commitment required from staff but this can be managed within existing ordinary hours.

Discussion

Option 1 in the attached report, referred to creating an audio recording of the open session meeting and making that audio recording available on Council's website the following day.

The report notes the limitations of using existing equipment and in house staff resources to achieve this, but is the lowest cost option, pending any editing software required to manage session breaks.

A test of audio using existing audio equipment was taken at a council workshop in April 2018. The audio result was fair. While not a high quality recording, it could be considered adequate for the purpose.

The audio is unable to isolate microphones to the current speaker, and therefore cannot block out background noise such as people movement, coughing, papers shuffling, and is dependent on effective use of the microphones.

It is possible to potentially improve the quality of the recording by adjusting recording parameters with existing equipment and this could be trialled and improved on implementation.

It is understood that the intention of the motion is not to incur any further hardware costs by implementing option 1.

Risk

The attached report outlines risk aspects to be considered, and includes an Insurance Guidance Document from MAV for consideration. Much of the risk rests with the content of discussions and the responsibility therefore lies with councillors and senior staff in always giving careful consideration to their comments, as should always occur regardless of whether an audio recording is being made.

Consultation

No further consultation has occurred on this report as it is a review of an earlier report already presented. The matter will be discussed in open session as part of the Agenda.

ATTACHMENTS

1. Copy of Report AO127-18 dated 15 May 2018 - Live Streaming of Council Meetings

COUNCIL RESOLUTION

Resolution number: MO161-19

MOVED: Cr A Keygan

SECONDED: Cr D Pease

"THAT Council implement 'option 1' (as outlined in report AO127-18 presented at the May 2018 council meeting) for the recording and next day publishing of open Council minutes utilising existing audio equipment".

The motion was not put due to the following procedural motion

COUNCIL RESOLUTION

MOVED: Cr T Bulle

SECONDED: Cr K Dorsey

"THAT the matter be deferred to a workshop."

For: Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr T Bulle.

Against: Cr S Kons, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr D Pease.

LOST

The meeting returned to the original motion

COUNCIL RESOLUTION

MOVED: Cr A Keygan

SECONDED: Cr D Pease

"THAT Council implement 'option 1' (as outlined in report AO127-18 presented at the May 2018 council meeting) for the recording and next day publishing of open Council minutes utilising existing audio equipment".

For: Cr S Kons, Cr A Boyd, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr D

Pease.

Against: Cr T Brumby, Cr T Bulle.

CARRIED

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

CORPORATE AND BUSINESS SERVICES

AO127-18 LIVE STREAMING OF COUNCIL MEETINGS

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

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

"THAT Council either:

 Proceed with Option 1 for the <u>recording and next day publishing</u> of Council Meetings utilising existing audio equipment;

Or

 Proceed with <u>investigation only</u> for Options 3 and 4 for the recording and livestreaming of Council Meetings utilising existing audio equipment at a cost of \$1,920 ex GST;

Or

- Proceed with the <u>implementation</u> solution for Option [3 or 4] for the recording and livestreaming of Council Meetings utilising existing audio equipment at a cost of \$3,936 ex GST plus ongoing support costs as required;
- 4) Do not proceed with audio recordings of Council Meetings."

2.0 SUMMARY

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

3.0 BACKGROUND

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

4.0 LEGISLATIVE REQUIREMENTS

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

33. Audio recording of meetings

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

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

5.0 POLICY CONSIDERATIONS

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

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

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

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

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

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

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

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

"Statistical information collected demonstrates that there is a minimal take up in respect to utilisation of the service with an average of 20 users being present on the Council's live broadcasting webpage immediately prior to the commencement of the Council meetings, a number of these being staff members who are testing the system. "During the twelve month period, the majority of users listened to the broadcasting for less than 30 minutes in duration, and only 15 users listened to the full council meeting proceedings.

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

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

In summary, the following policy principles should be considered:

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

6.0 DISCUSSION

6.1 Options

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

| Audio Only | | | Video | | | |
|-----------------------------|---|--|---|---|--|---|
| Record and publish next day | Option 1 Use existing audio equipment (cannot isolate individual microphones) Add microphone for public questions (likely to pick up gallery noise) Record to laptop – create mp3 file Add to website for download the next day Keep for six months then destroy Capability to switch off for break – may need editing software? | | | Option 2 Use existing audio equipment (cannot isolate individual microphones) Use existing camera Add microphone for public questions (likely to pick up gallery noise) Software required to create file Create file for download (larger than audio only) Keep for six months then destroy Capability to switch off for break – may need editing software? | | |
| | Quality Low | Capability Internal | Cost | Quality Low | Capability Internal and Supplier Assist | Cost Medium |
| | -Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise | Internal staff able to manage | -Staff time -Recording software | -Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise -1 existing camera | -Requires initial set up advice; -Likely internal staff to manage ongoing -Some supplier technical support likely required | -Staff time -Supplier time -Mount camera position -Recording software |
| Livestream | Option 3 Use existing audio equipment (cannot isolate individual microphones) Add microphone for public questions (likely to pick up gallery noise) Requires additional hardware and/or software to convert and broadcast Broadcast (eg via Youtube) with still image Capture and record for six months then destroy Capability to switch off for break? Broadcast in real time Ability to manage and restore dropouts in real time needs to be confirmed | | | Option 4 Use existing audio equipment (cannot isolate individual microphones) Use existing camera Add microphone for public questions (likely to pick up gallery noise) Likely to require additional hardware and/or software to convert and broadcast Broadcast (eg via Youtube or Facebook) Capture and record for six months then destroy Capability to switch off for break? Broadcast in real time Ability to manage and restore dropouts in real time needs to be confirmed | | |
| | Quality Low | Capability Supplier | Cost Medium | Quality Low | Capability Supplier | Cost Medium |
| | -Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise | Supplier -Supplier setup; -Ongoing supplier support likely | -Staff time -Additional equipment -Supplier costs Investigation Quote: 52K investigation only, hardware / software costs and ongoing support additional OR Implementation Quote: 54K plus ongoing support | Low Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise -1 existing camera | Supplier setup; -Ongoing supplier support likely | Staff time -Additional equipment -Mount camera position -Supplier costs Investigation Quote: \$2K investigation only, hardware / software costs and ongoing support additional OR Implementation Quote: \$4K plus ongoing support |

Page 97

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

6.2 Existing Equipment / Quality

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

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

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

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

6.3 Suppliers for Live Streaming

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

Mainland Provider (sourced by Tascom) - Livestreaming with Video

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

Local Supplier No. 1

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

Local Supplier No. 2

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

6.4 Procedural Considerations

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

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

6.5 Observations of other Councils

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

Hobart City Council

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

Launceston City Council

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

Kingborough Council

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

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

Devonport City Council

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

6.6 Internal Capacity

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

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

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

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

6.7 Conclusion

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

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

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

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

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

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

7.0 FINANCIAL IMPACT

Estimated costs for the various options are listed below.

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

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

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

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

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

Option 3 (Audio Only - Livestream)

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

Option 4 (Video - Livestream)

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

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

8.0 RISK

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

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

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

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

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

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

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

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

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

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

9.0 CONSULTATION

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

ATTACHMENTS

 Recording and Publishing Council Meetings - MAV Insurance Guidance Document 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

COUNCIL RESOLUTION

Resolution number: MO168-18

MOVED: Ald T Brumby

SECONDED: Ald S French AM

"THAT Council do not proceed with audio recordings of Council Meetings."

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

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

LOST

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

MA®V INSURANCE

Recording and Publishing Council Meetings

Risk Management and Insurance Implications

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

The purpose of this guidance document is to:

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

Benefits of Recording & Publishing Council Meetings

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

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

Identified Risks

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

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

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MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

Defamation

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

Infringement of Copyright

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

Breach of Privacy / Disclosure of Personal Information

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

Recording and Publishing Council Meetings – February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

Publishing of Offensive Material

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

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

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

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

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

Vilification or inciting hatred

Victoria only

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

Recording and Publishing Council Meetings - February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

Tasmania only

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

General

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

May be uninsured under the LMI policy.

Recording and Publishing Council Meetings – February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



Confidential or privileged council information

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

Conflict of Interest

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

Insurance Options

Insurance - MAV Insurance Liability Mutual Insurance

The LMI policy provides coverage in relation to 'libel and slander' and 'advertising'. Councils will be covered for any defamatory 'publication' that occurs as a result of webcasting / audio recordings, subject to the full terms and conditions of the LMI policy. The policy would, for example, cover the Council's liability for inadvertently webcasting a deliberate, malicious defamatory comment; <a href="https://doi.org/10.1001/journal.org/10.1

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

5 LIBEL AND SLANDER

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

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

Recording and Publishing Council Meetings - February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



Material that incites hatred

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

Insurance - Other

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

Risk Management Control Strategies

Risk Assessment

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

Resources / Community Response

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

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

Policy & Procedure

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

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

Live or delayed publishing

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

Recording and Publishing Council Meetings – February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

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

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

Attendees consent

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

Conflict of Interests

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

Disclaimer

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

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

Formal Minutes

Victoria only

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

Recording and Publishing Council Meetings – February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



Tasmania only

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

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

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

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

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

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

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

Phone: (03) 8664 9344

Email: <u>riskhelp@jlta.com.au</u>

Recording and Publishing Council Meetings – February 2015

MOTIONS ON NOTICE

AO155-19 MOTION ON NOTICE - ABORIGINAL FLAG

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 resolve to erect a third flag pole in front of Council Chambers to fly the Aboriginal Flag and further resolve to have this completed by NAIDOC week with a flag raising ceremony to be part of the festivities."

COUNCILLOR'S COMMENTS

Recognition is the first step to reconciliation. Displayed recognition is an affirmation of beliefs. It is a symbolic gesture of inclusivity.

The Council Flag Flying policy states: "Council will comply with advice/directives from the Department of the Prime Minister and Cabinet for the flying of the Australian flag. The following other flags may be flown: • The Australian Aboriginal flag".

Therefore the question before Council is:

Do we symbolically recognise 60,000 years of habitation by one peoples of the Australian Continent?

Do we show good faith in our efforts towards reconciliation?

Do we symbolically address inclusivity in our approaches to good governance?

Do we respect the wishes of the Tasmanian Aboriginal Centre (letter attached)?

Do we take the first step in our efforts towards reconciliation?

Flying the Aboriginal Flag in front of Council Chambers adds credence to the statement read before each Council meeting and every official function: "I wish to acknowledge the custodians of this land, the Aboriginal people and their Elders past and present. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region."

Australian Aboriginal Flag represents Aboriginal Australians. It is one of the official flags of Australia, and holds special legal and political status. It was designed by Harold Thomas in 1971, the Aboriginal flag has become a symbol of unity and strength. The three colours represent the colours of a proud people.

Red Represents the red earth, and the red ochre used in ceremonies. The red

illustrates Aboriginal peoples' spiritual relation to the land.

Black Represents the Aboriginal people of Australia.

Yellow circle Represents the Sun, the giver of life and protector.

It was first flown at Victoria Square in Adelaide on National Aborigines Day, 12 July 1971. The following year it became the official flag for the Aboriginal Tent Embassy in Canberra after it was first flown there in 1972. As time has passed, it has become a widely recognised symbol of the unity of Aboriginal people.

Since the 1970s, the Aboriginal flag has been shown with pride at political rallies, sporting events, and when celebrations are held across the country. It is often a permanent fixture outside important buildings across Australia to recognise and pay respect to the First Australians.

The Commonwealth took steps in 1994 to give the flag legal recognition. Following public consultation on the matter, the Aboriginal flag was proclaimed a 'Flag of Australia' in July 1995 under the Flags Act 1953.

Image of Aboriginal Flag

GENERAL MANAGER'S COMMENTS

Background

Council officers have been working with the Tasmanian Aboriginal Centre over the past months to develop an action plan to better promote engagement between Council and the local Aboriginal community.

The flying of the Aboriginal flag is one of the actions that has been discussed with the Centre.

Legislative Requirements

The flying of the Australian Aboriginal Flag is prescribed by the *Flags Act 1953* under protocols outlined in the *Australian flags* booklet published by the Australian Government.

Policy Considerations

The flying of flags by Council is actioned under Council's *Flying of Flags CP-CBS-SG-015* policy.

Currently the policy only stipulates that the National and Tasmanian flags are flown daily. Should Council agree to this motion, the policy will need to be amended to include the Australian Aboriginal Flag.

Financial Impact

The cost to install a third flag pole in the front of the Council offices will be approximately \$7,750. This includes illumination of the pole to allow the flag to be flown overnight as occurs with the National and Tasmanian flags.

Discussion

The flying of the Australian Aboriginal Flag has been discussed with the Tasmanian Aboriginal Centre and as per the attached letter it is supportive of this initiative.

If the motion is successful, it is hoped to schedule the work to allow the third flag pole to be installed by Naidoc Week, to be held from 7 - 14 July, 2019.

Risk

There is little risk to Council in supporting this Motion.

As per the Councillor's remarks, the flying of the Australian Aboriginal Flag on a daily basis sends a strong message of support to the local Aboriginal community, and is a visual acknowledgment of the importance of the Aboriginal community's custodianship of the land.

Consultation

The Tasmanian Aboriginal Centre has been consulted regarding the flying of the Australian Aboriginal Flag.

ATTACHMENTS

1. Correspondence from Aboriginal Health Service

COUNCIL RESOLUTION

Resolution number: MO162-19

MOVED: Cr K Dorsey

SECONDED: Cr G Simpson

"THAT Council resolve to erect a third flag pole in front of Council Chambers to fly the Aboriginal Flag and further resolve to have this completed by NAIDOC week with a flag raising ceremony to be part of the festivities."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY



ABORIGINAL HEALTH SERVICE

(Tasmanian Aboriginal Centre Inc)
ABN 48 212 321 102

HEAD OFFICE: 56 PATRICK STREET, G.P.O. BOX 569, HOBART TAS: 7001 Phone: (03) 6234 0777 Fax: (03) 6234 0770 Email: ahs@tacinc.com.au

182 CHARLES STREET, P.O. Box 531, LAUNCESTON TAS. 7250 Phone: (03) 6332 3888 Fax: (03) 6332 3880 Email: ahsltn@tacinc.com.au

53 ALEXANDER STREET, P.O. Box 536, BURNIE TAS. 7320 Phone: (03) 6431 3289 Fax: (03) 6431 8363 Email: burnie@tacinc.com.au

Ken Dorsey Councillor Burnie City Council 80 Wilson Street Burnie PO Box 937 Burnie Tas 7320

22 May 2019

Good afternoon Ken

Thank you for your recent letter.

The Tasmanian Aboriginal Community are delighted for the Burnie City Council to fly the Aboriginal flag and are in favour of the flag being flown on a daily basis.

Kind regards

Jodi Jones

Program Coordinator TAC Burnie pataway 53 Alexander Street **Burnie Tasmania**

MOTIONS ON NOTICE

AO156-19 MOTION ON NOTICE - CBD COMMITTEE

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 resolve to establish a working group or committee consisting of interested Councillors (2) and CBD business persons for the sole purpose of promoting and enhancing business in the CBD, provide insights into the requirements of businesses in the CBD and further the promotion of the city."

COUNCILLOR'S COMMENTS

Following the demise of City Link, a void has occurred in CBD promotions. Whilst I do not believe that it is a Council responsibility to promote individual businesses, I do believe we have a responsibility to further the interest of the CBD.

The CBD provides Council income in various forms:

- 1) A higher rate differential for CBD buildings (it is generally accepted in leases that rates are passed on to the lessee).
- 2) Parking revenue from a facility that has long been paid for and was paid for by CBD businesses through a levy
- 3) Street parking revenue
- 4) Fines levied for parking infringements
- 5) Vitality without quality thriving CBD businesses there is the following consequences
 - a) Lower parking revenue (fewer people in town)
 - b) Increased unemployment levels
 - c) Reduced number of support businesses
 - d) Less disposable income in town
 - e) More "home based" businesses
 - f) More empty buildings
 - g) Reduced demand for housing
 - h) Reduced population

Council must recognise that retail is a vital sector in Burnie's economic mix and creating a vision of working together to enhance the CBD with a structured, unfunded, reporting entity provides Council with an additional source of ideas and community involvement.

Working with retailers with a shared goal of improving and enhancing the CBD is good for business, good for employment, good for Council and good for Burnie.

GENERAL MANAGER'S COMMENTS

Following Council's decision to no longer fund City Link, Council developed the Local Traders Marketing Program.

The concept of a Council Retail Promotions Committee was one model proposed by the working group established to advise Council on how best to support retailers, however there was no consensus within the Group to support this model.

As well as providing promotional support for the Christmas period, and number of retail collectives have accessed funding through the program. Recently a group of retailers have provided a list to Council officers of proposed promotional activities for the next 12 months.

Given this level of interest from a motivated group of retailers who are prepared to invest their own time and money in the promotion of retail experiences in the CBD, it may be premature to speak about a void in promoting the CBD. It is also problematic whether Council is best placed to provide advice about retail marketing and promotion to retailers.

It is noted that the proposed group will be unfunded. This may create an issue with Council providing "support" to promote the CBD, when it will either need to spend funds that retailers have already planned activities around, or by raising expectations but with no funding to support any promotional activities proposed by the Working Group.

Council is also of the understanding that the Burnie Chamber of Commerce and Industry may be establishing a retail sub-committee.

Before establishing a Working Group or Committee it may be prudent to consult with the group of CBD retailers who are currently organising promotional activities through Council's Local Traders Marketing Program, as well as the Chamber of Commerce, to ensure Council is not seeking to duplicate or undermine current collaborative activities.

ALTERNATIVE RECOMMENDATION

"That Council consider the establishment of a CBD Promotion Working Group, after consultation has occurred with retail representatives and the Burnie Chamber of Commerce to present their plans for CBD promotion at a workshop of Council. A report to be provided to the August meeting of Council."

COUNCIL RESOLUTION

Resolution number: MO163-19

MOVED: Cr K Dorsey

SECONDED: Cr A Keygan

"That Council consider the establishment of a CBD Promotion Working Group, after consultation has occurred with retail representatives and the Burnie Chamber of Commerce to present their plans for CBD promotion at a workshop of Council. A report to be provided to the August meeting of Council."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE

AO157-19 MOTION ON NOTICE - ALL HOURS TAXI WORKING GROUP

FILE NO: 15/5/2

PREVIOUS MIN:

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

"THAT Council establishes and leads a working group of stakeholders to facilitate the introduction of an all access, all hours taxi service in Burnie specifically to meet the needs of those with mobility issues."

COUNCILLOR'S COMMENTS

While there are services available for transport between working hours, it is unreasonable in this day and age that there is currently no 24 hour taxi service available for those with restricted mobility in Burnie.

The lack of a service that operates after business hours impacts on the ability of some people to actively engage in social activities, travel to or from the airport for early or late flights, or simply enjoy the opportunity to attend the cultural offerings that abound in Burnie, that occur in the evening. While economics may well be the reason for the lack of preparedness for private operators to provide this essential service, I suggest that Council providing leadership and advocacy to assist in the introduction of such a service is part of its social contract with all inhabitants of our Local Government area.

GENERAL MANAGER'S COMMENTS

It is assumed the motion is primarily referring to all access taxis.

At its meeting on 18 October 2016 Council resolved to invite members of the Speak Out advocacy organisation to a Council workshop to discuss a number of matters including the need for wheelchair access (especially in Burnie).

A business did attempt to provide a wheelchair taxi service in Burnie but closed due to a lack of demand for the service. However, with the continued roll-out of the NDIS there may now be more people wishing to access such a service in the Burnie area.

It is proposed that the Council form a Working Group with two Councillors, a representative of Speak Out, a representative of the NDIS, and a representative from the local taxi service, to explore the demand for the service and to seek the means to accommodate the needs of people requiring specialised access to taxi services.

The Working Group can be provided with secretarial support from the Department of Community and Economic Development.

Alternative Recommendation

| "THAT | Council establishes and leads a working group of stakeholders to facilitate the |
|--------|--|
| introd | uction of an all access, all hours taxi service in Burnie specifically to meet the needs |
| of tho | se with mobility issues; with the Working Group comprising Councillors |
| and _ | , a representative of Speak Out, a representative of the NDIS, and a |
| repres | entative from the local taxi service." |

COUNCIL RESOLUTION

Resolution number: MO164-19

MOVED: Cr C Lynch

SECONDED: Cr K Dorsey

"THAT Council establishes and leads a working group of stakeholders to facilitate the introduction of an all access, all hours taxi service in Burnie specifically to meet the needs of those with mobility issues; with the Working Group comprising Councillors Lynch and Pease, a representative of Speak Out, a representative of the NDIS, and a representative from the local taxi service."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE

AO158-19 MOTION ON NOTICE - VIDEO RECORDING OF MOTIONS ON NOTICE AND PUBLIC QUESTION TIME AT COUNCIL MEETINGS

FILE NO: 15/5/2; 15/5/4 PREVIOUS MIN: AO127-18

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

"THAT Motions on Notice and Public Question Time at monthly Council Meetings are video recorded with a link to the videos posted with the Minutes of the Meeting on the Council website."

COUNCILLOR'S COMMENTS

With the natural limitations of Council Minutes the reasons why a Motion on Notice is voted for, against or amended is often lost. This lack of critical process may result in misinformation or confusion by those not present at the Meeting, that are relying solely on the limited detail of Minutes.

Video recording and subsequent posting online of these key areas of debate will help inform ratepayers of the reasons behind decisions, as well as providing an additional level of transparency to Meetings. Given the local media are spasmodic in attendance at Council Meetings video recording allows another form of communication with ratepayers for minimal cost.

Only Motions on Notice and Public Question Time are considered in this Motion as they are parts of the Meeting open to debate and change. However, video recording or live streaming of the entire Open section of the Council Meetings is an alternative option.

GENERAL MANAGER'S COMMENTS

Background

A Council Report on this matter was considered by the previous Council on 16 May 2018 (AO127-18). A copy of this report is **attached** for reference.

Another motion on notice has also been received for this Council Meeting, calling for audio recordings to be made of Council Meetings and published to Council's website. That motion is a separate item in this Agenda.

Legislative Requirements

The Local Government (Meeting Procedures) Regulations 2015 sets out the following requirements for audio recordings.

33. Audio recording of meetings

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

Policy Considerations

Council may determine any procedure relating to audio recordings of meetings. An internal procedure can be developed to ensure recordings are managed in a consistent way and published in a timely manner each month

Financial Impact

The 2018 Report identified that the likely costs for various scenarios were:

- Audio Recording only Low additional staff time but could be done with existing equipment. Potentially will require audio editing software for managing breaks.
- Video Recording Medium requires additional supplier support to install and for ongoing technical support
- Livestreaming Medium requiring additional support costs from a supplier responsible to implement and manage.

The motion proposes recording of Motions on Notice and Public Questions only. Costs would essentially be the same for part or full recording of the meeting.

Discussion

The Report considered

- audio recording and publishing
- · video recording and publishing
- livestreaming audio only and
- livestreaming video.

The information provided in the 2018 Report is relevant to this motion on notice.

From the report in May 2018, it was identified that the simplest and most cost effective method of broadcasting was to make an audio recording with existing equipment and make that recording available on the website the following day.

The option to record video and publish the next day was thought to add limited value compared to the additional cost to install video equipment and the necessary technical support to manage. Video may assist in identifying speakers but this could be overcome somewhat with clear announcement of names by the Mayor as councillors make their comments during discussion.

Livestreaming options proved to be difficult to identify local suppliers with the experience to provide complete information. Options in this area, to achieve a satisfactory and professional result, seemed to be more expensive when compared against the value gained.

The intent of the motion appears to be to make full discussion on a topic accessible, rather than just the final resolution of Council in the Minutes. The 2018 Report found that the simplest and most cost effective way to achieve this was through an audio recording, although it should be noted that there would still be a delay in making the audio recording available.

The Report presented several options for consideration. The motion put forward at the time was to not proceed with audio recording, but the motion was lost. However the lack of a subsequent motion to implement an option meant that no action was taken and the status quo was maintained.

Risk

The attached report outlines risk aspects to be considered, and includes an Insurance Guidance Document from MAV for consideration. Much of the risk rests with the content of discussions and the responsibility therefore lies with councillors and senior staff in always giving careful consideration to their comments, as should always occur regardless of whether an audio recording is being made.

Consultation

No further consultation has occurred on this report.

ATTACHMENTS

1. AO127-18 Live streaming of Council Meetings 15 May 2018

COUNCIL RESOLUTION

Resolution number: MO165-19

MOVED: Cr D Pease

SECONDED: Cr K Dorsey

"That Council investigate livestreaming of council meetings."

For: Cr S Kons, Cr A Boyd, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T

Bulle, Cr D Pease.

Against: Cr T Brumby.

CARRIED

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

CORPORATE AND BUSINESS SERVICES

AO127-18 LIVE STREAMING OF COUNCIL MEETINGS

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

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

"THAT Council either:

 Proceed with Option 1 for the <u>recording and next day publishing</u> of Council Meetings utilising existing audio equipment;

Or

 Proceed with <u>investigation only</u> for Options 3 and 4 for the recording and livestreaming of Council Meetings utilising existing audio equipment at a cost of \$1,920 ex GST;

Or

- 3) Proceed with the <u>implementation</u> solution for Option [3 or 4] for the recording and livestreaming of Council Meetings utilising existing audio equipment at a cost of \$3,936 ex GST plus ongoing support costs as required;
- 4) Do not proceed with audio recordings of Council Meetings."

2.0 SUMMARY

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

3.0 BACKGROUND

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

4.0 LEGISLATIVE REQUIREMENTS

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

33. Audio recording of meetings

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

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

5.0 POLICY CONSIDERATIONS

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

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

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

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

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

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

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

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

"Statistical information collected demonstrates that there is a minimal take up in respect to utilisation of the service with an average of 20 users being present on the Council's live broadcasting webpage immediately prior to the commencement of the Council meetings, a number of these being staff members who are testing the system. "During the twelve month period, the majority of users listened to the broadcasting for less than 30 minutes in duration, and only 15 users listened to the full council meeting proceedings.

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

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

In summary, the following policy principles should be considered:

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

6.0 DISCUSSION

6.1 Options

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

| | | Audio Only | Video | | | |
|-----------------------------|--|--|--|---|--|---|
| Record and publish next day | Option 1 Use existing audio equipment (cannot isolate individual microphones) Add microphone for public questions (likely to pick up gallery noise) Record to laptop – create mp3 file Add to website for download the next day Keep for six months then destroy Capability to switch off for break – may need editing software? | | | Option 2 Use existing audio equipment (cannot isolate individual microphones) Use existing camera Add microphone for public questions (likely to pick up gallery noise) Software required to create file Create file for download (larger than audio only) Keep for six months then destroy Capability to switch off for break – may need editing software? | | |
| | Quality | Capability | Cost | Quality | Capability | Cost |
| | Low | Internal | Low | Low | Internal and Supplier Assist | Medium |
| | -Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise | Internal staff able to manage | -Staff time -Recording software | -Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise -1 existing camera | -Requires initial set up advice; -Likely internal staff to manage ongoing -Some supplier technical support likely required | -Staff time -Supplier time -Mount camera position -Recording software |
| Livestream | Option 3 Use existing audio equipment (cannot isolate individual microphones) Add microphone for public questions (likely to pick up gallery noise) Requires additional hardware and/or software to convert and broadcast Broadcast (eg via Youtube) with still image Capture and record for six months then destroy Capability to switch off for break? Broadcast in real time Ability to manage and restore dropouts in real time needs to be confirmed | | | Option 4 Use existing audio equipment (cannot isolate individual microphones) Use existing camera Add microphone for public questions (likely to pick up gallery noise) Likely to require additional hardware and/or software to convert and broadcast Broadcast (eg via Youtube or Facebook) Capture and record for six months then destroy Capability to switch off for break? Broadcast in real time Ability to manage and restore dropouts in real time needs to be confirmed | | |
| | Quality | Capability | Cost | Quality | Capability | Cost |
| | -Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise | Supplier -Supplier setup; -Ongoing supplier support likely | Medium -Staff time -Additional equipment -Supplier costs Investigation Quote: 52K investigation only, hardware / software costs and ongoing support additional OR Implementation Quote: 54K plus ongoing support | Low -Low but fair sound quality -Volume difficult to get -Cannot isolate from other noise -1 existing camera | Supplier -Supplier setup; -Ongoing supplier support likely | Medium -Staff time -Additional equipment -Mount camera position -Supplier costs Investigation Quote: \$2K investigation only, hardware / software costs and ongoing support additional OR Implementation Quote: \$4K plus ongoing support |

Page 97

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

6.2 Existing Equipment / Quality

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

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

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

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

6.3 Suppliers for Live Streaming

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

Mainland Provider (sourced by Tascom) - Livestreaming with Video

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

Local Supplier No. 1

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

Local Supplier No. 2

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

6.4 Procedural Considerations

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

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

6.5 Observations of other Councils

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

Hobart City Council

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

Launceston City Council

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

Kingborough Council

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

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

Devonport City Council

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

6.6 Internal Capacity

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

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

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

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

6.7 Conclusion

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

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

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

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

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

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

7.0 FINANCIAL IMPACT

Estimated costs for the various options are listed below.

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

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

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

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

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

Option 3 (Audio Only - Livestream)

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

Option 4 (Video - Livestream)

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

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

8.0 RISK

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

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

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

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

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

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

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

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

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

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

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

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

9.0 CONSULTATION

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

ATTACHMENTS

 Recording and Publishing Council Meetings - MAV Insurance Guidance Document 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

COUNCIL RESOLUTION

Resolution number: MO168-18

MOVED: Ald T Brumby

SECONDED: Ald S French AM

"THAT Council do not proceed with audio recordings of Council Meetings."

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

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

LOST

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018

MA®V INSURANCE

Recording and Publishing Council Meetings

Risk Management and Insurance Implications

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

The purpose of this guidance document is to:

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

Benefits of Recording & Publishing Council Meetings

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

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

Identified Risks

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

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

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MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

Defamation

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

Infringement of Copyright

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

Breach of Privacy / Disclosure of Personal Information

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

Recording and Publishing Council Meetings – February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

Publishing of Offensive Material

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

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

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

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

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

Vilification or inciting hatred

Victoria only

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

Recording and Publishing Council Meetings - February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

Tasmania only

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

General

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

May be uninsured under the LMI policy.

Recording and Publishing Council Meetings – February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



Confidential or privileged council information

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

Conflict of Interest

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

Insurance Options

Insurance - MAV Insurance Liability Mutual Insurance

The LMI policy provides coverage in relation to 'libel and slander' and 'advertising'. Councils will be covered for any defamatory 'publication' that occurs as a result of webcasting / audio recordings, subject to the full terms and conditions of the LMI policy. The policy would, for example, cover the Council's liability for inadvertently webcasting a deliberate, malicious defamatory comment; <a href="https://doi.org/10.1001/journal.org/10.1

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

5 LIBEL AND SLANDER

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

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

Recording and Publishing Council Meetings - February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



Material that incites hatred

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

Insurance - Other

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

Risk Management Control Strategies

Risk Assessment

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

Resources / Community Response

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

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

Policy & Procedure

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

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

Live or delayed publishing

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

Recording and Publishing Council Meetings – February 2015

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



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

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

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

- Attendage concent

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

Conflict of Interests

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

Disclaimer

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

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

Formal Minutes

Victoria only

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

Recording and Publishing Council Meetings – February 2015

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL TUESDAY, 15 MAY 2018



Tasmania only

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

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

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

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

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

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

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

Phone: (03) 8664 9344

Email: <u>riskhelp@jlta.com.au</u>

Recording and Publishing Council Meetings – February 2015

Page 8

Page 112

Mayor S Kons vacated the chair and Deputy Mayor G Simpson took the chair, the time being 7.29pm.

MOTIONS ON NOTICE

AO159-19 MOTION ON NOTICE - CITY AND SUBURB INFRASTRUCTURE 2019-20

FILE NO: 15/5/2

PREVIOUS MIN:

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

"THAT Council:

- 1) That Burnie City Council initiates in the 2019/20 financial year a process to undertake a full asset audit and to undertake such audit of the Cities infrastructure and deficiencies therein and any action required to bring such infrastructure up to contemporary standards and document these findings.
- 2) Any deficiencies to detail infrastructure that has exceeded its effective useful life (or which will do so within the next 5 years) and which needs to be:
 - a) decommissioned;
 - b) repaired; or
 - c) totally reinstated.
- 3) Advise of any new infrastructure needs.
- 4) As part of the process to identify suburb by suburb a beautification plan by way of installing additional soft infrastructure by way of plantings i.e. trees or shrubs.
- 5) Detail requirements for future community infrastructure such as parks and playground upgrades.
- 6) Provide active infrastructure to cater for an ageing population in order to keep them active.
- 7) Providing assistance to ratepayers to get involved in neighbourhood clean up activities.
- 8) Hold Suburb by Suburb consultations with residents of which activities are achievable in the:
 - a) short term 1 year;
 - b) medium term 2 to 3 years;
 - c) long term 5 to 10 years; and
 - d) such plans to be planned and incorporated in the Councils strategic plan with benchmarks and milestones indicating a commencement and completion time frame.
- 9) On completion of the first 12 months ending 30 June 2020 or earlier to identify funding sources for these inter generational asset, whether this be done by way of cashflow, selling redundant assets or debt."

COUNCILLOR'S COMMENTS

Council has in the past focused on providing large community projects i.e. Makers Workshop, Tioxide purchase, Burnie Bowls, The Point to the detriment of smaller suburban projects.

Too often small Suburban projects have been undertaken as a reactionary project rather than self initiated and planned.

The time has come to develop a detailed plan with time frames for implementation for each of the suburbs around Burnie so that delivery will be guaranteed.

That Council undertakes all these suburb by suburb projects by utilising its own resources with the assistance of active job seekers.

Smaller suburban projects have been undertaken on an adhoc basis in the past and this has meant that there is a perception of Council inactivity in the Suburbs.

That the only large scale infrastructure projects on the horizon are the new Art Museum function centre, scoping review for the Upper Burnie Sports stadium renewal, and future Pier on the waterfront.

I believe that if we were to focus on the outcomes of the recommended motion the community would have a greater understanding of what actions Council is looking at in to the future and would have greater ownership or re invigorating the City.

Too often Councils focus too much on the big bang projects and neglect the suburbs where people spend most of their time.

I envisage for example that we would go through Suburb by Suburb and repair all the damaged kerbs and gutters, footpaths driveways, retaining walls etc. in a systematic method rather than on as needs basis and come back each year and do another small patch.

What this will mean is that each suburbs needs will be met earlier.

GENERAL MANAGER'S COMMENTS

Background

The intention of the Motion on Notice at hand appears to be to ensure that there is a detailed forward works program developed by Council considering the needs of the community.

A particular focus of the Motion on Notice appears to be related to liveability considerations in the urban environment (aesthetic of the streetscape, parks and reserves) seeking the views of the community in relation to such issues and empowering residents to participate in community clean up and beautification projects.

The management of Council's assets and infrastructure is based upon the principles contained within its Asset Management policy.

Key activities in managing assets and infrastructure are:

- Monitoring the condition and levels of service provided by assets and infrastructure.
- Ensuring maximum life and value is obtained from assets in service.
- Reviewing asset need at end of life prior to considering renewal or other options.
- Identifying forward works programs for asset renewal, upgrade and new assets reflecting Council's priorities. Noting that asset renewal should be the primary focus for Council.
- Asset Management plans.

Such activities inform the forward capital works plan, which is the base document for Council's considerations in relation to the annual capital works program. This plan has a 10-year planning horizon.

Additional information used to inform programs include Council strategies and plans, feedback and issues raised by the community, changes in legislation and infrastructure standards and the like.

The discussion section of this report provides more detail on the current processes used to manage individual asset categories and current issues and challenges.

Engagement with the community on asset and infrastructure provision and review of service levels is one of the principles in the Asset Management policy.

As Council develops plans and strategies, there is invariably opportunity for the community to provide comment and feedback and influence the content of plans and strategies.

However, Council could do more work in this space, particularly with targeted groups or areas of the community. At present, such consultation approaches generally relate to area specific matters rather than a general discussion.

It is acknowledged that there is growing interest in the community associated with enhancing their local area, including parks and reserves, and a focus on the aesthetics of some infrastructure.

Legislative Requirements

Council has a requirement under the *Local Government Act 1993* to develop Asset Management plans and strategies.

Policy Considerations

Council has adopted an Asset Management policy to guide the management of Council's assets and infrastructure.

Council periodically consults with the community on relevant matters.

The management of Council's parks and reserves is guided by the principles contained within the Open Space Development Strategy. This document was adopted by Council in 2010. The principles within the strategy are still relevant, understanding current community concerns and issues would aid in progressing a review of this strategy.

Financial Impact

Council allocates funding each year within its capital works program to deliver a range of projects. The level of funding available is detailed in the Financial Management Strategy.

Available funding can be supplemented through borrowing, grants and the like.

The Motion on Notice suggests a need to consider additional investment in the suburban areas of the City and to identify potential projects through community consultation.

In progressing the actions in the Motion on Notice or the alternate motion suggested, there would be a need to apply internal resources.

Council considers a range of projects in the development of its annual capital works program. Projects identified through a community consultation process would similarly be considered by Council for funding via that process.

Discussion

The Motion on Notice has a number of components. In summary, Officers express them as follows:

- Infrastructure assessment process and audit of existing strategies and polices.
- Consultation with the community: Suburb by suburb improvement program:
 - Street aesthetic.
 - Parks and reserves.
 - Infrastructure for an aging population.
 - Other works/needs.

Develop a list of agreed projects (based on the consultation outcomes) to be considered for inclusion in forward works programs, including identification of timing, funding opportunities and communicate outcome of consultation and seek feedback on identified projects.

- Incorporate agreed projects in the forward capital works program, delivery timelines and funding opportunities to be determined.
- Identify opportunities for community involvement in neighbourhood clean-up programs and like activities.

Infrastructure Assessments

Council has in place a number of inspection regimes, which are used to assess infrastructure condition and performance. The information obtained is used to develop operational and capital works programs, inform Asset Management plans and the forward works program.

A brief snapshot of the inspection regimes and key issues noted in Asset Management plans is provide below. These inspections are technical assessments considering the condition of the asset, whether it is performing to the required level of service and identifying potential timeline for renewal, if required.

While appearance or aesthetic of the infrastructure is of some importance, and may be one of the factors in considering whether to include a project on a forward works program, it should not be the determining factor.

An example of this may be a concrete footpath that has some cracks in the surfaces or has worn to an extent over time. The surface defects are not impairing use and are not a risk to the community. Some community members may wish the footpath to be replaced, but the asset has significant useful life remaining.

A technical assessment would suggest retaining the footpath until such time as the level of service is impaired.

Early replacement of assets has a financial impact for Council, as a loss on disposal, and the community being deprived of the service value of the asset.

The aim in managing the asset base is to renew or upgrade an asset as near to the end of its useful life as is practical, while retaining service.

Bridges

A periodic inspection program is in place for bridges and major culverts. Condition information is collected and any identified works are included in works programs.

Bridge renewal projects are noted in the forward works program.

Buildings

Annual detailed building assessments are carried out by staff to identify required operational and capital works needs going forward.

Specialist contract assessments of Essential Health and Safety features occur.

Discussion with building occupiers occurs as necessary to discuss issues or concerns and identify potential matters that may require funding. Building occupiers also engage directly with Council on various matters.

Stormwater

The focus of Council is on addressing locations that have a history of flooding or overland flow or providing new infrastructure to address historic servicing gaps.

From a streetscape perspective, the major concerns raised by the community relate to the old style gully pit grates, which can be a safety concern. There is a funded annual program to address this concern.

Undertaking asset condition inspections would require the use of CCTV systems across the system. This work is considered cost prohibitive at this point in time and may add little value to the asset planning process, however such technologies are used to investigate specific problem areas.

Council's stormwater systems management plans guide forward work needs.

Transport

Inspections of the road network assets occurs periodically, with detailed condition assessments occurring in a 5-year cycle. Each inform the future works programs.

From past asset planning works, it has been noted that there are identified asset backlogs for the following assets.

- Asphalt footpaths.
- Sealed surfaces.

Defects related to these asset types would be frequently reported by the community and would be a topic of comment.

Concrete footpaths are longer life assets, but similarly would be cause for comment by members of the community especially where the aesthetic of the surface is poor.

Were additional capital works funding available, these would be asset types to consider directing funds to. Having said that, the current funding regime is being targeted to areas of most need.

The road network strategy identified deficiencies in the road network, from a technical perspective, and identified projects are noted in the forward works plan.

Parks and Reserves

Inspections of these assets focusses on the constituent elements and generally relate to condition or service level.

The strategic management of Parks and Reserves assets is guided by Council's Open Space Development Strategy and various other strategies endorsed by Council, e.g. View Road Master Plan, South Burnie strategy to name a few.

Projects identified in these strategies are included in the forward works plan.

Officers have undertaken previous work to audit the infrastructure provided in parks and reserves and have reported this to Council. While the larger reserves are generally well catered for, notable is a lack of consistency in the nature of infrastructure provided in some neighbourhood parks.

Council has worked with local communities in the past where there has been a level of interest in putting forward improvement plans and ideas. The Barker Street Reserve and Shorewell Park Master Plan development and works facilitation are examples of such projects.

Determining a base level of infrastructure for neighbourhood parks, e.g. Edwin Place, Jorgenson Street Reserve and like reserves, and testing such an approach with the community would provide guidance to Officers and Council as to addressing improvement needs.

However, the provision of additional facilities comes at a cost to the capital and operational budget and investment decisions must consider a range of factors, including proximity to other facilities, utilisation patterns, demographics and the like.

Officers would suggest that development of improvement plans for neighbourhood parks would be a worthwhile endeavour.

Another area of interest raised periodically is the condition of waterways through Council reserves. These waterways are degraded due to weed infestation, erosions, littering, etc.

Development of waterways improvement programs is an opportunity to enhance the local environment. Council has recently undertaken willow removal works in the Camdale area.

This waterways management project would also be a focus for discussion with the community and could be delivered using various employment programs.

Additionally, there may be opportunities to improve the general aesthetic of streetscapes through additional plantings and encouraging the community to participate.

Consultation

A focus of the Motion on Notice is suburb by suburb beatification plans, informed by community consultation. Other desired outcomes are also expressed.

It is suggested to Council that, should it wish to progress a community consultation process, it needs to develop a consultation framework, identify the key issues to be discussed with the community and establish a plan for providing feedback to the community.

Based upon the text of the Motion on Notice, key issues are:

- Development of parks and reserves (neighbourhood parks).
- Streetscape beautification.
- Infrastructure for the ageing in our community.
- Condition of transport assets.
- Community driven clean-up projects.

Other points noted in this report include:

- Waterways improvement programs.
- Additional investment in footpath and roads surface renewals.
- Open Space Development Strategy review.

Engagement opportunities could take the form of community survey, town hall style meetings, etc.

With consultation comes an expectation of action and a plan of communicating the outcome for the process would need to be developed.

Project Proposal Assessment (Community Consultation Outcomes)

It would be expected that a wide range of suggested projects would be put forward through a community consultation process.

There would need to be a process for considering the merits of the many and varied projects that may come to the fore. Council could apply the scoring system used for the capital works justification process to objectively rank projects for consideration in future programs.

Implications as to additional funding to be directed to the capital works program to support the delivery of the new projects and ongoing maintenance would also need to be considered.

Community Based Initiatives

Council, from time to time, works with community groups and individuals to cooperatively address common issues and concerns.

Examples have included supporting clean-up Australia Day, Coast Care, Friends of Burnie Penguins and the like.

Council may wish to consider seeking Expressions of Interest from the community to partner in community beautification or improvement projects such as waterway improvement, weed management, etc.

Summary

Officers believe there are sufficient inspection regimes in place capturing information to support appropriate decision-making in Asset Management, without the need to progress additional inspections.

There are also a raft of existing Council strategies and policy decision, which identify future projects and improvement needs.

From the discussion above though there are some areas of asset provision that could have more funding directed to programs or a better understanding of community needs obtained to inform Council's future planning.

An **Alternate Motion** is put forward for consideration:

- "1. That Council notes the current asset inspection and project planning frameworks as outlined in this report and suggested focus areas for additional investment.
- 2. That Council in a workshop setting develop a community engagement process with a focus on parks and reserves and streetscape beautification to understand community needs and concerns, generally as outlined in this report.
- 3. Projects and initiatives identified through the community consultation process be considered for inclusion in the forward works program.
- 4. Council seeks Expressions of Interest from the community regarding potential community based suburb area improvement and beautification projects."

Risk

The Motion on Notice, as it stands, calls for a significant body of work replicating activities, which currently occurs as part of the normal management of Council's infrastructure and assets.

A brief summary of those processes is provided in this report.

Duplicating this works would not be an efficient use of resources.

Engagement with the community on matters of local concern to them provides Council information, which can assist in developing targeted programs and projects to address concerns.

However, with consultation comes expectations of action. Should the consultation process be progressed, then there is a need to clarify what Council can and cannot address and set financial and resourcing expectations. It is also important to ensure that the outcome of the consultation process is reported back.

The inclusion of a significant number of additional projects in the forward works plan for delivery, will require additional resources to be made available or for other projects to be deferred.

In that vein, there will be a considerable amount of Officer time expected on this project and if progressed, Officers will need to review internal workloads to consider what other projects may need to be deferred to free up Officer resource.

Consultation

No external consultation has occurred to date.

ATTACHMENTS

1<u>↓</u>. Map of Burnie Suburbs

COUNCIL RESOLUTION

Resolution number: MO166-19

MOVED: Cr S Kons

SECONDED: Cr K Dorsey

"THAT Council:

- 1) Note the current asset inspection and project planning framework as outlined in the attached report and highlights any infrastructure deficiencies there-in and action required to bring them up to a contemporary standard.
- 2) Any deficiencies to detail infrastructure that has exceeded its effective useful life (or which will do so within the next 5 years) and which needs to be:
 - a) decommissioned;
 - b) repaired; or
 - c) totally reinstated.
- 3) Advise of any new infrastructure needs.
- 4) As part of the process to identify suburb by suburb a beautification plan by way of installing additional soft infrastructure by way of plantings i.e. trees or shrubs.
- 5) Detail requirements for future community infrastructure such as parks and playground upgrades.
- 6) Provide active infrastructure to cater for an ageing population in order to keep them active.
- 7) Providing assistance to ratepayers to get involved in neighbourhood clean up activities.
- 8) Hold Suburb by Suburb consultations with residents of which activities are achievable in the:
 - a) short term 1 year;
 - b) medium term 2 to 3 years;
 - c) long term 5 to 10 years; and
 - d) such plans to be planned and incorporated in the Councils strategic plan with benchmarks and milestones indicating a commencement and completion time frame.
- 9) On completion of the first 12 months ending 30 June 2020 or earlier to identify funding sources for these inter generational asset, whether this be done by way of cashflow, selling redundant assets or debt."

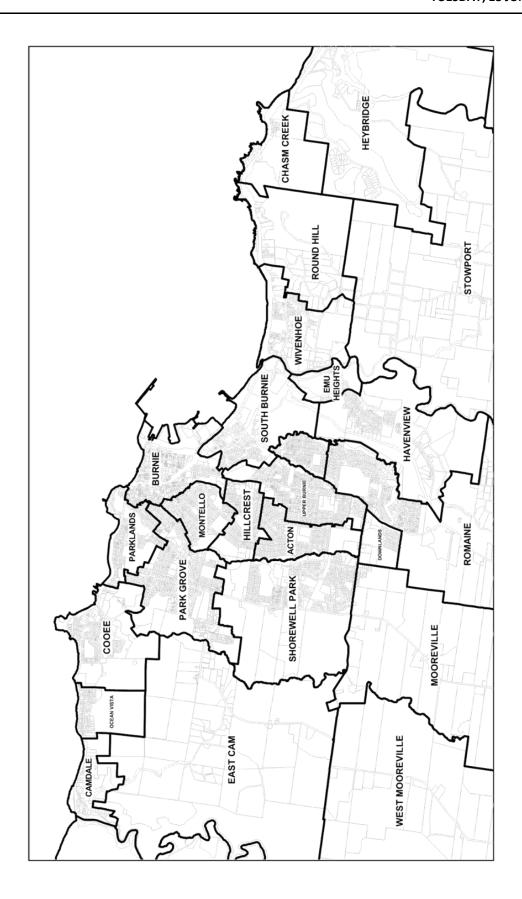
For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Deputy Mayor G Simpson vacated the chair and Mayor S Kons resumed the chair, the time being 7.38pm.



MOTIONS ON NOTICE

AO160-19 MOTION ON NOTICE - INSTALLATION OF FISH CLEANING TABLE AT SOUTH BURNIE BOAT RAMP

FILE NO: 15/5/2

PREVIOUS MIN:

Councillor Giovanna Simpson has given notice that she would move the following motion at this meeting:-

"THAT Council install a fish cleaning table at the South Burnie boat ramp area to enhance proficiency, ease and convenience for local fishermen and control odour, providing a more pleasant experience for the community including boat ramp users as well as fisherman."

COUNCILLOR'S COMMENTS

Fish tables also help reduce solids and prevents attracting animals by washing away fish waste. They are easy to install and water can be provided from the ocean, depending where it is situated.

A Fish cleaning table will also bring more fishermen and families to that area rather than others out of our local area.

Image of Fish Cleaning Table

GENERAL MANAGER'S COMMENTS

The local fishing community has engaged previously with Officers in regard to the potential to install a fish cleaning table at South Burnie.

The representatives had suggested a cleaning table could be donated via a local fabrication firm and Officers had indicated support for this approach and advised Council would facilitate the installation of the cleaning table once provided.

However, the donation of the fish cleaning table has not progressed to date.

Officers will re-engage on this matter and also explore funding opportunities with Marine and Safety Tasmania (MAST).

Council allocates funds each year for parks and reserves furniture and some of these funds could be directed to this project.

COUNCIL RESOLUTION

Resolution number: MO167-19

MOVED: Cr G Simpson

SECONDED: Cr K Dorsey

"THAT Council continue to work with the group that want to install a fish cleaning table at the South Burnie boat ramp area to enhance proficiency, ease and convenience for local fishermen and control odour, providing a more pleasant experience for the community including boat ramp users as well as fisherman."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

MOTIONS ON NOTICE

AO161-19 MOTION ON NOTICE - AURORA BOXES ARTWORK

FILE NO: 15/5/2

PREVIOUS MIN:

Councillor Giovanna Simpson has given notice that she would move the following motion at this meeting:-

"THAT Council paint the green Aurora boxes in Burnie with artwork provided by local school students and or community artists, in conjunction with Aurora, to enhance the look of these boxes and bring vibrancy to the community. It will also reduce graffiti, engage our community and will provide opportunities for creative input. This may also be able to be a part of the 'Vibrance Festival'."

COUNCILLOR'S COMMENTS

There would be limited cost to council and it will give ownership to students in our community. There may be scope for a competition type event, where students provide ideas and artwork etc.

Similar artwork is done in Brisbane and in Hobart through www.urban smart projects.com

<u>Click here for example images</u> (please note that these examples are larger than our boxes).



GENERAL MANAGER'S COMMENTS

Background

Within the Burnie CBD there are a variety of services cabinets located on footpaths including traffic signal boxes (Department of State Growth), Electricity Supply Cabinets (TasNetworks), Council Electricity metering boxes and NBN cabinets.

In the central CBD a blue colour scheme has been applied to the majority of these cabinets, with approval of the relevant authorities. The colour of the new NBN cabinets are as installed.

More broadly there would be Aurora cabinets, traffic signal boxes and NBN cabinets in the outer urban areas.

Legislative Requirements

Council will require the approval of the relevant agencies to paint their infrastructure and this may be conditional.

Appropriate consideration will need to be given to ensuring compliance with relevant Work Health and Safety legislation in the conduct of the art activities.

Policy Considerations

Council has a Public Art Policy in place and it would be expected that the project would be managed in accordance with the policy framework.

Financial Impact

There will be Officer time used in seeking approvals from the relevant service authorities and in overseeing the project.

It is assumed that Council would provide the consumables for the project. The cost of the consumables has not been determined.

Discussion

It is understood from the motion that the role of Council in this project would be to:

- Identify the locations (cabinets) for the application of the murals.
- Seek approval from the relevant service authorities regarding the cabinets to be painted.
- Undertake an expression of interest process to identify groups interested in participating in the project.
- Work with relevant groups on mural themes and consider mural proposals.
- Coordinate the mural painting works. It is assumed that Council will provide the consumables for the project i.e. brushes, paint etc.

The groups participating in the project would supply the concepts for the murals and labour to apply the murals to the cabinets.

In the planning stage of the project it would be necessary to identify the extent of the mural painting project i.e. encompassing all of the suburbs or targeted locations. This information would be necessary to facilitate a discussion with service authorities.

Matters which the service authorities may consider relevant in considering a request could include:

- Nature of the art works proposed
- Site safety considerations
- Ongoing maintenance of the painted surfaces

Other matters may be raised by the service authorities.

Should approval be granted to undertake the mural works by the respective authorities, it is expected that such approval will be conditional. The implications for Council associated with any imposed conditions would need to be considered at that time.

There would be a need to undertake some maintenance of the murals overtime, as the paint will fade/degrade. Consideration will need to be given as to how this would will be managed and funded.

Risk

Risk matters which would need to be considered as part of this project would include:

- Obtaining necessary approvals from service authorities to paint their infrastructure
- Managing the content and quality of the murals
- Site safety in the conduct of the works

Once the cabinets are painted, there will most likely be an ongoing expectation by service authorities that the integrity of the painted surfaces will be maintained by Council.

This will have an on-going cost implication for Council

Consultation

The owners of the service cabinets will need to be consulted with and their approval sought to paint mural on the cabinets.

Officers have in the recent past spoken to the Tasmanian Aboriginal Centre in regard to possibility of local artists painting some cabinets with aboriginal themed artworks.

Further engagement with the TAC would be consistent with the motion in respect to engaging with community artists.

COUNCIL RESOLUTION

Resolution number: MO168-19

MOVED: Cr G Simpson

SECONDED: Cr D Pease

"THAT Council investigate painting the green Aurora boxes in Burnie with artwork provided by local school students and or community artists, in conjunction with Aurora, to enhance the look of these boxes and bring vibrancy to the community. It will also reduce graffiti, engage our community and will provide opportunities for creative input. This may also be able to be a part of the 'Vibrance Festival'."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

PUBLIC QUESTION TIME

AO162-19 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

Ian Jones of Burnie asked:

1. Business operators who conduct commercial operations in commercial areas pay commercial rates. They are effectively subsidising commercial operators who do business from residential premises. I am assuming that the new AAVs do not take into account the value of premises of home based industries. Does the Burnie Council intend to change the methodology of assessing rates on such premises to ensure equity for all operators or perhaps provide a mechanism to ensure it enforces fairness for all ratepayers as we do not want the burden to fall unfairly on the existing commercial ratepayers?

The Executive Manager Corporate Finance responded that the difficulty with rating home-based businesses differently is that the land use code applied by the Valuer-

General does not distinguish homes with businesses. Council can only apply a differential rate to land that is used for different purposes, and it is very difficult to rate home-based businesses differently, without a distinction in the land use code by the Valuer-General. Mayor Kons further added that he noted the issue and would undertake to raise the point with the Valuer-General.

Jo Shugg of Burnie asked:

1. Listening to the last meeting I wondered if you are considering asking UTAS to give our waterfront back for the site of the sports complex?

The General Manager Andrew Wardlaw replied that there is no intention to consider the waterfront for a sport complex. Council working on seeing the north west campus of UTAS established at the West Park Precinct.

2. Could you remind me of the time line for UTAS to complete their development or turn the first sod?

The General Manager Andrew Wardlaw advised that from memory, there is a ten year timeframe and he believed we are in about year 5. He advised that UTAS now have planning approval and Council is anticipating a building plan application later this year with an expectation that works would begin within the next 12 months.

COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advised that for item AO163-19 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

The Mayor advised that the following provisions apply with respect to motions relating to recommendations on a land use planning process:

- (a) a councillor moving a motion contrary to the recommendation is to:-
 - (i) provide the motion in writing; and
 - (ii) provide in writing supporting reasons for approval or refusal;
- (b) the motion and supporting reasons for approval or refusal are to be provided to the general manager at least 24 hours prior to the meeting to allow for circulation and consideration by all members of the planning authority;
- (c) the general manager is to ensure that the supporting reasons provided under paragraph (a)(ii) are recorded in the minutes, in accordance with regulation 25 of the Local Government (Meeting Procedures) Regulations 2015.

PLANNING AUTHORITY

AO163-19 BURNIE INTERIM PLANNING SCHEME 2013 PERMIT APPLICATION SD 2019/1291 SUBDIVISION TO CREATE 7 LOTS 530 STOWPORT ROAD, STOWPORT

FILE NO: 7593072

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

| Direction | 5 | A NATURAL AND BUILT ENVIRONMENT THAT IS RESPECTED AND CARED FOR |
|-----------|-------|---|
| Objective | 5.5 | A built environment that is valued, reflects our past and embraces our future. |
| Strategy | 5.5.1 | Ensure the use and development of land enables communities to provide for their social, |
| | | economic and cultural well-being and for their health and safety, while maintaining the |
| | | potential for land to meet reasonably foreseeable needs, without risk to the life |
| | | supporting capacity of land, air and water. |

1.0 RECOMMENDATION:

"THAT in accordance with its role as a planning authority Council determine:-

- 1. That the matters raised in the representations received pursuant to and in conformity with s57(5) Land Use Planning and Approvals Act 1993
 - a) are not matters relevant to the particular discretion required to be exercised in relation to subdivision application SD 2019/1291; or
 - b) do not raise matters sufficient to justify refusal of the application in terms of s51(2) and the particular discretion required to be exercised in relation to subdivision application SD 2019/1291; and
- 2. In accordance with Section 51 and 57 of the Land Use Planning and Approvals Act 1993 and pursuant to Clause 8.8 of the Burnie Interim Planning Scheme 2013 and pursuant to Section 81, 83, 84, 85 and 86 of the Local Government (Building and Miscellaneous Provisions) Act 1993 a Permit be GRANTED to application SD 2019/1291 to allow Subdivision to create six (6) residential lots and the balance lot retained as a resource development lot on land described in both CT 102503/1 and CT 55279/1 and identified as 530 Stowport Road, STOWPORT.

Nature of Approval

3. that the subdivision development must proceed and be maintained generally in accordance with the descriptions, commitments and recommendations —shown on the following documents — copies of which are attached to the permit and endorsed to be documents forming part of this permit -

a) plan of subdivision as prepared by PDA Surveyors, reference no. 43266-1, dated 21 December 2018 (received 24 April 2019), to create six (6) residential lots and the balance lot retained for resource development use being –

Lot 1 = 9257 m2

Lot 2 = 11,600 m2

Lot 3 = 8920 m2

Lot $4 = 6743 \text{ m}^2$

Lot 5 = 11,500 m2

Lot 6 = 13,000 m2

Lot 7 = 82 ha

- b) Planning Scheme Compliance Submission, as prepared by Thomas Reilly, PDA Surveyors, reference no. D17199, dated 23 March 2019
- c) Statement of Compliance, as issued by the Road Authority and Drainage Authority, dated 13 March 2019
- d) Code E1 Bushfire-prone Areas Code Certificate under s51(2)(d), certified by Bruce Harpley of Environmental Service and Design Pty Ltd, certificate no. 6552-1, dated 29 January 2019 in accordance with Code E1 of Burnie Interim Planning Scheme 2013;
- e) Bushfire Hazard Management Report, as prepared by Bruce Harpley of Environmental Service and Design Pty Ltd, version 1, dated 29 January 2019 in accordance with Code E1 Burnie Interim Planning Scheme 2013;
- f) Water, Onsite Waste Water Disposal and Stormwater Submission, as prepared by Bruce Harpley, Environmental Service and Design Pty Ltd, version 1, dated 29 January 2019

Operating and Management Constraints

- 4. that the each lot must be prepared, managed and maintained in accordance with the specific measures detailed in Bushfire Hazard Management Plan prepared by Bruce Harpley of Environmental Service and Design Pty Ltd, version 1, dated 29 January 2019 and certified in accordance with Code E1 Burnie Interim Planning Scheme 2013 by Bruce Harpley, certificate no. 6552-1, dated 29 January 2019.
- 5. that the Final Plan is not to be sealed until all of the required works have been completed to the satisfaction of the relevant entity or until an adequate bond or guarantee has been lodged and accepted by each of the relevant entities in an amount sufficient to cover the cost of outstanding works.

Notes

- a) Necessary easements for power, sewerage, water, drainage, access and the like must be depicted on the final survey plan lodged for sealing.
- b) All disturbed surfaces on the land, except those set aside for driveways, must be

covered with top soil (minimum 100mm depth), seeded and where appropriate revegetated and stablished to the satisfaction of Burnie City Council.

2.0 SUMMARY

Application has been made seeking grant of a permit for subdivision of that part of land described on CT 102503/1 and CT 55279/1 (530 Stowport Road, Stowport) assigned to the Rural Living zone under the Burnie Interim Planning Scheme 2013 to create six (6) rural residential lots.

The application relies in part for grant of a permit on performance criteria in the applicable use and development standards.

Three (3) representations were received during the exhibition period, and each makes an objection to the proposed subdivision.

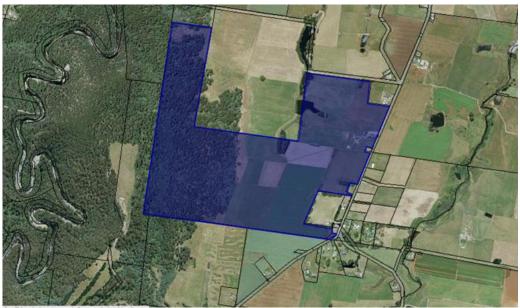
This report describes the proposed development, identifies the applicable planning controls under the Burnie Interim Planning Scheme 2013 and discusses compliance, including matters in the representations.

It is recommended a conditional permit be granted.

3.0 BACKGROUND

The subdivision site contains some 6.1 ha and comprises vacant land forming part of the 88.6 ha on CT 102503/1 and the 980 m² on CT 55279/1.

The configuration of CT 102503/1 is such that the boundary with Stowport Road is separated by the insertion of separate titles in other ownership containing the Stowport recreation Ground and community hall.



The proposal is to create six (6) new lots for residential purposes along the Stowport Road frontage as an extension to the existing rural residential area at Stowport.

Documents comprising the permit application are **attached** to this report.

The subdivision will create lots 1-5 inclusive as a cluster of five (5) lots immediately north of the Stowport Recreation Ground, and lot 6 as a separated lot immediately south of the Recreation Ground.

The pattern of subdivision is illustrated on plan dated 21 December 2018 Reference 43266-1 prepared by PDA Surveyors, a copy of which forms part of the permit application material attached to this report.

| Proposed Lot | Lot Area | Description |
|--------------|----------------------|---|
| 1 | 9,257 m ² | 109 m x 87 m with frontage to Stowport Road |
| 2 | 1.16 ha | 104 m x 106 m internal lot with separate access strip connecting to Stowport Road |
| 3 | 8,920 m ² | 104 m x 83 m internal lot with separate access strip connecting to Stowport Road |
| 4 | 6,743 m ² | 90 m x 78 m with frontage to Stowport Road |
| 5 | 1.15 ha | 195 m x 77m with narrow frontage (9 m) to stowport Road |
| 6 | 1.30 ha | 178 m x 74 m with frontage to Stowport Road |

The subdivision will utilise that part of CT 102503/1 to which the Rural Living zone applies. The balance of the title is assigned to the Rural Resource zone and will be retained as a separate holding under the current agricultural use.

The proposed subdivision will introduce additional opportunity for residential lots within the defined Stowport rural living area.

The permit application documents include detailed assessment reports to support suitability of each lot for residential use and independent arrangements for access and internal treatment and disposal of waste water and stormwater.

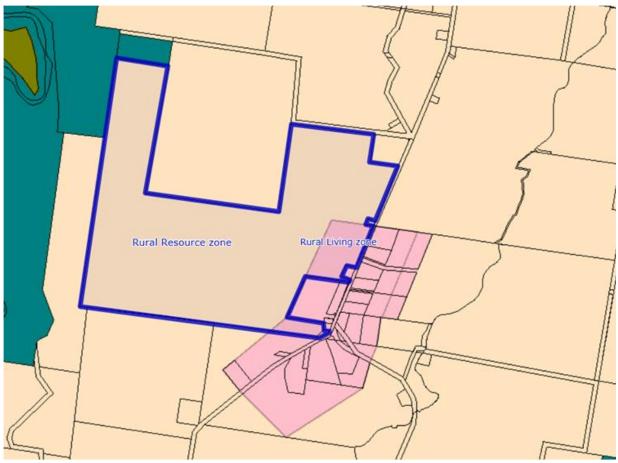


Figure 2: Zoning Map (source LIST Maps)

Public exhibition of the application in accordance with the s57 of the *Land Use Planning and Approvals Act 1993* occurred from 1 May until 15 May 2019.

Three (3) representations were received during the exhibition period.

The representations raise some matters relevant for determination of the application.

4.0 LEGISLATIVE REQUIREMENTS

The following legislation applies to the use of the land:-

a) Land Use Planning and Approvals Act 1993

The Act establishes -

- i. in s 51 requirements for making a valid application if a permit is required by a planning scheme;
- ii. in s 54 process for a planning authority to request additional information to complete a permit application;

- iii. in s 57 the period within which a decision must be made on a permit application is 42-days; and in s 59, the process that is to be followed if a decision is not made within that period;
- iv. in s 57 process for notifying and publicly exhibiting an application if the grant of a permit is discretionary;
- v. in s 51 matters to be taken into consideration when determining a permit application, including the objectives for the land use planning system, the applicable provisions of a planning scheme, and the matters in any representation received if s 57 applies;
- vi. in s 57 power to refuse or grant a permit and to include conditions on a permit if granted; and
- vii. in s 61 opportunity for the applicant or for any person who has made a representation to appeal the decision of a planning authority on a permit application.
- b) Burnie Interim Planning Scheme 2013

A planning scheme contains the purpose, outcomes, and compliance tests that are applicable for use or development of land, and establishes whether a permit is required.

The Rural Living zone applies to site for the proposed six residential lots.

The balance area of CT 102503/1 is assigned to the Rural Resource zone.

An application for subdivision to create residential lots on land to which the Rural Living zone applies must satisfy the objectives and compliance tests contained in the following standards—

- 13.4.1 Suitability of a site or lot for use or development
- 13.4.6 Setback of development for sensitive use
- 13.4.7 Subdivision
- 13.4.8 Reticulation of an electricity supply to new lots on a plan of subdivision.

The objective for each standard is satisfied if the development complies with the relevant acceptable solution criteria.

If one or more of the applicable standards cannot be satisfied on the acceptable solution criteria the application must rely on the corresponding performance criteria for grant of a permit.

A permit may be refused if the planning authority is not satisfied the outcome required by the objective will be meet.

An application that relies on performance criteria must be notified in accordance with section 57 of the Act and provide opportunity for public consideration and comment.

A planning authority must have regard to each matter in any representation that is relevant to the performance criteria in the standard relied upon by the permit application.

5.0 POLICY CONSIDERATIONS

There is no policy consideration associated with the determination of a permit application.

A planning authority must limit its consideration to whether the information provided with the permit application allows it can be satisfied there will be compliance to the applicable standards and relevant criteria as prescribed in the planning scheme.

The strategic or policy matters which may underpin the current provisions of the planning scheme, or which may inform a potential to amend the planning scheme, are not relevant and have no part in the decision.

6.0 FINANCIAL IMPACT

There are no financial impacts directly associated with the requirement for a planning authority to make a decision on whether a permit application is in compliance to the applicable provisions of a planning scheme.

There may be a subsequent cost to engage legal and specialist representation and to appear and give evidence if the decision of the planning authority is appealed.

The nature of these impacts are that the planning authority may be required to meet the costs of the applicant or a third party if an appeals tribunal decides that the planning authority did not act appropriately in relation to the issues or processes relevant to determining the permit application.

These are structural costs associated with operation of the land use planning system.

7.0 DISCUSSION

Purpose of the land to which the Rural Living zone applies is described by the Burnie Interim Planning scheme as being to provide for residential use or development on large lots in a rural setting where services are limited.

The planning scheme provides a number of applicable standards in relation to lot size and suitability for residential use.

The application documents are considered to satisfy the acceptable solution tests in –

- 13.4.1 A2, A3, A4 and A5
- 13.4.3 A1 and A2
- 13.4.6 A1 and A2
- 13.4.7 A1
- Code E1; and
- Code E9.

The permit application relies on performance criteria to satisfy development standards in –

- 13.4.1 P1 for creating a lot with an area less than 1.0 ha in relation to proposed lot 1, lot 3 and lot 4
- 13.4.7 P2 for creating an internal lot in relation to proposed lot 2 and lot 3
- 13.4.8 P1 for provision of a above ground electricity connection from the network distribution system to each lot

The function of performance criteria is to guide an application in the exploration of opportunities for meeting the objective in a standard other than as set out in the acceptable solution.

Reliance on performance criteria allows flexibility, innovation and inventiveness for addressing the individual and contextual circumstances of each site and its locality to be taken into account.

Any corresponding acceptable solution has no relevance to those aspects of a decision that rely on performance criteria.

The application seeks to divide an existing site (comprising of two titles) into six residential lots with the balance area retained for resource development.

The assessment requires the planning authority must be satisfied the application will comply the relevant criteria in each of 13.4.1 P1, 13.4.7 P1, and 13.4.8 P1.

Representations

Three (3) representations were received during the public exhibition period, copies of which are attached.

One representation is in relation to the matters in 13.4.1 and is relevant for determination of the application.

The other representations are not in relation to matters relevant to the application and must have no bearing on the determination to grant or refuse a permit or to impose conditions on any permit granted.

The representations address the following matters.

Stowport Cricket Club Inc.

| Matter Raised | COMMENT |
|---|---|
| It is not uncommon for cricket balls to enter the land to be contained in proposed lot 5 and lot 6. | Not a matter relevant to the applicable provisions of the Burnie Interim Planning Scheme 2013. |
| Cricket players require reasonable entry to adjoining land to retrieve balls. | Not a matter relevant to the applicable provisions of the Burnie Interim Planning Scheme 2013. |
| Some consideration to position and colouration of buildings that will be directly in line with the cricket pitch, in lots 5 and 6 as to not affect the ability to see the cricket ball. | The permit application is for subdivision only, and not the buildings that may occur if the permit is granted. The BIPS 2013 does not allow conditions be placed on future development so as to not impact on sighting of cricket balls during play on the adjoining sports ground. |
| Possible issue with reflection of sunlight from windows on lot 6, causing glare issues on the field of play. The Stowport Cricket Club does not want to find itself of having building owners (neighbours) asking us to cover damage to structures and property or to | Land adjoin the sports ground has been zoned to permit rural living use and development prior to introduction of the Burnie Planning Scheme 1989 in 1992. The zone was retained in the Burnie Interim Planning Scheme from 2013. The planning scheme does not allow that conditions be |
| suddenly have issues like the Penguin Cricket Club did when the Central Coast Council imposed a "6 and out" rule or similar, due to the neighbour complaints. | imposed to prevent a subsequent owner or occupier of a residential building from seeking damages resulting from play of cricket on the sports ground. |
| | The land subject to the permit application does not form part of the sports ground, and the subdivision will not reduce the area lawfully available to the Club for conduct of sport events. |

Peter Beach

| Matter Raised | COMMENT |
|--|--|
| I believe that the stated figure of 56m for lot 5 road frontage is incorrect as this figure would encroach on neighbouring landowner property/properties. Clarification of how this measurement was configured is requested. | This is a typographical error in the Planning Compliance Statement provided by the applicant. The dimensioned plan of subdivision prepared by PDA surveyors Ref 43266-1 clearly indicate the road frontage for lot 5 as 9m. The error in the written statement does not disqualify |
| | The error in the written statement does not disqu determination of the application. |

Wayne Bramich

| Matter Raised | COMMENT | |
|---|--|--|
| The written planning application documents states against Clause 13.4.1 – A1(a) that lots 2,3, 5 & 6 are each greater than 1 hectare and 1 & 4 are less. This is misleading and incorrect as the subdivision plan shows lots 3 and 4 are less than 1.0 ha. There is also no reference to lot 7? | There is a typographical error in the Planning Compliance Statement provided by the applicant with regard to lot sizes. The dimensioned plan of subdivision prepared by PDA surveyors Ref 43266-1 clearly indicate the proposed dimensions and area for each proposed lot. The application is to create 6 new residential lots. Lot 7 is the balance area of CT 102503/1 and does not form part of the application. | |
| If each application is decided upon on its own merits, why are there references to the opposite side of the road if it has no relevance to this application? Clause 13.4.1. P1 (i) HAS therefore has no basis in this application. Lots on the opposite side of the road were approved for subdivision before the PAL POLICY was instigated, and some are still vacant. | Clause 13.4.1 P1 (a) require determination of a permit application must have regard to (i) the number, size and distribution of existing and approved lots in the locality to which the Rural Living zone applies, and (ii) to the pattern, intensity and character of established use and development on other lots in the vicinity to which the Rural Living zone applies. It is relevant and necessary for reliance on 13.4.1 P1 to have regard to other lots within the Rural Living zone, including those located on land on the opposite side of Stowport Road. The land on which the subdivision is proposed is not agricultural land within the meaning of the State Policy for Protection of Agricultural Land 2009 (PAL) because it is land assigned for residential purposes. PAL is not a relevant consideration. There is no requirement in the BIPS 2013 to have regard to the availability of vacant undeveloped land within the zone. | |
| Water availability, traffic flow, sewerage, noise control, fettering are issues in this planned subdivision - NO acceptable solutions for class 1 farm land to be used as residential subdivisions. The PAL POLICY was brought in for just such instances and should be adhered to and enforced. (b)i) These lots are relatively flat and desirable for all farming practices more so than housing. iii) Contrary to the statement of there being very little vegetation on this site there are large amount of live stock and cropping vegetation grown on this land which would severely impact its natural and cultural values as a farming enterprise. v) Line of site on to Stowport Road has many foreseeable accessibility issues. vi) There are foreseeable setback and frontage requirements. ix) There are statutory impacts that would impact this property i.e. PAL POLICY. | The land on which the subdivision is proposed is not agricultural land within the meaning of the State Policy for Protection of Agricultural Land 2009 (PAL) because it is land assigned for residential purposes at the time the Policy was introduced. There is no conversion of agricultural land, and PAL is not a relevant consideration. The permit application has demonstrated that each lot has the capability to contain a building area, satisfy acceptable solution standards for setback from boundaries, provide a sufficient area a generic for onsite waste water and stormwater management and disposal. The road authority (Burnie City Council) has indicated the proposed arrangements for vehicular accesses onto Stowport Road are satisfactory (Certificate of Compliance issued by BCC is included with the permit documents. | |

| Matter Raised | COMMENT |
|--|--|
| lots 1 ,3 and 4 are unable to meet the acceptable solution in Clause 13.4.2 for dwelling density,. Being consistent with a previous subdivision is irrelevant. Each application is decided on its merits. The land is prime agricultural land should remain as that. | Clause 13.4.2 P1 (a) require determination of a permit application must have regard to (i) the number, size and distribution of existing and approved lots in the locality to which the Rural Living zone applies, and (ii) to the pattern, intensity and character of established use and development on other lots in the vicinity to which the Rural Living zone applies. |
| | It is relevant and necessary for reliance on 13.4.2 P1 to have regard to other lots within the Rural Living zone, including those located on land on the opposite side of Stowport Road. |
| | The land on which the subdivision is proposed is not agricultural land within the meaning of the State Policy for Protection of Agricultural Land 2009 (PAL) because it is land assigned for residential purposes. PAL is not a relevant consideration. |
| Clause 13.4.6 - A1) Lots 1,2,3,5 and 6 all located on the Rural Resource Zone as per PDA surveyors admission. | The BIPS 2019 zone map indicates the land to contain proposed lots 1, 2, 3, 4, 5, and 6 is wholly within the Rural Living zone. |
| Clause13.4.7 (P2) Large driveways to rear lots are not of efficient use of agricultural land. | The land is assigned to the Rural Living zone and is not agricultural land for the purpose of use and development under the Burnie Interim Planning Scheme 2013. |
| | Lots 2, 3 and 5 are proposed as internal lots and require an access strip to connect to Stowport Road. Clause 13.4.7 is applicable, and will be addressed below. |
| There are lots in the previous subdivision still UNSOLD. | The uptake of lots created by other subdivisions is not a relevant matter under the Burnie Interim Planning Scheme 2013 |
| 13.1.2 (e) Is it proposed that small scale mechanical, engineering, landscaping, poultry, dog breeding or similar businesses could all be allowed in these allotments as 'home-based' businesses? | Residential use is defined by the BIPS 2013 to include opportunity for both home occupation and home based business. |
| g) Likely conflict is noise pollution from either party. e.g. weaning cattle on adjoining land, cattle bellowing, noise from irrigation pumps | There is an inherent risk in locating sensitive use (including residential) in close proximity to non-residential use, including agricultural use. |
| etc. Adversely new dwellings bring noise pollution of their own, increased traffic, dogs barking and roaming at large etc. | However, the planning scheme provides lawful opportunity for residential use on land assigned to the Rural Living zone, and cannot refuse grant of a permit on a concern for possible interference and conflict. |
| | The objectives stated in the BIPS 2013 for rural living use include that the site is within a rural environment, and therefore the amenity of such use will in large part be influenced and determined by the nature of activity occurring on adjacent rural land. |

There are no matters in the representations that warrant refusal of a permit, or which require specific conditions on any permit granted.

13.4.1 Suitability of a site or lot for use or development

The objective for Clause 13.4.1 is that each lot on a plan of subdivision are is to -

- (a) Provide a suitable development area for intended use;
- (b) Provide access from a road; and
- (c) Make adequate provision for a water supply and for the drainage and disposal of sewage and stormwater

The objective can be satisfied on the acceptable solution in 13.4.1 A1 if each of proposed lots will have an area (excluding access strip) of more than 1 ha.

Proposed lots 1, 3 and 4 will not have an area of more than 1.0 ha.

The application relies on the performance criteria in 13.4.1 P1.

The considerations in 13.4.1 P1 do not ask whether it is appropriate to allow a lot of less than 1.0 ha. Instead they ask whether the lot is suitable for independent residential use having regard to the specific criteria set out in the provision.

| Performance | Comment | | |
|---|---|--|--|
| Criteria | | | |
| A site or each lot on a plan of subdivision must – | | | |
| (a) If intended for residential use be of sufficient size to be | | | |
| consistent with clauses 13.1.1, 13.1.2 and | | | |
| 13.1.3 having regard to- | Each lot on the subdivision plan is intended for residential use. Services for a water supply, sewerage and stormwater are not available. | | |
| | Lots size is 9,257 m 2 , 8,920 m 2 , and 6,743 m 2 respectively for lots 1, 3 and 4. Each may be considered a large residential lot. | | |

Performance Comment Criteria i) The number, size and The permit application documents address the requirements in clause distribution of existing 13.4.1 P1 and demonstrates the number size and distribution of existing lots are in keeping with the approved lots on the land in the vicinity. and approved lots on land in the vicinity; Directly opposite the proposed subdivision area is an existing node of residential lots on land assigned to the Rural Living zone. The proposed subdivision lots are consistent with the pattern, intensity and character of the existing subdivision. 1.71ha 5294sem 89sam 7676sem 1.02ha ii) The pattern, intensity and The permit application documents address the requirements in clause character of established 13.4.1 P1 and demonstrates the number size and distribution of existing use and development on lots are in keeping with the approved lots on the land in the vicinity. other lots in the vicinity; Directly opposite the proposed subdivision area is an existing node of residential lots on land assigned to the Rural Living zone. The proposed subdivision lots are consistent with the pattern, intensity and character of the existing subdivision. There are no utilities available the land for water supply or for drainage iii) The capacity any and disposal of septic water and stormwater. available or planned utilities; and The application demonstrates the proposed subdivision land has the capacity and capability in its size for each lot to accommodate a residential use by providing satisfactory arrangements for vehicle access, water supply and for on-site treatment and disposal of septic and stormwater waste and to accommodate buildings in accordance with setback and other applicable requirements. iv) Capability of the land to The dimensioned plan of subdivision prepared by PDA surveyors Ref accommodate residential 43266 indicates each proposed lot will accommodate buildings in use. accordance with setback and other applicable requirements.

| Performance Criteria | Comment |
|---|--|
| | The closest building area to a listed zone boundary is the building area on lots 1, 2, 3, 5 and 6 and the boundary with the Rural Resource Zone to the north and west. In accordance with 13.4.6, the building area would be at least 50 m from the boundary with the Rural Resource zone. |
| (b) Be of sufficient size for the intended use having regard to the effect of one or more of the following as are relevant to the size of a site or lot - | |
| i) Topography of the land and land in the vicinity; | The land is relatively flat and level and will provide building areas on each lot that will be developable using standard building practices |
| ii) Natural drainage of the land and land in the vicinity; | There are no potential building areas located within a natural drainage channel. |
| iii) The desirability of protecting native vegetation, landscape features, natural and cultural values; | There is very little vegetation on the site and no significant landscape features. Cricket and football and a range of cultural activities could still be played on the sports ground without significant impact. It is considered that the subdivision would not impact on natural and cultural values |
| iv) Provision for management of exposure to natural hazards; | No natural hazards have been identified on the site. The land is in a bushfire prone area, and the application includes a certified a bushfire hazard management plan that indicates that it is possible to achieve a tolerable level of risk. The Act requires a planning authority must accept a certified bushfire hazard management plan. |
| v) Provision of an accessible building area; | Access between the building areas and the property frontage are characterised by relatively flat and unconstrained land. |
| vi) Compliance to the acceptable solution criteria in any applicable standard for location and separation of a building; | Each lot will have a suitable building area located clear of any applicable site boundary, zone boundary, and frontage requirements, and clear of any existing or proposed easements or utility corridors. |
| vii)Arrangements for the convenient provision of roads and access to the land; | The local road manager has certified the proposed access arrangements to Stowport Road are acceptable. |
| viii) Arrangements for the provision of a water | Water supply will be provided for each future dwelling by rainwater collection. |

| Performance Criteria | Comment |
|--|---|
| supply and for the drainage and disposal of sewage and stormwater; | The application includes documents prepared by Environmental Service and design Pty Ltd to indicate satisfactory arrangements can be achieved for onsite management of waste and storm water on each lot. |
| ix) Any restriction or requirement of a lawful easement or statutory interest in the land; and | There are no easements or statutory interests in the land that will impact on the capacity of lots to support appropriately designed and sited residential development. |
| x) Opportunity for solar access to a building area. | With care in design, future development can take advantage of solar access in a typical manner. There are no significant constraints to solar access. |

The permit application has addressed each of the above criteria and has demonstrated achievement of the performance criteria 13.4.1 P1.

13.4.7 Subdivision

The objective for Clause 13.4.7 is -

The division and consolidation of estates and interests in land is to create lots that are consistent with the purpose of the Rural Living zone.

A proposed subdivision will meet the acceptable solution in 13.4.7 A2 if there are no internal lots.

The application proposes lots 2, 3 and 5 as internal lots, and must rely on performance criteria in 13.4.7 P2.

| Performance | Comment |
|--|-------------------------|
| Criteria | |
| (a) An internal lot on a plan o | f subdivision must be – |
| i) Reasonably required for the efficient use of land as a result of a restriction on the layout of lots imposed by – | |

| Performance Criteria | Comment |
|--|---|
| a. Slope, shape, orientation and topography of land; | The length of available road frontage to Stowport Road would require lots with a narrow width to depth ration if each were to be provided with a |
| b. An established pattern of lots and development; | long road frontage. |
| c. Connection to the road network; d. Connection to available | An arrangement of lots in which one sits behind the other and is accessed by a service driveways makes efficient use of land and will provide a practical means of access to each lot. |
| or planned utilities; e. A requirement to protect | |
| ecological, scientific, historic, cultural or aesthetic values, including vegetation or a | subdivision opposite on Stowport Road. The likely impact of the proposed access arrangements on safety and efficiency of Stowport Road has been assessed as acceptable. |
| water course; or f. Exposure to an unacceptable level of risk from a natural hazard; and | |
| ii) Without likely impact on the amenity of adjacent land. | The subdivision proposes large lots; and allows that the location of access strips to internal lots will be clear of the building area on each adjoining lot by a distance of not less than the acceptable solution setbacks in clause 13.4.3 for separation between dwellings and other buildings. |

The permit application has addressed each of the above criteria and has demonstrated compliance to the performance criteria 13.4.7 P2.

13.4.8 Reticulation of an electricity supply to new lots on a plan of subdivision

The objective for Clause 13.4.8 is -

Distribution and connection of reticulated electricity supply to new lots on a plan of subdivision is to be without visual intrusion on the streetscape or landscape qualities of the residential area.

The acceptable solution in 13.4.8 A1 is for electricity reticulation and site connection be installed underground.

The application proposes above ground electricity reticulation and site connections and cannot meet the acceptable solution and must rely on performance criteria in 13.4.8 P1.

| Performance Criteria | Comment |
|--|---|
| It must be impractical, unreasonable, or unnecessary to install electricity reticulation and site connections underground. | Stowport and Upper Stowport Roads are serviced by an overhead electricity distribution network provided by TasNetwork. Underground reticulations and site connections would be unreasonable and unnecessary because overhead connections would be minimal in the context and consistent with the surrounding electricity network and connection arrangements and the visual amenity of the area. |

The permit application has addressed the above criteria and has demonstrated achievement of the performance criteria 13.4.8 P1.

8.0 RISK

There is risk -

- a) The decision of the planning authority may be appealed if the applicant, or a third party who has made a representation, is dissatisfied.
- b) The applicant or a third party may allege breach of procedural fairness in relation to the execution of one or more of the statutory processes applicable for determining a permit application.

Both categories of risk are inherent in the statutory land use planning process.

A planning authority may minimise likelihood of an appeal or a challenge on procedural fairness by –

- a) determining a permit application by reference only to the information provided with the permit application and in any representation received;
- b) determining compliance by reference only to the relevant tests which are applicable for the permit application; and
- c) by remaining impartial and not indicating any position on the application until the matter is raised for decision.

The following table identifies relevant risks and how they may need to be addressed to either eliminate or reduce the risks.

9.0 CONSULTATION

This report has been prepared in consultation with all relevant staff of the Burnie City Council.

ATTACHMENTS

- $1\underline{\underline{\mathbb{U}}}.$ Permit Application and Supporting Documentation
- 2<u>↓</u>. Representations
- 3<u>J</u>. Extension of Time

COUNCIL RESOLUTION

Resolution number: MO169-19

MOVED: Cr D Pease

SECONDED: Cr G Simpson

"THAT in accordance with its role as a planning authority Council determine:-

- 1. That the matters raised in the representations received pursuant to and in conformity with s57(5) Land Use Planning and Approvals Act 1993
 - a) are not matters relevant to the particular discretion required to be exercised in relation to subdivision application SD 2019/1291; or
 - b) do not raise matters sufficient to justify refusal of the application in terms of s51(2) and the particular discretion required to be exercised in relation to subdivision application SD 2019/1291; and
- 2. In accordance with Section 51 and 57 of the Land Use Planning and Approvals Act 1993 and pursuant to Clause 8.8 of the Burnie Interim Planning Scheme 2013 and pursuant to Section 81, 83, 84, 85 and 86 of the Local Government (Building and Miscellaneous Provisions) Act 1993 a Permit be GRANTED to application SD 2019/1291 to allow Subdivision to create six (6) residential lots and the balance lot retained as a resource development lot on land described in both CT 102503/1 and CT 55279/1 and identified as 530 Stowport Road, STOWPORT.

Nature of Approval

- 3. that the subdivision development must proceed and be maintained generally in accordance with the descriptions, commitments and recommendations –shown on the following documents copies of which are attached to the permit and endorsed to be documents forming part of this permit
 - a) plan of subdivision as prepared by PDA Surveyors, reference no. 43266-1, dated 21 December 2018 (received 24 April 2019), to create six (6) residential lots and the balance lot retained for resource development use being –

Lot 1 = 9257 m2

Lot 2 = 11,600 m2

Lot 3 = 8920 m2

Lot 4 = 6743 m2

Lot 5 = 11,500 m2

Lot 6 = 13,000 m2

Lot 7 = 82 ha

b) Planning Scheme Compliance Submission, as prepared by Thomas Reilly, PDA Surveyors, reference no. D17199, dated 23 March 2019

- c) Statement of Compliance, as issued by the Road Authority and Drainage Authority, dated 13 March 2019
- d) Code E1 Bushfire-prone Areas Code Certificate under s51(2)(d), certified by Bruce Harpley of Environmental Service and Design Pty Ltd, certificate no. 6552-1, dated 29 January 2019 in accordance with Code E1 of Burnie Interim Planning Scheme 2013;
- e) Bushfire Hazard Management Report, as prepared by Bruce Harpley of Environmental Service and Design Pty Ltd, version 1, dated 29 January 2019 in accordance with Code E1 Burnie Interim Planning Scheme 2013;
- f) Water, Onsite Waste Water Disposal and Stormwater Submission, as prepared by Bruce Harpley, Environmental Service and Design Pty Ltd, version 1, dated 29 January 2019

Operating and Management Constraints

- 4. that the each lot must be prepared, managed and maintained in accordance with the specific measures detailed in Bushfire Hazard Management Plan prepared by Bruce Harpley of Environmental Service and Design Pty Ltd, version 1, dated 29 January 2019 and certified in accordance with Code E1 Burnie Interim Planning Scheme 2013 by Bruce Harpley, certificate no. 6552-1, dated 29 January 2019.
- 5. that the Final Plan is not to be sealed until all of the required works have been completed to the satisfaction of the relevant entity or until an adequate bond or guarantee has been lodged and accepted by each of the relevant entities in an amount sufficient to cover the cost of outstanding works.

Notes

- a) Necessary easements for power, sewerage, water, drainage, access and the like must be depicted on the final survey plan lodged for sealing.
- b) All disturbed surfaces on the land, except those set aside for driveways, must be covered with top soil (minimum 100mm depth), seeded and where appropriate revegetated and stablished to the satisfaction of Burnie City Council.

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

Against:

CARRIED UNANIMOUSLY

BURNIE CITY COUNCIL

PO Box 973, BURNIE, TASMANIA 7320. Ph: (03) 6430 5700 Fax: (03) 6431 6840 Email: <u>burnie@burnie.net</u>



| l | ning and Approvals Act 1993 Planning Scheme 2013 LICATION | | Applica Date R | use only ation No eceived Pathway - Permitted/Discretionary |
|-----------------------------------|---|-------|-------------------------|---|
| Use or Developm | ent Site: | | | |
| Street Address | 530 Stowport Road, Stowport 7321 | | | |
| Certificate of Title Reference | C.T. 102503/1 & C.T.55279/1 | | | |
| Applicant | | | | |
| First Name | PDA Surveyors | Seco | ond me | |
| Surname | On behalf of L G Bramich | NAR I | | |
| | | | | |
| Owner (note – if mo | ore than one owner, all names must be indicated) | | | 2 |
| First Name Surname | Leonie Bramich | | econd Name AR No. | Gayle |
| | D. G. Tillott | ı | ı | |

Instruction for making a permit application

a) Use or development?

The application must provide a full description of the proposed use and/or development and of the manner in which the use and/or development is to operate.

"Use" is the purpose or manner for which land is utilised. "Development" is any site works (including any change in natural condition or topography of land and the clearing or conversion of vegetation), and the construction, alteration, or removal of buildings, structures and signs, required in order to prepare a site for use or to change existing conditions within a site. Subdivision is development.

Clause 8.2 Burnie Interim Planning Scheme 2013 provides the use classes by which all use or development must be described. Development must be categorised by reference to the use class it is to serve.

b) Required Information

Adequate statements, plans and specifications must be included within the permit application to address and demonstrate compliance with all applicable requirements of the planning scheme, including any site analysis, impact report and recommendation, and advice, consent or determination required from a State agency or utility entity.

The application must clearly identify the documents relied upon for determination.

Section 51(1AC) Land Use Planning and Approvals Act 1993 provides that a permit application is not valid unless it includes all of the information required by a planning scheme. Clause 8.1 Burnie Interim Planning Scheme 2013 prescribes the minimum information that is necessary in order to complete a valid permit application.

S54 Land Use Planning and Approvals Act 1993 provides that the planning authority may require the applicant to supply further information before it considers a permit application. If the planning authority requires further information to more particularly address one or more of the applicable requirements of the Burnie Interim Planning Scheme 2013, the statutory period for determination of a permit application does not run until that information is answered to the satisfaction of the planning authority

c) Applicable Provisions and Standards

The permit application must be assessed against the applicable provisions and standards of the Burnie Interim Planning Scheme 2013.

The application is to identify by reference the clauses it relies upon to demonstrate compliance. (eg clause 10.4.3 (A1 – AA4, and P5)

d) Discretionary Permits

If a permit is discretionary the permit application must be notified for a period of 14 days to allow opportunity for any interested person to consider the proposed use and/or development and to provide comment on the discretionary matter.

If a permit application relies on performance criteria to satisfy an applicable standard or is discretionary under another provision of the interim planning scheme, the permit is discretionary only with respect to that standard.

The Council must have regard to all representations received during the notification period on a discretionary matter when determining whether to grant or refuse a permit.

e) If the applicant is not the landowner

If the applicant is not the owner of the land in the use or development site, the applicant is required to notify all of the owners either prior to or within 7 days from the date of making the permit application.

The permit application must identify all of the landowners; and the applicant must sign the application form to acknowledge the obligation to advise such landowners that the permit application has been made.

If the site includes land owned or administered by the Burnie City Council or by a State government agency, the consent in writing from the Council or the Minister responsible for Crown land must be provided at the time of making the application.

f) Applicant declaration

It is an offence for a person to do any act that is contrary to a compliance requirement created under the section 63 *Land Use Planning* and *Approvals Act 1993*. The applicant is required to complete a declaration that the information given in the permit application is true and correct.

g) Payment of Fees

The Council is not required to take any action on the permit application until all the relevant fees have been paid.

| Permit Information | (NB If insufficient space, please attach separate document) |
|--|---|
| Proposed Use: | **: |
| Use Class Residential | |
| Documents included with the permit applicati | ion to describe the Use |
| Planning scheme compliance submission | 1. |
| | |
| | |
| | |
| | |
| | |
| | |
| Proposed Development | |
| Use class to which the development applies | |
| Documents included with the permit applicati | ion to describe the Development |
| Plan of subdivision | |
| Planning Scheme compliance submission | n. |
| | |
| | |
| | |
| | |
| | |
| Provisions and Standards relied upon for gran | t of a Permit |
| Multiple from the Rural Resource Zon applicable Codes. | e and |
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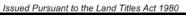
Value of use and/or development Notification of Landowner/s If land is not in applicant's ownership , declare that the owner/each of the owners of Thomas Reilly the land has been notified of the intention to make this permit application. Signature of Applicant Date 7 March 2019 If the permit application involves land owned or administered by the BURNIE CITY COUNCIL Burnie City Council consents to the making of this permit application. General Manager (Signature) Date If the permit application involves land owned or administered by the CROWN I, the Minister responsible for the land, consent to the making of this permit application. Minister (Signature) Date **Applicant Declaration** Thomas Reilly declare that the information I have given in this permit application to be true and correct to the best of my knowledge. Date 7 March 2019 Signature of Applicant

Office use only



RESULT OF SEARCH

DEPUTY RECORDER OF TITLES





SEARCH OF TORRENS TITLE

| VOLUME 55279 | FOLIO 1 |
|-----------------|---------------|
| EDITION | DATE OF ISSUE |
| 4 | 24-Feb-2016 |

SEARCH DATE : 07-Mar-2019 SEARCH TIME : 09.20 AM

DESCRIPTION OF LAND

Parish of STOWPORT, Land District of DEVON Lot 1 on Diagram 55279 (formerly being 71-18NS) Derivation: Part of Lot 9324 Gtd to W Rutherford Prior CT 2924/41

SCHEDULE 1

E21442 ASSENT to LEONIE GAYLE BRAMICH Registered 24-Feb-2016 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

Page 1 of 1

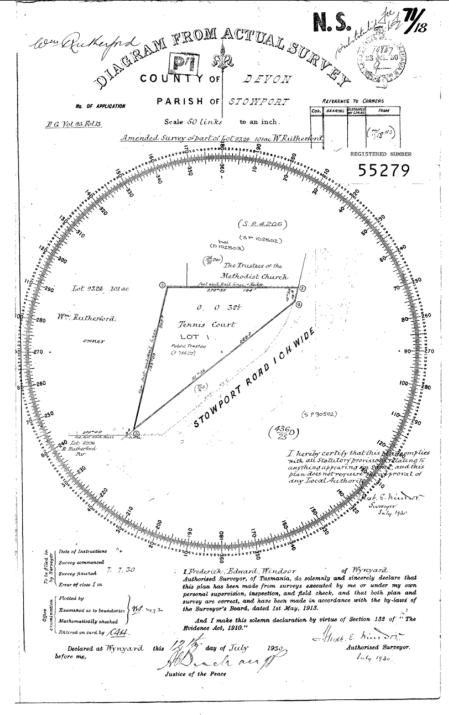


FOLIO PLAN

DEPUTY RECORDER OF TITLES



Issued Pursuant to the Land Titles Act 1980



Search Date: 07 Mar 2019

Search Time: 09:20 AM

/olume Number: 55279

Revision Number: 01

Page 1 of 1

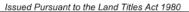
Department of Primary Industries, Parks, Water and Environment

www.thelist.tas.gov.au



RESULT OF SEARCH

DEPUTY RECORDER OF TITLES





SEARCH OF TORRENS TITLE

| VOLUME 102503 | FOLIO 1 |
|------------------|---------------|
| EDITION | DATE OF ISSUE |
| 4 | 24-Feb-2016 |

SEARCH DATE : 07-Mar-2019 SEARCH TIME : 09.19 AM

DESCRIPTION OF LAND

City of BURNIE Lot 1 on Diagram 102503 Derivation: Part of Lot 9286, Part of Lot 13579 & Part of Lot 9324 Gtd to W Rutherford and Whole of Lot 27234 Gtd to E E Rutherford Prior CT 41095/1

SCHEDULE 1

E21442 ASSENT to LEONIE GAYLE BRAMICH Registered 24-Feb-2016 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any BENEFITING EASEMENT: Right to take water from that portion of the reservoir shown on Diagram No. 102503 and also a right to enter into and upon the said Reservoir and the strip of land marked "Earth Dam 10.06 wide" on Diagram No. 102503 to maintain or cleanse the said Reservoir or Earth Dam

BURDENING EASEMENT: Right for Ernest Henry Ronald Rutherford his heirs and assigns (appurtenant to 33.1/10Ps of land shown on Diagram 328/16) to lay and to maintain a pipeline along upon or under the strip of land marked "Pipeline Easement 2.41 wide" on Diagram No. 102503

BURDENING EASEMENT: Right for the said Ernest Henry Ronald Rutherford his heirs and assigns to enter into and upon such strip of land to lay maintain cleanse or amend any such pipe

BURDENING EASEMENT: (appurtenant to Lot 1 on SP 20973) a right to take water for the purposes defined in Section 100J of the Water Act 1957, subject to the rights of all persons, bodies corporated, statutory authorities or the Crown who may have prior rights to the use and flow of water arising from the common law or any statute from the dam shown on Diagram No. 102503 and

Page 1 of 2

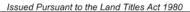
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RESULT OF SEARCH

DEPUTY RECORDER OF TITLES





the right to convey water by means of pipes along over and under the Pipeline Easement 2.00 wide shown on Diagram No. 102503 together with the right in connection with the taking of such water to enter lay cleanse repair and maintain such pipes as are reasonably required for such purpose along over and under the Pipeline Easement 2.00 wide at all times for all purposes in connection with the said water supply and for such purposes to install and maintain pumping apparatus and such posts or poles with wires attached thereto on and along the said Pipeline Easement with wires attached thereto on and along the said Pipeline Easement 2.00 wide as may be necessary to carry electric power to such pumping apparatus B282815 BENEFITING EASEMENT: Right of carriageway over the Right of Way 6.00 wide shown on Diagram No. 102503

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

Page 2 of 2

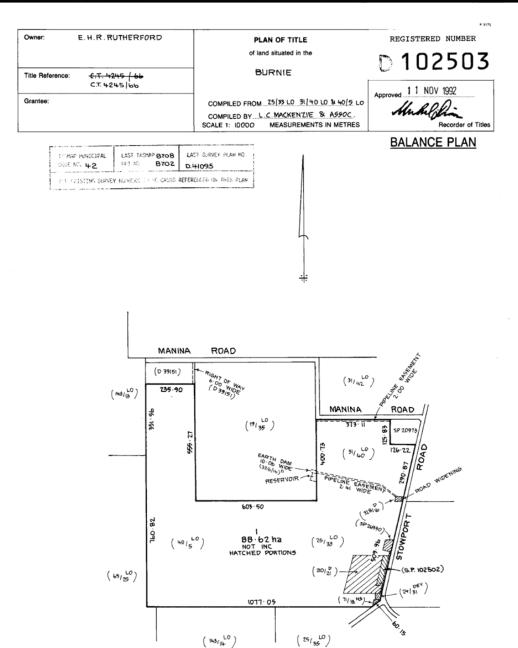


FOLIO PLAN

DEPUTY RECORDER OF TITLES



Issued Pursuant to the Land Titles Act 1980



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Search Date: 07 Mar 2019 Search Time: 09:19 AM V
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Page 1 of 1
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Volume Number: 102503

Revision Number: 01

BURNIE & DEVONPORT

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A.W. Eberhardt, B. GEOM. (Tas.), M.SSSI (Director)

HOBART
AM. Peacock, B. APP. SC. (SURV), M.SSSI. (Director)
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J.W. Dent, OAM, B. SURV. (Tas.), M.SSSI. (Director)



PDA Surveyors

Surveying, Engineering & Planning

63 Don Road Devonport Tasmania, 7320 Phone (03) 6423 6875

ABN 71 217 806 325 Fax (03) 6431 6663 Email: pda.dpt@pda.com.au www.pda.com.au

7 March 2019

Planning Authority **Burnie City Council** 80 Wilson Street **BURNIE TAS 7320**

Sent by email to: planning@burnie.net

Dear Planning Authority,

SUBDIVISION AT 530 STOWPORT ROAD, STOWPORT

We act for the LG Bramich in this proposed subdivision of land at the abovementioned address. Please find attached the following application documentation:

- Completed Burnie City Council application form;
- Title documentation;
- Plan of Subdivision;
- Waste and stormwater reporting by ES&D;
- Bushfire reporting by ES&D;
- Planning Scheme submission by PDA Surveyors.

The proposal is a subdivision of land in the Rural Living Zone providing large flat lots with direct access to Stowport and Upper Stowport Roads. The land is free from constraints and natural hazards and has circumstances that allow for typical residential use and development.

It is considered that the requirements of the Burnie Interim Planning Scheme would be adequately met by the proposal and therefore, it may be approved by the Planning Authority.

Thank you for your consideration of these matters. Please contact me on 6423 6875 if you have any questions.

Yours sincerely

PDA Surveyors

Tom Reilly

OFFICES ALSO AT

127 Bathurst Street, Hobart, 7000

6 Freeman Street, Kingston, 7050

(03) 6229 2131 (03) 6431 4400 8/16 Main Road, Huonville, 7109

3/23 Brisbane Street, Launceston, 7250 16 Emu Bay Road, Deloraine, 7304

(03) 6264 1277 (03) 6331 4099 (03) 6362 2993 BURNIE & DEVONPORT

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ABN 71 217 806 325 Fax (03) 6431 6663 Email: pda.dpt@pda.com.au www.pda.com.au

24 April 2019

Planning Authority **Burnie City Council**

Sent by email to: planning@burnie.net

Dear Planning Authority,

SD2019/1291 - SUBDIVISION AT 530 STOWPORT ROAD, STOWPORT

We refer to the Council's letter of 26 March 2019 seeking additional information. We respond to each of the matters raised in turn.

Schedule of Easements

We advise that no affected titles have a separate Schedule of Easements. Easements on 102503/1 are listed at Schedule 2 of the Folio Text.

2. Plan of Subdivision

The plan of Subdivision has been amended to include all dimensions. Please see attached amended plan.

3. Clause 13.4.1

Please see amended Planning Scheme Compliance Submission.

4. Clause 13.4.2

Please see amended Planning Scheme Compliance Submission.

5. Clause 13.4.7

Please see amended Planning Scheme Compliance Submission.

We maintain that the requirements of the Burnie Interim Planning Scheme would be adequately met by the proposal and therefore, it may be approved by the Planning Authority.

Thank you for your consideration of these matters. Please contact me on 6423 6875 if you have any questions.

Yours sincerely

PDA Surveyors

Tom Reilly

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(03) 6264 1277 (03) 6331 4099

16 Emu Bay Road, Deloraine, 7304

(03) 6362 2993



- PLANNING SCHEME COMPLIANCE SUBMISSION -

Prepared by: Thomas Reilly Date: 23 March 2018 (amended 24 April) PDA Surveyors reference: D17199

Burnie Interim Planning Scheme 2013

| | dards. | illy excluded by 8.10.3. | illy excluded by 8.10.3. | ards. | | |
|-------------------------------|---|--|--|---|-----------------------------|-----------------------------|
| Comment: | Section 1.0 contains no applicable standards. | Consideration of section 2.0 is specifically excluded by 8.10.3. | Consideration of section 3.0 is specifically excluded by 8.10.3. | Section 4 contains no applicable standards. | No general exemptions apply | No limited exemptions apply |
| Applicable Compliant Comment: | N/A | N/A | N/A | N/A | N/A | N/A |
| Applicable | o N | o N | No | o _N | No | °N |
| Provision | 1.0 Identification of Scheme | 2.0 Planning Scheme Purpose | 3.0 Scheme Objectives | 4.0 Interpretation | 5.0 General Exemptions | 6.0 Limited Exemptions |

| 7.0 Planning Scheme Operation | Yes | Yes | In accordance with 7.2.1, the land on which the subdivision would occur is Rural Living and is assessed below accordingly. |
|--------------------------------|----------------|------|---|
| 8.1 Application Requirements | Yes | Kes | In accordance with 8.1.2, the application includes: (a) details of the location of the proposed use or development (see the cover letter and Plan of Subdivision); (b) a copy of the certificate of title, title plan and schedule of easements (attached); (c) a full description of the proposed use or development (see cover letter and planning assessment); and (d) a description of the manner in which the proposed use or development will operate (see cover letter and planning assessment). |
| 9.0 Special Provisions | N _o | N/A | No special provisions apply |
| 13.1.1 Zone Purpose Statements | Yes | X es | A total land area of 6.102ha within the Rural Living Zone is proposed to be subdivided into 6 lots with an average lot size of 1.02ha, individual lot sizes as follows: Lot 1 – 9257m2 (frontage lot) Lot 2 – 1.16ha (rear lot) Lot 3 – 8920m2 (rear lot) Lot 4 – 6743m2 (frontage lot) Lot 5 – 1.15ha (rear lot) Lot 6 – 1.30ha (frontage lot) |



| | | 12112 | |
|-----|-----|--------------|---|
| | | Proposed | 13.1.1.2 Proposed use is residential. No non-residential uses are proposed. |
| | | It is consid | It is considered that there is an acceptable degree of consistency with 13.1.1. |
| Yes | Yes | 13.1.2.1 | |
| | | (a) | The variation below the Acceptable Solution of 1ha in each case is relatively minor. Average lot size across the subdivision is 1.02ha, which is greater than that on the opposite side of the road (9,925 m^2). It is considered that the lots are unlikely to impact on the rural setting. |
| | | (q) | The proposed subdivision is a typically efficient use of land within the Rural Living Zone. Lot size and configuration makes effective use of the available access to Stowport and Upper Stowport Roads. |
| | | (2) | The available infrastructure (Stowport and Upper Stowport Roads) has no significant constraints on its capacity to service the subdivision. The type, scale and intensity of use or development would be consistent with that in Council's other Rural Living Zone areas, particularly those over the road. There are no significant natural hazard risks on the site. The potential impacts on adjoining agricultural land, due to proximity, can/would be within the limits of the relevant Acceptable Solutions. |
| | | (p) | The residential allotments would provide opportunity for housing in single and multiple dwellings and other use aligned with the Zone Purpose. |
| | | (e) | Small-scale employment opportunities in home occupation and home based-business would be possible on the proposed allotments. |

13.1.2 Local Area Objectives

| | | | (f) There are no apparent, known or likely constraints that would limit residential use in any significant manner. |
|--|------|------|---|
| | | | (g) No likely conflict with Objective (g) |
| | | | (h) The lots would provide for subsequent residential development that can be separated from each other and adjoining agricultural use in accordance with the applicable Acceptable Solutions. The suite of standards applying to subsequent development can be applied to produce outcomes that provide for typically amenable residential living. |
| | | | It is considered that there is an acceptable degree of consistency with 13.1.2. |
| 13.1.3 Desired Future Character Statements | × es | , es | (a) The proposed subdivision creates 7 new lots of land within the Stowport settlement that are equivalent in terms of size and configuration to those that already exist in the area. It is considered that the subdivision would facilitate an ordered cluster of dwellings within what could reasonably be characterised as a settlement node. (b) The lot sizes are generally large by comparison to other lots in the local area. Services are limited. Each lot can contain development setback in accordance with the relevant Acceptable Solutions. These lots would be retaining the rural setting as much as other residential lots in the area do. These factors indicate consistency with the subclause (b). (c) All lots are intended to provide for residential use, but would not exclude other permissible use. |

| (d) No developments have been proposed at this stage, however all 7 lots are large and flat enough to accommodate a range of development options. | (e) Appropriate control of development at the dwelling proposal stage can achieve this objective. | (f) Each new lot is large enough to allow buildings to be set apart from and meet boundary setback, zone boundary setback and frontage setback Acceptable Solutions. Therefore, appropriate control of development at the dwelling proposal stage can achieve this objective. | (g) Site coverage would be low by comparison to other development in the vicinity. The minimum lot size within the subdivision would be $6,743\mathrm{m}^2$ allowing space for a dwelling with sufficient unbuilt area on each site for waste wand stormwater disposal. Please see reporting from ES&D in relation to drainage. | (h) With no reticulated water supply or drainage, future development on each site will need to be self-sufficient. | It is considered that there is an acceptable degree of consistency with 13.1.3. | Residential uses are permitted without qualification. | Proposed use is Residential, which is permitted, no discretionary uses proposed. | A1, A2 and A3 do not apply to Residential uses. |
|---|---|---|---|--|---|---|--|---|
| | | | | | | Yes | N/A | N/A |
| | | | | | | Yes | No | No |
| | | | | | | 13.2 Use Table | 13.3.1 Discretionary Permit Use | 13.3.2 Impact of Use |

| A1(a) | Lots 2, 3, 5 and 6 are each greater than 1ha. Lots 1 and 4 are less than 1ha. The sizes are as follows: | Lot 1 – 9257m2 | Lot 2 – 1.16ha | Lot 3 – 8920m2 | Lot 4 – 6743m2 | Lot 5 – 1.15ha | Lot 6 – 1.30ha | A1(b) | The plan of subdivision includes dotted line either 10m from the property boundary or at the | appropriate extent of the possible building area defined bu Acceptable Solutions. Within this | possible building area there would be a building area that is less than 1000m2, which would be | clear of setbacks, easements, rights of way and access strips. Each building area would be | accessible by an internal driveway from the right of way or accessible directly from Stowport | Road. | Access to the building areas in each case, would involve a driveway with a shallow gradient. On | this basis, it is considered that the internal driveways, could be constructed using typical | driveway construction practices. | The closest building area to a listed zone boundary is the building area on lots 1, 2, 3, 5 and 6 | and the boundary with the Rural Resource Zone to the north and west. In accordance with | 13.4.b, the building area would be at least 50m from this zone boundary. |
|-------------------------------------|---|----------------|----------------|----------------|----------------|----------------|----------------|-------|--|---|--|--|---|-------|---|--|----------------------------------|---|---|--|
| Yes | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | | | | | | |
| 13.4.1 Suitability of a site or lot | for use or development | | | | | | | | | | | | | | | | | | | |

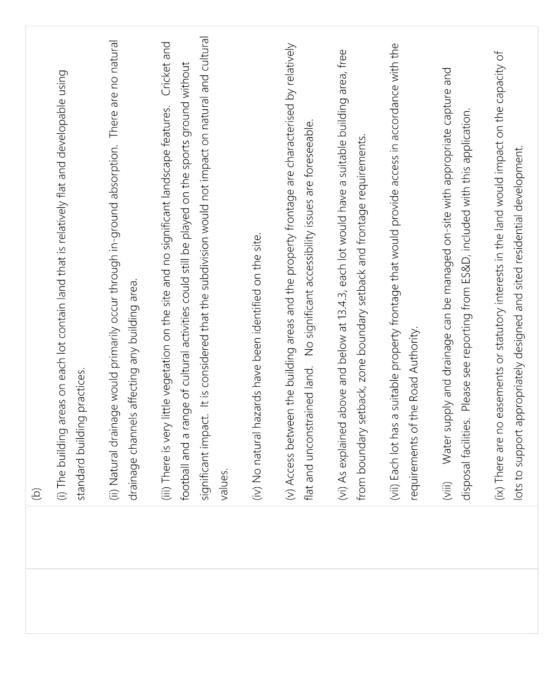
| (vi) Each lot would have a suitable building area, free from boundary setback, zone boundary setback and frontage requirements. (vii) Each lot has a suitable property frontage that would provide access in accordance with the requirements of the Statement of Compliance from the Road Authority. (viii) Water supply and drainage can be managed on-site with appropriate capture and disposal facilities. Please see reporting from ES&D, included with this application. | (v) Access between the building areas and the property frontage are characterised by relatively flat and unconstrained land. No significant accessibility issues are foreseeable. | (iv) No natural hazards have been identified on the site. | (iii) There is very little vegetation on the site and no significant landscape features. Cricket and football and a range of cultural activities could still be played on the sports ground without significant impact. It is considered that the subdivision would not impact on natural and cultural values. | (ii) Natural drainage would primarily occur through in-ground absorption. There are no natural drainage channels affecting any building area. |
|---|---|---|--|---|
|---|---|---|--|---|

| | (ix) There are no easements or statutory interests in the land would impact on the capacity of lots to support appropriately designed and sited residential development. |
|--|--|
| | (x) With care in design, future development can take advantage of solar access in a typical manner. There are no significant constraints to solar access. |
| | A2 |
| | Each lot has a road frontage and access strip over which no other land has a right of access as follows: |
| | Lot 1 |
| | In accordance with A2, lot 1 would have a frontage of 110m over which no other land has a right of access. |
| | Lot 2 |
| | In accordance with A2, lot 2 would have a frontage of 6m over which no other land has a right of access. |
| | Lot 3 |
| | In accordance with A2, lot 3 would have a frontage of 6m over which no other land has a right of access. |
| | Lot 4 |
| | In accordance with A2, lot 4 would have a frontage of 79m over which no other land has a right of access. |

| | Lot 5 |
|--|--|
| | In accordance with A2, lot 5 would have a frontage of 56m over which no other land has a right of acress |
| | or access. |
| | In accordance with A2(a) and A2(d), the lot 6 frontage would be approximately 56 over which no |
| | other land has a right of access. |
| | |
| | A2(e) |
| | The Council's Assessment of Road Access and Stormwater Drainage is enclosed. |
| | |
| | A3 |
| | There is no reticulated water supply available to any lot. Future dwellings on each lot would be |
| | capable of connecting to a rechargeable drinking water system with a storage capacity of not |
| | less than 10,000 litres. |
| | A4 |
| | No reticulated sewer system is available. As explained in the ES&D report, dwellings on each lot |
| | would be capable of connecting to an on-site waste water system in accordance with |
| | AS/NZS1547;2012 On-site domestic-wastewater management. |
| | |
| | A5 |
| | No reticulated stormwater drainage system is available. As explained by ES&D, there is sufficient |
| | space on each lot for an on-site drainage system servicing the future residential use and |
| | development. |

| A1 | The lot sizes are as follows: | $Lot 1 - 9257m^2$ | Lot 2 – 1.16ha | Lot 3 – 8920m² | Lot 4 – 6743m² | Lot 5 – 1.15ha | Lot 6 – 1.30ha | Lots 1, 3 and 4 would be unable to meet the Acceptable Solution. | P1 | Without prejudice to any future development options, single dwellings are intended for each site, accordingly: | (a) Please see 13.1 above. | (i) Being consistent with existing development on the opposite side of Stowport Road (as explained above), single dwellings on each site would provide for a density that is consistent with the number, size and distribution of existing and approved lots on land in the vicinity. | (ii) Reing consistent with existing development on the pages side of Stownort Road (as | explained above), the proposal would provide a subdivision that is consistent with the pattern, integrate and characters of arthritished use and development as other late is the visiting. | mensity and character of established use and development on other lots in the vicinity. |
|-----|-------------------------------|-------------------|----------------|----------------|----------------|----------------|----------------|--|----|--|----------------------------|---|--|---|---|
| Yes | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | | | |

13.4.2 Dwelling density



| | | | (x) With care in design, future development can take advantage of solar access in a typical manner. There are no significant constraints to solar access. |
|---|-----|-----|---|
| 13.4.3 Location and configuration of development | Yes | Yes | A1 The plan of subdivision includes dotted lines representing the building areas within which future dwellings could be situated to comply with the acceptable solution for frontage setback. |
| | | | A2 The plan of subdivision includes dotted lines within which future dwellings could be situated to comply with the acceptable solution for frontage, side and rear setback and building height. There are no designated building areas on this site or adjacent sites. |
| | | | A3 Each lot is capable of a dwelling that complies with the site coverage standards. |
| | | | A4 (a) - No utility structure proposed. Any additional power poles (if needed) would be less than 10m in height and would not be sited on a skyline. |
| | | | (b)(i) - There are no significant ridgelines on the site or within 1km of site. Each lot is capable of containing a dwelling that would not be visible in silhouette against the skyline from any public place. |
| | | | (ii) - There would be no new boundary within 30m of a water body (iii) - Each lot could support a dwelling clad with suitably non-reflective materials. |

Page 139

| 13.4.4 Visual and acoustic | Yes | Yes | A1 |
|--|----------------|-----|---|
| privacy for residential development | | | No existing dwellings and none proposed at this stage. Plan of Subdivision shows broken lines where future developments could be located to meet setback and privacy standards. |
| | | | A2 |
| | | | On all lots, provided future dwellings are sited appropriately, they would be at least 5m from the access strips. |
| 13.4.5 POS - multiple dwellings | N _O | N/A | No multiple dwellings proposed. |
| 13.4.6 Setback of development | Yes | Yes | A1 |
| for sensitive use | | | Lots 1, 2, 3, 5, 6 would all be located on the Rural Resource Zone boundary and all building areas on these lots would have a setback of at least 50m to that boundary. |
| | | | |
| | | | A2 |
| | | | The site is not nearby a major road identified in the Table, a railway, land designated in the planning scheme for future road or rail purposes or a proclaimed wharf area. The Bass Highway, |
| | | | Western Line and the closest proclaimed whari (burnie) are all over 5km away. |
| 13.4.7 Subdivision | Yes | Yes | P1 |
| | | | Each lot is intended for Residential use. |
| | | | P2 |
| | | | (i) All lots would have a frontage to Stowport or Upper Stowport Road. To provide each lot with frontage to a road would involve the construction of a fully made public road to Council's |

| | | | requirements. Alternatively, lots would need to be larger (inefficient use of land) or too narrow and impractically shaped for subsequent development. |
|---|-----|-----|--|
| | | | The costs in the construction of a fully made public road to Council's requirements in order to provide frontage to the three rear lots would be difficult to justify. |
| | | | To realise the lot yield potential of the Rural Living Zoned land and thereby use the land more efficiently, connection to the road network is best achieved through the proposed access strips. |
| | | | This places responsibility for ongoing maintenance on private individuals rather than Council which is arguably a fairer distribution of public resources. On this basis and in accordance with |
| | | | (a) and (c), layout is restricted by the snape of the land and rear lots would be reasonably required to provide proper connection to the road network. |
| 13.4.8 Reticulation of an electricity supply to new lots on a plan of subdivision | Yes | Yes | Stowport and Upper Stowport Roads are serviced by an overhead power network. Connection to that network would be to the satisfaction of TasNetworks whether that be underground or overhead. |
| | | | From a compliance perspective, it is considered that requiring these lots to provide underground reticulations and site connections would be unreasonable and unnecessary because overhead connections would be minimal in the context and consistent with the surrounding electricity network and the visual amenity of the area. |
| E1 Bushfire-Prone Areas Code | Yes | Yes | Please see the Bushfire Report from ES&D submitted herewith. Please note that the Bushfire Report is intended as a stand-alone document to address the requirements of the Code. |
| E2 Airport Impact Code | No | N/A | Site not affected by code overlay. |
| E3 Clearing and Conversion of Vegetation Code | ° Z | N/A | There would be very minimal clearing of vegetation. There are small rows of trees along the boundary of lots 3, 4, 5 and 6 however they will not need to be cleared to allow for subdivision or future development. |

| E4 Change in Ground Level Code | o _N | N/A | No change in ground level is proposed. There may be some change in ground level at the time each lot is developed. |
|---|----------------|--------|--|
| E5 Local Heritage Code | o N | N/A | There are no local heritage areas listed in the Code. |
| E6 Hazard Management Code | 2 | Z Z | No habitable buildings would be within any area shown to be subject to significant flooding. The site was historically used for agriculture. Whilst crops may have been treated with chemicals for the control of pests, no part of the site (within the Rural Living Zone) is known to have been exposed to chemicals at quantities or concentrations that would amount to an activity likely to cause contamination in accordance with table E6.1. There is no known or likely contamination present on the site. The landslide mapping indicates no risk for any of the proposed lots. |
| E7 Sign Code | No | N/A | No signage proposed as part of this application. |
| E8 Telecommunication Code | No | N/A | The site is not near and the proposal does not involve telecommunications infrastructure of the type covered by the Code. |
| E9 Traffic Generating Use and Parking Code | Yes | Yes | Each lot is capable of a suitably constructed access, internal driveway and parking areas for at least two vehicles. The Council's Assessment of Road Access and Stormwater Drainage is enclosed. |
| E10 Water and Waterways Code | Yes | Yes | A number of dams are present on the balance lot. Each of lots 1-6 are capable of supporting a residential use and development that is appropriately separated from these water bodies. |
| Specific Area Plans | N _o | N/A | The site is not within an area covered by a Specific Area Plan. |

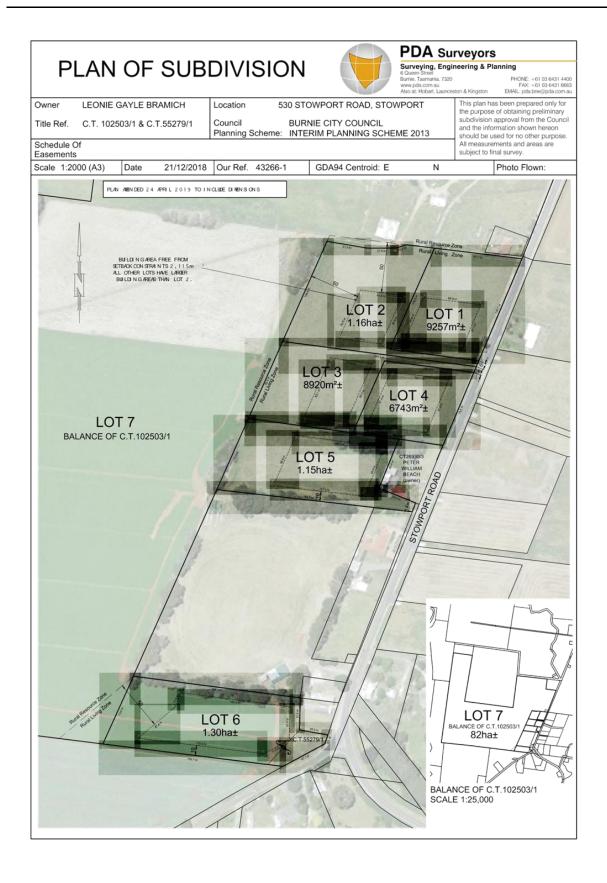
Section 85 - Local Government (Building & Miscellaneous Provisions) Act 1993

| | This provision only applies to the design of roads. The access strips can support suitably designed and constructed internal driveways. | Waste and storm water disposal for future use and development can be appropriately managed on-site. See ES&D Reporting | Issue addressed above at 13.4.1 A4. | The proposed layout is considered to be an economical means of providing dwellings with water, drainage, electricity and access to a road. It is considered that providing a fully constructed road with electricity connections to service residential allotments on this site would make the provision of such services unduly expensive. | | N/A | The lots can be accessed without need for new or additional alleys or rights of way. | The land is not suitable for public open space. |
|---|---|--|---|--|--|---------------------|--|---|
| The council may refuse to approve a plan of subdivision if it is of the opinion – | (a) that the roads will not suit the public convenience, or will not give satisfactory inter-communication to the inhabitants both of the subdivision and the municipal area in which it is; or | (b) that the drainage both of roads and of other land will not be satisfactorily carried off and disposed of; or | (ba) that the land is not suitable for an on-site effluent disposal system for all or specified kinds of effluent from each block; or | (c) that the site or layout will make unduly expensive the arrangements for supply of water and electricity, connection to drains and sewers and the construction or maintenance of streets; or | (d) that the layout should be altered to include or omit – | (i) blind roads; or | (ii) alleys or rights of way to give access to the rear of lots; or | (iii) public open space; or |

| le imposition of a littoral or riparian reserve. | No foreseeable benefit. | The cross fall of the internal driveways is minimal and so 6m is a suitable width for the access strips. | No foreseeable benefit. | No foreseeable benefit. | The layout is unlikely to have an impact on the preservation of trees or shrubs. | No foreseeable benefit. | Issue addressed above at 13.4.1 A4. | |
|--|--|---|--|---|--|--|---|--|
| (iv) littoral or riparian reserves of up to 30 metres in from the shore of the sea or the bank of a river, rivulet or lake; or | (v) private roads, ways or open spaces; or | (vi) where the ground on one side is higher than on the create other, wider roads in order to give reasonable strips. | (vii) licences to embank highways under the Highways Act 1951; or | (viii) provision for widening or deviating ways on or adjoining land comprised in the subdivision; or | (ix) provision for the preservation of trees and The I shrubs; or | (e) that adjacent land of the owner, including land in Wo fe which the owner has any estate or interest, ought to be included in the subdivision; or | (f) that one or more of the lots is by reason of its shape in relation to its size or its contours unsuitable for building on; or | (g) that one or more of the lots ought not to be sold because of – |

| (i) easements to which it is subject; or | There are no easements on the land that would affect the potential for each lot to support |
|--|--|
| | appropriate residential use and development. |
| (ii) party-wall easements; or | There are no party walls on the land that would affect the potential for each lot to support |
| | appropriate residential use and development. |
| (iii) the state of a party-wall on its boundary. | There are no party walls on the land that would affect the potential for each lot to support |
| | appropriate residential use and development. |

~ END ~



PLEASE QUOTE

Your Ref:

Our Ref: 31/13/4; 7593072; 913852

Enquiries

Michael Jack (MJ:MR)

80 Wilson Street, Burnie Tasmania PO Box 973, Burnie TAS 7320

ABN: 29 846 979 690
Phone: (03) 6430 5700
Email: burnie@burnie.net
Web: www.burnie.net

We value your feedback on our service. Tell us about it at www.burnie.net/feedback



13 March 2019

Ms Kayla Morice PDA Surveyors 6 Queen Street BURNIE TAS 7320

Email: pda.bne@pda.com.au
A hard copy will not be sent

Dear Ms Morice

LOCAL GOVERNMENT (HIGHWAYS) ACT 1982 and URBAN DRAINAGE ACT 2013 STATEMENT OF COMPLIANCE FOR ROAD ACCESS and/or DRAINAGE ACCESS PROPOSED DEVELOPMENT – 530 STOWPORT ROAD, STOWPORT

Thank you for your request for a 'Statement of Compliance for Road Access and Drainage Access' dated 5 March 2019.

Access *can be provided* to the road network at 530 Stowport Road to allow access to your proposed development. Access can be provided subject to the following:

- Access to the proposed site shall be located generally in accordance with the attached
 Drawing Ref. 43266-1 prepared by PDA Surveyors, stamped by Burnie City Council for
 Statement of Compliance on 13 March 2019 and to the satisfaction of Burnie City
 Council.
- Individual Lot driveways are to be constructed in accordance with with Infrastructure
 Assets Standards Policy CP-CBS-SG-031, Tasmanian Standard Drawing TSD-R03.v.1
 and to the satisfaction of Burnie City Council.
- The existing access location for Lot 6 at the intersection is to be relocated to the Western end of the lot on Upper Stowport Road as shown in red on the plan.

Access *cannot be provided* to the stormwater network to drain stormwater from your proposed development.

This 'Statement of Compliance' is not an approval to create an access nor is it a 'Land Use Permit' for the proposed use or development.

For construction work within the road reserve a 'Permit to Conduct Work in a Council Street' will be required. An application form for this permit is available on Council's website, www.burnie.net, under Development, together with the 'General Terms and

(2)

Conditions' and 'Requirements, Guidelines and Conditions of Constructing a Driveway to a Council Street'.

This 'Statement of Compliance' is valid for a period of 12 months from date shown above.

Should you require any further information in relation to this matter, please contact Council's Technical Officer -Development and Design, Mr Michael Jack on 6430 5754 or email: mjack@burnie.net

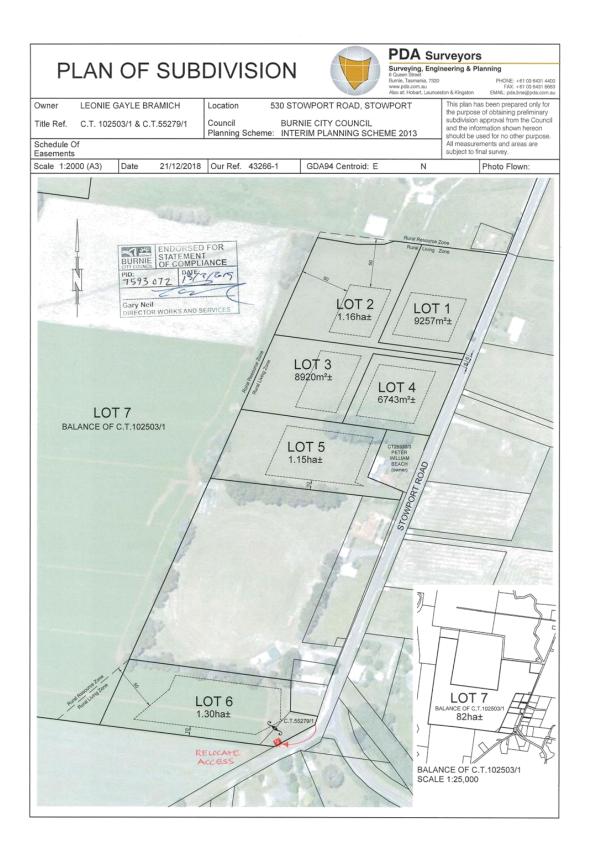
Yours faithfully

Gary Neil

DIRECTOR WORKS AND SERVICES

Enc

cc Planning Officers, Land and Environmental Services, BCC





Environmental Service and Design Pty Ltd ABN 97 107 517 144 ACN 107 517 144

Office

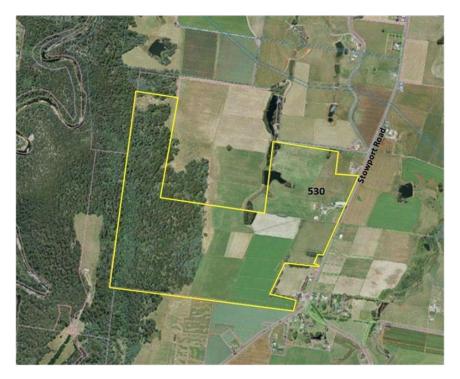
80 Minna Road Heybridge TAS 7316 Phone: (03) 6431 2999 Fax: (03) 6431 2933 www.esandd.com.au

Postal

PO Box 651 Burnie TAS 7320

Bushfire Hazard Management Report

530 Stowport Road STOWPORT



Applicant: **Leonie Bramich**

498 Stowport Road **STOWPORT TAS 7315**

Bruce Harpley Prepared by:

Environmental Service and Design Pty Ltd

Version 1: 29 January 2019

Contact Phone Number: 0429 355 259

bharpley@esandd.com.au E- Mail:

Table of Contents

| Certificate under s51(2)(d) Land Use Planning | |
|---|-------|
| and Approvals Act 1993 | 3-7 |
| and Approvals Act 1999 | 3 / |
| Scope of Assessors Accreditation | 8 |
| · | |
| Disclaimer | 8 |
| | |
| Re-Certification – Ability to Re-Evaluate | 8 |
| | |
| Section 1 | |
| Introduction | 9 |
| Introduction | 9 |
| | |
| Section 2 | |
| | |
| 2.1 Property Details | 9 |
| 2.2 Surrounding land use | 9 |
| 2.3 Vegetation | 10 |
| 2.4 Topography | 10 |
| 2.5 Access | 10 |
| 2.6 Water Supply | 11 |
| Section 3 | |
| <u>Section 5</u> | |
| 3.0 Site Assessment | 11-13 |
| 3.1 Fire Danger Index | 13 |
| 3.2 BAL Assessment | 14-19 |
| 3.3 Risk Assessment | 20-22 |
| 3.4 Conclusion | 23 |
| | |
| | |
| Section 4 | |
| | 24.26 |
| Bushfire Hazard Management Plan | 24-26 |
| Attachment A – Bushfire Hazard Area Plan | 25 |
| Accountered Sustinia Flagura Fred Flair | 23 |
| Attachment B – Hazard Management Plan – Specification | 26 |
| | |
| Attachment C – Proposed Subdivision Plan | 27 |

BAL Assessment: 530 Stowport Road STOWPORT
Page 2 of 27

CODE E1 – BUSHFIRE-PRONE AREAS CODE

CERTIFICATE¹ UNDER S51(2)(d) *LAND USE PLANNING AND APPROVALS ACT 1993*

| 1. Land to which certificate applies | • |
|--|---|
| Land that <u>is</u> the Use or Development Sit protection. | e that is relied upon for bushfire hazard management |
| Name of planning scheme or instrument: | Burnie Interim Planning Scheme 2013 |
| Street address: | 530 Stowport Road STOWPORT |
| Certificate of Title / PID: | 102503/1 & 55279/1 |
| Land that <u>is not</u> the Use or Development management or protection. | t Site that is relied upon for bushfire hazard |
| Street address: | N/A |
| Certificate of Title / PID: | |
| 2. Proposed Use or Development | |
| Description of Use or Development: | |
| (Provide a brief description of the proposed use or developme | ent; including details of scale, siting and context.) |
| Amalgamation of 2 lots and 7 lot subdivision | |
| Code Clauses ³ : | |
| ☐ E1.4 Exempt Development | ☐ E1.5.1 Vulnerable Use |
| ☐ E1.5.2 Hazardous Use | X E1.6.1 Subdivision |
| | |

BAL Assessment: 530 Stowport Road STOWPORT

Page 3 of 27

¹ This document is the approved form of certification for this purpose, and must not be altered from its original form.

² If the certificate relates to bushfire management or protection measures that rely on land that is not in the same lot as the site for the use or development described, the details of all of the applicable land must be provided.

 $^{^3}$ Indicate by placing X in the corresponding \square for the relevant clauses of E1.0 Bushfire-prone Areas Code.

| 3. Documents r | relied upon ⁴ | |
|--------------------|-----------------------------------|--|
| Documents, Plans a | nd/or Specifications | |
| Title: | Plan of Subdivision (43266-1) | |
| Author: | PDA Surveyors | |
| Date: | 21/12/2018 Version: | |
| | | |
| Bushfire Hazard Re | port | |
| Title: | Bushfire Hazard Management Report | |
| Author: | Bruce Harpley | |
| Date: | 29 January 2019 Version: 1 | |
| | | |
| Bushfire Hazard Ma | anagement Plan | |
| Title: | Bushfire Hazard Management plan | |
| Author: | Bruce Harpley | |
| Date: | 29 January 2019 Version: 1 | |
| | | |
| Other Documents | | |
| Title: | N/A | |
| Author: | | |
| Date: | Version: | |

BAL Assessment: 530 Stowport Road STOWPORT

Page **4** of **27**

⁴ List each document that is provided or relied upon to describe the use or development, or to assess and manage risk from bushfire. Each document must be identified by reference to title, author, date and version.

| | 4. Nature of Certificate ⁵ | | | | | | | | | |
|----|---------------------------------------|---|--|--|--|--|--|--|--|--|
| | E1.4 – Use or developn | nent exempt from this code | | | | | | | | |
| | Assessment Criteria | Compliance Requirement | Reference to Applicable Document(s) | | | | | | | |
| ٥ | E1.4 (a) | Insufficient increase in risk | | | | | | | | |
| | E1.5.1 – Vulnerable Uses | | | | | | | | | |
| | E1.5.1.1 Standards for | vulnerable use | | | | | | | | |
| | Assessment Criteria | Compliance Requirement | Reference to Applicable Document(s) | | | | | | | |
| | E1.5.1.1 P1. | Risk is mitigated | | | | | | | | |
| | E1.5.1.1 A2 | ВНМР | | | | | | | | |
| | E1.5.1.1 A3 | Emergency Plan | | | | | | | | |
| | E1.5.2 – Hazardous Us | es | | | | | | | | |
| | E1.5.2.1 Standards for | hazardous use | | | | | | | | |
| | Assessment Criteria | Compliance Requirement | Reference to Applicable Document(s) | | | | | | | |
| | E1.5.2.1 P1. | Risk is mitigated | | | | | | | | |
| | E1.5.2.1 A2 | ВНМР | | | | | | | | |
| | E1.5.2.1 A3 | Emergency Plan | | | | | | | | |
| 77 | Ed (d. D.) | | | | | | | | | |
| X | | standards for subdivision Provision of hazard management areas | | | | | | | | |
| | Assessment Criteria | Compliance Requirement | Reference to Applicable Document(s) | | | | | | | |
| | E1.6.1.1 P1. | Hazard Management Areas are sufficient to mitigate risk | | | | | | | | |
| ٥ | E1.6.1.1 A1. (a) | Insufficient increase in risk | | | | | | | | |
| X | E1.6.1.1 A1. (b) | Provides BAL 19 for all lots | Refer sections 2.5 & 2.6 and 3.3 & 3.4 | | | | | | | |
| | E1.6.1.1 A1. (c) | Consent for Part 5 Agreement | | | | | | | | |

⁵ The certificate must indicate by placing X in the corresponding □ for each applicable standard and the corresponding compliance test within each standard that is relied upon to demonstrate compliance to Code E1

BAL Assessment: 530 Stowport Road STOWPORT

Page **5** of **27**

| | E1.6.1.2 Subdivision: Public and fire fighting access | | | | | | | |
|---|---|---|--|--|--|--|--|--|
| | Assessment Criteria | Compliance Requirement | Reference to Applicable Document(s) | | | | | |
| | E1.6.1.2 P1. | Access is sufficient to mitigate risk | | | | | | |
| | E1.6.1.2 A1. (a) | Insufficient increase in risk | | | | | | |
| Х | E1.6.1.2 A1. (b) | Access complies with Tables E1, E2 & E3 | Refer sections 2.5, 3.3 & 3.4 | | | | | |

| | E1.6.1.3 Subdivision: Provision of water supply for fire fighting purposes | | | | | | | | |
|---|--|--|-------------------------------------|--|--|--|--|--|--|
| | Assessment Criteria | Compliance Requirement | Reference to Applicable Document(s) | | | | | | |
| ۵ | E1.6.1.3 A1. (a) | Insufficient increase in risk | | | | | | | |
| | E1.6.1.3 A1. (b) | Reticulated water supply complies with Table E4 | | | | | | | |
| | E1.6.1.3 A1. (c) | Water supply consistent with the objective | | | | | | | |
| | E1.6.1.3 A2. (a) | Insufficient increase in risk | | | | | | | |
| X | E1.6.1.3 A2. (b) | Static water supply complies with Table E5 | Refer sections 2.6, 3.3 & 3.4 | | | | | | |
| | E1.6.1.3 A2. (c) | Static water supply is consistent with the objective | | | | | | | |

BAL Assessment: 530 Stowport Road STOWPORT
Page **6** of **27**

| 5. Bu | shfire Ha | zard P | ractitioner ⁶ | 3 | | | | |
|------------------------------------|--|----------------------|--------------------------|-----------|----------------|-------------------|---|-----|
| Name: | Bruce Harpley Phone No: 0429 355 259 | | | | | | | |
| Address: | Environ | nmenta | l Service & | Design | n Pty Ltd | Fax No: | 6431 2933 | |
| | PO Box | 651 | | | | Email | bharpley@esandd.com | .au |
| BURNIE 7320 | | | | | | | | |
| Accreditation | on No: | BFP - | 140 | | | Scope: | 1, 2, 3A and 3B | |
| 6. Ce | rtificatio | n ⁷ | | | | | | |
| I, certify the | at in accor | dance w | ith the author | ity given | under Part 42 | 1 of the Fire Ser | vice Act 1979 – | |
| Prone Ar use or de consister | The use or development described in this certificate is exempt from application of Code E1 – Bushfire-Prone Areas in accordance with Clause E1.4 (a) because there is an insufficient increase in risk to the use or development from bushfire to warrant any specific bushfire protection measure in order to be consistent with the objectives for all the applicable standards identified in Section 4 of this Certificate. | | | | | | | |
| or | | | | | | | | |
| bushfire describe | There is an insufficient increase in risk from bushfire to warrant the provision of specific measures for bushfire hazard management and/or bushfire protection in order for the use or development described to be consistent with the objective for each of the applicable standards identified in Section 4 of this Certificate. | | | | | | | ٥ |
| and/or | | | | | | | | |
| the Chiej | f Officer's r tent with th | equirem he object | ents and can | deliver a | an outcome foi | the use or deve | is in accordance with lopment described that applicable standards | X |
| Signed: certifier | B.H | banf | ley | | | | | |
| Date: | 29 Jan 201 | 9 | Certificat | e No: | 6552-1 | | | |

BAL Assessment: 530 Stowport Road STOWPORT

Page **7** of **27**

⁶ A Bushfire Hazard Practitioner is a person accredited by the Chief Officer of the Tasmania Fire Service under Part IVA of *Fire Service Act 1979.* The list of practitioners and scope of work is found at www.fire.tas.gov.au.

 $^{^{7}}$ The relevant certification must be indicated by placing X in the corresponding $\square.$

Scope of Assessors Accreditation

Bruce Harpley (BFP-140) is accredited by the Chief Officer of the Tasmania Fire Service under Section 60B of the *Fire Service Act 1979 for scope of works:*

- 1. Certify a Bushfire Hazard Management Plan for the purposes of the Building Act 2016
- 2. Certify an Exemption from a Bushfire Hazard Management Plan for the purposes of the Building Act 2016 or the Land Use Planning and Approvals Act 1993
- **3A.** Certify a Bushfire Hazard Management Plan meets the Acceptable Solutions for Vulnerable Uses and Hazardous Uses for the purposes of the Land Use Planning and Approvals Act 1993.
- **3B.** Certify a Bushfire Hazard Management Plan meets the Acceptable Solutions for small subdivisions for the purposes of the Land Use Planning and Approvals Act 1993.

Works performed by Bruce Harpley (BFP-140) that require Tasmania Fire Service endorsement:

- **3C.** Certify a Bushfire Hazard Management Plan meets the Acceptable Solutions for large subdivisions for the purposes of the Land Use Planning and Approvals Act 1993.
- 4. Certify an Emergency Management Strategy or Bushfire Emergency Plan

Disclaimer

This document has been prepared for the sole use of the client and for a specific purpose, as expressly stated in the document. Environmental Services and Design Pty Ltd undertakes no duty nor accepts any responsibility to any third party not being the intended recipient of this document. The information contained in this document has been carefully compiled based on the clients' requirements and Environmental Services and Design Pty Ltd's experience, having regard to the assumptions that Environmental Services and Design Pty Ltd can reasonably be expected to make in accordance with sound professional principles. Environmental Services and Design Pty Ltd may also have relied on information provided by the client and/or other external parties to prepare this document, some of which may not have been verified. Subject to the above conditions, Environmental Services and Design Pty Ltd recommends this document should only be transmitted, reproduced or disseminated in its entirety.

Bushfires in Tasmania are an unpredictable natural phenomenon and preparing a Bushfire Hazard Management Plan increases your chances of defending your property and assists in the protection the people whom frequent it. This Fire Hazard Management Plan in no way guarantees immunity from a bushfire in or around your property or the effects thereof.

Any measures implemented based on the advice from *Environmental Services and Design Pty Ltd,* is offered as potential methods of reducing your properties risk of fire damage only and is not to be relied upon as a total solution. It in no way guarantees that any or all buildings on site will survive the effects of a bushfire nor does it guarantee the safety and security of any individuals whom frequent the property.

In the event that any advice or other services rendered by *Environmental Services and Design Pty Ltd* constitutes a supply of services to a consumer under the Trade Practices Act 1974 (as amended), then *Environmental Services and Design Pty Ltd's* liability for any breach of any conditions or warranties implied under the Act shall not be excluded but will be limited to the cost of having the advice or services supplied again.

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Re-Certification - Ability to Re-Evaluate

If in the event that the land owner requests a re-assessment of this plan due to a reduced or eliminated bushfire risk in the future; an Accredited Bushfire Assessor can over-ride any or all of the requirements or provisions of this plan. This provision serves to formally expunge any Part 5 Agreement with a Council Planning Authority (if placed on a Title as a condition of Permit) or to reduce the construction standards required under AS3959 Construction of Buildings in Bushfire Prone Areas (as amended) if the bushfire risk is reduced to BAL – LOW or a threat no longer exists.

BAL Assessment: 530 Stowport Road STOWPORT
Page 8 of 27

Section 1

1. Introduction

Environmental Services and Design Pty Ltd has been engaged by the client to complete a bushfire hazard management assessment for a proposed 7 lot subdivision of CT 102503/1 and amalgamation of proposed lot 6 with CT55279/1.

Lot 7, as the balance lot, contains existing farm buildings and sheds. There is no intent to construct a dwelling included in the subdivision proposal.

Lots 1 to 6 of the subdivision are to be vacant lots.

The purpose of this report is to document the assessment under Planning Directive 5.1 - Bushfire-Prone Areas Code and identify the bushfire attack level and any bushfire hazard management areas in accordance with AS3959-2009.

The assessed bushfire attack levels and associated hazard management areas are based on achieving BAL 12.5 and enable a habitable building to be constructed within the 'building envelopes' noted on the plan of subdivision.

Section 2

2.1 Property Details

| Property Address | 530 Stowport Road Stowport |
|----------------------|--|
| Certificate of Title | 102503/1 and 55279/1 |
| Type of Application | Subdivision |
| Area | Lot 1 – 9257m ² , lot 2 – 1.16ha, Lot 3 - 8920m ² , Lot 4 – 6743m ² , |
| | Lot 5 – 1.15ha, lot 6 1.30ha and lot 7 82.0ha |
| Zoning | Rural Living and Rural Resource |
| Surrounding Zoning | Rural Resource in all directions for greater than 100m |
| Planning Scheme | Burnie Interim Planning Scheme 2013 |
| Existing land Use | Agriculture |

2.2 Surrounding land use

Surrounding land uses are predominantly as follows:

- North Agriculture;
- South Agriculture;
- East Agriculture;
- West Agriculture.

BAL Assessment: 530 Stowport Road STOWPORT
Page 9 of 27

2.3 Vegetation Assessment

The proposed lots all have an area greater than 1500m² and are surrounded by predominantly agricultural land. There is an area of woodland to the west on lot 7 however, this is 500m from the western boundaries of lots 1 to 6 and greater than 500m from the existing dwelling on lot 7.

Vegetation, for all 7 lots, is assessed as grassland in all directions for greater than 50m.

2.4 Topography

The overall slope of the lots is 20 east.

2.5 Access

Lot 1 - 6

Access lots 1 to 6 is from Stowport Road which is a Council maintained 2 lane sealed road 6.5m wide.

Potential building envelopes based on the planning scheme boundary setbacks are shown on the plan of subdivision. Accesses are not shown on the plan of subdivision as location of dwellings has not been determined within each proposed building envelope and may vary upon future owner requirements.

Access length for lots 1 to 6 will be greater than 30m.

Lots 2 and 3 are internal lots with a 6m wide access. There is potential for these lots to require access greater than 200m in length which will require passing bays.

The building envelope of Lot 6, dependent upon location of a dwelling, also has the potential to require an access greater than 200m in length.

Based on the plan of subdivision provided and the potential building envelopes, each lot has sufficient area for construction of a compliant access.

Lot 7

Lot 7 contains farm buildings and sheds. Access terminates at the farm buildings in a circular turning area with a minimum outer radius of 10m.

The existing access complies with the requirements of Table E2 element B of Planning Directive 5.1 - Bushfire-Prone Areas Code.

Access to lots 1 to 6 have the capacity to and must meet the requirements of Table E2 element B and C, where applicable, of Planning Directive 5.1 - Bushfire-Prone Areas Code.

BAL Assessment: 530 Stowport Road STOWPORT

Page **10** of **27**

2.6 Water Supply

There is no reticulated water supply to the area and no fire hydrants were located along Stowport Road.

Lots 1 - 6

Each lot will require a static water supply for firefighting purposes located a minimum of 6m from a habitable building and not more than 90m, measured as a 'hose lay', from the furthest portion of the building to be protected.

Access to the static water supply must be of the same standard and comply with the requirements of Table E2 element B and C, where applicable, of Planning Directive 5.1 - Bushfire-Prone Areas Code.

Lot 7

Lot 7 has existing farm storage and sheds. As the lot is to remain an agricultural use and there is no current proposal to construct a dwelling a static water supply for firefighting is not required as there are no habitable buildings.

Each of lots 1 to 6 have the capacity to meet the static water supply for firefighting purposes requirements of Table E5 elements B to E of Planning Directive 5.1 - Bushfire-Prone Areas Code.

3.0 Site Assessment

A site assessment was carried out on 8 January 2019 and a desk top study was carried out on 29 January 2019. The proposed subdivision plan, prepared by PDA Surveyors, is at attachment C. Relevant site photographs are below.

Assessment of the bushfire attack level for each lot is based on the building envelopes shown on the plan of subdivision. This provides for a habitable building to be constructed anywhere within the building envelope and comply with the assessed bushfire attack level.

Lots with an area greater than 1500m² cannot be considered 'low threat' due to the amount of grassland within each lot and no guarantee of adequate management to protect adjacent properties.

If a habitable building is proposed closer to any boundary (variation under the planning scheme) then an updated bushfire assessment report will be required to re-assess the bushfire attack level.

BAL Assessment: 530 Stowport Road STOWPORT

Page **11** of **27**



North – grassland. Lots 1 to 5 and beyond



South – grassland.



East – grassland and dwelling across road.

BAL Assessment: 530 Stowport Road STOWPORT
Page 12 of 27



West - grassland

3.1 Fire Danger Index

The fire danger index as per Table 2.1 AS3959-2009 for Tasmania is 50. $\,$

BAL Assessment: 530 Stowport Road STOWPORT
Page **13** of **27**

| Vegetation | North X | South X | East X | West X |
|---------------------------------|-----------------------------------|--------------------------|------------------------|--------------------------|
| classification | | | | |
| (refer Table 2.3) | North East | South West | South East | North West |
| Group A Forest | | | | |
| Group B | | | | |
| Woodland | | | | |
| Group C | | | | |
| Scrub land | | | | |
| Group D | | | | |
| Scrub | | | | |
| Group E | | | | |
| Mallee/Mulga Group F | | | | |
| Rainforest | | | | |
| Group G | х | | Х | х |
| Grassland | | | | |
| Low threat | | Х | | |
| vegetation | | Access roads | | |
| Exclusions | Insert relevant e | | | |
| | paragraph descr clause 2.2.3.2 | iptor from | | |
| | clause 2.2.3.2 | (e) | | |
| Prevailing winds | | | | X |
| Distance to | Show distance in | | | |
| classified | metres | | | |
| vegetation | | | | |
| | 14m | 22m | 16m | 10m |
| Effective Slope | 111 | Upslope | 111 | 11 |
| | Upslope/0 ⁰ X | Upslope/0 ⁰ X | Upslope/0 ⁰ | Upslope/0 ⁰ X |
| Slope under the classified | North X | South | East X | West |
| vegetation | North East | South West | South East | North West |
| | | Downslope | | |
| | >0 to 5 | >0 to 5 | >0 to 5 | >0 to 5 |
| | >5 to 10 | >5 to 10 | >5 to 10 | >5 to 10 |
| | >10 to 15 | >10 to 15 | >10 to 15 | >10 to 15 |
| | >15 to 20 | >15 to 20 | >15 to 20 | >15 to 20 |
| BAL Value for each side of site | 12.5 | Low | 12.5 | 19 |

BAL Assessment: 530 Stowport Road STOWPORT
Page 14 of 27

| Vegetation | North | X | South | X | | East | X | West | X |
|-------------------------------------|--------------|----------|------------|----------|---|------------------------|---|------------------------|---|
| classification (refer Table 2.3) | North East | | South West | П | | South East | | North West | |
| Group A | North East | | Journ West | | | 30utii Last | | North West | |
| Forest | | | | | | | | | |
| Group B | | | | | | | | | |
| Woodland Group C | | | | | | | | | |
| Scrub land | | | | | | | | | |
| Group D | | | | | | | | | |
| Scrub | | | | | | | | | |
| Group E Mallee/Mulga | | | | | | | | | |
| Group F | | | | | | | | | |
| Rainforest | | | | | | | | | |
| Group G | х | | х | | | Х | | х | |
| Grassland Low threat | | | | | | | | | |
| vegetation | | | | | | | | | |
| Exclusions | Insert relev | | | | | | | | |
| | paragraph | | iptor from | | | | | | |
| | clause 2.2.3 | 3.2 | | | | | | | |
| Prevailing winds | | | | | | | | X | |
| Distance to | Show dista | nco in | | | _ | | | A | |
| classified | metres | iice iii | | | | | | | |
| vegetation | | | | | | | | | |
| 755 11 01 | 14m | | 10m | | | 10m | | 14m | |
| Effective Slope | Upslope/00 X | _ | Upslope/00 | | | Upslope/0 ⁰ | | Upslope/0 ⁰ | |
| | Upslope/0° X | | Орзюре/ 0 | X | | орзіоре/ о | | Орзюре/о | X |
| Slope under the | North X | | South | X | | East | X | West | X |
| classified | North East | - | South West | | | South East | | North West | |
| vegetation | North East | | South west | | | South East | | North west | |
| | | | Downslo | pe | | | | | |
| | >0 to 5 | | >0 to 5 | | | >0 to 5 | X | >0 to 5 | |
| | >5 to 10 | | >5 to 10 | | | >5 to 10 | | >5 to 10 | |
| | >10 to 15 | | >10 to 15 | \equiv | _ | >10 to 15 | | >10 to 15 | |
| | | | | | | | | | |
| | >15 to 20 | | >15 to 20 | | | >15 to 20 | | >15 to 20 | |
| BAL Value for each side of site | 12.5 | | 19 | | | 29 | | 12.5 | |

BAL Assessment: 530 Stowport Road STOWPORT
Page **15** of **27**

| Vegetation classification | North X | South X | East X | West |
|----------------------------|--------------------------|--------------------------|------------------------|--------------------------|
| (refer Table 2.3) | North East | South West | South East | North West |
| Group A | | | | |
| Forest Group B | | | | |
| Woodland | | | | |
| Group C | | | | |
| Scrub land Group D | | | | |
| Scrub | | | | |
| Group E | | | | |
| Mallee/Mulga | | | | |
| Group F Rainforest | | | | |
| Group G | x | x | x | x |
| Grassland | | | | |
| Low threat | | | | |
| vegetation Exclusions | Insert relevant e | xclusion | | |
| | paragraph descri | | | |
| | clause 2.2.3.2 | | 1 | T |
| D | | | | |
| Prevailing winds | | | | X |
| Distance to | Show distance in | | | |
| classified vegetation | metres | | | |
| vegetation | 10m | 10m | 10m | 14m |
| Effective Slope | | Upslope | | |
| | Upslope/0 ⁰ X | Upslope/0 ⁰ X | Upslope/0 ⁰ | Upslope/0 ⁰ X |
| Slope under the classified | North X | South X | East X | West X |
| vegetation | North East | South West | South East | North West |
| | | Dawastana | | |
| | >0 to 5 | Downslope >0 to 5 | >0 to 5 | >0 to 5 |
| | 70103 | 70103 | x x | 70.003 |
| | >5 to 10 | >5 to 10 | >5 to 10 | >5 to 10 |
| | | | | |
| | >10 to 15 | >10 to 15 | >10 to 15 | >10 to 15 |
| | >15 to 20 | >15 to 20 | >15 to 20 | >15 to 20 |
| BAL Value for | 19 | 19 | 29 | 12.5 |
| each side of site | | | | |

BAL Assessment: 530 Stowport Road STOWPORT
Page **16** of **27**

| Vegetation classification | North | X | South | X | East | X | West | X |
|---------------------------------|------------------------|---------|------------------------|----|------------------------|--------|------------------------|---|
| (refer Table 2.3) | North East | | South West | | South East | | North West | |
| Group A | , | | | | | | ** | |
| Forest | | | | | | | | |
| Group B Woodland | | | | | | | | |
| Group C | | | | | | | | |
| Scrub land | | | | | | | | |
| Group D | | | | | | | | |
| Scrub Group E | | | | | | | | |
| Mallee/Mulga | | | | | | | | |
| Group F | | | | | | | | |
| Rainforest | | | | | | | | |
| Group G Grassland | | | X | | X | | × | |
| Low threat | Х | | | | | | | |
| vegetation | Access roads | | | | | | | |
| Exclusions | Insert rele | | | | | | | |
| | clause 2.2 | | ptor from | | | | | |
| | (e) | | | | | | | |
| Prevailing winds | | | | | | | X | |
| Distance to | Show dist | ance in | | | | | | |
| classified vegetation | metres | | | | | | | |
| 22m | | | 10m | | 16m | | 10m | |
| Effective Slope | | | Upslope | | | | | |
| | Upslope/0 ⁰ | X | Upslope/0 ⁰ | X | Upslope/0 ⁰ | | Upslope/0 ⁰ | X |
| Slope under the classified | North | X | South | X | East | X | West | X |
| vegetation | North East | | South West | | South East | \Box | North West | |
| | | | Downslop | oe | | | | |
| | >0 to 5 | | >0 to 5 | | >0 to 5 | X | >0 to 5 | |
| | >5 to 10 | | >5 to 10 | | >5 to 10 | | >5 to 10 | |
| | >10 to 15 | | >10 to 15 | | >10 to 15 | | >10 to 15 | |
| | >15 to 20 | | >15 to 20 | | >15 to 20 | | >15 to 20 | |
| BAL Value for each side of site | Low | | 19 | | 12.5 | | 19 | |

BAL Assessment: 530 Stowport Road STOWPORT
Page 17 of 27

| Vegetation | North | X | South | X | East | X | West | X |
|---------------------------------|------------------------|-------------------------|------------------------|--------|------------------------|--------|------------------------|---|
| classification | [| | Court Wast | | South Foot | | | |
| (refer Table 2.3) | North East | | South West | | South East | | North West | |
| Group A | | | | | | | | |
| Forest | | | | | | | | |
| Group B | | | | | | | | |
| Woodland Group C | | | | | | | | |
| Scrub land | | | | | | | | |
| Group D | | | | | | | | |
| Scrub | | | | | | | | |
| Group E | | | | | | | | |
| Mallee/Mulga | | | | | | | | |
| Group F | | | | | | | | |
| Rainforest | | | | | | | | |
| Group G | х | | | | Х | | х | |
| Grassland | | | | | | | | |
| Low threat | | | х | | | | | |
| vegetation | | | Maintained | public | | | | |
| | | | reserve | ! | | | | |
| Exclusions | Insert rele | | | | | | | |
| | | ragraph descriptor from | | | | | | |
| | clause 2.2 | 2.3.2 | | | | | | |
| - " | | | (e) | | | | | |
| Prevailing winds | | | | | | | X | |
| Distance to | Show dist | ance in | | | | | | |
| classified | metres | | | | | | | |
| vegetation | | | | | | | | |
| | 10m | | 10m | | 16m | | 14m | |
| Effective Slope | | | Upslope | | | | | |
| | Upslope/0 ⁰ | X | Upslope/0 ⁰ | X | Upslope/0 ⁰ | | Upslope/0 ⁰ | X |
| Slope under the classified | North | X | South | X | East | X | West | X |
| vegetation | North East | | South West | П | South East | \Box | North West | |
| | | | Downslop | pe | | | | |
| | >0 to 5 | 7 | >0 to 5 | | >0 to 5 | | >0 to 5 | |
| | | | | | | X | | |
| | >5 to 10 | | >5 to 10 | | >5 to 10 | | >5 to 10 | |
| | >10 to 15 | | >10 to 15 | | >10 to 15 | | >10 to 15 | |
| | >15 to 20 | | >15 to 20 | | >15 to 20 | | >15 to 20 | |
| BAL Value for each side of site | 19 | | Low | | 29 | | 12.5 | |

BAL Assessment: 530 Stowport Road STOWPORT
Page 18 of 27

| classification | North East | South West | X | East South East | X | West North West | X |
|----------------------------------|-----------------------|-----------------------------------|---|------------------------|---------------|------------------------|---------------|
| (refer Table 2.3) Group A Forest | North East | South West | | South East | | Nouth Wort | |
| Group A Forest | North East | South West | | South East | | | |
| Forest | | | | | | North West | |
| | | | | | | | |
| | | | | | | | |
| Woodland | | | | | | | |
| Group C | | | | | | | |
| Scrub land | | | | | | | |
| Group D | | | | | | | |
| Scrub | | | | | | | |
| Group E | | | | | | | |
| Mallee/Mulga | | | | | | | |
| Group F | | | | | | | |
| Rainforest | | | | | | | |
| Group G | | х | | | | X | |
| Grassland | | | | | | | |
| Low threat | Х | | | х | | | |
| | Maintained public | | | | | | |
| | reserve | | | | | | |
| Exclusions | Insert relevant ex | | | | | | |
| | paragraph descri | ptor from | | | | | |
| | clause 2.2.3.2 (e) | | | (e) & (f | ١ | | |
| Prevailing winds | (e) | | | (e) & (1 | , | | |
| Trevailing Willias | | | | | | X | |
| Distance to | Show distance in | | | | | | |
| classified | metres | | | | | | |
| vegetation | | 10 | | | | | |
| Effective Class | 10m | 10m | | 14m | | 14m | |
| Effective Slope | Upslope/00 x | Upslope Upslope/0 ⁰ | | Upslope/0 ⁰ | | Hadana (00 | |
| | Upslope/0° X | Opsiope/0° | X | Opsiope/0° | | Upslope/0 ⁰ | X |
| Slope under the | North 📆 | South | - | East | | West | |
| classified | North X | | X | | X | | X |
| vegetation | North East | South West | | South East | $\overline{}$ | North West | $\overline{}$ |
| | | | | | | | |
| | | Downslope | 9 | | | | |
| | >0 to 5 | >0 to 5 | | >0 to 5 | X | >0 to 5 | |
| | >5 to 10 | >5 to 10 | | >5 to 10 | _ | >5 to 10 | |
| | >5 10 10 | >5 (0 10 | | >3 (0 10 | | 75 10 10 | |
| | >10 to 15 | >10 to 15 | | >10 to 15 | | >10 to 15 | |
| | >15 to 20 | >15 to 20 | | >15 to 20 | | >15 to 20 | |
| BAL Value for each side of site | Low | 19 | | Low | | 12.5 | |

BAL Assessment: 530 Stowport Road STOWPORT
Page **19** of **27**

3.3 Risk Assessment

In relation to lot 1 the following factors have been considered:

- Assessed BAL rating to the west is 19 based on the close proximity to grassland on lot 2; and
- Western elevation can achieve BAL 12.5 provided any habitable building is restricted to a minimum 14m from the western boundary; and
- · Access is greater than 30m in length; and
- Access must comply with the requirements of Table E2 element B of Planning Directive
 5.1 Bushfire-Prone Areas Code;
- A static water supply for firefighting that meets the requirements of Table E5 elements B to E of Planning Directive 5.1 Bushfire-Prone Areas Code is required.

In relation to lot 2 the following factors have been considered:

- Southern elevation has an assessed BAL rating of 19 based on the 10m to the grassland at lot 5; and
- Southern elevation can achieve BAL 12.5 provided any habitable building is a minimum 14m from the southern boundary; and
- Eastern elevation has an assessed BAL rating of 29 based on the 10m to the grassland on lot 1; and
- Eastern elevation can achieve BAL 12.5 provided any habitable building is a minimum 16m from the eastern boundary; and
- Access is greater than 30m in length; and
- Access must comply with the requirements of Table E2 element B and C, where applicable, of Planning Directive 5.1 - Bushfire-Prone Areas Code;
- A static water supply for firefighting that meets the requirements of Table E5 elements B to E of Planning Directive 5.1 Bushfire-Prone Areas Code is required.

BAL Assessment: 530 Stowport Road STOWPORT

Page **20** of **27**

In relation to lot 3 the following factors have been considered:

- Northern and Southern elevations have an assessed BAL rating of 19 based on the 10m distance to the grassland on lots 2 and 5; and
- Northern and Southern elevations can achieve BAL 12.5 provided any habitable building is a minimum 14m from the northern and southern boundaries; and
- Eastern elevation has an assessed BAL rating of 29 based on the 10m to the downslope grassland on lot 4; and
- Eastern elevation can achieve BAL 12.5 provided any habitable building is a minimum 16m from the eastern boundary; and
- · Access is greater than 30m in length; and
- Access must comply with the requirements of Table E2 element B and C, where applicable, of Planning Directive 5.1 - Bushfire-Prone Areas Code;
- A static water supply for firefighting that meets the requirements of Table E5 elements B to E of Planning Directive 5.1 Bushfire-Prone Areas Code is required.

In relation to lot 4 the following factors have been considered:

- Southern and western elevations have an assessed BAL rating of 19 based on the 10m distance to grassland on lots 3 and 5; and
- Southern and Western elevations can achieve BAL 12.5 provided any habitable building is a minimum 14m from the southern and western boundaries; and
- · Access is greater than 30m in length; and
- Access must comply with the requirements of Table E2 element B of Planning Directive
 5.1 Bushfire-Prone Areas Code;
- A static water supply for firefighting that meets the requirements of Table E5 elements B to E of Planning Directive 5.1 Bushfire-Prone Areas Code is required.

BAL Assessment: 530 Stowport Road STOWPORT

Page **21** of **27**

In relation to lot 5 the following factors have been considered:

- · To the south is the maintained recreation ground assessed as low threat; and
- Northern elevation has an assessed BAL rating of 19 based on the 10m to the grassland on lot 3 and 4; and
- Northern elevation can achieve BAL rating 12.5 provided any habitable building is a minimum 14m from the northern, southern and eastern boundaries; and
- Eastern elevation has an assessed BAL rating of 29 based on the grassland 10m downslope on the adjacent lot in other ownership; and
- Eastern elevation can achieve BAL 12.5 provided any habitable building is a minimum
 16m from the eastern boundary; and
- · Access is greater than 30m in length; and
- Access must comply with the requirements of Table E2 element B and C, where applicable, of Planning Directive 5.1 - Bushfire-Prone Areas Code;
- A static water supply for firefighting that meets the requirements of Table E5 elements B to E of Planning Directive 5.1 Bushfire-Prone Areas Code is required.

In relation to lot 6 the following factors have been considered:

- Assessed vegetation to the east is low threat based on the existing building and parking areas and roadways; and
- Southern elevation has an assessed BAL of 19 due to the grassland 10m on the adjacent property in other ownership; and
- Southern elevation can achieve BAL 12.5 provided any habitable building is a minimum 14m from the north and south boundaries; and
- Access is greater than 30m in length; and
- Access must comply with the requirements of Table E2 element B of Planning Directive
 5.1 Bushfire-Prone Areas Code;
- A static water supply for firefighting that meets the requirements of Table E5 elements
 B to E of Planning Directive 5.1 Bushfire-Prone Areas Code is required.

In relation to lot 7 the following factors have been considered:

- As the balance lot it is to remain as agricultural land; and
- There is no proposal to construct a habitable building as part of the subdivision application;
- Lot contains farm buildings and sheds; and
- There is an existing compliant access; and
- With no habitable buildings a static water supply for firefighting is not required.

BAL Assessment: 530 Stowport Road STOWPORT

Page **22** of **27**

3.4 Conclusion

Having regard to the requirements of AS3959-2009 Construction of Buildings in Bushfire-Prone Areas and all the provisions of Planning Directive 5.1 Bushfire-Prone Areas Code there is sufficient increase in risk from bushfire to warrant the provision of hazard management areas as part of the subdivision.

Assessed bushfire attack levels (BAL) can be reduced to BAL 12.5 for each lot by increasing the setback of habitable buildings from specific boundaries as follows:

Lot 1

 Western elevation (BAL 19) can achieve BAL 12.5 provided any habitable building is restricted to a minimum 14m from the western boundary.

Lot 2

- Southern elevation (BAL 19) can achieve BAL 12.5 provided any habitable building is a minimum 14m from the southern boundary; and
- Eastern elevation (BAL 29) can achieve BAL 12.5 provided any habitable building is a minimum 16m from the eastern boundary.

Lot 3

- Northern and Southern elevations can achieve BAL 12.5 provided any habitable building is a minimum 14m from the northern and southern boundaries; and
- Eastern elevation can achieve BAL 12.5 provided any habitable building is a minimum 16m from the eastern boundary.

Lot 4

 Southern and Western elevations can achieve BAL 12.5 provided any habitable building is a minimum 14m from the southern and western boundaries.

Lot 5

- Northern elevation can achieve BAL rating 12.5 provided any habitable building is a minimum 14m from the northern, southern and eastern boundaries; and
- Eastern elevation can achieve BAL 12.5 provided any habitable building is a minimum 16m from the eastern boundary.

Lot 6

 Southern elevation can achieve BAL 12.5 provided any habitable building is a minimum 14m from the north and south boundaries.

Hazard management areas, based on the required setbacks noted above for BAL 12.5, are shown on the attached hazard management plan.

BAL Assessment: 530 Stowport Road STOWPORT

Page 23 of 27

Section 4 Attachment A

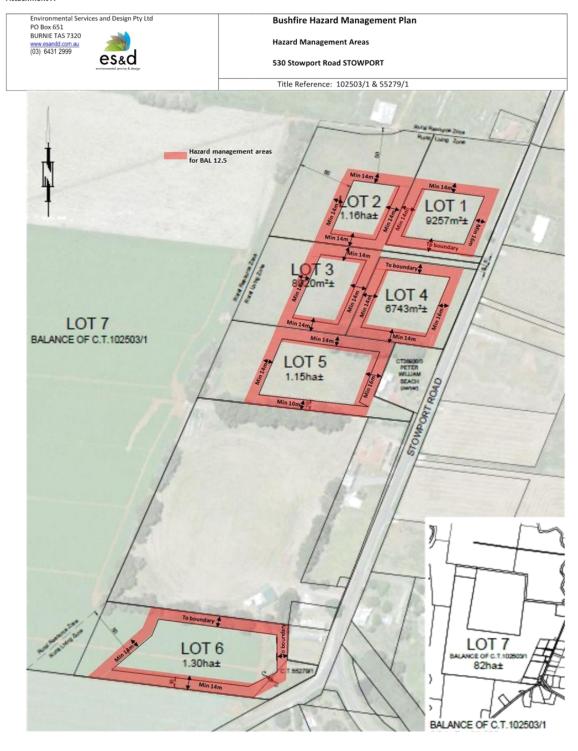
Bushfire Hazard Management Plan

Plan and Specifications

(including hazard management areas)

BAL Assessment: 530 Stowport Road STOWPORT
Page **24** of **27**

Attachment A

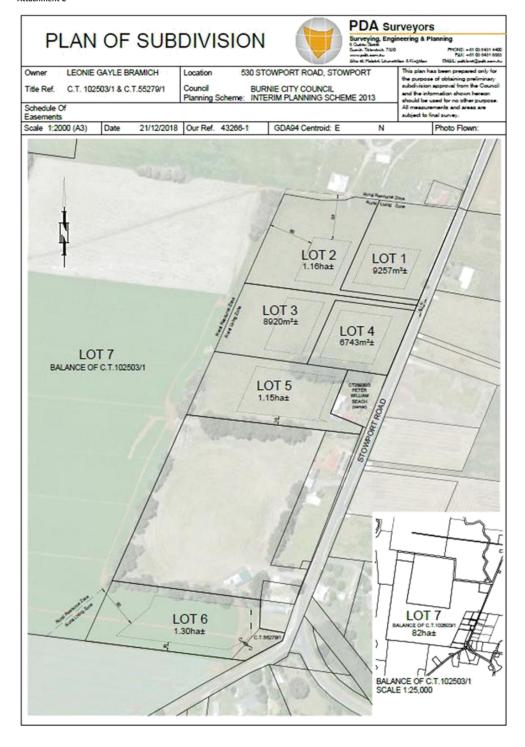


| This plan has been prepared only for the purpose of complying with £1 Bushfire-Prone Areas Code and the information shown hereon must not be used for any other purpose. All dimensions and areas are in meters. | Scale: | NTS | Drawing No: 6552-1 | | | | | |
|--|--------|-----------------|--------------------|--|--|--|--|--|
| Drawn: Bruce Harpley BFP-140 | Date: | 29 January 2019 | Revision No: 0 | | | | | |
| This Bushfire Hazard Management Plan must be read in conjunction with the requirements detailed in Attachment B of this plan | | | | | | | | |

Attachment

| Bushfire Hazard Management Plan Specification | 530 Stowport Road STOWPORT Title Reference: 102503/1 & 55279/1 | Pathways and landscaping material surrounding any habitable structures must be of non-combustible alements for a minimum of 1m from any external walk or device. | | | • • • | | Maintenance prior to the onset of each fire season Maintenance prior to the onset of each fire season Guttering on all habitable structures must be inspected and cleared of debris annually | Finure all hoses and brass connections are in good working order All valley and walfurfor ij Inuctions are inspected and debris removed Roof shetting inspected for damages or disologed roofing materials (replace if necessary) | Painted surfaces are in good condition and decaying inthers given particular attention to repair Screens/shuttens on windows and doors are in good working condition and fit well without breaks, holes or tesus? | Door mast to be of non-combustible materials Woodplies, garden sheds and other combustible materials to be kept well away from habitable crucinical, grass | 1 |
|---|---|--|--|--|--|--|--|---|--|--|---|
| | | 1.4 Landscaping | It is the responsibility of the land owner to maintain the landscaping in accordance with the Bushfire Hazard Management Plan. | All paths and pedestrian areas within 1m of any habitable structure on the subject site must be constructed of non-combustible materials (i.e. stone, paving, concrete, pebbles etc.). | Vegetation along pathways should be of a low flammability type and in accordance with the Tasmania Fire Services' brochure - Fire Retardant garden plants. Plants that produce a lot of debris of fine fuels should be avoided. The ress and shirbs that retail deed material in Brachles, or which shed home or how of back or rough fibrous back or Janean cannities of leases chould be avoided. | Vines on walls or tree canopies over roofed areas should be avoided. Timber, woodchip and flammable multiples canon; ha ired and hurst, and trinder foreign ethould ha sucided the | 1.5 Hazard Management Area (HMA) | A bushlire Hazard Management Area (HMA)must be developed within and up to the property boundaries. Refer to the Drawing No 6552-1. | The specified width of the HMA is to enable a habitable building to comply to BAL rating relevant to each lot of 12.5 within the envelope shown on the site plan. | This area is to be regularly maintained and managed and in particular between the months of September and March in each calendar year. Landscaping in the HMA is to be minimised, grass | maintained to a maximum height of 50mm with fuel loads not exceeding 2 tonnes per hectare. |
| Environmental Services and Design Pty Ltd PO Box 651 BURNIE TAS 7320 Www.esparand.com au (03) 6431 2899 | | 1.1 Introduction | The Bushfire Attack Level (BAL) assessment is for the proposed subdivision at 530 Stowport Road STOWPORT. | The development will have a Hazard Management Area (HMA) surrounding the features identified on Drawing No: 6552-1. | Vegetation greater than 1Ha within 100m (50m grassland) of the proposal site was assessed against the Acceptable Solutions Criteria of the municipal planning scheme. A53959-2009 was used to assign a BAL level to the development utilising a range of data specific to the subject site. | 1.2 Water Supply The celebrate sand is not connected to municipal water cumulu. A fine holdmar is not borated within the | introduction area. The development will require a static water supply for freilighting that meets the full requirements of Table 4.38 of the Director's Determination – Requirements for Building in Bushfire- | prone areas. 1.3 Access | Road access is via crossovers and access from Stowport Road which is a Council maintained roadway that complies with nunicipal standards. Access to the site for fire or paparaces must be accommodated be controlled to the control of the paparace must be accommodated by the control of the paparace must be accommodated by the control of the paparace must be accommodated by the control of the paparace must be accommodated by the control of the paparace must be accommodated by the paparace mu | Vehicles, | Egress from the site is via a CLASS AA noad which is constructed to Standards enabling safe passage for a variety of vehicle sizes through to a State road. |

Attachment C





Environmental Service and Design Pty Ltd

ABN 97 107 517 144 ACN 107 517 144

Office

74-80 Minna Road Heybridge TAS 7316 Phone: (03) 6431 2999 Fax: (03) 6431 2933

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Postal

PO Box 651 Burnie TAS 7320

30 January 2019

Leonie Bramich 498 Stowport Road STOWPORT TAS 7321

Mrs Bramich,

Development Proposal - Subdivision - 530 Stowport Road Stowport

Water, On-site waste water disposal and stormwater: Assessment against Acceptable Solutions

The development proposes a 7 lot subdivision of CT 102503/1 and amalgamation of proposed lot 6 with CT 55279/1 at 530 Stowport Road Stowport. Proposed lot areas are as follows:

- Lot 1 9247m²;
- Lot 2 1.16ha;
- Lot 3 8920m²;
- Lot 4 6743m²;
- Lot 5 1.15ha;
- Lot 6 1.30ha; and
- Lot 7 balance lot of 84ha.

There is a requirement to demonstrate the proposal complies with the rural living development standards, clause 13.0, of the Burnie Interim Planning Scheme 2013 relating to water, waste water disposal and stormwater.

A site visit was conducted on 28 March 2018 to assess the site and note any constraints on the land in relation to water, waste water and stormwater.



Site Aerial

13.4 Development Standards

A3 – Water Supply

A site or each lot on a plan of subdivision must be capable of connecting to a water supply –

- (a) from a connection to a water supply provided in accordance with the Water and Sewerage Industry Act 2008; or
- (b) from a rechargeable drinking water system with a storage capacity of not less than 10,000 litres if –
 - (i) there is not a reticulated water supply; and
 - (ii) development is for
 - a. a single dwelling; or
 - b. a use with an equivalent population of not more than 10 people per day

A4 - On-site Waste Water Disposal

A site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and trade waste –

- (a) to a reticulated sewer system provided in accordance with the Water and Sewerage Industry Act 2008; or
- (b) by on-site disposal if -
 - (i) sewage or trade waste cannot be drained to a reticulated sewer system; and
 - (ii) the development
 - a. is for a single dwelling; or
 - b. provides for an equivalent population of not more than 10 people per day; or
 - c. creates a total sewage and waste water flow of not more than 1,000l per day; and
 - (iii) the site has capacity for on-site disposal of domestic waste water in accordance with AS/NZS1547:2012 On-site domesticwastewater management clear of any defined building area or access strip

A5 - Stormwater

A site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater –

- (a) for discharge to a stormwater system provided in accordance with the Urban Drainage Act 2013; or
- (b) if stormwater cannot be drained to a stormwater system -
 - for discharge to a natural drainage line, water body, or watercourse; or
 - (ii) for disposal within the site if
 - a. the site has an area of not less than 5000m²;
 - b. the disposal area is not within any defined building area;
 - the disposal area is not within any area required for the disposal of sewage;
 - d. the disposal area is not within any access strip; and
 - e. not more than 50% of the site is impervious surface; and
 - (iii) the development is for a single dwelling

Assessment Against Acceptable Solutions

A3 - Water

There are no TasWater reticulated water mains in the area along Stowport Road. A rechargeable water supply for domestic use will be required for each lot.

Proposed lots 1 to 7 have adequate area for installation of a minimum 10,000L rechargeable drinking water supply for a single dwelling.

This meets the requirements of clause 13.4.1 A3 (b) of the Burnie Interim Planning Scheme 2013.

A4 - On-site Waste Water Disposal

Three core samples taken to a depth of 1500mm from proposed lots 1, 3 and 6 to determine the overall soil profile of the lots. The core samples revealed a clay loam to 1200mm and light clay from 1200mm to 1500mm. This is consistent with bore logs for the area indicating a basalt derived clay to greater than 2.0m.

The site has a slope of 2° east. The site appeared well drained with no standing water observed during the site assessment.

The proposed subdivision does not involve disposal of liquid trade waste. The proposed subdivision is within the rural living zone to accommodate a single dwelling with a population equivalent of not more than 10 persons.

All proposed vacant lots have sufficient area for installation of an on-site wastewater management system compliant with AS/NZS1547-2012. The position of the system is dependent upon the location of any proposed residence and access.

Each lot will require a site specific wastewater design in accordance with AS/NZS1547-2012 prior to issue of any future building and plumbing permits.

Each proposed lot has the capability to meet the requirements of section 13.4.1 clause A4 (b) of the Burnie Interim Planning Scheme 2013.

A5 - Stormwater

There are no natural drainage lines, water bodies or water course within the proposed lots for stormwater disposal. Stormwater disposal through sub-surface trenches will be required.

Stormwater from the roof and impervious areas can be directed to on-site sub-surface trenches for disposal.

Each proposed lot has sufficient are for stormwater disposal clear of wastewater disposal areas, defined building areas and accesses. The impervious areas of the proposed lots are less than 5%.

Each lot has the capability to meet the requirements of section 13.4 clause A5 (b) (i) of the Burnie Interim Planning Scheme 2013.

Water and Waste Water Assessment: 530 Stowport Road Stowport

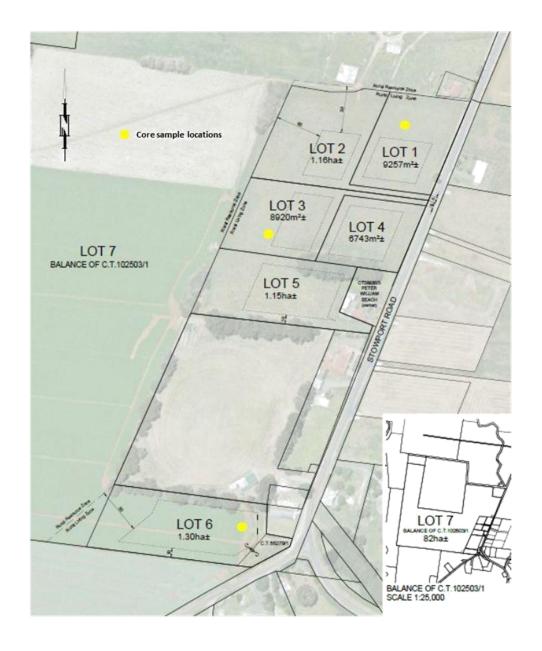
Conclusion

The proposed development is capable of complying with the Acceptable Solutions of the Burnie Interim Planning Scheme 2013 section 13.4 Development Standards as described in clauses 13.4.1 A3, A4 and A5.

Yours faithfully

Bruce Harpley Technical Consultant

Water and Waste Water Assessment: 530 Stowport Road Stowport



Water and Waste Water Assessment: 530 Stowport Road Stowport

Sally Pearce

From: Richard Kemp

Sent: Wednesday, 15 May 2019 7:14 AM

To: burnie
Cc: 'Richard Mobile'

Subject: Att General Manager. re application for land use permit. SD 2019/1291

Attachments: SCC sub division proposal rebutal 2019.docx

To the General Manager,

Please find attached some concerns that the Stowport Cricket Club, may have, in relation to the proposed Subdivision at 530 Stowport Road Stowport. Application No. SD 2019/1291.

Thanks

Richard Kemp Secretary

Stowport Cricket Club



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General Manager Burnie City Council

To Whom it may concern,

In relation to application SD 2019/1291, proposed Sub Division at 530 Stowport Road, Stowport. CT 1025031/1 & CT 55279/1.

The Stowport Cricket Club (SCC) an Occupier of the Sports Ground are supportive of the development, but wish to add to the statement on page 21, covering "suitability of a site or lot for use or development" 13.4.1 P1 (b)(iii). There needs to be an understanding that it is not uncommon for cricket balls to enter Lot 5 & Lot 6.

Lot 5, balls do enter the South West corner, that is behind the cricket nets, these are at low velocity & don't impact the proposed building area.

Lot 6, balls do enter across a large area of the Northern boundary, at a higher velocity & do end up in the proposed building area. Both lots we would require, reasonable entry, to retrieve balls. Also some consideration to position & colouration of buildings that will be directly in line with the cricket pitch, in Lots 5&6, as to not affect the ability to see the cricket ball.

Also there could be an issue with reflection of sunlight from windows on Lot 6, causing glare issues on the field of play. The Stowport Cricket Club does not want to find itself of having building owners (neighbours) asking us to cover damage to structures & property or to suddenly have issues like the Penguin Cricket Club did when the Central Coast Council imposed a "6 & out " rule or similar, due to neighbour complaints.

As stated believe that the proposed development will be good for the area into the future, but we just wanted to put forward the concerns of the Stowport Cricket Club.

Richard Kemp

Secretary Stowport Cricket Club Inc.



Peter Beach

Peter Beach

14 May 2019

General Manager Burnie City Council PO Box 973 Burnie 7320



Re: Road frontage and access strip measurement for Lot 5.

As an adjoining landowner/occupier to the proposed subdivision I would like further clarification on the 'Planning Scheme Compliance Submission' provision 13.4.1 Suitability of a site or lot for use or development in reference to A2. Each lot has a road frontage and access strip over which no other land has a right of access as follows:

Extracts taken from PLANNING SCHEME COMPLIANCE SUBMISSION-

Prepared by Thomas Reilly Date: 23 March 2018 (amended 24 April) PDA Surveyors reference:D17199 Burnie Interim Planning Scheme 2013

| Provision | | Applicable | Compliant | Comment |
|---|---------------------------------|--------------|---------------|--|
| 13.4.1 Suitability for use or develo | | Yes | Yes | |
| Each lot has | s a road frontag | e and access | strip over w | which no other land has right of access as follows: |
| | Lot 5 In accordar access. | nce with A2, | lot 5 would l | have a frontage of 56m over which no other land has a right of |

I believe that the stated figure of 56m for Lot 5 road frontage is incorrect as this figure would encroach on neighbouring landowner property/properties.

Clarification of how this measurement was configured is requested.

Peter Beach

P. Beach

Sally Pearce

From:

Sent: Wednesday, 15 May 2019 4:41 PM

Wayne Bramich

To: bur

Subject: Application no SD 2019/1291

General manager Burnie City Council PO Box 973, Burnie 7320

I am writing in regards to the above mentioned application for the proposed subdivision of prime agricultural land at 530 Stowport Road Stowport.

Following are the clauses listed and my concerns and objections to this proposed subdivision.

13.4.1

A1(a) it states that lots 2,3,5&6 are greater than 1 hectare. 1&4 are less.

This is misleading and incorrect by their own admission as lot 3 is 8920m2 only.

There is also no reference to lot 7 here? Why?

13.4.1.

P1 (a) (i) Being consistent with development on opposite side of Stowport Road. The proposal would provide a subdivision that is consistent with the number, size and distribution of existing and approved lots on land in the vicinity.

Response: it has previously been brought to my attention by council that each application is decided upon on its own merits, so as such why are there references to the opposite side of the road when by councils own admission it has no relevance to this application or proposal? 13.4.1. P1 (i) HAS NO BASIS IN THIS APPLICATION. Subservient to that the opposite side of the road was pre approved for subdivision before the PAL POLICY was instigated.

- P1 ii) as per P1i) what relevance does an individual application have on the other. I might add are still lots available on the opposite side of the road subdivision.
- iii) Questionable. water availability, traffic flow, sewerage, noise control, fettering are all issues in this planned subdivion.
- iv) 13.4.2 Subdivision would meet all relevant acceptable solutions
- NO acceptable solutions for class 1 farm land to be used as residential subdivisions. The PAL POLICY was brought in for just such instances and should be adhered to and enforced.
- (b)i) These lots are relatively flat and desireable for all farming practices more so than housing.
- iii) Contrary to the statement of there being very little vegetation on this site there are large amount of live stock and cropping vegetation grown on this land which would severely impact its natural and cultural values as a farming enterprise.
- v) Line of site on to Stowport Road has many foreseeable accessability issues.
- vi) There are foreseeable setback and frontage requirements.
- ix) There are statutory impacts that would impact this property ie. PAL POLICY.

13.4.2

Dwellling density. Lots 1,3 and 4 ARE UNABLE TO MEET THE ACCEPTABLE SOLUTION. (As per stated in the proposal).

- P1)i) Being consistent with a previous subdivision is irrelevant. Each application is decided on its on merits. (As previously stated to me by council).
- ii) Being consistent with other land in the area this prime agricultural land should remain as that. (PRIME AGRICULTURAL LAND).

13.4.6

A1) Lots 1,2,3,5 and 6 all located on the RURAL RESOURCE ZONE as per PDA surveyors admission.

- 13.4.7 (P2) Large driveways to rear lots are not of efficient use of agricultural land.
- 13.4.8 (P1) There are lots in the previous subdivision still UNSOLD.
- 13.1.2 (e) Is it proposed that small scale mechanical, engineering, landscaping, poultry, dog breeding or similar businesses could all be allowed in these alotments as 'home-based' businesses:?

g) Likely conflict is noise pollution from either party. eg weaning cattle on adjoining land, cattle bellowing, noise from irrigation pumps etc. Adversely new dwellings bring noise polution of their own, increased traffic, dogs barking and roaming at large etc.

Regards, Wayne Bramich. PLEASE QUOTE

Your Ref: Our Ref:

Enquiries

80 Wilson Street, Burnie Tasmania PO Box 973, Burnie TAS 7320

ABN: Phone: Email: Web: 29 846 979 690 (03) 6430 5700 burnie@burnie.net www.burnie.net

We value your feedback on our service.



AGREEMENT FOR AN EXTENSION OF TIME

Pursuant to Clause 57(6A) of the Land Use Planning and Approvals Act 1993

I, Homas Kelley, as a representative of the Peacock Darcey & Anderson Pty Ltd - PDA Surveyors (Devonport), agree to an extension of time until Thursday 20 June 2019 for determination of permit application SD 2019/1291 at 530 Stowport Road STOWPORT.

Signed

Date: ..

LAND AND ENVIRONMENTAL SERVICES

AO164-19 MOTOR CYCLE PARKING

FILE NO: 15/5/2; 917129

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

| Direction | 1 | AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY | |
|-----------|-------|--|--|
| Objective | 1.7 A | ad transport system that meets the needs of the community and supports the wider | |
| | | region. | |
| Strategy | 1.7.2 | Manage the creation and regulation of controlled parking spaces to provide convenience | |
| | | and accessibility. | |

1.0 RECOMMENDATION:

"THAT Council:

- 1) Create a dedicated motor cycle parking area as an extension to the northern part of the existing Burnie Rail Car Park to provide approximately seventeen (17) motor cycle parking spaces;
- 2) Consider allocating funds in the 2019/20 Budget for construction of the car park;
- 3) Operate the Burnie Rail motor cycle parking area for a combination of casual, earlybird and reserved parking use; and
- 4) Apply a user charge in accordance with the Council's Parking Policy CP-007 for use of the Burnie Rail Motor Cycle Parking Area at a rate that is 50% of the applicable charge for use of a standard parking space within the Burnie Rail Car Park."

2.0 SUMMARY

Council has requested that consideration be given to providing specific facilities within the Burnie town centre for the parking of motor cycles.

This report examines the site opportunities and management requirements.

A recommendation is made to provide a dedicated motor cycle parking area within the Burnie Rail car park.

3.0 BACKGROUND

There is no sustained record of demand for dedicated motor cycle parking, for free motor cycle parking, or of problems with the current arrangements for parking of motorcycles in a standard space within the Burnie town centre.

There is little if any information available to the Council to inform the number of spaces that should be provided in order to provide a quantifiable benefit for motor cyclists.

Council has on two separate occasions considered a Motion to convert part of the non-parking bay area on Hilder Parade between North Terrace and the rail corridor to provide designated space for motor cycle parking.

Council has requested that a review of opportunities within the Burnie town centre be undertaken to identify possible sites and arrangements for motor cycle parking.

4.0 LEGISLATIVE REQUIREMENTS

Motor cycles are defined to be a motor vehicle for purpose of Tasmanian traffic management and parking regulations, including the *Traffic Act 1925*, *Vehicle and Traffic Act 1999*, *Local Government (Highways) Act 1982*, *Road Rules 2009*, and <u>Burnie City Council Parking By-law No 1 of 2017</u>.

A motor cycle is required to observe all applicable traffic regulations in relation to the parking of a motor vehicle.

It is illegal to park a motor cycle in any road area where a vehicle may not lawfully be parked, including on any footpath, nature strip or centre median; or on any Council owned or managed land that is not assigned for parking purposes.

The Local Government (Highways) Act 1982 provides in s95(7) that notwithstanding the requirement in s95(6) limiting occupation of a parking space to one vehicle, as many motor cycles as can be parked wholly within a parking space may be parked in that space.

The opportunity to park more than one motor cycle in a parking space does not exempt any restriction on the duration for which a vehicle may occupy a space or of a requirement to pay a fee for use of the space.

There is no regulatory restriction on Council's ability to provide designated motor cycle parking spaces within a road area or on any off-street parking facility or other land owned or managed by the Council.

5.0 POLICY CONSIDERATIONS

The Burnie City Council contributes to the provision of publicly accessible shared parking facilities in the Burnie town centre to service both short-term and long-term requirements in multiple destinations.

Parking space is available in both on-road and off-road locations.

The Council's Parking Policy CP-007 adopted on 18 September 2018 sets out its objectives and approach to provision and management for parking.

A policy is intended to apply equally and consistently for all vehicles using a Council provided parking space.

Vehicle parking spaces within the Burnie town centre are subject to control on duration of occupation and a requirement to pay a fee during specified periods.

The Policy does not include specific provisions in relation to parking for motor cycles; and makes no distinction between motor cycles and other vehicles.

The Policy in 4.2.1(f) allows that the Council may "specify the purpose for which one or more parking spaces may be assigned for a particular class of user".

6.0 FINANCIAL IMPACT

There are two financial impact considerations –

- (a) Capital cost to create a new dedicated motor cycle parking area, or to convert part of an existing car park to accommodate space for motor cycles; and
 - It is proposed to include a sum of \$10,000 in the 2019/20 capital works budget for provision of facilities to accommodate motor cycle parking.
- (b) Recurrent operational cost to own, maintain and manage vehicle parking space, including to administer and enforce compliance to any applicable parking regulation

The Council's Parking Policy CP-007 provides in clause 4.3 that Council will apply cost reflective pricing to recognised parking is a commodity with market value, and to recover the full cost of parking provision and management directly and equitably from all users.

The Policy provides a discount may apply in exchange for commitment to long-term use of a parking space.

The Policy also requires the Council must account for and recover foregone revenue if a parking charge is waived in whole or part.

7.0 DISCUSSION

Council has asked that opportunity for provision of a dedicated motor cycle parking area or areas within the Burnie town centre be investigated.

Motor cycles represent 10% of current light vehicle registrations in Tasmanian.

Parking rules and restrictions apply equally to motor cycles as to other vehicles under the traffic laws of Tasmania.

Council currently provides 9 x dedicated motor cycle parking spaces in the Marine Terrace Car Park. Fees apply. These spaces are in consistent use, although full occupation is rare.

Motor cycles are otherwise able to park in a standard car parking space in an on-street or off-street ground level car park subject to observation of the relevant parking control. More than one motorcycle may occupy a parking space.

It is reasonable to assume the distribution of demand for motorcycle parking may be similar to that for other vehicles, meaning motor cycles may be present in all car park areas subject to convenience to destination. This appears confirmed by observation.

Specific provision of space for motor cycle parking must be in a location where parking is lawful.

It is an offence under the traffic laws of Tasmania for a motor cycle to park on a footpath.

There is some risk that a dedicated motor cycle parking area may not satisfy demand from all users of that form of vehicle.

However, there are some differences between a motor cycle and other forms of vehicle that may make a purpose specific motor cycle parking area more attractive –

• Design Requirements

A motorcycle is typically of lesser dimension than a standard passenger vehicle, and potentially requires a lesser area in which to park.

Australian parking design standards in AS 2890 recommend a minimum width of 1.2 m and a minimum depth of 2.5 m per motor cycle space.

The simplest solution for provision of motorcycle parking is to divide a standard 90° parking bay to provide 2 x motor cycle spaces, or a standard parallel space to provide 4 x motorcycle spaces at an angle to the kerb.

It is also possible to provide motor cycle parking space in locations of insufficient dimension to accommodate a standard vehicle space.

It is sometime practice for a motor cycle to park in the area fore or aft of an on-street parking parallel parking space. This is not a lawful or practical parking area as the space is required for the passage of larger vehicles into or out of a parking space.

Location

Motor cycles are at risk of greater damage from impact by other vehicles if parked on a space within the body of a parking area.

The smaller size of most motor cycles means they may not be as immediately visible as other vehicles.

Damage resulting from hitting or knocking over a motor cycle may occur as a result of a vehicle moving into and out of an adjoining space, or by the opening of vehicle doors.

Conversely, a motor cycle insecurely parked on a slope may fall over and result in damage to an adjacent vehicle or pedestrian.

AS 2890 suggests provision for motor cycle parking be grouped to provide dedicated areas according to demand in locations removed from vulnerability to impact by other vehicles.

This may occur as space within a larger parking area separated by a physical barrier or a sufficient distance to prevent interaction between vehicle types.

Care must be had to avoid excessive slope which will hinder stability of a parked motor cycle, and the ease with which a motor cycle may exit the space in the absence of a reverse gear.

An examination of the existing Council provided ground level car parking areas within the Burnie town centre indicates there is limited immediately available and practical opportunity to provide dedicated motor cycle parking space separated from the main body of the parking area.

King Street Car Park

The car park has a linear layout with spaces orientated at 90° to a central traffic aisle, with combined entry/exit points at the northern and southern end and at the centre point.



Spaces abut the highway embankment and the footpath to King Street.

There is a small triangular area immediately opposite the northern entrance that may accommodate 2 x motor cycle spaces. The area is adjacent to an entrance in an adjoining building and has limited separation from the most immediate standard space.

The grassed section of the median separation from King Street may provide sufficient space for a row of motor cycle spaces. However, access will either require vehicles cross the footpath (undesirable on safety grounds given the footpath provides access to the BAFC), or the removal of internal standard

spaces for a net reduction in car park capacity.

- BAFC Car Park

The car park is of linear form on a north/south axis with parking provided at 90° to a central traffic aisle, and within a small indention adjacent to the Museum.



Topography, and pedestrian access requirements prevent development of additional parking space or conversion of non-parking areas within the northern two-thirds of the car park.

Some opportunity exists to convert 4 x spaces of the northern parking bay within the Museum car park to 8 x motor cycle spaces. However, this will reduce the parking available to the Museum.

Sections of the grassed area around the Senior Citizens building could be converted to motor cycle space; although there will be impact for amenity of the building and useability of external space.

<u>Little Alexander Street Car Park</u>

The 18 space car park is almost exclusively reserved parking space.

Conversion to provide motor cycle space would displace reserved parking permit holders.

Hilder Parade Car Park

Council has recently considered conversion of the open paved areas between the parking bays to provide for motor cycle parking.

The proposition has not been agreed.



Previous reports to Council indicate the open space between the rail corridor and North Terrace is a deliberate design objective to maintain a view to the waterfront and to function as part of the Coastal pathway and as an event space when full integration of the water front is achieved on closure of the rail corridor.

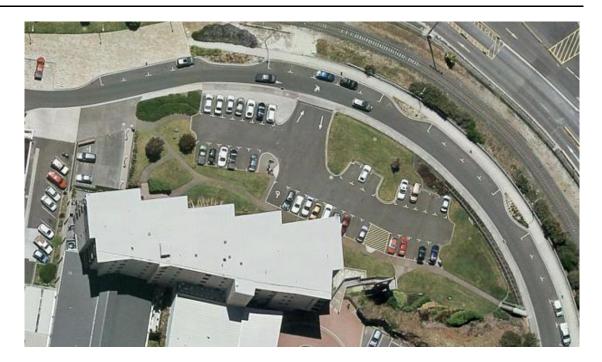
- <u>City Office Concourse Car Park</u>

The car park provides eight (8) short-term spaces, including a parking space for people with a disability.

The relatively confined space will not allow conversion for dedicated motor cycle parking with the desirable level of separation from likely impact by use of adjacent spaces.

There is not restriction of use of any of the existing spaces by a motor cycle.

- Basalt Columns Car Park



The car park contains a substantial undeveloped area currently under grass.

Opportunity is available to convert portion of the grassed area for motor cycle parking by replacement with a sealed surface and provision of access ramps across the kerb.

There will be some impact on presentation of the area if additional parking space is provided.

- Columnar Court Car Park

The car park operates exclusively as a reserved parking area under an interim arrangement pending redevelopment of the land to other purposes.

There is one reserved motor cycle space within this area.

The site is not a suitable candidate for dedicated motor cycle parking.

Portside Car Park



There is opportunity within the car park to convert part of the existing sealed area in the south-eastern corner to provide for motor cycle parking.

The proposal would convert and result in the loss of existing standard vehicle spaces.

The car park is currently under-utilised, and conversion in part to provide for motor cycle parking will have no immediate impact on capacity or use. The spaces can be readily reinstated as standard vehicle spaces if motor cycle use does not occur or is insufficient to warrant retention against demand by other users.

However, the site is relatively remote from primary activity areas in the Burnie town centre, and may therefore have limited appeal.

Burnie Rail Car Park



The site comprises a linear car park orientated north/south between the Marine Terrace embankment and the rail yards to provide a single row of parking at 90° to the alignment.

The Council's 2019/20 Budget proposes conversion of the flat area north of the former Railway Station to provide for additional parking space.

The northern section of this area is too narrow to accommodate standard parking spaces, but is sufficient to provide for some 17 x motor cycle spaces on a layout illustrated in the following drawing.

The existing hard-stand surface will require a two-coat spray seal, line marking, and signage to prepare the area for motor cycle parking at a cost of approximately \$10,000.

Funds in the amount of \$10,000 have also been included in the draft 2019/20 Budget to undertake works required to provide for a dedicated motor cycle parking area.

The Burnie Rail Car Park option is attractive in that the space is level and can be physically separated from other parking areas; and is readily accessible to the town centre via the pedestrian ramp onto Marine Terrace.

There is sufficient area available to provide for an initial combination of reserved, early-bird and casual parking.

User charges should apply in accordance with the principles set out in the Parking Policy CP-007.

An appropriate rate is 50% of the applicable charges set annually for use of a standard size parking space in the Burnie Rail for casual, early-bird or reserved permit use.

The 2018/19 parking charge for Burnie Rail is \$1.50 per hour for casual use; \$6.70 per day on the early-bird scheme, and \$1,350 per annum for a reserved permit space. The charge for motorcycle use will be \$0.75, \$3.35, and \$675 respectively.

The area can be readily managed as a separate parking charge through the EasyPark app.

Use of the EasyPark app addresses concerns sometimes expressed by motor cycle riders in relation to complications associated with display of a printed parking voucher.



The Burnie Rail car park is the preferred location for an initial provision of motor cycle parking.

Further provision may be considered in other locations if take-up illustrates a continuing unsatisfied demand.

There is no obstacle to motor cycles continuing to utilise any available parking space within the Burnie town centre on the terms and conditions currently available to other vehicles.

Parking Charge

A charge applies for general use of both public and privately provided parking space within the Burnie town centre.

Motor cycle users are known on occasions to express opposition to application of parking charges. Stated reason include motor cycles are able to use space otherwise unsuited to larger vehicles; they contribute to reducing road congestion and potentially lower carbon emissions; and, display of printed parking vouchers is inconvenient.

Provision of parking space is not without cost for the Council.

Parking space requires the availability of land, provision of satisfactory arrangements for vehicle entry and exit, and a suitable standing surface, lighting, and markings and signage. They may also require the installation and operation of equipment such as meters or voucher machines, and regular monitoring for compliance and enforcement if parking controls apply.

There is no statutory entitlement in Tasmania for a motor cycle to park without payment of an applicable charge. The only statutory concession for parking of a motor cycle is that two or more vehicles may occupy a single parking space on single payment of the relevant parking charge.

Council's Parking Policy requires the management of Council provided parking space be applied consistently and equitably.

Council's Parking Policy states in clause 4.3 that Council will apply cost reflective pricing for use of parking space to recognised parking is a commodity with market value, and to recover the full cost of parking provision and management directly and equitably from all users.

Land area and access requirements for motorcycle parking space are less than for a standard passenger vehicle space given they are generally of a smaller size. It is therefore appropriate to apply a lesser charge for use of a purpose-specific motor cycle parking space.

However, free motor cycle parking is not consistent with the Council's Parking Policy; and is not supported by any available evidence on arguments for reduced road congestion or lesser carbon emissions sufficient to off-set the cost to the community in providing dedicated motor cycle parking space in Burnie.

Council has recently agreed to the installation of electric vehicle recharge stations on public parking spaces in Burnie. Use of the space by an electric vehicle is not exempt payment of any applicable parking charge.

The availability of EasyPark in all car park areas is an alternative payment method which eliminates need for display of a printed paper voucher.

A fee of 50% of the applicable casual, reserved or early-bird rate for the relevant car parking area is appropriate given the proposed parking area will be exclusive to use by motor cycles and is capable of management as a separate fee area.

A discount on the parking charge for use of a space in another parking area by a motor cycle is not consistent with the Parking Policy for the reason such space is available to all other vehicles. Occupation by a motor cycle utilises the full space to the exclusion of other vehicles. It is also possible for two or more motorcycles to use the space for a single payment.

Application of a fee for any dedicated motor cycle parking will be consistent with the current Council policy objective to provide an equitable opportunity for all vehicles, and recognises parking as a commodity with a provider cost and a market value for which the user should pay.

There is no available evidence to suggest free motor cycle parking will encourage increased motor cycle use and the abandonment of vehicles with a larger road presence and a higher carbon emission.

8.0 RISK

The following table identifies relevant risks and how they may need to be addressed to either eliminate or reduce the risks.

| Risk Category | Risk identified | Ways to eliminate or reduce the risk |
|----------------------------|--|--|
| Assets and infrastructure | There is a low to moderate, but acceptable level of risk for low levels of use if specific provision is made for motor cycle parking. | Promote the availability of and the terms and conditions for use of any dedicated motor cycle parking area provided in the Burnie town centre. |
| | There is a medium and potentially unacceptable level of risk that inappropriate location or oversupply of dedicated motor cycle parking may result in underutilisation and detract from the availability of other spaces also available for motor cycle use. | Take an incremental approach to provision of dedicated motor cycle parking under which a single initial provision is made to test market acceptability and take up before expanding provision. |
| Corporate business systems | Nil | Not required |
| Emergency management | Nil | Not required |
| Environmental | Nil | Not required |

| Risk Category | Risk identified | Ways to eliminate or reduce the risk |
|----------------------------|--|---|
| Financial | There is a medium to high level, and unacceptable level of risk for inequality in the provision and management of publicly accessible parking if no charge applies for use of a motor cycle parking space | Apply a parking charge for use of a specified motor cycle parking space in accordance with the objectives of Council's Parking Policy CP-007 at a rate that is proportional to the size and location of the space provided, being 50% of the charge set by the current adopted schedule of fees and charges |
| Political | There is a low and acceptable level of risk to attraction and function of the Burnie CBD if dedicated motor cycle parking is not provided because a motor cycle may currently lawfully park on any available parking space. There is a low and acceptable level of risk for viability of the Burnie CBD if a motor cyclist elects not to use the available parking facilities because there is not a dedicated motor cycle parking space. | |
| Public Safety | There is a low level of risk to public safety | Separate motor cycle parking areas from standard size parking areas and pedestrian pathways to avoid risk of motor cycle damage from other vehicles or by motor cycles to other vehicles and people within the parking area. |
| Strategic | There is a low and acceptable level of risk to the future attraction and viability of the Burnie town centre and the provision and management of the Council's public parking stock if specific provision is made to accommodate motor cycle parking within a dedicated parking area | Promote the availability of and the terms and conditions for use of any dedicated motor cycle parking area provided in the Burnie town centre |
| Regulations and Compliance | There is no increase in risk for administration and compliance to parking regulations. | Motor cycle parking is operated in accordance with the same principles and requirements that apply for other Council provided parking space |
| Workers | There is no increase in risk to Council workers by provision of a dedicated motor cycle parking area | Maintain and observe current safe work practices for parking officers and technicians. |

9.0 CONSULTATION

This report has been prepared in consultation with the relevant officers of the Council.

COUNCIL RESOLUTION

Resolution number: MO170-19

MOVED: Cr T Brumby

SECONDED: Cr G Simpson

"THAT Council:

- 1) Create a dedicated motor cycle parking area as an extension to the northern part of the existing Burnie Rail Car Park to provide approximately seventeen (17) motor cycle parking spaces;
- 2) Consider allocating funds in the 2019/20 Budget for construction of the car park;
- 3) Operate the Burnie Rail motor cycle parking area for a combination of casual, earlybird and reserved parking use; and
- 4) Apply a user charge in accordance with the Council's Parking Policy CP-007 for use of the Burnie Rail Motor Cycle Parking Area at a rate that is 50% of the applicable charge for use of a standard parking space within the Burnie Rail Car Park."

The motion was not put due to the following procedural motion

COUNCIL RESOLUTION

MOVED: Cr T Brumby

SECONDED: Cr G Simpson

"THAT the matter be deferred."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr G Simpson, Cr T

Bulle, Cr D Pease.

Against: Cr A Keygan.

CARRIED

COMMUNITY AND ECONOMIC DEVELOPMENT

AO165-19 PING PONG TABLES

FILE NO: 15/5/2; 912280 PREVIOUS MIN: AO034-19

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

| Direction | 2 | AN INCLUSIVE AND HEALTHY COMMUNITY | |
|-----------|-------|---|--|
| Objective | 2.2 | he importance of physical and emotional wellbeing is valued and actively adopted by | |
| | | the community. | |
| Strategy | 2.2.1 | Facilitate a suite of family-focused activities that promote well-being and healthy | |
| | | lifestyles. | |

1.0 RECOMMENDATION:

"THAT Council

- 1) Agree to relocate the ping pong table currently based in the Civic Plaza to the Burnie Aquatic Centre for a period of three years; and
- 2) Agree to loan the ping pong table in the Marine Plaza to Parklands High School for a period of five years, subject to the school arranging to collect and transport the table."

2.0 SUMMARY

In November 2016, Council installed two Ping Pong tables for use by the public at two locations, the Civic Plaza and Marine Plaza.

Unfortunately, the tables have had little use, and it is now proposed that the tables be relocated to areas where they may receive more use.

It is proposed to relocate one of the tables to the Burnie Aquatic Centre, and to loan the other table to Parklands High School.

3.0 BACKGROUND

In November 2016, Council purchased and installed two ping pong tables at Civic Plaza and Marine Plaza.

It was hoped that the placement of the tables would better activate the two spaces, however there is little evidence that the tables are being utilised, particularly the table at the Civic Plaza.

4.0 LEGISLATIVE REQUIREMENTS

There are no legislative requirements impacting on this report.

5.0 POLICY CONSIDERATIONS

There are no policy considerations impacting on this report.

6.0 FINANCIAL IMPACT

There will be a cost of approximately \$2,400 to relocate the Civic Plaza ping pong table to the Burnie Aquatic Centre. This includes provision of a pad on which to place the table.

7.0 DISCUSSION

Recent consultation with other councils reveals that ping pong tables have worked best in areas where this is already activity and foot traffic. This makes the Civic Plaza site problematic, and is consistent with the lack of usage of the table in this area.

Some Councils have also developed a number of programs to promote the use of the tables, including creating events around the use of the tables. However, in most cases the ping pong tables support other existing or complementary activities, rather than be a stand-alone activity.

Contact has been made with the managers of the Burnie Aquatic Centre, and they are supportive of having a ping pong table at the Centre.

Contact has also been made with local high schools, and all would be interested in accommodating, with Parklands High School already investigating the purchase of a table.

It is recommended that a table be offered to Parklands High School, given they have the greatest interest in having already considered the installation of a table.

The offer would be on the basis of a five year loan, and the school being responsible for the cost of relocation.

8.0 RISK

There is little risk to Council in relocating and loaning the ping pong tables. The tables would be better managed and better utilised by the community than is the case currently, which provides a greater justification for the investment already made.

9.0 CONSULTATION

Council recently considered this matter at a workshop.

COUNCIL RESOLUTION

Resolution number: MO171-19

MOVED: Cr C Lynch

SECONDED: Cr G Simpson

"THAT Council

- 1) Agree to relocate the ping pong table currently based in the Civic Plaza to the Burnie Aquatic Centre for a period of three years; and
- 2) Agree to loan the ping pong table in the Marine Plaza to Parklands High School for a period of five years, subject to the school arranging to collect and transport the table."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER

AO166-19 GENERAL MANAGER'S REPORT - OPEN SESSION

FILE NO: 4/18/2

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

"THAT Council note the information contained in the General Manager's Report."

2.0 SUMMARY

This report includes the following items:

- 2.1 General Manager's Communications
- 2.2 Council Meeting Action List

2.1 GENERAL MANAGER'S COMMUNICATIONS

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

| Date | Meeting / Function |
|--------|---|
| 13 May | Cradle Coast Authority (CCA) Q&A Session |
| 14 May | Meeting with Darren Lack, RACT |
| 15 May | BCCI Breakfast Session with Guest Speaker Jacqui Lambie |
| | Tourism Tasmania – Cruise Stakeholders Meeting |
| | BCCI - General Meeting |
| 16 May | Cradle Coast Authority - Board Meeting |
| 17 May | Cradle Coast General Manager's Meeting |
| 20 May | AICD North-West Member Forum |
| 21 May | Meeting with Arthur Bryan |
| | Volunteer Recognition Awards 2019 |
| 22 May | Meeting with Megan Morse (CEO) and Tim Gardner (Chair), Metro |
| | 2018/19 Burnie Cruise Ship Season Debrief |
| | Meeting with Nick Cummins (CEO), Cricket Tasmania |
| 23 May | Burnie City Council - Youth Council Meeting |
| | Cradle Coast Authority Representatives Meeting |
| | Hellyer Regional Collective Launch |
| 24 May | Meeting with Hans von Pelt, Tourism Tasmania and Jean-Phillipe Els, Noble Caledonia |
| | State Budget Briefings 2019 |
| 29 May | National Reconciliation Week Breakfast |
| | Meeting with KPMG – Key Performance Indicator Round Table |
| | TMEC "Exploring Refugee Employment" event |
| 30 May | Burnie Airport Corporation - Biosecurity Tasmania Meeting |
| | Tourism Operators Networking Event |
| 3 June | Teleconference with Anthony Donald (Acting CEO), TasPorts |
| 4 June | Up Close and BIG Luncheon with Guest Speaker Bess Clark |
| | UTAS West Park Transition Working Group Meeting |
| 5 June | Meeting with Ben Cowling, Civica International |
| 7 June | Burnie Surf Lifesaving Club Function Space Opening |
| | L |

2.2 COUNCIL MEETING ACTION LIST

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

ATTACHMENTS

- 1. Open Session All Actions 21 May 2019
- 2. Open Session Outstanding Actions Sep 2015 Apr 2019

COUNCIL RESOLUTION

Resolution number: MO172-19

MOVED: Cr A Keygan

SECONDED: Cr T Bulle

"THAT Council note the information contained in the General Manager's Report."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

21/05/2019

Thursday, 6 June 2019 3:22 PM

Date From: Date To: Printed:

Council Meeting Action Report

All Actions for Open Session of 21 May 2019

RES = Action arising from Resolution; ACT = Action required in addition;

QON = Question on Notice; NOTE = Progress Note

Item
Number Report Title Action

| Item Number | Report Title | Action | Department | Completed |
|------------------------|---|--|---------------------------------------|------------|
| AO121-19 | MOTION ON NOTICE - FORESHORE BEACH SWINGS | 23 May 2019 RES: Refer the development of an infrastructure plan for the waterfront to a workshop session with Council (by August 2019). | Works and Services | |
| Council 21/0 | 05/2019 | | | |
| AO122-19 | MOTION ON NOTICE - FORESHORE TOY LIBRARY | 23 May 2019 RES: Install a small structure to host a library of beach toys at the Waterfront, in accordance with the resolution of Council AO122-19. | Works and Services | |
| Council 21/0 | · | | | |
| AO123-19 | MOTION ON NOTICE - FORESHORE SHADE COVER | 23 May 2019 RES: Incorporate consideration of shade structure into the workshop discussion on a waterfront infrastructure plan, as raised in AO123-19. | Works and Services | |
| Council 21/0 | 05/2019 | | | |
| A0127-19 | MOTION ON NOTICE - UNIVERSITY | 23 May 2019 RES: Provide an update from the UTAS West Park Transition Working Group on the matters referred to it by Council under AO127-19 being emergency and maintenance vehicle access to West Beach (west); and public access to parking facilities within UTAS site including parking to access West Beach. 31 May 2019 Action Complete: Matter raised with Executive Director - Northern Transformation Project at workshop on 28.05.2019. Listed for discussion at UTAS/BCC Transition Working Group. | Office of the General Manager | 31/05/2019 |
| Council 21/0 | 05/2019 | | | |
| AO129-19 | PUBLIC QUESTION TIME | 23 May 2019 RES: Provide a written response to Mr Moret's public question in relation to smoking in the CBD (Doc 919766). 3 Jun 2019 NOTE: Written response provided - Mr Moret has challenged advice provided. No further action required. 3 Jun 2019 Action Complete: Written response provided. | Land and Environmental Services | 3/06/2019 |
| Council 21/0 | , | | | |
| A0130-19 Council 21/0 | PROPOSAL TO TRANSFER (LEASE) A PORTION OF PUBLIC LAND TO GIRL GUIDES ASSOCIATION (TASMANIA) 15 HOWE STREET, BURNIE (PART CT VOLUME 199550 FOLIO 1 AND CT VOLUME 139435 FOLIO 3) | 23 May 2019 ACT: Add notation to the Public Land Register for the Girl Guides Lease (public land disposal), per AO130-19. | Corporate and Business Services | |

Thursday, 6 June 2019 3:22 PM

 Date From:
 21/05/2019

 Date To:
 21/05/2019

 Printed:
 Thursday, 6 J

Council Meeting Action Report

All Actions for Open Session of 21 May 2019

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| Item Number | Report Title | Action | Department | Completed |
|------------------------|---|--|---------------------------------------|-------------|
| A0131-19 | PROPOSAL TO TRANSFER (LEASE) A PORTION OF PUBLIC LAND TO BURNIE SURF LIFE SAVING CLUB NORTH TERRACE, BURNIE (PART CT VOLUME 147506 FOLIO 1) | 23 May 2019 ACT: Add notation to the Public Land Register for the Surf Club Lease (public land disposal), per AO131-19. | Corporate and Business Services | |
| AO132-19 | PROPOSAL TO DISPOSE | 23 May 2019 RES: Arrange execution of the lease to | Corporate and | |
| | (LEASE) A PORTION OF COUNCIL LAND TO OPTUS MOBILE PTY LTD RIDGLEY HIGHWAY, RIDGLEY (PART CT VOLUME 42018 FOLIO 1) | Optus at Ridgley Highway, in accordance with the resolution of Council AO132-19. 6 Jun 2019 NOTE: Lawyer instructed to progress with Optus for signing. | Business Services | |
| Council 21/0 | | | | |
| AO133-19 Council 21/0 | DELEGATIONS TO THE GENERAL MANAGER - BURIAL AND CREMATION ACT 2002 | 23 May 2019 ACT: Update the General Manager's Delegations Register for the revised Burial and Cremation Act delegations, per AO133-19. 24 May 2019 Action Complete: Register updated REG-CBS-SG-100 v13.2. | Corporate and Business Services | 24/05/2019 |
| AO134-19 | POLICY REVIEW - | 23 May 2019 ACT: Finalise the Councillor's Expenses | Corporate and | 23/05/2019 |
| Council 21/0 | COUNCILLORS' EXPENSES AND ALLOWANCES | and Allowance Policy in the Corporate Document Framework and make available to the public, incorporating the agreed action for councillors to provide reporting on professional development opportunities undertaken as version 3.1. 23 May 2019 Action Complete: Policy finalised and published. | Business Services | 25, 45, 252 |
| AO139-19 | GENERAL MANAGER'S | 23 May 2019 - 3:34 PM | Corporate and | |
| | INFORMATION REPORT CORPORATE AND BUSINESS SERVICES APRIL 2019 | QON: Provide a response to Councillors on whether there was corresponding income against the higher BAFC employee costs (\$57K higher than budget). | Business Services | |
| Council 21/0 | · | | | / |
| AO140-19 Council 21/0 | COMMUNICATIONS JOURNAL MAY 2019 05/2019 | 23 May 2019 ACT: Provide a response of thanks from the Mayor to the Premier for the one-off grant for the Barker Street Toilet. 24 May 2019 Action Complete: Letter of response sent - DOC ID 920037. | Office of the General Manager | 24/05/2019 |
| AO141-19 | COMMUNICATIONS | 23 May 2019 RES: Provide a response to Cr Dorsey in | Corporate and | 24/05/2019 |
| | JOURNAL - INFORMAL PETITION - MUSIC IN THE CBD (RECONSIDER MOTION) | relation to the informal petition lodged regarding reconsideration of his motion for music in the CBD, per AO141-19. 24 May 2019 Action Complete: Notification sent 24.5.19 – 920089. | Business Services | 2,,00,2025 |
| Council 21/0 | 05/2019 | | | |

21/05/2019

Thursday, 6 June 2019 3:22 PM

Date From:

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Council Meeting Action Report

All Actions for Open Session of 21 May 2019

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Item Report Title Action Department Completed Number 23 May 2019 RES: Provide a response to the Tim AO142-19 COMMUNICATIONS Works and JOURNAL - TIM BLAIR RUN Blair Run for Kids Foundation that Council will light Services FOR KIDS FOUNDATION the Norfolk Pine on North Terrace gold during the **GOLD SEPTEMBER** month of September, and make arrangements for this to be implemented, in accordance with the resolution of Council AO142-19. Council 21/05/2019 AO143-19 COMMUNICATIONS 23 May 2019 RES: Provide a response to Cricket Community and 3/06/2019 JOURNAL - CRICKET Tasmania advising of Council's support for hosting Economic TASMANIA - WBBL BURNIE two WBBL games in November 2019, in accordance Development GAMES with the resolution of Council AO143-19. 3 Jun 2019 Action Complete: Cricket Tasmania advised of Councils support. Council 21/05/2019 AO144-19 COMMUNICATIONS 23 May 2019 RES: Provide a response to the Burnie Community and 3/06/2019 JOURNAL - BURNIE CRICKET Cricket League to their letter of 17 April 2019 Economic **LEAGUE - RECREATION** (917221) regarding ground fees and replacement Development **GROUND FEES** matting, in accordance with the resolution of Council AO144-19. 3 Jun 2019 Action Complete: Letter sent to BCL advising of Councils position. Council 21/05/2019 23 May 2019 RES: Provide a response to the Burnie AO145-19 COMMUNICATIONS Community and 3/06/2019 JOURNAL - BURNIE COASTAL Coastal Art Group confirming Council's commitment Economic ART GROUP INC - TASART of \$5,000 toward the 2019 TasArt Exhibition in the Development **EXHIBITION 2019** 2019-20 budget, as per AO145-19. 3 Jun 2019 Action Complete: Letter sent to TasArt advising Council's contribution. Council 21/05/2019 AO130-19 PROPOSAL TO TRANSFER 23 May 2019 RES: Finalise and execute lease with Corporate and (LEASE) A PORTION OF Girl Guides Association in accordance with the **Business** PUBLIC LAND resolution of Council AO130-19. Services TO GIRL GUIDES 24 May 2019 NOTE: Girl Guides advised of outcome ASSOCIATION (TASMANIA) of public land disposal process and invited to sign 15 HOWE STREET, BURNIE lease. (PART CT VOLUME 199550) FOLIO 1 AND CT VOLUME 139435 FOLIO 3) Council 21/05/2019 AO133-19 **DELEGATIONS TO THE** 23 May 2019 ACT: Update the Burial and Cremation Corporate and 23/05/2019 GENERAL MANAGER -Act Delegation Schedule and issue new instruments Business **BURIAL AND CREMATION** to relevant officers, per AO133-19. Services 23 May 2019 Action Complete: New instruments **ACT 2002** issued on 23 May 2019 to relevant officers. Council 21/05/2019

Thursday, 6 June 2019 3:22 PM

 Date From:
 21/05/2019

 Date To:
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Council Meeting Action Report

All Actions for Open Session of 21 May 2019

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| Item Number | Report Title | Action | Department | Completed |
|------------------------|---|---|--|-----------|
| AO144-19 Council 21/0 | COMMUNICATIONS JOURNAL - BURNIE CRICKET LEAGUE - RECREATION GROUND FEES | 23 May 2019 ACT: Schedule a workshop for Council to have a broader discussion around sporting ground fees into the future, in response to concerns raised by various clubs. 3 Jun 2019 Action Complete: Letter sent to BCL advising of Council's position. | Community and Economic Development | 3/06/2019 |

Thursday, 6 June 2019 3:35 PM

1/09/2015

Date From: Date To: Printed:

Council Meeting Action Report

Outstanding Actions for Open Sessions Sep 2015 – Apr 2019

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| Item Number | Report Title | Action | Department | Completed |
|-------------------------------------|---|---|---------------------------------------|-----------|
| A0165-17 | COOEE POINT - TRUCK WASH FACILITY | 18 Jul 2017 RES: Work with the DPIPWE on relation of Cooee Truck Wash in accordance with the resolution of Council AO165-17. 1 Aug 2017 NOTE: Letter sent to Secretary of Department of Primary Industries, Parks, Water and Environment. 11 Nov 2017 NOTE: Meeting scheduled with Secretary of DPIPWE on 15 November. 4 Dec 2017 NOTE: Meeting held with Secretary of DPIPWE. Waiting on further information on State Strategy from Department. 5 Jul 2018 NOTE: State Government has announced funding for wash down facilities for north west region. 8 Nov 2018 NOTE: DPIPWE has advised its first priority for a North West Truck Wash facility will be at Smithton. 13 Dec 2018 NOTE: DPIPWE have advised that a study is currently being completed on refurbishment of the Smithton wash down facility and this will be the primary focus for the next financial year. It is not yet known when the next stage of the state strategy will be implemented, however the State Government has allocated \$2 million over the next 4 years to continue implementation. 29 Mar 2019 NOTE: Federal Government has announced funding for truck wash down facilities for North West Tasmania. | Community and Economic Development | |
| AO263-17 | MOTION ON NOTICE - PROPOSED MOTOR CYCLE PARKING | 21 Nov 2017 RES: Provide a report to Council on opportunities for dedicated motor cycle parking bays, in accordance with the information listed under resolution of Council AO263-17. | Land and Environmental Services | |
| Council 21/2 AO268-17 Council 21/2 | MOTION ON NOTICE - PROPOSED FUTURE FUND | 21 Nov 2017 RES: Develop a draft Future Fund strategy for consideration by Council, in accordance with the resolution of Council, and work through the steps outlined in the alternative recommendation under AO268-17. 10 Sep 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. | Corporate and Business Services | |

1/09/2015

Thursday, 6 June 2019 3:35 PM

Date From: Date To: Printed:

Council Meeting Action Report

Outstanding Actions for Open Sessions Sep 2015 – Apr 2019

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| Item Number | Report Title | Action | Department | Completed |
|------------------------|---|--|--|-----------|
| A0278-17 | BURNIE TOWN CENTRE MASTER PLAN | 22 Nov 2017 RES: Commence negotiations with DSG to access areas in or adjacent to the highway corridor to install art and sculpture features, and request the Public Art Committee to develop concepts for entry features (Note: concept plan to be developed for consideration by Council in the 2019/20 capital works budget) in accordance with the resolution of Council AO278-17 8 Jun 2018 NOTE: Discussions held with DSG. DAP Working group to develop a proposal for detailed consideration. 3 Aug 2018 NOTE: Draft signage plan developed. Now attempting to link in with a broader regional branding strategy. | Community and Economic Development | |
| Council 21/1 | · | 24 1 2040 250 111 11 11 10 11 10 | | |
| AO011-18 | MOTION ON NOTICE - PROPOSED RECREATIONAL PIER | 31 Jan 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 Feb 2018 NOTE: Letter prepared for Minister Hidding. Awaiting comment from State Government. 11 May 2018 NOTE: Awaiting response from the State government. 25 Jun 2018 NOTE: Awaiting advice from SG. 2 Oct 2018 NOTE: Follow up letter sent to Minister's office. 14 Dec 2018 NOTE: No response to date. 4 Mar 2019 NOTE: No response received as at 4 March. | Works and Services | |
| Council 30/0 | 01/2018 | | | |
| A0074-18 | CONTROLLED ENTITIES - AUDIT REQUIREMENT | 21 Mar 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 20/0 | | | | |
| AO102-18 Council 17/0 | GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MARCH 2018 | 17 Apr 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 | |

1/09/2015

Thursday, 6 June 2019 3:35 PM

Date From: Date To: Printed:

Council Meeting Action Report

Outstanding Actions for Open Sessions Sep 2015 – Apr 2019

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| Item Number | Report Title | Action | Department | Completed |
|------------------------|--|---|--|-----------|
| AO105-18 Council 17/0 | COMMUNICATIONS JOURNAL - BURNIE ATHLETIC CLUB INC - WEST PARK CLUB ROOMS | 17 Apr 2018 RES: Work with the appointed interim Working Group for West Park Sports Ground to develop the draft Terms of Reference for a West Park Special Advisory Committee, incorporating members as per the resolution of Council AO105-18. 3 Aug 2018 NOTE: To be considered at next Working Group meeting in late August. 9 Nov 2018 NOTE: Funding application submitted for BAC Clubroom extension and other improvements at West Park. | Community and Economic Development | |
| AO126-18 | BURNIE LOOP TRAIL | 18 May 2018 RES: Progress signage and marketing collateral and implement the Burnie Loop Trail as endorsed by Council resolution AO126-18. 14 Dec 2018 NOTE: Route identified. Signage plan in development. | Works and Services | |
| Council 15/0 | 05/2018 | | | |
| AO198-18 Council 21/0 | MOTION ON NOTICE - SINGLE USE PLASTICS | 23 Aug 2018 RES: Develop and communicate a council-wide approach to the banning of single use plastics at all Council-run events, and encourage the same by external events on council property in accordance with the resolution of Council AO198-18. 5 Sep 2018 NOTE: Initial discussion of ban workshopped with Aldermen 28 August. Council officers to present draft policy in early 2019. 18 Jan 2019 NOTE: A working group established to develop policy. | Community and Economic Development | |
| A0237-18 | MOTION ON NOTICE - BIKE TRACK VIEW ROAD | 21 Sep 2018 RES: Arrange a workshop visit to View Road Bike Track and seek interest in a working group for improvements in 2019-20 budget, in accordance with the resolution of Council AO237-18. 9 Nov 2018 NOTE: To be arranged for a workshop in the new year. | Works and Services | |
| AO240-18 | TASWATER MEMORANDUM OF UNDERSTANDING | 21 Sep 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 Oct 2018 NOTE: Enquiry made as to the possibility of a briefing session being provided. | Works and Services | |
| Council 18/0 | · | | | |
| AO241-18 | POLICY REVIEW - PARKING POLICY | 21 Sep 2018 ACT: Schedule a workshop session to overview all Council policies for awareness. 11 Nov 2018 NOTE: Session to be scheduled in the new year. | Corporate and Business Services | |
| Council 18/0 | 09/2018 | | | |

InfoCouncil

Thursday, 6 June 2019 3:35 PM

1/09/2015

Date From:

Date To: Printed:

Council Meeting Action Report

Outstanding Actions for Open Sessions Sep 2015 - Apr 2019

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Item **Report Title** Action Department Completed Number AO303-18 MOTION ON NOTICE -22 Nov 2018 RES: Investigate the cost to install a Works and INVESTIGATE WATERSLIDE waterslide at the Aquatic Centre, and a timeline for Services COSTS 50m pool upgrade, in consultation with working with the Aquatic Centre Working Group, Youth Council and Aquatic Centre operator, per AO303-18. 4 Mar 2019 NOTE: Indicative costs being developed as part of federal election prospectus. Engagement with Aquatic centre working group to occur. Council 20/11/2018 AO311-18 MOTION ON NOTICE -22 Nov 2018 RES: Review the opportunity to create Works and WALKING TRAILS two walking trails - a cultural Red Line trail, and an Services 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. Council 20/11/2018 MOTION ON NOTICE AO335-18 13 Dec 2018 RES: Undertake a review of the Upper Works and UPPER BURNIE SPORTS Burnie Sports Centre building in terms of current and Services CENTRE future needs and a comparison of costs for upgrading versus replacing the facility, in accordance with the resolution of Council AO335-18. 20 Feb 2019 RES: Incorporate subsequent resolution AO031-19 on 19 Feb 2019 to explore requirements, benefits, cost and location for an indoor multi-sport facility prior to the federal election. 4 Mar 2019 NOTE: Developing an improvement plan discussed as part of 25 Feb workshop. Council 11/12/2018 MOTION ON NOTICE -20 Feb 2019 RES: Work toward developing a series AO033-19 Community and PROMOTING BURNIE of photo opportunities for Burnie in accordance with Economic PHOTO OPPORTUNITIES the report AO033-19. Development 4 Mar 2019 NOTE: Meeting to be held with Tourism representatives on 15/3/19 29 Mar 2019 NOTE: Meeting held with tourism representatives. Series of photo frames to be eveloped for costing. 6 May 2019 NOTE: Funding included in budget for photo frames. Council 19/02/2019 22 Mar 2019 RES: Schedule a workshop session to MOTION ON NOTICE -AO057-19 Works and JORGENSEN STREET review the Jorgensen Street Reserve and provide a Services RESERVE subsequent report to Council, per AO057-19. 25 Mar 2019 NOTE: Meeting date being sought. 6 May 2019 NOTE: To be discussed at 14 May 23 May 2019 NOTE: Reviewed at workshop - site development concept (play space improvements) to

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Council 19/03/2019

Thursday, 6 June 2019 3:35 PM

1/09/2015

Date From:

Date To: Printed:

Council Meeting Action Report

Outstanding Actions for Open Sessions Sep 2015 - Apr 2019

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Item Report Title Action Department Completed Number AO059-19 MOTION ON NOTICE -22 Mar 2019 RES: Invite the Regional Cat Land and REDUCTION OF FERAL CATS Management Coordinator to a Council workshop to Environmental discuss the Cat Management Plan, and associated Services issues in accordance with the resolution of Council AO059-19. Council 19/03/2019 AO065-19 **BURNIE PLANNING SCHEME** 22 Mar 2019 RES: Initiate a draft amendment to the Land and 10 SMITH STREET, BIPS 2012 to permit proposed additional permitted Environmental WIVENHOE use and development of land at 10 Smith Street Services Wivenhoe, in accordance with the resolution of Council AO065-19. 3 Jun 2019 NOTE: Consultant appointed to prepare submission for draft scheme amendment. Council 19/03/2019 AO084-19 MOTION ON NOTICE -18 Apr 2019 RES: Review the coastal pathway for Works and COASTAL PATHWAY DOG dog drinking and poop bag stations to be located at **FACILITIES** strategic locations, in accordance with the resolution of Council AO084-19. Council 16/04/2019 MOTION ON NOTICE -18 Apr 2019 RES: Request DSG to approve a 40km/hr Works and AO085-19 SPEED LIMIT REDUCTION speed zone for the section of Main Road Wivenhoe, Services SMITH STREET between Stowport Road and Smith Street, in accordance with the resolution of Council. 6 May 2019 NOTE: Letter sent to DSG / Transport commissioner seeking approval for 40 km/hr limit. Council 16/04/2019 AO086-19 MOTION ON NOTICE -18 Apr 2019 RES: Investigate the cause of industrial Land and **INVESTIGATION INTO** noise from the port that can be heard over large Environmental INDUSTRIAL NOISE areas of Burnie and provide options to resolve the Services issue, in accordance with the resolution of Council 3 Jun 2019 NOTE: Revised Target Date changed by: Earle, Patrick From: 26 Jun 2019 To: 26 Sep 2019 Reason: waiting on public to provide information; and for Toll to complete environmental survey on impact of new vessel. Council 16/04/2019 MOTION ON NOTICE -18 Apr 2019 RES: Undertake a preliminary AO088-19 Works and REEVES STREET investigation into traffic management at the Reeves Services St and Bunnings connection in consult with DSG, and provide a further report to Council, in accordance with the resolution of Council AO088-19. Council 16/04/2019 MOTION ON NOTICE -AO090-19 18 Apr 2019 RES: Consider the placement of seating Works and **PUBLIC SEATING** along the pathway between the Makers' Workshop Services and Cooee, in accordance with the resolution of Council AO090-19. Council 16/04/2019

InfoCouncil

1/09/2015

Thursday, 6 June 2019 3:35 PM

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Council Meeting Action Report

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|-----------------------|---|--|--|-----------|
| A0091-19 | MOTION ON NOTICE - MOTOR CYCLE PARKING ON WATERFRONT | 18 Apr 2019 RES: Provide a report to Council by June 2019 on potential motor cycle parking options in the CBD, in accordance with the resolution of Council A0091-19. | Land and Environmental Services | |
| Council 16/0 | | | | |
| AO092-19 | PUBLIC QUESTION TIME | 18 Apr 2019 QON: Refer the public question from Lyn Price on the sand sculpting suggestion to relevant officers for consideration and provide a response back to Mrs Price. 3 Jun 2019 NOTE: YDO discussing opportunities with Arts Council. | Community and Economic Development | |
| Council 16/0 | · | | | |
| A0098-19 Council 16/0 | QUEEN STREET OFF-STREET PARKING REQUEST | 18 Apr 2019 RES: Review the safety of property accesses at 30 and 32 Queen Street upon the completion of current Queen Street works, in accordance with the resolution of Council AO098-19. 6 May 2019 NOTE: Property owners advised of Council decision. To review when works complete. | Works and Services | |
| AO103-19 | BY-LAW | 18 Apr 2019 RES: Progress the development of a new | Corporate and | |
| Council 16/0 | STREET DINING BY-LAW | Street Dining By-law in accordance with the resolution of Council and the required consultation process under the Local Government Act. 24 May 2019 NOTE: Draft information compiled and sent to lawyer for review and drafting of Regulatory Impact Statement. | Business Services | |
| AO115-19 | BURNIE CITY COUNCIL | 18 Apr 2019 RES: Ensure that Council's commitment | Corporate and | " |
| Council 16/0 | PUBLIC ART PROJECTS SPECIAL ADVISORY COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 27 MARCH 2019 | to \$40,000 for new public arts projects is included in ongoing budget notes as biennial funding commencing in 2019-20, in accordance with the resolution of Council AO115-19. | Business Services | |
| AO088-19 | MOTION ON NOTICE - | 18 Apr 2019 RES: Write to Metro to consider the | Works and | |
| Council 16/0 | REEVES STREET | possibility of a bus shelter in the vicinity of the Reeves St - Bunnings connection, in accordance with the resolution of Council AO088-19. | Services | |
| AO115-19 | BURNIE CITY COUNCIL | 18 Apr 2019 RES: Refer the proposal to allocate 2% | Community and | |
| Council 16/0 | PUBLIC ART PROJECTS SPECIAL ADVISORY COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 27 MARCH 2019 | of non-transport capital works for public art projects to the 2020-21 capital budget deliberations, following consultation with public art organisations, in accordance with the resolution of Council AO115-19. | Economic Development | |

InfoCouncil

GENERAL MANAGER

AO167-19 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES MAY 2019

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 May 2019 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

| Туре | Number of Enquiries / Investigations | | | | |
|-------------|--------------------------------------|-----------|--|--|--|
| | May 2019 | YTD Total | | | |
| Air | 0 | 7 | | | |
| Water | 0 | 2 | | | |
| Noise | 1 | 25 | | | |
| Solid Waste | 1 | 4 | | | |
| Other | 0 | 9 | | | |

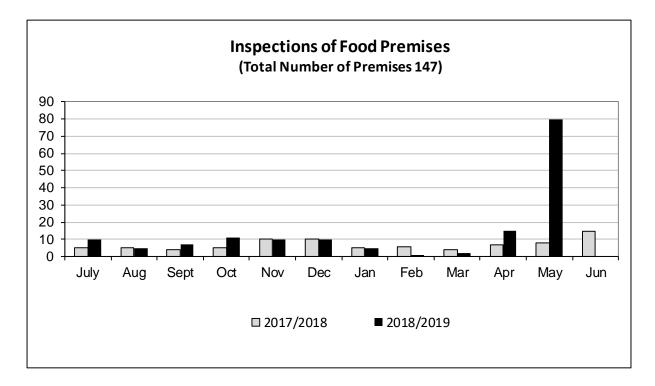
YTD is measured from 1 July each year.

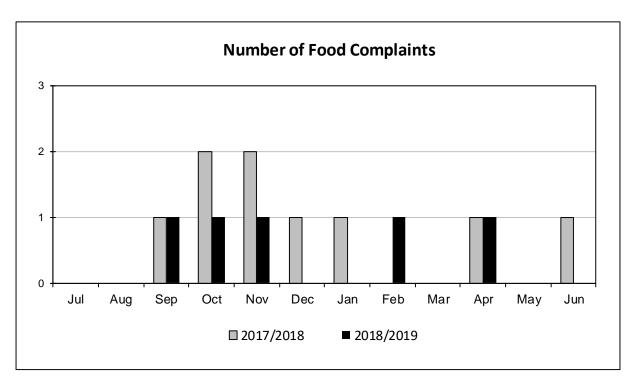
2.1.2 Environmental Sampling

| Туре | Number of Samples Taken | | | | | |
|--|-------------------------|-----------|--|--|--|--|
| | May 2019 | YTD Total | | | | |
| Beach Water Samples (summer months only) | 0 | 50 | | | | |
| Public Swimming Pool samples | 6 | 63 | | | | |

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, August and December 2018. Nil complaints in January, March and May 2019.

2.2 BUILDING APPLICATIONS

| | 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 | 3 |
| Notifiable Building | 6 | 8 | 9 | 11 | 7 | 9 | 8 | 17 | 11 | 10 | 7 | 6 |
| Permit Plumbing | 3 | 3 | 2 | 0 | 2 | 5 | 0 | 4 | 2 | 3 | 4 | 2 |
| Permit Building | 3 | 7 | 2 | 2 | 6 | 5 | 3 | 8 | 4 | 3 | 0 | 7 |
| Substantial Compliance | 0 | 1 | 0 | 0 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 2 |
| Notifiable Demolition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| Permit Demolition | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 |
| Permit Refused | 0 | 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 | 2,625,655 |
| 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 | 34,741,617 |

| | Permit Authority Applications - 2019 | | | | | | | | | | | |
|---------------------------|--------------------------------------|-----------|-----------|-----------|------------|------|------|-----|------|-----|-----|-----|
| Month | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Notifiable Plumbing | 3 | 3 | 13 | 4 | 8 | | | | | | | |
| Notifiable Building | 7 | 13 | 6 | 14 | 10 | | | | | | | |
| Permit Plumbing | 2 | 3 | 1 | 5 | 5 | | | | | | | |
| Permit Building | 2 | 5 | 4 | 4 | 5 | | | | | | | |
| Substantial Compliance | 2 | 0 | 1 | 1 | 2 | | | | | | | |
| Notifiable Demolition | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Permit Demolition | 0 | 0 | 0 | 1 | 1 | | | | | | | |
| Permit Refused | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | | | | |
| Application Value \$ | 3,166,007 | 1,796,148 | 1,022,630 | 3,714,353 | 5,931,974 | | | | | | | |
| Cumulative Total \$ | 3,166,007 | 4,962,155 | 5,984,785 | 9,699,138 | 15,631,112 | | | | | | | |

2.3 PLANNING

2.3.1 Summary Land Use and Development Applications

| LAND USE AND DEVELOPMENT APPLICATIONS | May 18 | Jun 18 | Jul 18 | Aug 18 | Sept 18 | Oct 18 | Nov 18 | Dec 18 | Jan 19 | Feb 19 | Mar 19 | Apr 19 | May 19 |
|--|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Permitted Use & Development | 10 | 3 | 0 | 3 | 5 | 3 | 7 | 4 | 0 | 4 | 6 | 5 | 5 |
| Discretionary Use & Development | 12 | 4 | 11 | 8 | 6 | 6 | 13 | 10 | 6 | 8 | 8 | 5 | 4 |
| Subdivisions | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 1 | 2 | 1 | 1 | 0 |
| TOTAL APPLICATIONS | 23 | 7 | 12 | 13 | 12 | 9 | 20 | 14 | 7 | 14 | 15 | 11 | 9 |
| Determined by Delegation | 12 | 12 | 7 | 10 | 12 | 13 | 8 | 10 | 8 | 10 | 12 | 14 | 18 |
| Determined by Council | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 2 | 0 | 1 | 0 |
| Withdrawn | 1 | 0 | 3 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 4 | 0 | 3 |
| Applications Cancelled by Planning Authority | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Consent Decisions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Application Approved by Tasmanian Planning Commission | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Applications Appealed and Approved by Resource Management & Planning Appeals Tribunal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PLANNING SCHEME AMENDMENTS | | | | | | | | | | | | | |
| Amendment requests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 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 |

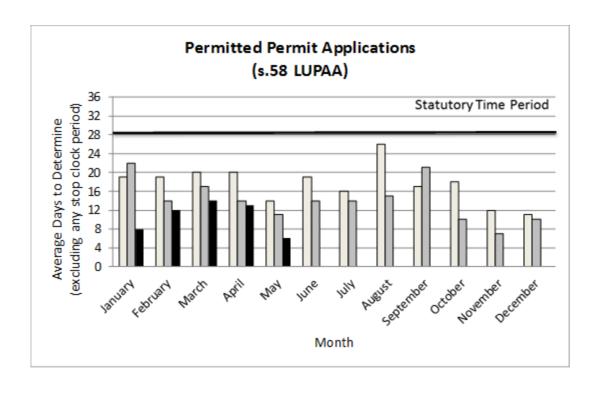
2.3.2 Development Applications

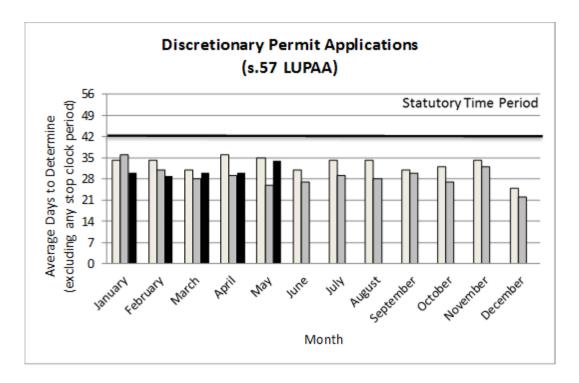
| DATE | PERMIT NO. | LOCATION | TYPE OF DEVELOPMENT | PUBLIC NOTIF. DATE | EXPIRY DATE | DECISION / DATE |
|----------|---------------|---|--|--------------------------|----------------|----------------------|
| 15/2/18 | 2018/19 | 1 Thompson Crescent, Montello | Dwelling | | | Withdrawn 31/5/19 |
| 15/11/18 | 2018/124 | 374 Upper Natone Road, Upper Natone | Multiple Dwellings (construction of 2 nd dwelling) and Demolition of Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 26.3.3 (P1) and Clause 26.4.3 (P1) | 6/4/19 | 26/4/19 | Approved 7/5/19 |
| 26/11/18 | 2018/132 | 40 Main Road, Wivenhoe | Multi-purpose Centre associated with existing use of the site for an Educational & Occasional Care use (Leighlands Christian School). Reliant on Performance Criteria for grant of Permit – clause 17.4.4 (P2) | 4/5/19 | 20/5/19 | Approved 22/5/19 |
| 10/12/18 | 2018/140 | 533 West Mooreville Road, West Mooreville | Extractive Industry (Quarry). The application has been referred to the Board of the Environmental Protection Authority (The Board) for assessment under the Environmental Management and Pollution Control Act 1994 (EMPC Act) | 26/1/19 | 26/2/19 | Approved 24/5/19 |
| 4/2/19 | 2019/7 | 10 Jorgensen Street, Montello | Dwelling Extensions and Outbuilding | | | Withdrawn 29/5/19 |
| 15/3/19 | 2019/27 | 165 Cascade Road, Romaine | Dwelling. Reliant on Performance Criteria for grant of Permit – Clause 13.4.1 (P1) | 6/4/19 | 26/4/19 | Approved 10/5/19 |
| 26/3/19 | 2019/30 | 1035 Ridgley Highway, Ridgley | Extension to existing Outbuilding (Shed). Reliant on assessment against Performance Criteria under Clause 16.4.3 (P1) | 10/4/19 | 1/5/19 | Approved 13/5/19 |
| 28/3/19 | 2019/31 | 569 Stowport Road, Stowport | Single Dwelling and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 13.4.1 (P1) and 13.4.2 (P1) | 6/4/19 | 26/4/19 | Approved 8/5/19 |
| 4/4/19 | 2019/35 | 2 West Street, Upper Burnie | Single Dwelling. Reliant on Performance Criteria for grant of Permit – Clause 10.4.3 (P2), Clause 10.4.4 (P1) and Clause E10.6.1 (P1) | 24/4/19 | 9/5/19 | Approved 21/5/19 |
| 4/4/19 | 2019/36 | 20-22 Nairana Avenue, Shorewell Park | Multiple Dwelling Development (x 3 Units) | N/A | N/A | Approved 16/5/19 |
| 8/4/19 | 2019/38 | 7 Prior Crescent, Heybridge | Single Dwelling & Outbuilding. Reliant on Performance Criteria for grant of Permit – clause 14.4.1 (P1 & P5) and Clause 14.4.3 (P1, P2 & P4) | 24/4/19 | 9/5/19 | Approved 16/5/19 |
| 15/4/19 | 2019/40 | 11 Nairana Avenue, Shorewell Park | Outbuilding associated with a Single Dwelling. Reliant on Performance Criteria for grant of Permit – Clause 10.4.2 (P3) | 1/5/19 | 15/5/19 | Approved 23/5/19 |
| 26/4/19 | 2019/42 | 8 Bissett Place, Heybridge | Outbuilding Extension. Reliant on Performance Criteria for grant of Permit – Clause 14.4.1 (P1 & P5) and Clause 14.4.3 (P2) | 4/5/19 | 20/5/19 | Approved 23/5/19 |

| DATE | PERMIT NO. | LOCATION | TYPE OF DEVELOPMENT | PUBLIC NOTIF. DATE | EXPIRY DATE | DECISION / DATE |
|---------|---------------|--|---|--------------------------|----------------|--------------------------------------|
| 30/4/19 | 2019/43 | Three Mile Line Road, Mooreville | Multiple Dwelling Development. Reliant on Performance Criteria for grant of Permit – Clause 10.4.6 (P3) and Clause 10.4.12 (P1) | 11/5/19 | 27/5/19 | Withdrawn by Applicant 29/5/19 |
| 2/5/19 | 2019/44 | 50-52 West Mooreville Road, Park Grove | Single Dwelling and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 12.4.1 (P1), Clause 12.4.7 (P1) and Clause E10.6.1 (P1) | 11/5/19 | 27/5/19 | Approved 29/5/19 |
| 16/5/19 | 2019/48 | 2753 Ridgley Highway, Hampshire | Storage Shed associated with existing Resources Processing use (wood chip mill) | N/A | N/A | Approved 30/5/19 |
| 17/5/19 | 2019/49 | 54-56 Mount Street, Burnie | Business and Professional Services use (Office, and including directly associated and subservient storage and workshop areas) and the carry out development for internal and external refurbishment in an existing building | N/A | N/A | Approved 31/5/19 |
| 24/5/19 | 2019/51 | 719 Circular Road, East Ridgley | Pool Building appurtenant to an existing Residential use contained in a Single Dwelling | N/A | N/A | Approved 29/5/19 |

2.3.3 Subdivision Applications

| DATE | PERMIT NO. | LOCATION | TYPE OF DEVELOPMENT | PUBLIC NOTIF. DATE | EXPIRY DATE | DECISION / DATE |
|---------|---------------|---|--|--------------------------|----------------|---------------------|
| 19/2/19 | SD 1290 | 222 Old Surrey Road, Havenview | Subdivision to create three (3) lots. Reliant on Performance Criteria for grant of a Permit – Clause 12.4.1 (P1) | 30/3/19 | 15/4/19 | Approved 2/5/19 |
| 11/4/19 | SD 1292 | 78 & 151 Clarkes Road, Upper Stowport | Adjustment of Boundary between land described on CT 175607/1 and CT 223472/1 located at 78 and 151 Clarkes road, Upper Stowport to reduce the area of CT 175607/1 by 8,251m2 and to add that area to CT 223472/1 | N/A | N/A | Approved 2/5/19 |
| 29/4/19 | SD 1293 | 868 & 870 Ridgley Highway, Ridgley | Adjustment of a boundary between land described on CT 62976/4 and CT 62976/6 at 868 and 870 Ridgley Highway, Ridgley | N/A | N/A | Approved 16/5/19 |





Average time for determination of permit applications decided by month.

2.3.4 Draft Amendments Burnie Interim Planning Scheme

(a) <u>Draft Amendment 2019/1 – change zone from Rural Resource to General Residential</u>

One representation was received from Burnie City Council during the public notification and exhibition period to identify an error on the LIST map in the location of cadastral boundaries between CT 134067/2 and CT 40951/5.

The error has since been corrected by Land Service Tasmania. However, the correct misplaces the current zone boundary between the Open Space and Rural Resource zones. A further change is required to the BIPS 2013 to correct the error in zone boundaries.

The representation does not materially affect the purpose or spatial application of the draft scheme amendment.

A section 39 Land Use Planning and Approvals Act 1993 report has been prepared and submitted to the Tasmanian Planning Commission under delegation.

The TPC must now determine whether to approve, modify or refuse the draft amendment.

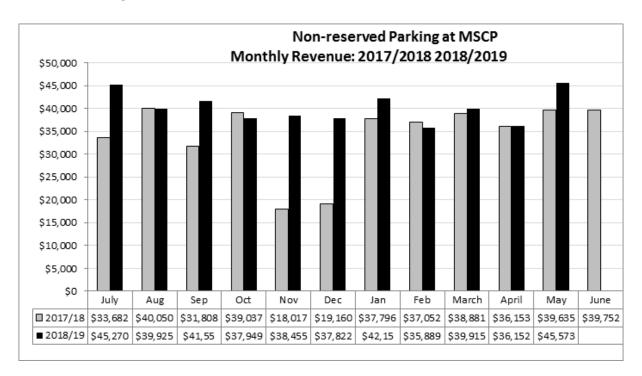
(b) <u>Draft Amendment 2019/2 – Bushfire-prone area overlay map</u>

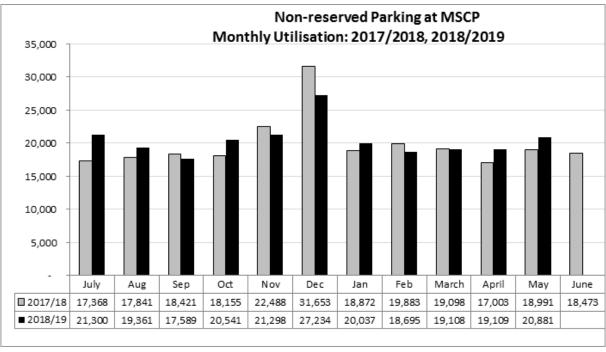
No representations were received during the public notification and exhibition period.

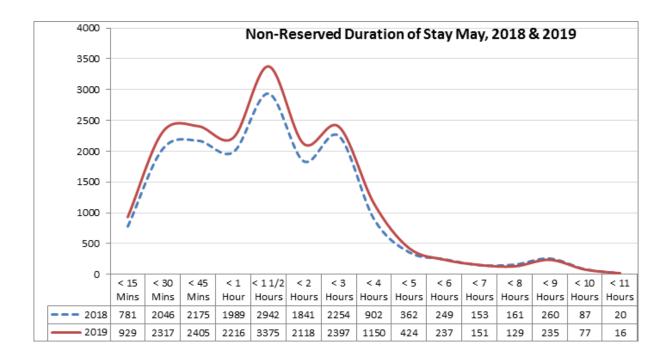
A section 39 Land Use Planning and Approvals Act 1993 report has been prepared and submitted to the Tasmanian Planning Commission under delegation.

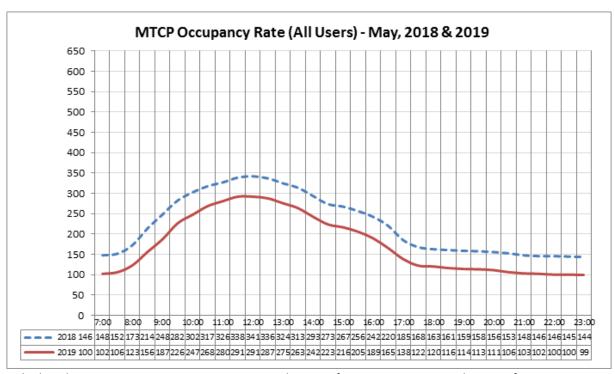
The TPC must now determine whether to approve, modify or refuse the draft amendment.

2.4 PARKING









Calculated on remaining spaces – 137 Reserved spaces for 2018, 90 Reserved spaces for 2019

2.5 CEMETERY STATISTICS

| Burials | May 2019 | YTD Total | | |
|--------------------|----------|-----------|--|--|
| Lawn Cemetery | 3 | 79 | | |
| Wivenhoe / Ridgley | 0 | 1 | | |
| Other | 0 | 0 | | |
| Total | 3 | 80 | | |

YTD is measured from 1 July each year.

| Ashes Interred | May 2019 | YTD Total |
|--------------------|----------|-----------|
| Lawn Cemetery | 3 | 29 |
| Wivenhoe / Ridgley | 0 | 0 |
| Total | 3 | 29 |

YTD is measured from 1 July each year.

COUNCIL RESOLUTION

Resolution number: MO173-19

MOVED: Cr A Boyd

SECONDED: Cr G Simpson

"THAT the General Manager's Information Report for Land and Environmental Services for May 2019 be noted."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER

AO168-19 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MAY 2019

FILE NO: 4/18/2

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

| Direction | 7 | AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE |
|-----------|-------|---|
| Objective | 7.5 | A sustainable long term future is planned through the management of Council's |
| | | infrastructure and assets. |
| Strategy | 7.5.2 | Ensure assets are adequately developed, maintained and renewed. |

1.0 RECOMMENDATION:

"THAT the General Manager's Information Report for Works and Services May 2019 be noted."

2.0 SUMMARY

The report includes the following items:-

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

3 CAPITAL WORKS

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

3.1.1 Expressions of Interest

a) Electric Vehicle Fast Charging Station

Following a legal review, a draft agreement has been issued to Electric Highway Tasmania for comment.

3.1.2 Quotations

a) Quotation 2631 - Car Parks - Buildings, Parks - Pearl Street Car Park

Quotations were called for an upgrade of the car parking area along the west side of the Wivenhoe Showground on Pearl Street. Two submissions were received and the work was awarded to CBB Contracting, which comprises construction of a concrete V drain and preparation of the gravel pavement in readiness for an asphalt seal by Roadways. The works are expected to be complete before the end of June 2019.

b) Quotation 2624 – Ridgley Drainage Study Implementation (Stage 1)

The main of the construction work was complete on 24 May 2019, however works are continuing through to mid-June to trim the longitudinal gradient in the open drain. Some of the cost savings from Stage 1 are currently being allocated to survey and preliminary design work for Stage 2.

c) Quotation 2622 - Fernglade Reserve - Install New Path

This project is to be carried forward and will be undertaken by Depot staff during August/September 2019 as weather permits in readiness for the start of the cruise ship season in October 2019.

d) Quotation 2620 – Burnie Tennis Centre Resurfacing

Representatives from Tennis Australia will be inspecting the courts on 13 and 14 June 2019. Thereafter, Tennis Australia will provide Officers with a report to be used as a basis to finalise the scope and method of remediation of the defects with the Contractor to be undertaken in December 2019.

e) Quotation 2619 – River Road Paver Replacement

CBB Contracting completed the replacement concrete slab works very successfully over the weekend of Friday, 31 May 2019, without disruption to traffic. CBB worked through all Friday night to remove the pavers and prepare the slab for a pour at 7am on Saturday.

The 65Mpa (high early strength concrete) slab cured over Saturday and Sunday and was opened back up to traffic on Monday morning at 6am. Toll partnered with Council, for which we are very grateful, to provide an all traffic detour through their marshalling yard for the duration of the works.

The Contractor will be undertaking some paver reinstatement work through to the end of June at each corner of the new slab, as time did not permit that work to be undertaken over that weekend.

f) Quotation 2592 – Montello Soccer Ground – Light Tower

Two quotations were received from electrical Contractors to install a 2kW light on a new 20m high light pole at the south west corner of the junior training pitch. The project was awarded to Contact Electrical in May 2019 and works will be undertaken in July 2019 due to lead time for the light and footing installation.

3.1.3 Tenders

No tenders to report.

3.1.4 Contracts

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

The project has been delayed, associated with supply of the correct hazard class treated timber for the elevated section of pathway. The focus is now on preparing the car park area opposite Wattle Avenue for asphalt seal in mid-June and a final tidy up prior to 30 June 2019. Some bitumen spray seal repairs were undertaken by the Contractor at the end of May 2019, after aggressive sweeping of the new surface caused some aggregate to loosen and peal. The repairs appear successful and will be monitored during the 12-month defect period.

Council Parks and Reserves staff will be undertaking some landscaping with endemic species around the end of June and into July.

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

Surf Club

The Surf Club works are complete and the facility was re-opened on Friday, 10 May 2019. The Club held a celebratory function for members, the public and Councillors on Friday, 7 June 2019 to mark the occasion.

Eastern Promenade

Officers are hopeful final land use approvals will be gained prior to the end of June and works are planned to start as soon as possible thereafter. Due to the significant lag time since Fairbrother completed the Surf Club, Officers will need to re-negotiate a suitable start time with Fairbrother for the promenade works.

c) Contract 2609 – Bitumen Surfacing Services 2018-2019

All works are complete, excepting Wiseman Street, which is proposed for June 2019.

3.2 Civil Construction and Stormwater

- Annual gully pit upgrade program 50% complete.
- CBD paver replacements (major maintenance) 80% complete.
- Rural road re-sheeting program 60% complete.
- Kerb ramp upgrade program 75% complete.
- Cascade Road Reseal Completed.
- Queen Street Upgrade 75% complete.

3.3 Buildings

- Trade Waste plumbing compliance works 98% complete.
- Aileen Crescent Retaining Wall 95% complete.
- Pearl Street car park fence replacement 90% complete.
- Cooee Beach step repairs 5% complete.
- Waterfront Toilet:
 - Building fit out continuing (in Launceston).
 - Development approval granted.
 - TasWater approval granted.
 - Awaiting Council building and plumbing approval, TasRail permit and license.
 - Hope to undertake construction late June/early July 2019 (pending above).

3.4 Parks, Reserves, Sporting Grounds and Cemeteries

- Playground soft-fall replacement at Marine Plaza awaiting quotations.
- Queen Street Upgrade Landscaping 35% complete.
- Oakleigh Park pedestrian overpass stairs landscaping 50% complete.
- Hodgman Street retaining wall landscaping 80% complete.
- PCYC embankment planting 50% complete.

3.5 Waste Management

The pavement upgrade and asphalt seal works will be undertaken in June 2019.

4 OPERATIONS AND MAINTENANCE

4.1 Civil Construction and Stormwater

Operation and maintenance in accordance with the Service Level Document, including:

- Customer Request Module (CRM) works as required.
- Road signage repairs and installation Completed.
- Rural and urban hotmix patching and monitoring of road shoulder hotspots 90% complete.
- Manhole maintenance as required.
- Footpath maintenance program 85% complete.
- CBD paver maintenance ongoing.
- Stormwater hotspot inspections and monitoring ongoing.
- Driveway maintenance 20% complete.
- Gravel roads maintenance 70% complete.
- Shoulders grading 60% complete.
- Kerb and channel maintenance 80% complete.
- Annual gross pollutant trap cleaning 90% complete.
- Annual rural and urban roads weed spraying program Second spray 50% (rural completed, urban in progress).

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 ongoing
- Electrical testing and tagging numerous Council locations ongoing.
- Plumbing maintenance and inspections of public amenities and Council facilities ongoing (grease traps, backflow prevention devices, valves, etc).
- CBD linemarking as required.
- Vandalism repairs and painting as required.
- Hilder Parade Noticeboard reinstallation 10% complete.
- BWMC linemarking 80% complete.
- Senior Citizens carpark line marking 50% complete.
- Burnie Sports Centre lighting repairs 80% complete.
- Wilmot Street seat painting 85% complete.
- Ridgley Recreation Ground grandstand cladding 50% complete.
- Aquatic Centre pump maintenance 80% complete.
- Buildings Essential Health and Safety inspections 50% complete.

4.3 Parks, Reserves, Sporting Grounds and Cemeteries

Maintenance and minor works in accordance with the Service Level Document, including:

CRM works – as required.

- Preventative tree maintenance ongoing.
- Dangerous tree assessments/removal as required/identified.
- Grass care and ground and feature care schedules ongoing.
- Sports grounds maintenance and mowing schedules ongoing.
- Walking track annual maintenance program ongoing.
- Routine playground maintenance and statutory inspections in accordance with SLD and regulations. Soft-fall mulch replacement 90% complete.
- West Park Oval and sports grounds maintenance and wicket preparation ongoing.
- Sports grounds maintenance ongoing.
- Vegetation management Durham Road, Mount Street to Southwell Street,
 Mount Street to Brooklyn Road in progress 80% complete.
- Sports grounds fertilizing Completed
- Annual playgrounds external compliance audit Completed.
- Art Gallery courtyard planting Completed.

4.3.1 Durham Road Reserve

In accordance with the Council permit, seven (7) trees are currently being removed by Council's Contractor.

4.4 Waste Management

Waste data and information is reported quarterly and due next in the August 2019 agenda.

5 VANDALISM AND REPORTED INCIDENTS

Incidents of vandalism where repairs that are likely to exceed \$250 are generally reported and appear in the table below as separate incidents. Repair costs for minor instances of vandalism identified through routine inspections are aggregated and reported under the asset area they belong to i.e. facilities, community amenities, sports grounds, parks and reserves and transport services as a monthly total cost.

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 |
|----------|---|--|---------------------------|---------------------------------|-----------------|--|------------------------------|--------------------------------|
| MAY | | | | | | | | |
| | Facilities | Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs | | Yes | No | Damage made good and surfaces cleaned, repaired and repainted as necessary | | |
| | Community Amenities | Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs | | Yes | No | Damage made good and surfaces cleaned, repaired and repainted as necessary | \$400.00 | |
| 1/05/19 | Guide Falls BBQ Shelter | Stolen Artifical Grass from Ramp to BBQ Shelter | No | Yes | No | Re-lay Artificial Grass to Ramp | \$500.00 | |
| 2/05/19 | Stoney Creek Reserve | Smashed Seat Slats | No | Yes | No | Replaced Seat Slats | \$300.00 | |
| 7/05/19 | Burnie Park Toilets | Toilet Roll Holder Smashed & Graffiti | No | Yes | No | Repair Toilet Roll Holder & Remove Graffiti | \$250.00 | |
| 13/05/19 | Fern Glade, Reeve St, Guide Falls & View Rd Public Toilets | Graffiti | No | Yes | No | Remove/Paint out Graffiti | \$300.00 | |
| 16/05/19 | Guide Falls Toilets | Stolen Padlocks on Toilet Roll Holders | No | Yes | No | Replace Padlocks | \$150.00 | |
| 16/05/19 | Ridgley Sports Ground | Stolen Wheelie Bins | No | Yes | No | Replace Wheelie Bins | \$250.00 | |
| 20/05/19 | Burnie Park | Smashed Legs on BBQ Table | No | Yes | No | Replace Table with Spare from Depot | \$200.00 | |
| 28/05/19 | Cooee Public Toilets | Electric Hand Dryer Damaged | No | Yes | No | Electrical Contractor to Reinstall Dryer to Wall | \$300.00 | |
| | | | | | | TOTAL | \$2,650.00 | \$37,829.00 |

6 PRIVATE WORKS

No information to report.

7 SES AND BURNIE EMERGENCY MANAGEMENT COMMITTEES ACTIVITY REPORTS

North Western Regional Emergency Management Committee (NWREMC) – Meeting held 8 May 2019 at Ulverstone Fire Station.

Western Emergency Management Committee (WEMC) – Meeting held 16 May 2019 at Burnie City Council.

Council is 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 information to report.

COUNCIL RESOLUTION

Resolution number: MO174-19

MOVED: Cr A Keygan

SECONDED: Cr K Dorsey

"THAT the General Manager's Information Report for Works and Services May 2019 be

noted."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER

AO169-19 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT MAY 2019

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 May 2019 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
- 2.7 Collective Impact
- 2.8 Youth Development

2.1 BUSINESS AND RECREATION

Maker Faire

In association with UTAS, Business and Recreation are involved in planning the new maker exhibition in August. A one day éxtravaganza' promoting the breadth of local skills within our area – ranging from large scale engineering to small domestic producers. The event will showcase the innovation and skill diversity within local industry, schools, community groups and individuals. A whole of community free event, the day will also feature local musicians and food producers.

The four hour event on August 18 will utilise the indoor and outdoor facilities of the Burnie Arts and Function Centre.

The Heritage Burnie Ten

Planning for the event is well underway, consulting Burnie Port stakeholders and Tas Police concerning the proposed new course of using the seaward Northern lanes. A number of timing options are being investigated for this year.

2.2 COMMUNITY / CULTURAL DEVELOPMENT

Financial Assistance

Reminders letters were sent to Tas Conservation Trust, Burnie Highland Pipe Band, Burnie Youth Choir and the City of Burnie Brass Band reminding the groups to spend funding before the end of June.

Doing Better Together Grants

Round One of grants closed on 5 April – five applications were received. Round Two opened on 8 April and closed on 31 May with only one application received. Successful applicants will announced on 28 June, 2019.

2019 Volunteer Awards

Around 45 people attended this year's volunteer awards at the Arts and Function Centre, Braddon hall. Nine volunteers were recognised for their dedication to volunteering.

Disability Action Plan Consultation Group Burnie (DAP)

Bus Procurement update: there have been a total of 34 new buses, 11 in Launceston and 23 in Hobart.

A presentation by Department of State Growth advised of a review of the bus service for the next ten years.

- Targeting to go live in Northern Tasmanian in January 2020 and on North West Coast in April 2020. Feedback will be sought online.
- The aim is for consistent frequency of services and also mentioned the turning circle at Havenview and bus stop upgrade outside the Acton Hub Centre.
- Also looking at re-designing bus stop signage state wide.
- The aim is to link all bus services into one timetable to make it more convenient for customers.

Street Infrastructure:

| Location | Bus Stops | Shelters | Seats |
|------------|-----------|----------|-------|
| Burnie | 296 | 20 | 8 |
| Launceston | 1941 | 217 | 87 |
| Hobart | 757 | 64 | 25 |

2018/2019 Financial Assistance Grants (as at 3/6/19)

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 | \$3,954 | 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 | \$7,994 | 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 | \$1,500 | To assist with costs for the 'Big Sing Workshop and Performance'. |
| Total | \$24,735 | \$24,235 | |

Round Two 2018-19

| Name/Organisation | Committed | Paid | Description of Project |
|--|-----------|----------|--|
| Zodiac Gymnastics | \$7,500 | \$7,500 | To purchase 'Uneven Bars and Mini Horizontal Bars' for the club. |
| Burnie Basketball Association | \$7,772 | \$7,772 | To refurbish social club bar area. |
| Pain Revolution, University of South Australia | \$599 | \$599 | Assistance for hire fees for the AFC. |
| Tas Conservation Trust | \$3,000 | \$0 | To assist with the costs of producing a Penguin Tourism Viewing Translation Website. |
| Total | \$19,308 | \$15,871 | 0 |

Committed Three Year Sponsorship (2016-2019)

| Cooee to Camdale Coastcare (\$6,353 over 3yrs) | \$2,117 | \$1,524 | To purchase equipment, clothing and assist with insurance and telephone costs. |
|---|---------|---------|--|
| Burnie Amateur Swimming Club (\$5,000 over 3yrs) | \$1,666 | \$1,666 | To assist with the costs of hiring the Burnie Aquatic Centre. |
| Burnie Athletic Club (\$9,000 over 3yrs) | \$3,000 | \$3,000 | To assist with costs of television coverage for the New Year's Day Carnival. |
| Total | \$6,783 | \$6,190 | |

Committed Three Year Sponsorship (2017-2020)

| Burnie Men's Shed (\$1,716 over 3yrs) | \$572 | \$524 | Assist with costs for kerbside collection. |
|--|-------|-------|--|
| Stowport Community Morning Tea Group (\$608 over 3yrs) | \$202 | \$202 | Exemption of hall hire and kitchen fees for annual Great Big Community Morning Tea and Christmas Luncheon for seniors. |
| Total | \$774 | \$726 | |

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 | \$7,050 |

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 |
| Soroptimists of Burnie | | \$138 |
| Cancer Council | | \$26 |
| Walk for Blue Hope – Sarah Bosch | | \$26 |
| Total | | \$328 |

Community Bands Assistance

| Name/Organisation | Committed | Paid |
|-----------------------------|-----------|---------|
| Burnie Concert Band | \$2,500 | \$2,500 |
| Burnie Highland Pipe Band | \$2,500 | \$2,500 |
| Burnie Youth Choir | \$2,500 | \$0 |
| City of Burnie Brass Band | \$2,500 | \$0 |
| EMUsicians | \$2,500 | \$2,500 |
| Stringalong Music Programme | \$2,500 | \$1,548 |
| Total | \$15,000 | \$9,048 |

Other - Annual Assistance

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

Waste Disposal Costs for Charitable & NFP Organisations

| Name/Organisation | Committed | Paid |
|-------------------------|-----------|---------|
| Australian Red Cross | \$912 | \$30 |
| Launceston City Mission | \$1,000 | \$1,000 |
| The Salvation Army | \$1,000 | \$236 |
| Total | \$2,912 | \$1,266 |

YTD Totals

| Name/Organisation | Budget | Committed | Paid |
|---|----------|-----------|----------|
| Financial Assistance Grants Round 1 | | \$24,735 | \$24,235 |
| Financial Assistance Grants Round 2 | | \$19,308 | \$15,871 |
| Committed Three Year Sponsorship (2016-2019) | | \$6,783 | \$6,190 |
| Committed Three Year Sponsorship (2017-2020) | | \$774 | \$726 |
| Other Annual Community Group Assistance | | \$3,360 | \$3,147 |
| State Representatives Allowance | | \$10,000 | \$7,050 |
| Minor Sponsorship Grants by Mayor | | \$2,500 | \$0 |
| Food License Permits | | \$1,000 | \$328 |
| Total Financial Assistance Grants | \$70,500 | \$49,152 | \$57,547 |
| Community Bands | | \$15,000 | \$9,048 |
| Other – Annual Assistance | | \$4,500 | \$4,500 |
| Waste Disposal Costs for Charitable & NFP Organisations | \$5,000 | \$2,912 | \$1,266 |

2.3 BURNIE REGIONAL MUSEUM

BRM Total Admissions

| Month | 2018 | 2019 |
|-------|------|------|
| May | 564 | 218 |

BRM Total Attendance

| Month | 2018 | 2019 |
|-------|------|------|
| May | 1798 | 1082 |

BRM Total Revenue

| Month | 2018 | 2019 |
|-------|---------|---------|
| May | \$2,156 | \$1,262 |

2.4 BURNIE REGIONAL ART GALLERY

BRAG Attendance Figures

| Month | 2018 | 2019 |
|-------|-------|-------|
| May | 1,008 | 1,185 |

2.5 MAKERS' WORKSHOP – VISITOR INFORMATION CENTRE

Visitor Numbers –May 2019

Makers Workshop Door Count 2,833 people Visitor Centre Count 1,294 people

Cruise ships 0

Creative Paper Tasmania –May 2019

Hand Made Paper Tour Experience 202 entries

Coach/School Groups 4 coaches, 1 school group Creative Paper Website 3 enquiries. 10 online sales.

2.6 MARKETING AND EVENTS

Burnie Shines

Officers continue work on the 2019 Burnie Shines Festival, event registration are slowly coming in, registrations close 14 June. Design work has commenced on the program and the launch event. The featured artist's exhibition opening will be held on the same evening.

Burnie Bite and Brew: October & NYE 2019 (A Night on the Terrace)

Planning continues for the two Burnie Bite & Brew events, with the bands locked in and conversations begun with vendors.

Marketing

Officers have finalised the Top 10 Attractions brochure – currently with the printers

Advertising

Let's Go Kids 2019 edition: - full page ad with additional editorial plus online, updated web content provided.

77,000 copies are printed with 39,000 being distributed through Primary Schools and Childcare Centres, the reminder are distributed via the Tasmanian Visitor Information network, Accommodation providers, Libraries & Council Offices.

Welcome to Tasmania by Tasmania Travel Guides: - finalised double page ad for inclusion in the 180,000 print run of the Tasmanian Travel Guide.

2.7 COLLECTIVE IMPACT

Burnie Works

A representative of Burnie Works presented at the Municipal Association of Victoria 2019 Future of Local Government National Summit on collective impact.

Dream BIG

Dream Big business visits commenced in May.

BIG

Preparations underway for Up Close and Big event with Bess Clark at Burnie High School.

Building Bridges

Awaiting funding deed from department

Stronger Places Stronger People

Planning has commenced with federal and state governments for the role out of this initiative.

2.8 YOUTH DEVELOPMENT

Burnie Youth Council (BYC)

Burnie Youth Council held a meeting on the 23 May 2019.

NWAY

There was a meeting of NWAY May 2 at "The Junction" Devonport hosted by YFCC.

YMCAB (Youth Making Changes Around Burnie)

Young people from National Joblink were consulted by the Health Department over young people's use of water.

Planning for a hip hop and multimedia workshop with YMCAB members to enter the Youth Family and Community Connections 'HELP' film festival is underway. The 2019 theme is PAY IT FORWARD.

General

Ongoing planning of multimedia workshops resulting in an event at the opening of ARTRAGE (11 August) has been discussed with the Burnie Regional Art Gallery.

Work is underway around planning a blacksmithing workshop for young people.

Planning is also underway for Paper Clothing Competition (14 October) and Youth Art Challenge (1 November).

Planning is underway for a Street Art Mural by youth artist Amanda Facey at the Burnie Arts and Function centre, along with workshops for young people.

A report on options for a Street Art event in the CBD and surrounds is being prepared.

COUNCIL RESOLUTION

Resolution number: MO175-19

MOVED: Cr T Brumby

SECONDED: Cr T Bulle

"THAT the General Manager's Information Report for Community and Economic

Development May 2019 be noted."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER

AO170-19 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MAY 2019

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 May 2019 be noted."

2.0 SUMMARY

The report includes the following items:

Corporate and Business Services

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

2.1 SUMMARY FINANCIAL STATEMENTS

Statement of Comprehensive Income

This report provides the draft YTD operating results for the period ending 31 May 2019.

| YTD Comprehensive Income Statement | | | | | | | | | |
|--|--------|--------|------------|-----------|---------|----------|------------|----------|---|
| | YTD | YTD | | YTD | Annual | Annual | Fo | recast | |
| | Actual | Budget | Va | riance to | Budget | Forecast | Var | iance to | |
| | | | E | Budget | 2019 | 2019 | В | udget | |
| | \$'000 | \$'000 | | \$'000 | \$'000 | \$'000 | 9 | \$'000 | |
| Recurrent Income | | | | | | | | | |
| Rates and charges | 22,777 | 22,476 | \bigcirc | (301) | 22,514 | 22,777 | \bigcirc | (263) | F |
| Statutory fees and fines | 962 | 915 | \bigcirc | (47) | 999 | 1,056 | \bigcirc | (57) | F |
| User fees | 3,990 | 4,337 | 8 | 347 | 4,734 | 4,436 | 8 | 298 | U |
| Grants | 1,424 | 1,298 | \bigcirc | (126) | 1,417 | 1,441 | \bigcirc | (25) | F |
| Reimbursements | 306 | 262 | \bigcirc | (45) | 286 | 346 | \bigcirc | (60) | F |
| Other income | 741 | 821 | × | 80 | 896 | 890 | • | 5 | U |
| Investment income | 713 | 1,033 | 8 | 320 | 1,127 | 1,144 | \bigcirc | (17) | F |
| Total recurrent income | 30,913 | 31,142 | × | 228 | 31,972 | 32,091 | lacksquare | (118) | F |
| | | | | | | | | | |
| Recurrent Expenses | | | _ | | | | _ | | |
| Employee benefits | 9,766 | 10,155 | = | (389) | 11,253 | 11,347 | _ | | U |
| Materials and services | 9,158 | 9,643 | \bigcirc | (486) | 10,524 | 10,472 | \bigcirc | (52) | F |
| Depreciation and amortisation | 7,039 | 7,264 | \bigcirc | (225) | 7,928 | 7,725 | \bigcirc | (203) | F |
| Finance costs | 38 | 67 | \bigcirc | (28) | 73 | 73 | \bigcirc | - | F |
| Other expenses | 2,823 | 3,124 | \bigcirc | (301) | 3,409 | 3,413 | 1 | 4 | U |
| Total recurrent expenses | 28,824 | 30,253 | ② | (1,429) | 33,187 | 33,029 | ⊘ | (157) | F |
| | | | | | | | | | |
| Operating surplus/(deficit) | 2,090 | 889 | \bigcirc | (1,201) | (1,215) | (939) | | (276) | F |
| | | | | | | | | | |
| Capital Items | | | | | | | | | |
| Capital grants | 1,283 | 2,719 | _ | 1,436 | 2,967 | 2,940 | = | 27 | U |
| Expenditure on assets not owned by Council | - | - | Q | - | - | - | Ø | - | F |
| Developer Contributions | - | - | \bigcirc | - | - | - | Ø | - | F |
| Net gain/(loss) on disposal of assets | (275) | - | 8 | 275 | (269) | (269) | O | | F |
| - | 1,008 | 2,719 | × | 1,711 | 2,698 | 2,671 | 0 | 27 | U |
| Surplus/(deficit) | 3,097 | 3,607 | (3) | 510 | 1,483 | 1,732 | | (249) | _ |
| | 3,037 | 3,007 | w | 310 | 1,703 | 1,732 | _ | (273) | • |
| Operating Margin | 1.07 | 1.03 | | | 0.96 | 0.97 | , | | |
| | | | | | | | | | |

A favourable variance

An unfavorable variance < \$50kAn unfavorable variance > \$50k

_

F = YTD favourable variance to budget

U = YTD unfavourable variance to budget

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

Council is currently forecasting to have a favourable operational variance to budget of \$276k. While there are a number of favourable and unfavourable variance across the budget the favourable variance of \$276k is predominately due to higher than budgeted supplementary rates income and lower than budgeted depreciation.

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 1.05 as at 30 June 2019.

Statement of Financial Position

| | Actual | Budget | Forecast |
|---------------------------------------|---------|---------|----------|
| | 2019 | 2019 | 2019 |
| | \$'000 | \$'000 | \$'000 |
| Assets | φ 333 | 7 000 | 7 000 |
| Current assets | | | |
| Cash and cash equivalents | 5,590 | 4,078 | 4,088 |
| Trade and other receivables | 2,227 | 1,592 | 1,592 |
| Inventories | 131 | 138 | 138 |
| Other assets | 8 | 46 | 46 |
| Total current assets | 7,957 | 5,854 | 5,864 |
| 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 | 331,282 | 333,989 | 334,227 |
| and equipment | | | |
| Total non-current assets | 402,865 | 405,572 | 405,810 |
| Total assets | 410,822 | 411,426 | 411,674 |
| Liabilities | | | |
| Current liabilities | | | |
| Trade and other payables | 985 | 2,601 | 2,601 |
| Trust funds and deposits | 132 | 135 | 135 |
| Interest-bearing loans and borrowings | 310 | 340 | 340 |
| Employee provisions | 2,286 | 2,489 | 2,489 |
| Total current liabilities | 3,713 | 5,565 | 5,565 |
| Non-current liabilities | | | |
| Interest-bearing loans and borrowings | 1,111 | 923 | 923 |
| Employee provisions | 161 | 166 | 166 |
| Total non-current liabilities | 1,271 | 1,089 | 1,089 |
| Total liabilities | 4,985 | 6,654 | 6,654 |
| Net Assets | 405,838 | 404,772 | 405,020 |
| Equity | | | |
| Accumulated surplus | 273,697 | 273,698 | 273,698 |
| Surplus/(deficit) | 3,097 | 1,483 | 1,732 |
| Reserves | 129,043 | 129,590 | 129,590 |
| Total Equity | 405,838 | 404,772 | 405,020 |
| CURRENT RATIO | 2 | 1.05 | 1.05 |
| | | | |

Statement of Cash Flows

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

Council's cash and investments balance as at 31 May 2019 is \$5.590m.

Burnie City Council Statement of Cash Flows

| | Actual | Budget | Forecast |
|---|----------|----------|----------|
| | 2019 | 2019 | 2019 |
| | \$'000 | \$'000 | \$'000 |
| Cash flows from operating activities | | | |
| Rates and charges | 20,641 | 22,514 | 22,724 |
| Statutory fees and fines | 962 | 946 | 1,056 |
| Userfees | 3,990 | 4,811 | 4,436 |
| Grants | 1,424 | 1,343 | 1,441 |
| Reimbursements | 306 | 285 | 346 |
| Other income | 741 | 889 | 890 |
| Payments to suppliers | (10,917) | (10,460) | (10,417) |
| Payments to employees | (9,905) | (11,122) | (11,278) |
| Other payments | (2,823) | (3,481) | (3,413) |
| Net cash provided by (used in) operating activities | 4,418 | 5,725 | 5,785 |
| | | | |
| Cash flows from investing activities | | | |
| Payments for property, infrastructure, plant and equip | (7,514) | (11,996) | (12,036) |
| Dividends and distributions | 713 | 1,127 | 1,144 |
| Capital grants | 1,283 | 2,967 | 2,940 |
| Proceeds from sale of property, infrastructure, plant and equipment | 243 | - | - |
| Net cash provided by (used in) investing activities | (5,275) | (7,902) | (7,952) |
| | | | |
| Cash flows from financing activities | | | |
| Finance costs | (38) | (73) | (73) |
| Repayment of interest bearing loans and borrowings | (153) | (310) | (310) |
| Net cash provided by (used in) financing activities | (191) | (383) | (383) |
| | | | |
| Net increase (decrease) in cash and cash equivalents | (1,048) | (2,560) | (2,550) |
| 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 | 5,590 | 4,078 | 4,088 |
| | · | • | |

2.2 SCHEDULE OF INVESTMENTS

A schedule of Council's investments is provided as at 31 May 2019:

| | | | Investments | Schedule as at 31/05/1 | 19 | | |
|-------------|----------|-------|-------------|------------------------|-----------------|-----------|--------------|
| Institution | Term | Rate | S&P Rating | Lodgement Date | <u>Maturity</u> | Amount | <u>Total</u> |
| ANZ | At Call | 1.90% | A1+ | | | 501,967 | 501,967 |
| MyState | 365 Days | 2.90% | A2 | 02-09-18 | 02-09-19 | 500,000 | |
| MyState | 270 Days | 2.80% | A2 | 02-09-18 | 02-06-19 | 1,000,000 | |
| My State | 365 Days | 2.80% | A2 | 08-08-18 | 08-08-19 | 500,000 | 2,000,000 |
| ME Bank | 365 Days | 2.85% | A2 | 23-07-18 | 23-07-19 | 1,000,000 | |
| ME Bank | 365 Days | 2.85% | A2 | 08-08-18 | 08-08-19 | 1,000,000 | 2,000,000 |
| Bankwest | 30 Days | 2.00% | A1+ | 27-05-19 | 26-06-19 | 500,000 | 500,000 |
| | | | | | | | 5,001,967 |

| Investment Allocation | n by Credit Ratin | <u>ıg</u> | |
|-----------------------|-------------------|---------------|-------|
| | | | |
| Credit Rating | <u>%</u> | <u>Amount</u> | WAIR |
| A1+ | 20% | \$1,001,967 | 1.95% |
| A1 | 0% | \$0 | 0.00% |
| A2 | 80% | \$4,000,000 | 2.84% |
| | 100% | \$5,001,967 | |
| | | | |
| Investment Allocatio | n by Bank | | |
| | | | |
| <u>Bank</u> | <u>%</u> | <u>Amount</u> | |
| ANZ | 10% | \$501,967 | |
| MyState | 40% | \$2,000,000 | |
| ME Bank | 40% | \$2,000,000 | |
| Bankwest | 10% | \$500,000 | |
| | | \$5,001,967 | |

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 Councils 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.

| | | Annual | | Forecast Variance to | | |
|--|--------------|--------------|--------------|-------------------------|--------------|------|
| Department | 31-May | Budget | Forecast | Budget | | Note |
| Community & Economic Development | | | | | | |
| Burnie Arts & Function Centre | 862,962 | 915,389 | 997,867 | 82,478 | Unfavourable | 1 |
| Burnie Regional Art Gallery | 494,179 | 583,662 | 562,717 | (20,945) | Favourable | 2 |
| Burnie Regional Museum | 241,387 | 273,527 | 254,003 | (19,524) | Favourable | |
| Business & Recreation | 294,014 | 223,120 | 325,143 | 102,023 | Unfavourable | 3 |
| CED Management | 341,359 | 373,762 | 389,481 | 15,719 | Unfavourable | |
| Community & Youth | 320,205 | 378,077 | 367,162 | (10,915) | Favourable | |
| Marketing & Events | 489,959 | 514,284 | 500,291 | (13,993) | Favourable | |
| Visitor Information Centre | 394,794 | 370,935 | 312,906 | (58,029) | Favourable | 4 |
| Community & Economic Development Total | 3,438,857 | 3,632,756 | 3,709,570 | 76,814 | Unfavourable | |
| Corporate & Business Services | | | | | | |
| Accounting Services | (94,106) | - | (40,793) | (40,793) | Favourable | 5 |
| Information Management | 163,118 | 148,486 | 182,286 | 33,800 | Unfavourable | 6 |
| Information Technology Services | (148,743) | - | (104,723) | (104,723) | Favourable | 7 |
| Revenue Services | 355,970 | 423,942 | 399,291 | (24,651) | Favourable | 8 |
| Strategic and Governance | (15,343,983) | (14,985,538) | (15,260,299) | (274,761) | Favourable | 9 |
| Corporate & Business Services Total | (15,067,745) | (14,413,110) | (14,824,238) | (411,128) | Favourable | |
| Employee Oncost Recovery | | | | | | |
| Oncosts | (116,332) | - | 35,855 | 35,855 | Unfavourable | 10 |
| Employee Oncost Recovery Total | (116,332) | - | 35,855 | 35,855 | Unfavourable | |
| Land & Environmental Services | | | | | | |
| Compliance Support | (596,844) | (724,524) | (659,988) | 64,536 | Unfavourable | 11 |
| Development Services | 522,457 | 729,235 | 652,796 | (76,439) | Favourable | 12 |
| Management LES | 272,126 | 319,693 | 311,375 | (8,318) | Favourable | |
| Land & Environmental Services Total | 197,740 | 324,404 | 304,183 | (20,221) | Favourable | |
| Office of the General Manager | | | | | | |
| Executive Management | 415,096 | 477,020 | 470,019 | (7,001) | Favourable | |
| Organisational Development | (24,874) | - | (19,005) | (19,005) | Favourable | |
| Office of the General Manager Total | 390,222 | 477,020 | 451,014 | (26,006) | Favourable | |
| Works & Services | | | | | | |
| Cemetery Services | 23,228 | 683 | 665 | (18) | Favourable | |
| Facilities Management | 1,893,690 | 2,134,398 | 2,110,637 | (23,761) | Favourable | 13 |
| Management WS | 57,827 | (25,234) | 102,088 | 127,322 | Unfavourable | 14 |
| Parks & Reserves | 1,686,679 | 2,009,202 | 1,940,632 | (68,570) | Favourable | 15 |
| Sporting Grounds | 1,320,025 | 1,477,999 | 1,450,401 | (27,598) | Favourable | 16 |
| Stormwater Services | (619,426) | (506,073) | (487,407) | 18,666 | Unfavourable | |
| Transport Services | 5,292,996 | 6,098,264 | 6,059,763 | (38,501) | Favourable | 17 |
| Waste Management | (587,263) | 4,509 | 85,750 | 81,241 | Unfavourable | 18 |
| Works & Services Total | 9,067,756 | 11,193,748 | 11,262,529 | 68,781 | Unfavourable | |
| Total | (2,089,501) | 1,214,818 | 938,913 | (27E 90E) | Favourable | |

Community and Economic Development

1. Burnie Arts and Function Centre

The BAFC provides the community with a safe, comfortable, well equipped and professionally managed performing arts and conference facility. The Centre includes two well-equipped theatre spaces, catering, kiosk and bar services; and a variety of rooms suitable for a diverse range of community and commercial activities.

The unfavourable variance to budget of \$82k for the Burnie Arts & Function Centre is due to higher than budgeted employee benefits.

2. Burnie Regional Art Gallery

The Art Gallery presents a range of quality exhibitions and professional visual art experiences to the community.

The favourable variance to budget of \$21k for the Burnie Regional Art Gallery is due to lower than budgeted grant expenditure \$14k and higher than budgeted sponsorship income \$9k.

3. Business and Recreation

Provides support to business groups in the city, coordination of cruise ship support, management of recreational sporting grounds and facilities; and manages major sporting events.

The unfavourable variance to budget of \$102k for Business and Recreation is predominately due to higher than budgeted losses on a number of Council's events \$72k, including Burnie Ten, 321 Go and Burnie Challenge. The losses relate to lower than budgeted entry income and also some one-off expenses relating to the rebranding of Burnie Ten. An unfavourable variance to budget of (\$33k) have also been incurred at the West Park venue.

4. Visitor Information Centre

The Visitor Information Centre includes elements of the Pioneer Village Museum on display, and the iconic Creative Paper. The operations are carried out within the Makers Workshop building which provides a unique visitor experience through its retail shop, café and art gallery.

The favourable variance to budget of \$58k for the Visitor Information Centre is due to lower than budgeted cruise ship attractions bus expenditure.

Corporate and Business Services

5. Accounting Services

The accounting services department oversees and maintains Council's treasury activities including financial planning and budgeting, overseeing financial systems and controls; and reporting to key stakeholders including Council, auditors and managers.

The favourable variance to budget of \$40k for Accounting Services is due to employee vacancies \$14k and higher than budgeted controlled entity SLA income \$23k.

6. Information Management

This business unit manages business information systems and processes to centralise collection, storage, disposal and retrieval of Council information and records for all areas of Council.

The unfavourable variance to budget of \$34k for Information Management is due to lower than budgeted income for 132 and 337 certificates \$26k and higher than budgeted contracts expenditure \$10K.

7. Information Technology Services

This business unit is where costs associated with the maintenance of business systems used to assist Council in achieving its objectives and the management of Council's IT resources and infrastructure.

The favourable variance to budget of \$105k for Information Technology Services is due to lower than budgeted contract expenditure.

8. Revenue Services

The Revenue Services department levies and collects all Council revenue including rates and charges. The department provides a first point of contact for all customers' enquiries and plays a key role in ensuring that the community is able to access information in a professional, informative and expedient manner.

The favourable forecast variance to budget of \$24k for Revenue Services is due to lower than budgeted employee benefits due to a staff vacancy.

9. 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 \$274k for Strategic & Governance is due to higher than budgeted supplementary rates (\$195k), higher than budgeted investment income (\$16k), higher than budgeted reimbursement income (\$33k) and lower than budgeted contract expenditure (\$35k).

Employee Oncost Recovery

10. Employee Oncosts

The unfavourable variance to budget of \$35k for employee on cost recovery is due to higher than long service leave expenditure.

Land and Environmental Services

11. Compliance Support

Compliance support business unit includes regulatory compliance and is responsible for the administration and management of cemeteries, the provision and regulation of public car spaces; and municipal inspection. Activities of this department assist to protect the

community from the nuisance behaviours of animals, weeds or other conditions on land in accordance with relevant legislation and Council by-laws.

The unfavourable variance to budget of \$64k for compliance support is due to lower than budgeted cemetery management fees (\$34k) and lower than budgeted parking income (\$33k).

12. Development Services

The development services business unit includes land use planning, building compliance and environmental health.

The favourable forecast variance to budget of \$76k for Development Services is due to higher than budgeted permit application fees \$50k, higher than budgeted immunisation records \$9k and higher than budgeted subdivision permit fees \$7k.

Works and Services

13. Facilities Management

Facilities Management is responsible for the management of Council's buildings to ensure long term sustainability.

The favourable forecast variance to budget of \$23k for Facilities Management is due to lower than budgeted depreciation.

14. Management WS

The Management WS business unit provides management and strategic support, coordination and advice in relation to Council's significant investment in infrastructure including engineering services.

The unfavourable forecast variance to budget of \$127k for Management WS is due to higher than budgeted depreciation \$72k, higher than budgeted strategic initiatives \$32k and higher than budgeted employee benefits \$25k.

15. Parks & Reserves

Parks & Reserves carries the responsibility for management of parks and reserves and related assets in accordance with established service levels. Includes public open space, natural bush, feature parks for community usage and cemeteries.

The favourable forecast variance to budget of \$68k for Parks & Reserves is due to lower than budgeted depreciation.

16. Sporting Grounds

The sporting grounds business unit is responsible for maintenance of sporting grounds, playing surfaces and ancillary infrastructure in accordance with established services levels.

The favourable forecast variance to budget of \$27k for Sporting Grounds is due to lower than budgeted depreciation (\$56k) offset by higher than budgeted contract expenditure \$10k and lower than budgeted fee income \$14k.

17. Transport Services

Transport services is where the costs relating to construction and maintenance of Council's local roads network, maintenance and management of road reservations is captured.

The favourable forecast variance to budget of \$38k for Transport Services is due to lower than budgeted electricity costs.

18. Waste Management

The Waste Management business unit provides waste management services including domestic garage collection, recycling, commercial garbage and litter bin collections and operation of the Burnie Waste Management Centre. This area includes maintenance and management of Burnie's CBD and street cleaning.

The unfavourable forecast variance to budget of \$81k for Waste Management is due to higher than budgeted waste contract expenses.

2.4 RECEIVABLES ANALYSIS

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

Receivables Analysis as at 31 May 2019

| | <u>Total</u> | <u>Current</u> | 30-60 Days | <u>60-90 Days</u> | <u>90+ Days</u> |
|-------------------------------|--------------|----------------|------------|-------------------|-----------------|
| Trade Debtors | | | | | |
| Sundry Debtors | 158,396 | 67,606 | 80,393 | (3,744) | 14,141 |
| Reserved Parking Spaces | 11,884 | 7,582 | 2,739 | 895 | 668 |
| Burnie Venues & Catering | 1,862 | (1,186) | 1,480 | 337 | 1,232 |
| Lease Debtors | 15,601 | 16,810 | 611 | (2,083) | 263 |
| Business & Recreation Debtors | 12,836 | - | 9,720 | 2,422 | 693 |
| Waste Debtors | 25,668 | 25,822 | 1,186 | 340 | (1,680) |
| Total Trade Debtors | 226,248 | 116,635 | 96,129 | (1,834) | 15,317 |
| | | | | | |
| Goods & Services Tax | 3,684 | | | | |
| Infringements & Parking | 1 278 956 | | | | |

| Total Receivables | 2,227,179 |
|------------------------------|-------------|
| Allowance for Impaired Debts | (1,065,369) |
| Rates & Charges | 1,773,131 |
| Other Receivables | 10,530 |
| Infringements & Parking | 1,278,956 |
| Goods & Services Tax | 3,684 |

Infringements & parking

| Issued 2019 |
|-----------------|
| Issued 2018 |
| Issued 2017 |
| Issued 2016 |
| Issued 2015 |
| Issued 2014 |
| Issued 2013 |
| Issued 2012 |
| Issued 2011 |
| Issued 2010 |
| Issued 2009 |
| Issued 2008 |
| Issued 2007 |
| Issued Pre-2006 |
| |

| May | -19 | May | /-18 | Movement | |
|--------|-----------|--------|-------------|----------|----------|
| Count | Balance | Count | Balance | Count | Balance |
| 2,793 | 191,820 | | | 2,793 | 191,820 |
| 1,216 | 94,711 | 2,614 | 175,670 | (1,398) | (80,960) |
| 1,681 | 64,803 | 1,799 | 95,505 | (118) | (30,702) |
| 1,008 | 43,545 | 1,051 | 53,302 | (43) | (9,757) |
| 615 | 40,034 | 689 | 46,525 | (74) | (6,491) |
| 555 | 37,230 | 603 | 42,118 | (48) | (4,888) |
| 655 | 40,025 | 716 | 45,387 | (61) | (5,362) |
| 549 | 34,784 | 577 | 37,144 | (28) | (2,360) |
| 568 | 34,807 | 619 | 39,125 | (51) | (4,318) |
| 674 | 25,440 | 711 | 28,376 | (37) | (2,936) |
| 782 | 53,963 | 854 | 59,952 | (72) | (5,990) |
| 1,461 | 72,940 | 1,482 | 75,952 | (21) | (3,013) |
| 2,027 | 78,830 | 2,035 | 81,426 | (8) | (2,596) |
| 9,887 | 470,547 | 9,906 | 474,634 | (19) | (4,087) |
| 24,471 | 1,283,477 | 23,656 | 1,255,117 | 815 | 28,360 |

2.5 RATES ANALYSIS

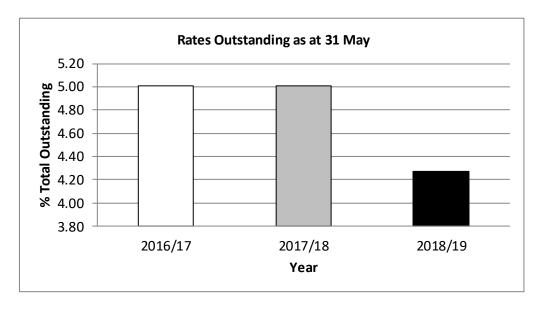
The rates analysis contains a summary of rating transaction movements for 2018/19 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

Rates Outstanding as at 31/05/2019

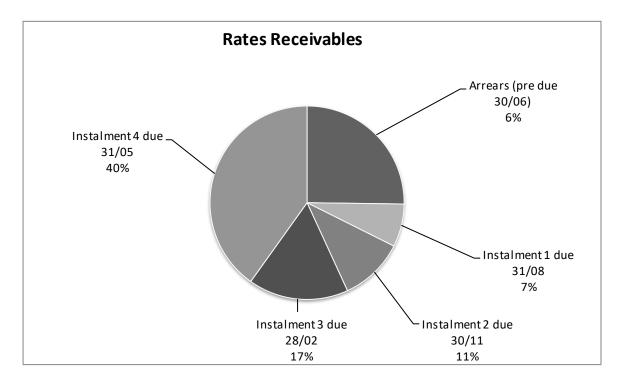
| | This Financial Year | | Last Fina | ncial Year | Change |
|---|---------------------|------------|-----------|------------|-----------|
| | 31 N | 1ay 2019 | 31 M | ay 2018 | |
| | | \$ | | \$ | \$ |
| Arrears Brought Forward as at July 1 | 5.30% | 1,239,630 | 5.06% | 1,172,182 | 67,448 |
| Credit Brought Forward | -2.96% | (692,968) | -2.51% | (580,636) | (112,332) |
| Add Current Rates & Charges | | | | | |
| Levied | 95.84% | 22,431,821 | 96.90% | 22,444,543 | (12,722) |
| Penalty | 0.35% | 82,249 | 0.36% | 83,684 | (1,435) |
| Supplementary Rates | 1.48% | 345,338 | 0.19% | 43,405 | 301,934 |
| Gross Rates and Charges | | | | | |
| Demanded | 100.00% | 23,406,071 | 100.00% | 23,163,178 | 242,893 |
| | | | | | |
| Less: Rates & Charges Collected | 90.73% | 21,235,363 | 89.82% | 20,805,509 | 429,853 |
| Pension Remission | 3.01% | 705,175 | 3.09% | 715,914 | (10,739) |
| Residential Waste Remission | 0.08% | 18,144 | 0.08% | 18,624 | (480) |
| Hardship Interest Remission | 0.00% | 386 | 0.00% | 636 | (249) |
| 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 | 0.04% | 8,692 | 0.04% | 8,153 | 539 |
| General Rate Remission | 0.02% | 4,611 | 0.03% | 6,045 | (1,434) |
| - Legal Fees | -0.01% | (1,638) | -0.01% | (2,489) | 851 |
| - Discounts | 1.81% | 422,817 | 1.78% | 411,220 | 11,597 |
| Roundings/Adjustments | 0.00% | (2) | 0.06% | 13,666 | (13,668) |
| Sub Total | 95.73% | 22,406,642 | 94.99% | 22,003,421 | 403,221 |
| Unpaid Rates & Charges | | | | | |
| as at 31/05/2019 | 4.27% | 999,429 | 5.01% | 1,159,757 | (160,328) |

| | | 2018/2019 | | 2017/2018 |
|-----------------------------|---------|-----------|---------|-----------|
| Outstanding as at 31 May | | 1,643,087 | | 1,750,325 |
| Rates in credit | | (643,658) | | (590,568) |
| | | 999,429 | | 1,159,757 |
| | | | | |
| Total number of assessments | | 10,036 | | 9,998 |
| Assessments outstanding | 26.73% | 2,683 | 31.0% | 3,097 |
| | | | | |
| Credit Rates | -64.4% | (643,658) | -50.9% | (590,568) |
| Arrears (pre due 30/06) | 41.5% | 414,365 | 34.6% | 401,608 |
| Instalment 1 due 31/08 | 11.8% | 117,936 | 9.7% | 112,947 |
| Instalment 2 due 30/11 | 17.7% | 176,929 | 13.6% | 158,051 |
| Instalment 3 due 28/02 | 27.4% | 274,283 | 23.8% | 275,447 |
| Instalment 4 due 31/05 | 66.0% | 659,574 | 69.2% | 802,272 |
| | 100.00% | 999,429 | 100.00% | 1,159,757 |

There were 2,683 assessments outstanding as at 31 May 2019 compared to 3,097 as at 31 May 2018.



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



2.6 CAPITAL EXPENDITURE REPORT

The following report outlines council's YTD capital expenditure compared to budget as at 31 May 2019. Explanations are provided below for project forecast variances to budget of \$20,000 or more.

| |) ATTE | | | | Forecast | |
|---|--------------------|------------------|--------------------|------------|-----------------------|------|
| | YTD Expenditure | Annual Budget | Balance Unspent | Forecast | Variance to Budget | Note |
| ROADS | | | | | | |
| RURAL ROADS | | | | | | |
| Upgrade Programme | 977,748 | 1,416,880 | 439,132 | 1,128,904 | (287,976) | 1 |
| Rural Roads Resealing | 91,555 | 90,780 | (775) | 93,428 | 0 2,648 | |
| Rural Roads Major Patching & Resealing | 599,457 | 443,695 | (155,762) | 615,620 | 2 171,925 | 2 |
| Rural Roads Bridges Programme | 71,267 | 100,910 | 29,643 | 83,530 | (17,380) | |
| TOTAL RURAL ROADS | 1,740,026 | 2,052,265 | 312,239 | 1,921,482 | (130,783) | |
| URBAN ROADS | | | | | | |
| Car Parking Improvements | 8,438 | 69,690 | 61,252 | 81,690 | 12,000 | |
| Driveways, Footpaths and Channel | 91,950 | 98,180 | 6,230 | 113,468 | 15,288 | |
| Retaining Walls | 200,654 | 366,670 | 166,016 | 384,370 | 17,700 | |
| Urban Infrastructure | 228,132 | 1,498,828 | 1,270,696 | 373,817 | (1,125,011) | 3 |
| Urban Road Renewal & Upgrades | 704,512 | 995,403 | 290,891 | 1,127,000 | 131,597 | 4 |
| Urban Road Resealing | 319,062 | 515,393 | 196,331 | 469,025 | (46,368) | 5 |
| TOTAL URBAN ROADS | 1,552,749 | 3,544,164 | 1,991,415 | 2,549,370 | (994,794) | |
| TOTAL ROADS | 3,292,775 | 5,596,429 | 2,303,654 | 4,470,852 | (1,125,577) | |
| | | | | | | |
| STORMWATER | | | | | | _ |
| Storm Water Upgrades & Replacements | 300,698 | 589,800 | 289,102 | 431,629 | (158,171) | 6 |
| TOTAL STORMWATER | 300,698 | 589,800 | 289,102 | 431,629 | (158,171) | |
| DARKS RESERVES AND SPORTING FACILITIES | | | | | | |
| PARKS, RESERVES AND SPORTING FACILITIES | CO4 424 | 1 105 466 | F01 042 | 1 000 030 | (115 446) | 7 |
| General Parks and Reserves | 604,424 | 1,195,466 | 591,042 | 1,080,020 | (115,446) | 7 |
| Cemeteries | 38,406 | 5,166 | (33,240) | 43,406 | | 8 |
| Sporting Grounds & Facilities | 179,942 | 321,198 | 141,256 | 425,197 | 26,703 | 9 |
| TOTAL PARKS, RESERVES & SPORTING FACILITIES | 822,773 | 1,521,830 | 699,057 | 1,548,623 | 26,793 | |
| WASTE | | | | | | |
| Garbage and Recycling | 20,284 | 23,720 | 3,436 | 20,284 | (3,436) | |
| Waste Management Centre | 15,024 | 55,214 | 40,190 | 55,214 | - | |
| TOTAL WASTE MANAGEMENT | 35,307 | 78,934 | 43,627 | 75,498 | (3,436) | |
| BUILDINGS | | | | | | |
| Sporting Facilities | 1,289,297 | 1,382,737 | 93,440 | 1,382,711 | (26) | |
| Public Amenities | 48,694 | 118,600 | 69,906 | 118,600 | - | |
| Burnie Arts & Function Centre | 131,444 | 174,266 | 42,822 | 170,284 | (3,982) | |
| Burnie Regional Museum | 27,275 | 31,500 | 4,225 | 27,275 | (4,225) | |
| Other Buildings | 71,066 | 93,435 | 22,369 | 118,357 | | 10 |
| TOTAL BUILDINGS | 1,567,775 | 1,800,538 | 232,763 | 1,817,227 | 16,689 | |
| PROPERTY, PLANT & EQUIPMENT (PPE) | | | | | | |
| Computer Equipment | 26,977 | 203,773 | 176,796 | 204,375 | <u> </u> | |
| Vehicles | 107,059 | 97,000 | (10,059) | 107,059 | 10,059 | |
| Plant | 996,008 | 1,326,149 | 330,141 | 1,264,537 | (61,612) | 11 |
| Other | 204,292 | 507,966 | 303,674 | 433,974 | (73,992) | 12 |
| Parking Equipment | 101,400 | 106,414 | 5,014 | 114,460 | (73,392) (8,046) | 12 |
| Furniture & Fittings | 46,132 | 147,750 | 101,618 | 77,750 | (70,000) | 13 |
| Heritage Assets | 12,984 | 20,000 | 7,016 | 30,000 | 10,000 | 13 |
| TOTAL PLANT/EQUIPMENT/VEHICLES | 1,494,853 | 2,409,052 | 914,200 | 2,232,155 | (176,897) | |
| | | | | | | |
| TOTAL | 7.514.181 | 11,996,583 | 4,482,402 | 10,575,984 | (1,420,599) | |

Note 1 - Upgrade Programme

| | YTD | Annual | | Forecast | % |
|---|---------|---------|-----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Fernglade Road Upgrade & Pathway Stage 2 (Wattle Ave - Emu River) | 359,777 | 608,000 | 508,000 🥘 | -100,000 | -16% |
| Mooreville Rd Widening - Stage 2 | 597,184 | 573,160 | 597,184 🥘 | 24,024 | 4% |
| West Ridgley Road and Culvert Upgrade (Provisional) | 0 | 212,000 | 0 🔵 | -212,000 | -100% |

Fernglade Road Upgrade and Pathway Stage 2 (Wattle Ave - Emu River) – The project was originally proposed to be completed internally, but has now been put out to contract resulting in some savings for depot and tech services overhead.

Mooreville Road Widening – Stage 2 – Minor additional works required to complete the project.

West Ridgley Road and Culvert Upgrade (Provisional) – Project was provisional on receiving Government funding. Project not expected to progress in 2018-19.

Note 2 - Rural Roads Major Patching & Resealing

| | YTD | Annual | | Forecast | % |
|--|---------|---------|-----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Circular Rd Reseal - East from Ridgley Hwy for 2.2km | 484,233 | 316,200 | 486,400 (| 170,200 | 54% |

Circular Rd Reseal – East from Ridgley Hwy for 2.2km – Significant additional paver repairs.

Note 3 - Urban Infrastructure

| | YTD | Annual | | Forecast | % |
|-------------------------------------|--------|-----------|----------|------------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Coastal Pathway Marine Terrace | 32,440 | 0 | 32,440 🬑 | 32,440 | 0% |
| Coastal Pathway - Cooee to Somerset | 30,909 | 1,211,648 | 50,000 🥘 | -1,161,648 | -96% |

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

Coastal Pathway - Cooee to Somerset – Project on hold due to discussions with the State Government regarding erosion issues within the rail corridor.

Note 4 – Urban Road Renewal Upgrades

| | YTD | Annual | | Forecast | % |
|--|---------|---------|-----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Queen St Upgrade - Wilmot to Olive Street | 9,036 | 0 | 9,036 (| 9,036 | 0% |
| Queen St- William St to Bass Hwy | 358,693 | 495,000 | 700,000 🬗 | 205,000 | 41% |
| South Burnie Foreshore - Esplanade Access Road | 122,224 | 255,000 | 122,224 🥘 | -132,776 | -52% |
| River Rd - Paver Reinstatement | 2,023 | 57,893 | 82,000 🬗 | 24,107 | 42% |
| Thorne St Reaseal - Madden St-Woniora Rd | 210,496 | 187,510 | 211,700 🬗 | 24,190 | 13% |

Queen St Upgrade – Wilmot to Olive Street – Last year's budget.

Queen St – William St to Bass Hwy - Additional Stormwater works not scoped.

South Burnie Foreshore – Esplanade Access Road - Pavement rehabilitation reduced significantly.

River Rd – Paver Reinstatement – Competitive quotes sought. Lowest cost was greater than budget. Need to progress the works to prevent further degradation to road.

Thorne St Reseal – Madden St-Woniora Rd - Extent of remediation greater than anticipated. Costs balance against broader program.

Note 5 – Urban Road Resealing

| | YTD | Annual | | Forecast | % |
|--|---------|---------|----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Ormsby St Reseal - West of Pearl Street | 73,100 | 89,760 | 73,100 | -16,660 | -19% |
| Three Mile Line Road Reseal - Woniora Rd to Mooreville | 134,704 | 174,420 | 134,704 | -39,716 | -23% |

Ormsby St Reseal - West of Pearl Street – Competitive rates. Not all of the surface preparation allowance required.

Three Mile Line Road Reseal - Woniora Rd to Mooreville – Scope of works modified. Future roundabout at Woniora Road, works in the intersection deferred. Will coordinate with developer.

Note 6 – Stormwater Upgrades & Replacements

| | YTD | Annual | | Forecast | % |
|--|--------|---------|-----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Gully Pit Improvement Annual Program | 44,617 | 71,160 | 44,617 🥘 | -26,543 | -37% |
| Kerb Outfall Replacement Annual Program | 8,451 | 17,790 | 8,451 | -9,339 | -52% |
| Manholes/Mains Replacement & Property SW | 71,037 | 118,600 | 71,037 🥘 | -47,563 | -40% |
| Subsurface Drainage Program | 4,623 | 23,720 | 4,623 🥘 | -19,097 | -81% |
| Ridgley Drainage Study/Imp - Stage 1 | 73,439 | 189,760 | 158,000 🥘 | -31,760 | -17% |
| Stormwater Main - 11-17 Old Surrey Road | 6,312 | 66,180 | 6,312 🥘 | -59,868 | -90% |
| Menai Street Stormwater Upgrade | 81,514 | 47,440 | 81,514 🥘 | 34,074 | 72% |

Gully Pit Improvement Annual Project/Kerb Outfall Replacement Annual Program/Manholes/Mains Replacement & Property SW/Subsurface Drainage Program – Offset Queen Street.

Ridgley Drainage Study/Imp – Stage 1 – Scope of work reviewed. Small pipe to be installed. Trenchless technology to be applied.

Stormwater Main - 11-17 Old Surrey Road - Fully funded project in 2019-20.

Menai Street Stormwater Upgrade – Increased scope of works.

Note 7 - General Parks and Reserves

| | YTD | Annual | | Forecast | % |
|--|---------|---------|----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Romaine Reserve Playground Reinstatement | 52,252 | 0 | 52,252 🬑 | 52,252 | 0% |
| Camdale Point Strategic Masterplan Works | 12,510 | 59,300 | 25,000 🥘 | -34,300 | -58% |
| Neighbourhood Park Upgrade Prog - Barker | 33,144 | 17,790 | 33,144 🥘 | 15,354 | 86% |
| Parks Furniture Replacement Program | 5,270 | 17,790 | 5,270 🥘 | -12,520 | -70% |
| West Beach Stair Repair | 64,412 | 0 | 64,412 🬑 | 64,412 | 0% |
| Walking Track Upgrades | 9,570 | 23,720 | 9,570 🬑 | -14,150 | -60% |
| Waterfront - Eastern Promenade | 181,222 | 745,500 | 550,000 | -195,500 | -26% |

Romaine Reserve Playground Reinstatement – Last year's budget.

Camdale Point Strategic Masterplan Works - Design and investigation work. Balance to be carried forward.

Neighbourhood Park Upgrade Program – Barker – Invoice to be sent to community group – recoup \$15k.

Parks Furniture Replacement Program – Street furniture installed as part of the Romaine Reserve project.

West Beach Stair Repair – Unfunded works associated with storm damage in the previous year.

Walking Track Upgrades - Works carried out at Romaine as part of new BBQ area.

Waterfront - **Eastern Promenade** - Cost expected to be lower than budget due to favourable tender pricing.

Note 8 – Cemeteries

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

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

Note 9 – Sporting Grounds & Facilities

| | YTD | Annual | | Forecast | % |
|-------------------------------------|---------|--------|-----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| West Park Upgrade | 107,255 | 0 | 107,255 🬗 | 107,255 | 0% |
| Natone Ground Amenities | 0 | 12,000 | 0 🗐 | -12,000 | -100% |
| Upper Burnie Sports Centre Footpath | 16,736 | 6,523 | 16,736 🬘 | 10,213 | 157% |

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

Natone Ground Amenities – Project is not progressing.

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 10 – Buildings - Other

| | YTD | Annual | | Forecast | % |
|--|--------|--------|----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Depot - Admin Building - Roof Solar Panels | 14,653 | 0 | 14,653 🥘 | 14,653 | 0% |
| Mechanical Services Upgrade and Renewals | 3,043 | 0 | 3,043 | 3,043 | 0% |
| Mechanical Services Upgrade and Renewals | 25,847 | 20,400 | 25,847 🥘 | 5,447 | 27% |

Depot – Admin Building – Roof Solar Panels - Last year's budget.

Mechanical Services Upgrade renewals - Last year's budget.

Note 11 – Plant

| | | YTD | Annual | | Forecast | % |
|---|---------------------|---------|-----------|-----------|----------|----------|
| | Project Description | Actual | Budget | Forecast | Variance | Variance |
| Ī | Hire Plant | 911,472 | 1,251,000 | 1,180,000 | -71,000 | -6% |

Hire Plant – Savings based on tender processes.

Note 12 – Other

| | YTD | Annual | | Forecast | % |
|--|---------|---------|-----------|----------|----------|
| Project Description | Actual | Budget | Forecast | Variance | Variance |
| Asset Failure Contingency | 114,796 | 30,000 | 114,796 🥘 | 84,796 | 283% |
| Community Storgage Sheds - Cash Contribution | 0 | 125,000 | 0 🔵 | -125,000 | -100% |
| Building Revaluation | 9,943 | 50,000 | 16,600 🥘 | -33,400 | -67% |

Asset Failure Contingency - Costs include the BAC heating systems repairs. Reviewing allocation as some works operational in nature and there is a provision for asset failures in the operational budget. Issues related to unplanned but necessary works.

Community Storage Sheds- Cash Contribution - Not projected to progress – note only part BCC funding.

Building Revaluation - Quotation much less than previous valuation process.

Note 13 Furniture & Fittings

| | YTD | O Annual | | Forecast | % |
|------------------------------------|--------|----------|-------------------|----------|----------|
| Project Description | Actual | Budget | Forecast Variance | | Variance |
| BAFC - Fire Curtain or Alternative | 0 | 70,000 | 0 (| -70,000 | -100% |

BAFC – Fire Curtain or Alternative - Reviewing options.

2.7 CONTRACTS AWARDED

The following table shows contracts awarded over \$100,000 (full contract value) during May 2019.

| Contract Number | Contract Title | Contractor Registered Business Name and Address | Awarded Date | Initial Term | Value of Contract (Ex GST) |
|--------------------|----------------|--|--------------|--------------|-------------------------------|
| | No Cont | racts awarded over \$100,000 in May 2019. | | | |

2.8 CONSULTANTS ENGAGED

The following table lists consultants engaged throughout the current financial year for a cost greater than \$10,000. For the purpose of this table, a consultant is defined as a person or organisation that provides Council with professional advice in areas of strategy, planning or engineering. Consultants are engaged in accordance with Council's policy *Code for Tenders and Contracts CP-CBS-SG-012*.

Reasons that consultants may be engaged:

- A Lack of resource within Council
- B Specialist expertise required
- C Independence
- D Value for money (where Council cannot provide the service as efficiently)
- E Legal requirement

| Project | Consultant | Description | Committed \$ | Actual \$ LTD | Reason | Funded from | Complete |
|---|-------------------------|--|-----------------------------|------------------|--------|--------------------------------|----------|
| Romaine Dam Stage 2 Raising | K Moore & Associates | Construction phase services. | 20,000 (Fee estimate) | 43,661 | В | Capital Works Allocation | Yes |
| Marine Terrace Coastal Pathway | Rare Innovation | Structural design and documentation for the elevated walkway sections. | 20,800 | 33,992 | В | 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 | В | Capital Works Allocation | Yes |
| Surf Club Lift | GHD | Investigate lift options, prepare concept plans for consultation, detail design for tender. No further work required, included in Surf Club Redevelopment. | 23,080 | 1,200 | В | Capital Works Allocation | Yes |
| Environ- mental Design | ES&D | Contaminated Soils, detailed site investigation | 26,000 | 20,383 | В | Cost of Sale | Yes |
| Adventure Playground Consultancy | Playstreet | Adventure Playground | 15,000 | 10,440 | В | Capital Works Allocation | Yes |

| Project | Consultant | Description | Committed \$ | Actual \$ LTD | Reason | Funded from | Complete |
|---|--------------------|---|-----------------|------------------|--------|--------------------------------|----------|
| Burnie Surf Club Redevelop- ment | Jaws Architects | Design and Project Delivery Services Extra fees for approved design variations | 74,797 | 78,737 | В | Capital Works Allocation | Yes |
| Ridgley Drainage Study | Pitt & Sherry | Consultant Brief 188 – Stormwater Investigations and Reporting | 26,730 | 29,403 | В | Capital Works Allocation | Yes |
| Emu River Flood Study | Entura | Consultant Brief 191 – Investigation and reporting (Additional fee for analysis, research and property owner workshop) | 49,800 | 56,010 | В | Annual Plan Action | Yes |
| Parking Audit | Crowe Horwath | Scheduled audit commissioned by BCC Audit Committee | 5,000 | 5,000 | С | Audit Committee Budget | Yes |
| Romaine Dam | Entura | Dam Safety management plan and surveillance report | 25,000 | 25,000 | В | Strategic Initiatives | Yes |
| Credit Card Internal Audit | KPMG | Scheduled audit commissioned by BCC Audit Committee | 7,000 | 7,000 | С | Audit Committee Budget | Yes |
| West Park Grandstand Upgrade | JD2 Consulting | Consultant Brief 192 Architectural Design and Project Delivery | 37,170 | | В | Capital Works Allocation | No |

2.9 GOVERNANCE – USE OF COUNCIL SEAL

| 3 May 2019 | Certificate Under Section 35 Burnie Interim Planning Scheme 2013 Amendment No. 2019/2 – Bushfire Prone Areas |
|-------------|--|
| 7 May 2019 | Grant Deed Between the Crown and Burnie City Council – Black Spot Programme 2019-2020 |
| 10 May 2019 | Final Survey Plan – 38 & 40-42 Nairana Avenue SD 2018/1281 |
| 21 May 2019 | Grant Deed – Department of Communities and Burnie City Council – Barker Street Reserve Toilet |
| 22 May 2019 | Lease Agreement between Burnie City Council and Optus Mobile Pty Limited – Ridgley Highway (2019-2023) |
| 22 May 2019 | Lease Agreement between Burnie City Council and Optus Mobile Pty Limited – Ridgley Highway (2023-2033) |
| 28 May 2019 | MOU between Burnie City Council, Waratah Wynyard Council, Circular Head Council and Cradle Coast Authority for the Sustainable Murchison 2040 Community Plan and the Cradle Coast Regional Futures Plan. |

COUNCIL RESOLUTION

Resolution number: MO176-19

MOVED: Cr D Pease

SECONDED: Cr T Bulle

"THAT the General Manager's Information Report for Corporate and Business Services for

May 2019 be noted."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

AO171-19 COMMUNICATIONS JOURNAL JUNE 2019

FILE NO: 2/17/3

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

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

2.0 SUMMARY

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

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

3.0 MAYOR'S COMMUNICATIONS

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

- Meeting with Joan Rylah MP
- Meeting with Nick Jeffrey
- BCCI General Meeting
- Official Opening of Interactive Exhibition from the National Capital Authority:
 Brick by Brick building our nation's capital
- IDAHOBIT Day Event
- Meeting with Bruce and Kasia Christensen and others
- 2019 Volunteer Awards
- Meeting with Megan Morse and Tim Gardner, Metro
- Meeting with Sid Sidebottom and Daryl Connelly
- 2018/19 Burnie Cruise Ship Season Volunteer Debrief
- Meeting with Nick Cummins, Cricket Tasmania
- Cradle Coast Authority Representatives Meeting

- Hellyer Regional Collective Launch
- State Budget Briefings 2019
- National Reconciliation Week Breakfast
- Tasmanian School of Business and Economics 2019 Prize Awards Burnie
- TMEC "Exploring Refugee Employment" event
- Meeting with Caroline Sharpen and Samuel Cairnduff Tasmanian Symphony Orchestra
- Tourism Operators Networking Event
- UTAS West Park Transition Working Group Meeting
- Media Event with Cricket Australia
- Dream Big Exhibition (Dream Big Primary Schools Career Exhibition)
- Burnie Surf Lifesaving Club Function Space Opening
- Queen's Birthday Luncheon Celebration

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

• Tasmanian Young Achiever Awards Gala Presentation Dinner

4.0 NOTIFICATION OF COUNCIL WORKSHOPS

| Workshop | 28 May 2019 | | |
|-------------------------------------|---|----------------------------------|--|
| Councillors in attendance Apologies | Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Brumby, Cr Bulle, Cr Keygan, Cr Lynch, Cr Pease Cr Dorsey | | |
| Items Discussed | ed Budget Deliberations Update on CAPEX and Operatin | | |
| | Quarterly Works Update | Presentation to Councillors | |
| | UTAS West Park Development | UTAS discussion with Councillors | |
| | Surf Club Lease | Discussion with Councillors | |
| | General Manager's Update | Discussion with Councillors | |

| Workshop | 3 June 2019 (Joint Workshop with Waratah Wynyard Council and Circular Head Council) | | |
|-------------------------------------|---|-----------------------------|--|
| 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 | Wynyard to Cooee Bass Highway Study | Presentation to Councillors | |
| | CLTP Burnie / Hermal Group | Presentation to Councillors | |
| | Wynyard to Marrawah Bass Highway Project | Update to Councillors | |
| | Shared Services | Update to Councillors | |

| Workshop | 4 June 2019 | | |
|-------------------------------------|---|------------------------------------|--|
| 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 Authority | Presentation to Councillors by CCA | |
| | Budget Deliberations | Rates and Charges | |
| | Budget Deliberations | Budget Communications | |

5.0 CORRESPONDENCE FOR NOTING

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

ATTACHMENTS

- 1. Correspondence from Hon Jacquie Petrusma MP Review of the Aboriginal Heritage Act 1975
- 2. Correspondence from Hon Rebecca White MP Infrastructure
- 3<u>U</u>. Correspondence from Department of Communities Tasmania Aboriginal and Dual Naming Policy
- 4<u>U</u>. Correspondence from Tourism Tasmania Regional Tourism Organisation
- 5<u>J</u>. Correspondence from Local Government Association of Tasmania (LGAT) Local Government Act LGAT Motion
- 6. Correspondence from Huntington's Tasmania Light up 4HD 2019
- 7<u>U</u>. Correspondence from Working it Out IDAHOBIT Day

COUNCIL RESOLUTION

Resolution number: MO177-19

MOVED: Cr A Boyd

SECONDED: Cr C Lynch

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

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Minister for Aboriginal Affairs
Minister for Disability Services and Community Development
Minister for Sport and Recreation
Minister for Women



Level 5, 4 Salamanca Place, Parliament Square Building HOBART TAS 7000 Australia GPO Box 123 HOBART TAS 7001 Australia Ph: +61 3 6165 7770

Email: jacquie.petrusma@dpac.tas.gov.au

30 May 2019

Mr Andrew Wardlaw General Manager Burnie City Council burnie@burnie.net

Dear Mr Wardlaw

The Tasmanian Government recognises Tasmania's remarkable 40,000 plus years of Aboriginal heritage and culture and remains strongly committed to its ongoing management and protection. It is because we have a genuine desire to make a positive difference that we amended the former *Aboriginal Relics Act* 1975 in 2017 to address some of its most outdated and problematic elements, and replaced it with the *Aboriginal Heritage Act* 1975.

One of the important amendments we introduced was a commitment to review the *Aboriginal Heritage* Act 1975 (the Act) within three years. The time to start consultation is now and so I write to invite your involvement in the review process.

There will be multiple opportunities throughout 2019 and 2020 for people and organisations to contribute their views. The first opportunity is a 16-week period for public comment, starting on Saturday 1 June 2019 and running through to Saturday 21 September 2019.

A Discussion Paper has been prepared by the Department of Primary Industries, Parks, Water and Environment to provide information and to stimulate discussion on the design and operation of the current Act.

The Discussion Paper, along with further information about the review process, is available for viewing and download on the Department's website at: www.dpipwe.tas.gov.au/aboriginalheritageact

I encourage you to please provide a written submission in response to the Discussion Paper. As well, the review team is also available to meet with your organisation during the consultation period. If you would like to meet with the review team to discuss your views, please email: aboriginalheritage@dpipwe.tas.gov.au or phone 03 6165 3201.

Your response to this first stage of consultation is a very important step in the review process. It will enable you to have your say and also let us know your thoughts, ideas and concerns. Your comments can then be considered and further explored through the consultation process in the second stage of the review.

2

I know that you have a longstanding interest in the legislation around Aboriginal heritage, and we look forward to being able to consider your views on this important issue.

Yours sincerely

Hon Jacquie Petrusma MP Minister for Aboriginal Affairs





Steve Kons Mayor Burnie City Council PO Box 973 BURNIE TAS 7320

Dear Steve

We write regarding the Hodgman Government's failure to plan and deliver infrastructure that will improve the lives of Tasmanians and set our state up for the future.

Labor understands the importance of forward looking investment in infrastructure as being vital to Tasmania's economic growth and participation. It is important that such a large pipeline of infrastructure projects creates opportunity to ensure social and economic benefits are shared by local communities.

The Liberals promised to release a 30 year infrastructure strategy in 2018, then it was delayed until March and now it won't be delivered this financial year.

Despite 87 per cent of Tasmanians saying traffic is getting worse under the Liberals, the Government has failed to deliver serious upgrades to roads and our public transport network.

People in Launceston still have to put up with raw sewage flowing into the Tamar River, despite multiple promises this will be fixed.

Jobs are at risk in the mining, forestry, tourism and primary industries but the Government has failed to detail funding timelines for vital improvements at the ports of Burnie, Devonport, Bell Bay and Hobart.

Parliament House, Hobart TAS 7000 Ph: (03) 6212 2127 rebecca.white@parliament.tas.gov.au The Liberals have shown no sign of backing Labor's plan for a Centre of Excellent in Agriculture in the North-West or interest in building a new high school in the fast growing northern suburbs of Hobart.

Hobart's Macquarie Point, the greatest city-building opportunity for the capital in a generation, has gone nowhere, even after five years of this Government.

Labor is committed to working with industry towards building the infrastructure Tasmania needs for a prosperous future. Labor has established Industry Advisory Councils (IAC's) across eight sectors to give industry a formal channel to advise us about skills gaps and assist with policy development.

Industry Advisory Councils are working to support Tasmanian Labor's understanding of where we should focus our effort to grow the economy in a true partnership including making the most of coming challenges and opportunities.

Labor will continue to lead reform on key issues including means of financing, delivering and operating infrastructure and how to better plan and utilise infrastructure networks.

We would be pleased to meet with you to discuss this matter further to better understand your priorities and concerns. Please feel free to contact my office on 6212 2127 or Rebecca.White@parliament.tas.gov.au.

Kind regards

Rebecca White MP
TASMANIAN LABOR LEADER

could

David O'Byrne MP
SHADOW MINISTER FOR INFRASTRUCTURE

15 May 2019

Department of Communities Tasmania

GPO Box 65, HOBART TAS 7001, Australia

Web: www.communities.tas.gov.au



Contact:

Penny Finlay (03) 6232 7177

Phone: F-mail:

penny.finlay@communities.tas.gov.au

File:

DOC/19/10429

Mr Andrew Wardlaw General Manager Burnie City Council PO Box 973 BURNIE TAS 7310

Email: burnie@burnie.net

Dear Mr Wardlaw

Subject: Aboriginal and Dual Naming Policy

Thank you for your contribution to the Review of the Aboriginal and Dual Naming Policy (the Policy). I am pleased to advise that the Tasmanian Government has finalised its review of the Policy and is now available on the Department of Communities website at www.communities.tas.gov.au.

Following a detailed consultation process and feedback, the revised Policy includes a number of enhancements and improvements that support broader promotion of the Policy as well as inclusivity and procedural efficiency.

As you are aware in Tasmania, the official naming of places is primarily the responsibility of the Nomenclature Board within the Department of Primary Industries, Parks, Water and Environment (DPIPWE). The Board undertakes research and investigation into the origin, priority and usage of place names and assigns official place names in accordance with the Tasmanian Place Naming Guidelines.

Next steps for the implementation of the Policy will be the establishment of the Reference Group to support the Nomenclature Board and the consideration of the eleven existing proposals that were set aside while the Policy was reviewed.

An information pack to support proponents in preparing and submitting their Aboriginal and dual naming proposals will be provided to ensure all relevant information accompanies applications to the Board. This information pack will be made available on the DPIPWE and Department of Communities Tasmania websites.

Thank you again for you contribution to this review.

Yours sincerely,

Kate Kent

Deputy Secretary

6 June 2019

Tourism Tasmania

Level 3, 15 Murray Street, Hobart TAS 7000 GPO Box 399 Hobart TAS 7001 Australia Ph (03) 6165 5334 www.tourismtasmania.com.au



Dear Mayor

I write in follow-up to correspondence from John Fitzgerald, Chief Executive Officer Tourism Tasmania, dated 24 April 2019 and wish to provide you with an update on progress in regard to the future establishment of a new regional tourism organisation (RTO) for the Cradle Coast region and its governance model.

The Transition Committee has determined a new stand-alone RTO entity for the Cradle Coast region be established as an incorporated association pursuant to Associations Incorporation Act 1964 (Tas).

It is the intention the new RTO will be governed by a ten (10) member Board consisting of:

- a) An independent Chairperson of the Board
- b) one person appointed from nominees sought from the Cradle Coast Authority (CCA)
- one person appointed from nominees sought from Local Government area council representative bodies
- d) Not less than 5, and not more than 7, other persons

The Chairperson will have extensive experience in corporate governance, industry and or commerce. Expressions of interest for the position of Chairperson for the new RTO entity will be advertised on Saturday I June 2019 and appointed by an independent panel for an initial period of two (2) years.

Membership of the Independent Panel will include:

- Sue Smith Chair of Transition Committee
- CEO Tourism Tasmania (or delegate)
- A representative of the Tasmanian tourism industry nominated by the Tourism Industry Council Tasmania

In relation to c) above, I advise the intention to seek a nomination to the RTO Board from Cradle Coast Authority Representative Group (i.e. the nine councils), excluding the Chief Council representative or deputy but which could include a councillor, council officer or other.

The Chairperson, once appointed, will make contact with you to discuss among other matters the above nomination process and timing thereof.

Please note in relation to b) above, the intention to seek a nomination to the RTO Board from the Cradle Coast Authority either from their Board or organisation, excluding the position of Chair of the CCA and the Chief Council representative or deputy. I have written to the Chair of the CCA to this effect.

Both the appointments from CCA and local government entities will be based on their individual skills and abilities to contribute to the function of the RTO.

Expressions of interest for membership of the RTO Board positions referred at d) above will commence shortly after the EOI process for the Chairperson has commenced.

The members of the Board are to, collectively, have expertise relevant to the RTO objectives and functions in addition to qualifications or experience in, or including expert knowledge of, most of the following matters:

- Stakeholder engagement and advocacy
- Brand marketing and communications, including research
- Product and experience development
- · Hospitality and visitor services
- Corporate governance including finance and strategic management
- · Development and industry training
- Public sector administration

You will be contacted in regard to seeking nominations for the local government area representatives on the Board of the new RTO.

In the meantime, if you have any queries or wish to discuss anything relating to these matters, please contact my colleague Mark Jones via email on mark.jones@tourism.tas.gov.au or phone 6165 5291.

Yours sincerely

Amy Hills

Chief Operating Officer

For and behalf of

John Fitzgerald

Chief Executive Officer

Tourism Tasmania

31 May 2019



Our Ref: GP:CA

14 May 2019

Mr Andrew Wardlaw General Manager Burnie City Council PO BOX 973 BURNIE 7320

RECEIVED

1 7 MAY 2019

BURNIE CITY COUNCIL

Dear Andrew

Local Government Act - LGAT Motion

I write to you in relation to the Local Government Act use of the term Alderman motion passed at Local Government Association of Tasmania General Meeting in July 2018. The motion put forward by Burnie City Council and Seconded by Waratah Wynyard Council was:

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

As you are aware the State Government has commenced its review of the Local Government Legislation Framework. As part of this review the Local Government Association of Tasmania will include all current and previous sectoral issues related to the *Local Government Act* as part of the LGAT submissions to be developed during the review process.

LGAT will update the sector on the review process and the outcomes from the review through our General Meeting papers. As such we intend to remove the motions from the follow up of motions document.

If you have concerns about this approach, please do not hesitate to contact me.

Yours sincerely

Dr Katrena Stephenson
CHIEF EXECUTIVE OFFICER



HUNTINGTON'S Tasmania
ABN 69 109 655 099
huntingtontas@outlook.com.au

RECEIVED

2 4 MAY 2019

LIBERT CITY COUNCIL

Shop 4, 11 Wilson Street
Burnie Tasmania 7320

(03) 6431 3403 Hdtas.org.au

May 20, 2019

General Manager and Mayor Burnie City Council PO Box 973 BURNIE TAS 7320

Dear Sirs

LIGHT UP 4HD 2019

On behalf of Huntington's Tasmania we would like to thank you for your assistance with the lighting of the tree at the beach end of Wilson Street. This light up was to bring Awareness to this terrible disease.

Letters and requests were sent to all the Councils around the state and the response was good. A couple of Hotels responded and the Premier had Blue lights in his office.

We thank you for your support and hope that we can call on you next year for an even bigger and better campaign.

Yours sincerely HUNTINGTON'S TASMANIA



Soi

Pam Cummings PRESIDENT





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Honouring people's diverse lived experiences and working with communities to create a more just society

24 May 2019

Mr Steve Kons Mayor Burnie City Council 80 Wilson Street, Burnie

Dear Steve

Working It Out would like to acknowledge and thank the Burnie City Council for the support and cooperation provided to us in staging an event to mark the International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT).

Support from key institutions such as yours is an important step in creating a more inclusive and safe society for LGBTI individuals.

I look forward to an ongoing relationship and more joint events in the future.

Yours sincerely

Lynn Jarvis

Chief Executive Officer

Southern Office 278 Argyle Street North Hobart, TAS, 7000 3231 1200 Northern Office Suite 40, Level 3 Holyman House 52 Brisbane Street, Launceston, TAS, 7250 0438 346 122



AO172-19 COMMUNICATIONS JOURNAL - SOUTH BURNIE BOWLS AND COMMUNITY CLUB INC - ROOF REPLACEMENT

FILE NO: 2/17/3; 2/22/1; 7595609; 919745

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

| Direction | 1 | AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY |
|-----------|-------|---|
| Objective | 1.3 | A community that promotes and values its broad range of quality leisure, recreational |
| | | and sporting opportunities. |
| Strategy | 1.3.2 | Maintain and develop recreational and sporting facilities to encourage greater |
| | | participation and sporting opportunities. |

1.0 RECOMMENDATION:

"THAT Council refer the partial replacement of South Burnie Bowls and Community Club roof to the 2020/21 budget process as noted in this report."

2.0 SUMMARY

Correspondence has been received from the South Burnie Bowls and Community Club seeking consideration be given to building and repair work required at the club.

3.0 GENERAL MANAGER'S COMMENTS

The South Burnie Bowls and Community Club wish to install solar panels on the roof of the clubrooms, but as noted in the correspondence *attached*, are hesitant to progress such works due to possible roof replacement works in the foreseeable future.

Officers are aware that sections of the clubroom roof are in poor repair and require replacement at some stage in the future, based on observations from past inspection processes.

An inspection of the roof has recently been carried out in response to this request and informs this report. The western section of roof has deteriorated further since the last detailed inspection occurred.

The images *attached* shows the clubroom roof, noting section of the roof requiring replacement in priority order.

| Roof Section | Replacement Cost | Timing |
|--------------|------------------|--|
| Red | \$4,000 | Funded in 2019/20 op ex budget. |
| Yellow | \$18,000 | Revised timing (based upon most recent inspection) 2020/21 financial year. |
| Green | | Not required in next 5 years. |

The second attachment indicates the footprint required for a 5kw solar system and a 30kw solar system.

A smaller system (5kw) could be installed on the section of roof, which has longer life expectancy.

Officers would recommend that the western section of the South Burnie Bowls and Community Club roof be noted in the 2020/21 Capital Works program as a project for consideration.

ATTACHMENTS

- 1. Correspondence from South Burnie Bowls and Community Club Inc
- 2<u>U</u>. Image 1 Roof Replacement Schedule
- 3<u>↓</u>. Image 2 Solar Panel Sizing

COUNCIL RESOLUTION

Resolution number: MO178-19

MOVED: Cr G Simpson

SECONDED: Cr D Pease

"THAT Council refer the partial replacement of South Burnie Bowls and Community Club roof to the 2020/21 budget process as noted in this report."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

SOUTH BURNIE BOWLS & COMMUNITY CLUB Inc.

RECEIVED
2 2 MAY 2019
BURNIE CITY COUNCIL
2 Hale Street

CHAIRMAN

Phil Prouse



A/EXECUTIVE OFFICER

Laraine Spurr

PO Box 3036 MDC SOUTH BURNIE 7320 Phone (03) 6431 3695

Email: sbbowls@gmail.com

Friday, 17 May 2019

The Mayor and Councillors,
Burnie City Council,
Wilson Street,

BURNIE.

Dear Councillors,

At a recent Board meeting of the South Burnie Bowls & Community Club Inc. the issue of installing solar panels was discussed.

The Board Members feel that this is essential in the long term to lessen the cost of electricity and the lowering our running expenses. However, the problem of an aging roof and the need for replacement means the installation of solar panels will once again need to be delayed.

It is our understanding that some work is programmed for the rear of the building this coming financial year but the main building, which has been on the Major Works Program for several years, has once again been relegated down the list and at last contact it would be another 4 years.

It would be appreciated if further consideration can be given to this matter and a possible meeting and discussion held with Council Representatives and Board Members.

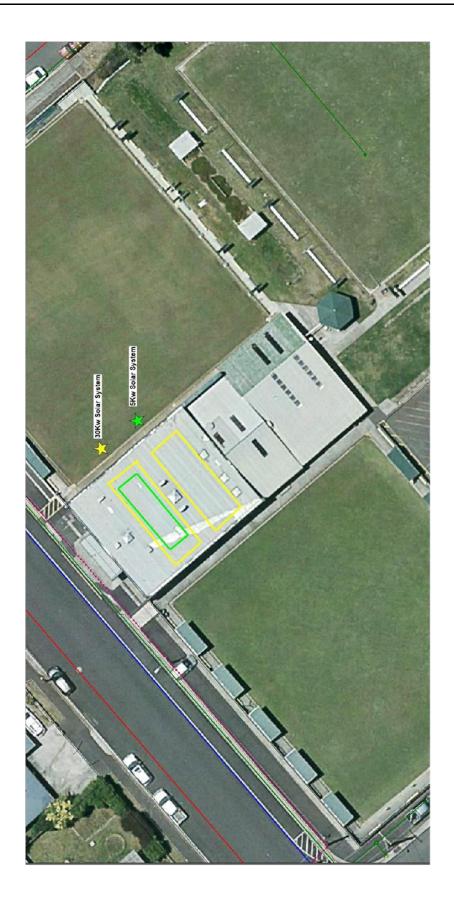
Yours sincerely,

Laraine Spurr

A/Executive Officer

Laxaine Spuss





General Manager, A Wardlaw, left the meeting, the time being 8.06pm

AO173-19 COMMUNICATIONS JOURNAL - CRADLE COAST AUTHORITY - PROGRESS UPDATE

FILE NO: 2/17/3; 921352

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

"THAT Council

- 1) Note the letter from the Cradle Coast Authority providing progress on actions requested by Council to address its concerns, and
- 2) Advise the Authority that it considers the actions have addressed its concerns, and looks forward to working with the Authority in the implementation of the Cradle Coast Regional Futures Plan."

2.0 SUMMARY

Correspondence has been received from Cradle Coast Authority outlining the progress made towards actions requested by Burnie City Council.

3.0 GENERAL MANAGER'S COMMENTS

Background

At a Special Meeting on 2 October 2018 Council considered two reports reviewing its membership of the Cradle Coast Authority (AO271-18). A copy of the Minutes of this meeting has been **circulated.**

At the meeting Council resolved that it:

"Advise the Cradle Coast Authority and its member Councils of its concerns with the Authority and request the following actions be undertaken by June 2019:

a) Develop and report on implementation of a plan for the support of collaborative cross-sectoral networks across the region;

- b) Implement structural changes to ensure greater industry engagement and leadership within the Authority;
- c) Complete MoU's with industry, education and government partners outlining and agreeing to the roles of each party on progressing actions by the Authority;
- d) Member Councils to identify and commit to an Action Plan for progressing priority regional projects this commitment will include the provision of additional in-kind support to assist the Authority in progressing the Action Plan.
- e) Implementation of actions to ensure the Authority has the capacity and capability for high level stake-holder management and project management;
- f) That member Councils, Authority Representatives, the Board and CEO develop and document clearly defined roles and responsibilities."

Council then wrote to the Chair of the Cradle Coast Authority advising of its decision.

Legislative Requirements

The Cradle Coast Authority has been established by participating councils as a joint authority under Division 4 of the *Local Government Act 1993*.

Policy Considerations

The previous report highlighted Council's Financial Management Strategy as a key policy consideration in reviewing its membership of the Cradle Coast Authority.

Financial Impact

Council has budgeted to contribute \$161,000 towards the Cradle Coast Authority in the 2019/20 financial year.

Discussion

The Cradle Coast Authority has provided a detailed list of actions undertaken over the past eight months to address Council's concerns.

It should be noted that much of this activity has been completed while the Authority was also working through issues with its Natural Resource Management program, and dealing with significant structural and stakeholder issues in delivering Regional Tourism services.

As was noted at a recent workshop and in the letter, the Authority is now firmly placed to facilitate collaboration and engagement across sectors and across the region, with a much greater focus on industry engagement and leadership. The formation of the Regional Economic Development Steering Group should further strengthen industry engagement.

The Regional Futures Plan provides a framework for the region to not only respond to current challenges and opportunities, but also to future challenges and opportunities as they

arise. The Plan has been endorsed by all nine member Councils and provides clarity around priority actions which provide the greatest value to the region.

The engagement of key stakeholders and government agencies, along with member councils, in a formal partnership with specific commitments to resourcing the implementation of the Futures Plan reflects international trends in regional development, and also reflects the confidence of these organisations in the Authority.

This confidence is also reflected in the success the Authority has had in attracting funding and other support.

The Authority is also developing its capacity and capability in a number of key areas, most specifically stakeholder and project management. As the primary facilitator of economic development in the region, these two skillsets are vital to the success of the Authority.

Finally, there appears to be a renewed enthusiasm and commitment from member councils to the work of the Authority, with a much clearer focus on the vision and mission of the organisation, and greater clarity around the various roles.

The Board and staff of the Authority should be congratulated for taking Council's concerns so seriously, and for addressing those concerns in such a committed manner. While much of the work completed to date has been in planning and building a solid foundation for regional development, Council should have confidence that this commitment will also be shown in implementing regional development activities.

Risk

There is a risk that the Authority may struggle as it moves into implementing regional development activities. However, there is now a clear framework in place for member Councils to monitor and support the activities of the Authority.

Consultation

The Chair and CEO of the Cradle Coast Authority provided a briefing to Council at a Workshop on 4 June 2019.

REPORT NOTE

This report has been authored by the Director Community and Economic Development, due to the General Manager holding a position on the Cradle Coast Authority Board.

ATTACHMENTS

1. Correspondence from Cradle Coast Authority - Progress Update

COUNCIL RESOLUTION

Resolution number: MO179-19

MOVED: Cr T Brumby

SECONDED: Cr A Keygan

"THAT Council

- 1) Note the letter from the Cradle Coast Authority providing progress on actions requested by Council to address its concerns, and
- 2) Advise the Authority that it considers the actions have addressed its concerns, and looks forward to working with the Authority in the implementation of the Cradle Coast Regional Futures Plan."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

General Manager, A Wardlaw, returned to the meeting, the time being 8.06pm



5 June 2019

Mayor Steve Kons Burnie City Council skons@burnie.net

Dear Steve

Re: Progress made towards BCC's expectations of CCA as outlined in October 2018

Greetings, and thank you for inviting CEO Daryl Connelly and I to present to Council last night, outlining the progress that CCA has made towards the actions requested by Council last year. As discussed, we believe that Council's request was appropriate and reasonable at the time, and we appreciate having been allowed a period of time to make the required changes.

Council's request was made just prior to two very significant events at CCA. One was the completion of the Cradle Coast Regional Futures Plan which has since received significant backing as the overarching economic development framework for the region, and the other was a change of CEO, which has resulted in significant structural and strategic reform. The Board took Council's concerns and the concerns of other stakeholders, very seriously, and we are pleased to report that CCA is a stronger business as a result of that. A summary of our progress is outlined below (Council's requests are in bold):

Develop and report on implementation of a plan for the support of collaborative crosssectoral networks across the region

- The Cradle Coast Regional Futures Plan (Futures Plan) was completed in December 2018 and has been very well received.
- This has led to increased engagement with member Councils, government, and many others across forestry, renewables and education and training.
 - o Successful State Budget submission, \$300K.
 - Successful Regional Employment Trials application, \$130K.
 - o Successful Building Better Regions Fund application, \$17,500K.
 - We are in the process of establishing our first working group with renewable energy stakeholders.
 - o We are engaging the forest industry.
 - We are in the process of establishing a food producers' network, with events being held this year.
 - Swinburne University has committed to funding a three year PhD position to support Futures Plan initiatives.

CRADLE COAST AUTHORITY ABN 55 279 164 790 1-3 Spring Street | PO Box 338, Burnie Tasmania 7320 P: (03) 6433 8400 | F: (03) 6431 7014 E: admin@cradlecoast.com | www.cradlecoast.com

Implement structural changes to ensure greater industry engagement and leadership within the Authority

- We are on track with the formation of a Regional Economic Development Steering Group (REDSG).
- Applications are currently open for the REDSG Chair, who will also become a Director of the CCA.
- The CEO and Regional Economic Development Manager roles have been combined.
- The Corporate Services Manager role has been replaced with a new Director Strategic Services role, focussed on partnerships, funding and other opportunities for the region, our members and the business.
- Cost reductions, structural changes and external funding have allowed us to engage additional economic development staff.
- The CEO was appointed to the RDA Tasmania Committee.

3. Complete MOUs with industry, education and government partners outlining and agreeing to the roles of each party

- An MOU around collective Futures Plan resourcing has been drafted and agreed to by Councils, which will see Council staff working on regional projects.
- The same MOU is currently being considered by other agencies.
- An MOU is also being negotiated between CCA and Burnie City, Circular Head and Waratah-Wynyard Councils, outlining how the Sustainable Murchison and Futures Plans will fit together, and reinforcing the Futures Plan as providing the overarching economic development framework for the region.

Member Councils to identify and commit to an action plan for progressing priority regional projects, including in-kind support

- Member Councils have endorsed the Futures Plan, which outlines shared economic development priorities.
- CCA coordinated and promoted a list of regional election priorities on behalf of member Councils and secured \$4M for farm vehicle washdown and effluent dumping facilities.
- Work has commenced on developing a Regional Investment Framework which will guide future decision making.
- See also the response to item 3 (above).

5. Implementation of actions to ensure the Authority has the capacity and capability for high level stakeholder management and project management

- A project management framework has been implemented across the business.
- We are currently in the process of recruiting an experienced economic development practitioner to assist with Futures Plan implementation, with funding secured from the Tasmanian Government.
- See also the response at item 2 (above).

6. That member Councils, the Representatives, the Board and CEO develop and document clearly defined roles and responsibilities

- CEO position description was updated when the new CEO was appointed.
- New Natural Resource Management Committee Rules have been successfully negotiated and adopted.
- REDSG Rules have been drafted.
- Policies, procedures, positions descriptions and other documents are being reviewed and revised for greater clarity on an ongoing basis.
- The 2019/20 Annual Plan and Budget incorporating a clearer vision, purpose and strategy for CCA – has been endorsed by the Representatives.

Since October, CCA has achieved a number of other positive outcomes, including:

- Overhead cost reductions.
- Streamlined meetings, policies and processes.
- Improved communications, reporting and stakeholder engagement.
- The achievement of structural reforms sought by our Natural Resource Management Committee and funding providers.
- Commencing the \$14.8M Coastal Pathway project, in which CCA has taken on a much more significant role than that which was previously envisaged.
- Establishing a Regional Events Working Group which is making good progress.

This week marks six months since the change of CEO. Whilst recognising – as Daryl does – that there is still much work to do in terms of moving from economic development planning to economic growth, we believe that the progress made during this time is commendable, particularly considering the significant challenges CCA faced in relation to tourism and NRM funding during this time. We sincerely hope that the progress we have demonstrated, restores Council's confidence in our business. I am sure you will agree, that across our owners there is a renewed commitment to and optimism for, the CCA approach, and we dearly hope that Burnie City Council can continue to be a vital part of that.

Yours faithfully

The Hon. Sid Sidebottom

CHAIRPERSON

AO174-19 COMMUNICATIONS JOURNAL - HON JEREMY ROCKLIFF MP REMEDIATION OF EROSION OF THE RAIL CORRIDOR BETWEEN COOEE AND WYNYARD

FILE NO: 2/17/3; 919569

PREVIOUS MIN:

MAKING BURNIE 2030 - CORPORATE PLAN REFERENCE:

| Direction | 7 | AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE | |
|-----------|-------|---|--|
| Objective | 7.3 | Council is compliant in all areas and carries out the role of regulatory enforcement in a | |
| | | fair and effective manner. | |
| Strategy | 7.3.1 | Ensure Council remains compliant with all its statutory and regulatory obligations and | |
| | | contributes to the regulatory environment which affects our community. | |

1.0 RECOMMENDATION:

"THAT following a briefing on the report into Coastal erosion of the Cooee to Wynyard rail corridor, the Mayors from Burnie City Council and Waratah-Wynyard Council seek an urgent meeting with Minister Rockliff to voice their opposition to his expectation that Burnie and Waratah-Wynyard ratepayers will be liable for the multi-million dollar cost of protecting a state owned asset from coastal erosion."

2.0 SUMMARY

Correspondence has been received from the Hon Jeremy Rockliff MP regarding the remediation of erosion of the rail corridor between Cooee and Wynyard.

3.0 GENERAL MANAGER'S COMMENTS

Background

For the past two years Burnie City and Waratah-Wynyard Councils have been working with the State Government to transfer the management of the section of the rail corridor from Cooee to Wynyard under the *Strategic Infrastructure Corridors Act* for use as a coastal pathway.

Following a storm in August 2018, the councils became aware of significant erosion of the corridor at Ocean Vista and sought reassurances from the State Government that they would not be liable to protect or remediate the corridor from coastal erosion once the corridor came under their management.

Following a meeting with the Minister for Infrastructure, the Mayors' of Burnie City and Waratah-Wynyard Councils wrote to the Minister seeking his confirmation of their understanding of an in-principle agreement for the State Government to meet the current

and futures costs of any erosion to the rail corridor from Cooee to Wynyard before and after it is transferred to Council's management under the Act.

Council has received a response from the Minister, which is not in keeping with the Council's understanding from the meeting.

Legislative Requirements

Under the *Strategic Infrastructure Corridors Act*, council can apply to be the manager of a rail corridor for recreational purposes. However, the rail corridor land continues to vest in the Crown.

The Act sets out the obligations of both parties. While the Act notes that maintenance on substantial fixed infrastructure such as bridges remains the responsibility of the Minister, there is a lack of detail over who is responsible for the protection of the corridor.

The Councils believe that the responsibility for protection of the corridor from coastal erosion should rest with the Crown, however the Minister has interpreted s34(a) of the Act to place responsibility for protection of the corridor on the corridor manager.

While the Councils accept the principle of ensuring any recreational use under its management does not damage the Corridor, they do not believe this includes protecting the Corridor from coastal erosion, as the land on which the corridor sits is itself substantial fixed infrastructure.

Policy Considerations

There are no policy considerations impacting on this Report.

Financial Impact

While the final cost of protecting the corridor from coastal erosion is yet to be finalised, indications are that the cost is likely to be close to six million dollars (\$6,000,000) in today's value.

While some works would not need to occur for some years, there is still an expectation that the Councils would be responsible for the costs of protecting or remediating the corridor.

Given the nature of extreme weather events, erosion could occur at any time.

Discussion

It is clear that the Councils are unable to accept the liability for protecting land which they do not own from erosion, particularly when the Minister can at any time cancel the use of the corridor by the Corridor Manager and reinstate it for rail use.

It is not clear from the Minister's proposal whether any construction funds reallocated to protect the corridor from erosion, will be replenished in a future budget. If not, the councils

will still be indirectly liable for the cost. It is expected the total cost of immediate works will be close to the current funding provided, leaving nothing to actually construct the pathway.

It is also doubtful that any erosion would be significant enough to qualify for disaster relief. If it did qualify Council could ask why the State Government hasn't already made application for the eroded section at Ocean Vista.

Risk

There is a significant financial risk to both Councils should they accept the Minister's proposal.

Not only is there the known financial risk based on coastal inundation modelling. Should the councils accept liability for erosion, they will also accept the financial liability for unknown risks (ie: if an extreme weather event causes erosion greater or more quickly than the current modelling suggests.)

For this reason, councils should oppose the Minister's proposal, and if required seek to have the *Strategic Infrastructure Corridors Act* amended to make it clear the State is responsible to protect the rail corridor from coastal erosion.

ATTACHMENTS

1. Correspondence from Hon Jeremy Rockliff MP - Remediation of Erosion of the Rail Corridor between Cooee and Wynyard

COUNCIL RESOLUTION

Resolution number: MO180-19

MOVED: Cr K Dorsey

SECONDED: Cr T Brumby

"THAT following a briefing on the report into Coastal erosion of the Cooee to Wynyard rail corridor, the Mayors from Burnie City Council and Waratah-Wynyard Council seek an urgent meeting with Minister Rockliff to voice their opposition to his expectation that Burnie and Waratah-Wynyard ratepayers will be liable for the multi-million dollar cost of protecting a state owned asset from coastal erosion."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Deputy Premier
Minister for Education and Training
Minister for Infrastructure
Minister for Advanced Manufacturing and Defence Industries



Level 10 15 Murray Street HOBART TAS 7000 Australia GPO Box 123 HOBART TAS 7001 Australia Ph: +61 3 6165 7754

Email: Jeremy.Rockliff@dpac.tas.gov.au



16 MAY 2019

Mr Steve Kons Mayor Burnie City Council PO Box 973 BURNIE TAS 7320



Thank you for your letter of 22 March 2019 with regard to the remediation of erosion of the rail corridor between Cooee and Wynyard (the Corridor).

As you are aware, the Department of State Growth has commissioned consultants GHD to undertake an audit of the Corridor condition and threats to the Corridor, as well as options for remediation of damaged sections. I am advised that this report is now in the process of being finalised and I would encourage Councils to take up the opportunity to be briefed by State Growth before we proceed further.

I note that the Government has now committed \$6.66 million to enable the completion of the North West Coastal Pathway, including the \$1.86 million commitment for the Corridor through the Community Infrastructure Fund. In order to enable remediation work to commence, and subject to the outcome of discussion on GHD's recommendations, I would be prepared to support the re-purposing of part of the Corridor funding commitment to being immediate remediation works. If this approach is agreed, a revised funding schedule would need to be prepared by the Council for approval by Secretary of the Department. Officers from the Department of State Growth will be able to assist with this process.

It remains the Government's expectation that, in order for the coastal pathway to proceed, that the Burnie Council will assume responsibility as the Corridor Manager, under the *Strategic Infrastructure Corridors* (*Strategic and Recreational Use*) *Act 2016* (the Act). As the Corridor Manager, the Burnie Council will have a continuing responsibility to maintain the Corridor, in accordance with the requirements of the Act. This would include monitoring the Corridor condition and undertaking any appropriate maintenance and preventative works necessary to ensure the integrity of the Corridor structure.

In the event of any future damage to the Corridor arising from a natural disaster, the State Government would work with the Council to achieve a resolution and assistance would be available for remediation under usual State and Federal disaster recovery mechanisms.

The Tasmanian Government shares your Councils' desire to see this project underway and delivered. I look forward to an early resolution of the current issues to enable this exciting project to come to fruition.

I trust this information is of assistance to you.

Yours sincerely

Hon Jeremy Rockliff MP Deputy Premier

Minister for Infrastructure





22 March 2019

Jeremy Rockliff MP
Deputy Premier
Minister for Education and Training
Minister for Infrastructure
Minister for Advanced Manufacturing and Defence Industries
43 Best Street,
DEVONPORT TAS 7310

Email: jeremy.rockliff@dpac.tas.gov.au

A hard copy will not be sent

Dear Minister Rockliff

COASTAL PATHWAY

I refer to the meeting on Friday, 15 March 2019 with representatives of the Burnie City and Waratah-Wynyard councils regarding the remediation of erosion to the rail corridor west of Burnie.

We thank you for your commitment to provide the necessary funding to remediate the current section of the Corridor at Ocean Vista that has been subject to erosion, as well as the provision of a Letter of Comfort that the State Government will remediate any future erosion to the Corridor if this were to occur.

Our preference is for the immediate remediation work to be completed by the State Government prior to the management of the corridor being handed to Burnie City Council under the Strategic Infrastructure Corridor legislation.

Subject to your confirmation of the above undertakings, the two Councils wish to see the tabling of the Notice in Parliament to transfer management of the corridor as a matter of some urgency. It is now two years since funding was committed to the Cooee – Wynyard Coastal Pathway, and our communities are keen to see this project progressed.

Yours sincerely

Steve Kons

MAYOR

Burnie City Council

Robbie Walsh

MAYOR

Waratah-Wynyard Council

Pa. H. W. Wald.

MINUTES AND REPORTS OF COMMITTEES

AO175-19 BURNIE AUSTRALIA DAY SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 27 MAY 2019

FILE NO: 29/1/8

RECEPTION FOR DISCUSSION

RECOMMENDATION:

"THAT Council:

- 1) Receive the Unconfirmed Minutes of a meeting of the Burnie Australia Day Special Committee held on 27 May 2019, for discussion; and
- 2) Request that the Committee reconsider their views on relocating the Honour Boards to the City Office atrium."

SUMMARY

At its meeting on 27 May 2019, the Burnie Australia Day Special Committee discussed ongoing arrangements and improvements for the 2020 Australia Day Ceremony including confirmation of the guest speaker, musical items, the program and the nomination process.

The Committee has recommended that the honour boards, which are currently held at the Burnie Arts and Function Centre, be placed on permanent display in the atrium at the City Offices. The boards were previously on display in the Arts and Function Centre Board Room, however were removed with recent renovations and are now stored away for use on Australia Day only.

If the recommendation was supportive of Council, consideration would need to be given as to whether the current boards are suitable to the atrium environment as they are traditional timber honour boards. There is also limited space on the walls in the atrium.

While the concept of relocation has merit as they are currently inaccessible to the public, it may be more conducive for them to be on display within the foyer area of the Council Chambers on the Second Floor of the Council offices. This foyer area currently has similar timber style boards on display and may be a more suitable environment.

It is suggested that Council request that the Committee consider the relocation of the Honour Boards at their next meeting, taking into consideration whether the current Boards would be better placed in the foyer of the Council Chambers.

It is recommended that the minutes be received for discussion.

ATTACHMENTS

1. Burnie Australia Day Special Committee - Unconfirmed Minutes of Meeting held on 27 May 2019

COUNCIL RESOLUTION

Resolution number: MO181-19

MOVED: Cr K Dorsey

SECONDED: Cr D Pease

"THAT Council:

- 1) Receive the Unconfirmed Minutes of a meeting of the Burnie Australia Day Special Committee held on 27 May 2019, for discussion; and
- 2) Request that the Committee reconsider their views on relocating the Honour Boards to the City Office atrium."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY





MINUTES BURNIE AUSTRALIA DAY SPECIAL COMMITTEE

Meeting held in Councillor's Meeting Room, City Offices

Monday, 27 May 2019

TIME 1.55pm

PRESENT Councillor Ken Dorsey (Chairman), Councillor Amina Keygan,

M Harris, M Leeson, E Singleton, J Duncan

Burnie City Council Staff: K Kelly

APOLOGIES R Bentley, C White

CONFIRMATION OF MINUTES

Confirmation of Minutes of the meeting held on 5 March 2019

Moved: E Singleton Seconded: M Leeson

Minutes accepted by the Committee

BUSINESS ARISING

1. REVIEW OF OUTSTANDING ACTIONS FROM MEETING OF 5 MARCH 2019

- Details of Australia Day Guest Speakers to be added to the Record of Australia Day Award Recipients – Burnie spreadsheet for future reference (K Kelly)
- Chairman Dorsey ensure the addition of 2 x representatives from the Victoria League be included in the Committee Structure of the Australia Day Committee Draft Rules (Complete)
- "Please note An Individual cannot be awarded the Australia Day honour more than once." To be added to the Nomination Form (Complete)
- Draft revised Matrix included with papers and to be discussed further at the next meeting. (Complete)
- Approach the Ambassador Program to determine availability of Robyn Moore (the voice of Blinky Bill) as Guest Speaker for 2020 (Complete)

2. CHAIRMAN'S COMMUNICATION

 Copies of the updated Delegation of Authority and Rules of Operation schedule, which was adopted by Council on 16 April 2019, provided to Committee members.

- Meeting with Heather Sculthorpe, TAC
 Cr Dorsey provided details of the meeting and advised that discussions would be ongoing in an attempt to secure TAC involvement with the Australia Day ceremony.
- Meeting with Burnie TAC
 Cr Dorsey provided details of the meeting and confirmed there was some agreement for involvement, however advised there would be no immediate decision on Australia Day involvement at this stage.
- Meeting with Guy Grey (Chalky) Indigenous Support Officer, Education Dept.
 Cr Dorsey provided details of the meeting and confirmed there was agreement for involvement, along with support from children.
- Meeting with Ben Turnbull re Australia Day Honour Boards and Music. Cr Dorsey provided details of the meeting at which a permanent location for the Honour Boards and electronic options for the ceremony were discussed. - The Honour Boards are currently stored at the BAFC and only brought out for display on Australia Day. Discussion involved potentially having the boards on permanent display in the Burnie City Council atrium for the community to view. **Action** - Cr Dorsey to approach Council for permanent display of Honour Boards. - The Committee had previously discussed the option of the inclusion of all past winners of Australia Day Awards in the program rather than just the previous 10 years of winners. BAFC have confirmed it would be possible to have a rolling display of the names of all previous Australia Day Award winners across the screen throughout the ceremony. The Committee agreed with this suggestion and also requested that song lyrics be placed on the screen also to reduce the amount of paper used in printing individual song sheets. With the removal of the Award Winners from the back page of the program, the Committee suggested adding a "Did you know" section to include questions from the Australian Citizenship Test.

3. AUSTRALIA DAY 2020 - DISCUSSION

- Australia Day Sunday, 26 January 2020.
 - The Committee discussed the fact that Australia Day 2020 fell on a Sunday. Citizenship Ceremonies must be held on Australia Day and therefore it was agreed to proceed with 26 January 2020.
 - The cruise ship, Norwegian Jewel will be in port in Burnie on Australia Day which would reduce volunteer numbers for the ceremony, but provided an opportunity to advertise the ceremony for ship passengers to attend.
- Cr Dorsey confirmed the Australia Day budget for 2019/20 had been approved by Council at \$12,000.
- The 2020 Guest Speaker has been confirmed and is very excited to be attending the Burnie ceremony.
- An Indigenous ceremony opening and Welcome to Country of approximately 5
 minutes is being progressed (final details yet to be confirmed) and City Chaplain
 Chris Swain's attendance has been confirmed.

4. OTHER BUSINESS

- New members
 - The committee agreed to continue in its current form with a final debrief meeting to be held with members following Australia Day 2020.
 - A formal expression of interest process for community members would then be undertaken leading up to 1 May 2020, in conjunction with the new schedule.
 - Youth Council Involvement Youth Council to be approached to seek committee involvement and assistance in identifying potential nominees for Young Citizen of the Year.

 Action Cr Dorsey to contact Youth Council for Australia Day to be included for discussion on the agenda at their next meeting.
- Draft revised matric reviewed and will be adopted in nomination discussions.
- Naval Band
 - Cr Dorsey has discussed possible attendance at the Burnie ceremony with the Naval Band. They are currently committed in the south of the state, however could potentially reschedule that commitment with the Army Band if required.
 - Action Cr Dorsey to discuss options with R Bentley.
 - Motion that Cr Dorsey approach the Naval Band for attendance at the 2020
 Burnie Australia Day ceremony. Moved: M Leeson Seconded: E Singleton
- Catering
 - Action Cr Dorsey to discuss options for a possible BBQ and musical entertainment outside the BAFC following the ceremony.
- Entertainment
 - Committee agreed that Cr Dorsey approach Shane Howard from Goanna to determine availability and cost of performing for Australia Day celebrations in Burnie.

NEXT MEETING Monday, 24 June 2019 at 2.00pm

MEETING CLOSED 2.55pm

MINUTES AND REPORTS OF COMMITTEES

AO176-19 BURNIE CITY YOUTH COUNCIL SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 23 MAY 2019

FILE NO: 2/5/34

RECOMMENDATION:

"THAT the Minutes of a meeting of Burnie City Youth Council held on 23 May 2019, be received for discussion."

SUMMARY

Council's General Manager was guest speaker at the May meeting.

The Burnie Youth Council have requested a speaker on disability issues be invited to a meeting to discuss the issues with the Youth Councillors.

ATTACHMENTS

1<u>J</u>. Burnie City Youth Council Unconfirmed Minutes of Meeting 23 May 2019

COUNCIL RESOLUTION

Resolution number: MO182-19

MOVED: Cr G Simpson

SECONDED: Cr D Pease

"THAT the Minutes of a meeting of Burnie City Youth Council held on 23 May 2019, be received for discussion."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Meeting Minutes

RNIE

Meeting: BURNIE YOUTH COUNCIL

Held on: 23 May 2019

Venue: Burnie City Council Chambers

File No(s): 2/5/34

The meeting opened at 9.15am.

| | Action |
|----------------------------------|-----------------------------|
| 1 Present | |
| Iyanah Contractor | Parklands High School |
| Maya Mitchell | Parklands High School |
| Luka Starick | Burnie High School |
| Alec Mollison | Burnie High School |
| Bronte van der Ploeg | Stella Maris Primary School |
| Harry Poke | Stella Maris Primary School |
| Caitlin Crack | Montello Primary School |
| Alexei Dean | Montello Primary School |
| Kyara Gleeson | Natone Primary School |
| Noah Ranson | Natone Primary School |
| Georgia Jones | Ridgley Primary School |
| Robyn Luttrell | Ridgley Primary School |
| Arial Hyatt | Leighland Christian School |
| Nic Broxam | Leighland Christian School |
| Isabella Riley | Romaine Park Primary School |
| Gi'Annie Kingdon | Romaine Park Primary School |
| Zeke Pennington | Cooee Primary School |
| Harry Mason | Cooee Primary School |
| Caragh Lawson | Marist Regional College |
| Noah Beskin-Clark | Marist Regional College |
| 2 Apologies | |
| Lottee Rolls | Burnie Primary School |
| Imogen Lloyd | Burnie Primary School |
| 3 Council Officers in attendance | |
| General Manager | Andrew Wardlaw |
| Councillor | Giovanna Simpson |
| Youth Development Officer | Dave Fregon |

| 4 | Welcome | |
|---|---|--|
| | Youth Mayor Iyanah Contractor commenced the meeting with the Acknowledgement of Country. | |
| | "The Burnie Youth Council acknowledges Tasmanian Aborigines as the traditional owners of the land on which we are meeting and on which this building stands." | |
| 5 | Confirmation of Previous Minutes Confirmation of the minutes of the Burnie City Youth Council Special Committee meeting held on Thursday 28 March 2019. | |
| | Moved: Youth Councillor Alec Mollison Seconded: Youth Councillor Noah Beskin-Clark | |
| | CARRIED | |

6 Guest Speaker

The General Manager Andrew Wardlaw spoke of his role as the only employee of the Councillors. He explained that he then employs people to help fulfil what the representatives come to decisions on, and run the data to day functions of Council. He delegates parts of his responsibility out to various people he employs to fulfil what is defined within the Local Government Act.

The General Manager employs around 200 people to help him, with what works out to be around 130 to 140 full time employees.

Youth Mayor Iyanah Contractor asked about the Burnie City Council meetings, and if they are similar to the Burnie Youth Council meetings.

- Burnie City Council meetings have an agenda that can be between 300 and 500 pages
- There are two components, closed sessions in which discussions around employees and contracts occur that may be sensitive, and open sessions that occur once per month that are general business and open to the public.

Cr Giovanna Simpson asked what education and skills are required to become a General Manager.

- General Manager Andrew Wardlaw spoke of his path via the banking sector and accountancy, and his work in West Coast Council that finally led to his applying for the job of General Manager at Burnie.
- Two regrets; that he did not spend time on typing, and computers (IT). Deputy Youth Mayor Maya Mitchell asked what got him interested in taking on the job of General Manager?
 - Early in the General Managers career he turned down an opportunity and regretted it, so when the opportunity came up to be the GM of West Coast Council he took it.

Deputy Youth Mayor Maya Mitchell asked what are some of the main things you do as a General Manager?

- Meetings, lots of meetings. It is important to balance meetings with the work that needs to be done outside of them. About half of his day is meetings.
- Trying not to be the bottleneck in the decision making process, and moving quickly on decisions that need to be made so staff can move forward with their work.

Favourite part of being a General Manager?

The diversity of the job.

Is it hard being away from family?

- The General Manager has invested a lot of time in advancing a career, and the main thing he has learnt is that you have to get the work/life balance right.
- Find time in the diary to not miss family events.

5 Morning Tea

6 General Business

The Youth Development Officer spoke to Burnie Youth Council about 'Blue Sky' thinking and that they will be broken into three groups to investigate issues that they thought was relevant to their particular school, their peers and networks. The idea was to focus on one or two areas that were common in each group to bring together toward the end of the meeting, and come up with one or two areas the Youth Council could move into action items.

This process it was explained, is something that Youth Councillors can do between meetings to bring items of interest to the Youth Council as agenda items.

The Youth Councillors proceeded to break into groups that split representatives up between schools and ages groups for discussion. The groups then came together to present the issues that they identified as being important.

- The Burnie Arts and Function Centre/Art gallery hosting a permanent aboriginal art exhibit to show our pride and respect for the original custodians of the land.
- the possibility of re-invigorating Clean Up Australia Day, or equivalent.
 This could occur once per term with all schools involved spending an hour in an area cleaning it up. This was supported by a second group raising that the schools could coordinate via the Youth Council to promote the events across all schools.
- Compost bins/service around town, that provided compost to community gardens
- Someone to speak to young people in the schools about disability.
- Improve the Burnie park with activities for older kids, such as a basketball court.
- A community Youth Centre utilising the empty shops around town, that also had accessible mental health and employment services
- Improve public toilets, having them cleaned more often
- More bins around burnie
- Approach the issues of plastics, and reducing plastic wastes
- Less fast food as obesity is an increasing problem

"The Burnie Youth Council invite a speaker on disability to a meeting to discuss the issues with the Youth Councillors"

Moved: Caragh Lawson Seconded: Harry Mason CARRIED

| 7 | Tour of Burnie City Council offices |
|---|---|
| | Due to a number of sections of the agenda running over time, the planned |
| | completion of the tour of the city offices is postponed until June. |
| 8 | Next Meeting |
| | The next meeting will be held on Thursday 27 th June, 9.15am to 11.30am at the |
| | Burnie City Council Chambers. |
| | Upcoming meetings: |
| | Thursday 8th August, 9.15am to 11.30am (Meeting Venue TBA) |
| | Thursday 19th September, 9.15am to 11.30am (Meeting venue TBA) |
| | Thursday 31st October, 9.15am to 11.30am (Meeting venue TBA) Friday |
| | 6th December, 9am to 3pm (End of Year Excursion, Venue TBA) |

MINUTES AND REPORTS OF COMMITTEES

AO177-19 BURNIE REGIONAL MUSEUM SPECIAL ADVISORY COMMITTEE MEETING UNCONFIRMED MINUTES OF MEETING HELD ON 8 APRIL 2019

FILE NO: 2/5/35

RECOMMENDATION:

"THAT the Minutes of a meeting of the Burnie Regional Museum Special Advisory Committee held on 8 April 2019, be received for discussion."

SUMMARY

A new Collections Officer position and Administration Officer position to be advertised for the BRM. Recruitment is now underway.

The Committee resolved to encourage Council to look for synergies across BRM and BRAG website, social media, community engagement etc. Council officers will review opportunities.

ATTACHMENTS

1. BRM Special Advisory Committee - Unconfirmed Minutes of Meeting 8 April 2019

COUNCIL RESOLUTION

Resolution number: MO183-19

MOVED: Cr C Lynch

SECONDED: Cr K Dorsey

"THAT the Minutes of a meeting of the Burnie Regional Museum Special Advisory Committee held on 8 April 2019, be received for discussion."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Agenda and Meeting Notes (Unconfirmed)

BURNIE

Meeting: BRM Special Advisory Committee Minutes

Date & Time: 8 April 2019, 4.30pm

Venue: First Floor Conference Room, Burnie City Council

File No(s):

| Chairperson: | Tich Ferencz |
|--------------|---|
| Present: | Georgia Wade (Curator), Rodney Greene (Director CED), Robyn House, Ray Crawshaw, Tich |
| | Ferencz, Councillor Chris Lynch |
| Apologies: | Peter Cocker, Lauren Stanton, Beth Singleton |

| Discussion Item and Notes | Action / Responsible |
|--|-------------------------|
| Welcome/Apologies | |
| Declarations of Interest | |
| Nil | |
| Confirmation of Minutes | |
| Confirmed | |
| Matters Arising from Minutes | |
| Council have accepted the SAC's recommendation that free entry to the BRM | |
| be extended to all Cradle Coast residents. This will take effect from 1/7/19. | |
| Minister Archer yet to confirm visit to BRM and workshop with Councillors. | |
| BCC will push for a meeting before the State budget is finalised. | |
| Curators Report | |
| Volunteers to take a month off work at BRM to allow for forward planning | |
| and changeover of exhibition. | |
| Landmarks: A photographic journey of local icons exhibition will open on 10 | |
| May 2019. There will not be an official opening for this exhibition. | |
| Other Business | |
| Rodney Greene reported that after discussions with the Curator, he was | |
| proposing that a Collections Officer position and an Administration Officer | |
| position be advertised at the BRM to replace the former Community | |
| Engagement Officer. | |
| Robyn House moved that SAC formally encourage synergies across BRM and | |
| BRAG website, social media, community engagement etc. Seconded Ray | |
| Crawshaw. | |
| BCC are in the process of finalising the 2019/20 budget. It has been discussed | |
| that the BRM may need to close on weekends for a period over winter to | |
| reallocate these resources to staffing the Collections Officer position. | |
| Next Meeting 24 June 2019 at 4.30pm City Offices | |
| | |

MINUTES AND REPORTS OF COMMITTEES

AO178-19 BURNIE SPORTS CENTRE SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 9 MAY 2019

FILE NO: 2/5/12

RECOMMENDATION:

"THAT the Minutes of a meeting of Burnie Sports Centre Special Committee held on 9 May 2019, be received for discussion."

SUMMARY

The following issues were discussed at the meeting:

- 1. Funding for a defibrillator
- 2. Funding for independent change room for Rugby Club
- 3. Slippery floor condition for two courts
- 4. New Burnie Basketball bar has been installed
- 5. A number of maintenance issues were discussed
- 6. Upgrade of ground lighting required due to safety issues
- 7. A study to be completed on upgrading or replacing existing stadium

ATTACHMENTS

1. Burnie Sports Centre Special Committee - Unconfirmed Minutes 9 May 2019

COUNCIL RESOLUTION

Resolution number: MO184-19

MOVED: Cr D Pease

SECONDED: Cr A Keygan

"THAT the Minutes of a meeting of Burnie Sports Centre Special Committee held on 9 May 2019, be received for discussion."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Minutes

Meeting: Burnie Sports Centre Special Committee
Date & Time: 09/05/2019

Venue: Burnie Sports Club Inc.

File No(s): 2/5/12

Open at 5.00pm

| open at 3.00pm | | |
|----------------|--|--|
| Chairperson: | Councillor David Pease | |
| Present: | Councillor David Pease (Burnie City Council) , Bev Robotham(WDBA) , Helen Oakman, | |
| | Raelene Salter (Burnie Basketball Assn), Geoff Dyke (Burnie Darts Club), Brett Kershaw | |
| | (Burnie Rugby Club) and Andrea Dallas (Burnie City Council) | |
| Apologies: | Councillor Amina Keegan | |

| Discussion Items and Notes - | | Action / Responsible |
|---|--|------------------------------|
| Confirmation of the previous n | ninutes from last meeting: | N. 17 |
| It was moved that the minutes | of the meeting held on Thursday 21st of February | |
| 2019 be accepted as a true and | accurate record | |
| Moved by : Raelene Salter | Seconded: Bev Robotham | |
| Financial Report | | |
| Accepted by: Helen Oakman | Seconded by : Geoff Dyke | Andrea will email the |
| (financial report code F/U mea | ans favorable or unfavorable) | financial report and |
| The report contains a l | ot of detailed information, suggestion that this | agenda to committee |
| could be simplified to | enable the information to be clearer. | members prior to |
| Feedback will be provi- | ded just prior to meeting to make any | meeting to allow |
| adjustments. | | committee opportunity |
| | | to go through. |
| Business Arising from last mee | ting | |
| Defibrillator : Funding applicati | on – Community Defibrillator Fund – Department | Andrea to follow up and |
| | for a Defibrillator for the Centre – the application | confirm location of |
| was unsuccessful | AL V | defibrillator |
| However funds have ! | been allocated in the Burnie City Council capital | |
| budget to purchase a | Defibrillator and cabinet | |
| | ent batteries and pads will need to be | |
| purchased by | the user groups | |
| Suggestions for locati | ons - below scoreboard (near entrance near | |
| canteen), after discus | sion ideal location is near the meeting room (in | |
| between meeting roor | | |
| David recommended | | |
| who can provide traini | ng and suggestions for Defibrillator) | |
| | | |
| Alternative Funding Opportuni | ties: | |
| Committee can apply for fin | ancial assistance from Burnie City Council in | Clubs to put forward any |
| 2019/2020 applications open 1 | st of August and close 12 September 2019 | suggestions at the next |
| o Opportun | ity for clubs to think what they need for the next | meeting |
| three year | rs . | |
| Burnie Rugby Club Independen | t Change room | |
| Change re | ooms - Rugby Club would like committee to | |
| submit a | oplication for the new clubrooms | |
| | ke contacted the BCC to check the progress to | Burnie City Council isn't |
| see if BC0 | will be pursuing any financial assistance | investigating any |
| | ing to pursue with levelling the Playing Fields | financial assistance at this |
| grant and | following up other avenues of funding. | stage |
| Floor Condition: | | |
| | slippery, after the cleaners have been in, have | BCC could purchase 2 x v- |
| the cleane | ers got rid of the dust on the beams? - | mop which can be used |

Meeting Notes

rooms

| 0 | Cleaners are using the same solution to clean the floors and BCC previously purchased a new scrubbing brush for | just prior to each court session – (BBA already | | |
|--|---|---|--|--|
| 0 | cleaner to use. Possible solution to sweep courts before use. | has v-mops) | | |
| 0 | Basketball suggested additional floor washing | | | |
| 0 | Concerns that the floors are getting too slippery and | Andrea to follow up and | | |
| | unsafe, the damp plays an effect on the surface of the | request review of the | | |
| | court. | current cleaners service | | |
| 0 | Concern that the cleaners aren't cleaning properly and | | | |
| | the committee would like this to be reviewed, additional | | | |
| | use maybe additional cleaning could be scheduled. | | | |
| Speakers in hall 1: | | | | |
| 0 | BBBA enquired if it was possible for BCC to install speakers | BCC doesn't have any | | |
| | in the connected to the Burnie Basketball Clubrooms | funds for speakers for | | |
| Daniel Destablish | which could be connected to the speakers in hall 1? | BBA clubrooms | | |
| Burnie Basketball | | BBA only require a cable (| | |
| 0 | Old bar demolished on 24 th of March and new bar being | Brett will speak to Gerry | | |
| | put in the Basketball clubrooms , BCC assisted with disposing of old bar | in relation to arranging on behalf of BBA) | | |
| 0 | New bar nearing competition | on benan of bbA) | | |
| | chine Installed: supplies drinks and chips, - as the kiosk isn't | Vending machine was too | | |
| | pen, vendor will be responsible for restocking, and will get | big, BBA investigating a | | |
| funds | | smaller vending machine | | |
| Vendor m | achine responsibility of the BBA ,as BCC has tenant operating | as the one which was | | |
| the kiosk | | installed was too large | | |
| Suggested | d located in the foyer committee happy for snack machine | | | |
| WDBA State Train | ing – additional hours for state training for waived court hire , | | | |
| | y light fees for State Training) Committee happy to waive | | | |
| court hire | | | | |
| | Assn junior sock dance (U10 boys and girls) on hall 1 at the | | | |
| | tre at a date to be advised – committee happy to waive court | | | |
| nire tee (commun | icated by email) – date to advised | | | |
| General business: | | | | |
| | quiry – Monday March 2 nd – Monday March 16 th 2020 | Andrea to keep | | |
| | The hirer is looking at another possible BCC venue for this | committee informed if | | |
| | event | the circus will go ahead | | |
| 0 (| Circus has 12 animals (horses, camels and donkeys) | at the Upper Burnie | | |
| o F | Rugby Concerns – in relation to animals (animals could be | Recreation ground in | | |
| k | cept away from playing surface, could be kept in the grassed | 2020 | | |
| ā | area over the hill) | | | |
| Maintenance issue | es | | | |
| | on road behind the Sports Club- | | | |
| | Area has been inspected , no repairs at this stage | | | |
| Light Pole next to Sports Clubrooms: Light pole in the car park outside New location of light | | | | |
| the sports bar needs to be relocated as this keeps getting crashed into being investigated | | | | |
| (could it be building mounted , or relocated , new location of the light being investigated | | | | |
| | | | | |
| Car Park lighting: Lights need to be checked in the car park (some lights are not working, not bright enough) Completed – all bee fixed | | | | |
| | | | | |
| Andrea follow up just to ensure lights are automatically to turn at 5pm 11pm (Winter hours) | | | | |
| | nch :- hall 1, large hole needs to be fixed as soon as possible | Fixed | | |
| | - BCC will continue repair as floor deteriorates only replacing | | | |
| _ | iges sections of the floor boards | | | |
| | r works dependent on Burnie City Council building new club | | | |
| rooms | | | | |

Meeting Notes

| *David has asked BCC to do a study on if money should continue to be spent on annual maintenance of the Burnie Sports Centre or if the money should put into a new facility once the study has been completed the outcome of the study will be announced. | | | |
|--|---|--|--|
| Any other business: Burnie Sports Club had some recent maintenance work done to clean their air-conditioning the contractor — found all lights and fans were unsafe in Sports Club rooms as they were installed incorrectly—this has now rectified Bev — has requested another key to the Burnie Sports Centre for Badminton Rugby — toilets in the dungeon (Rugby storeroom needs to be fixed to enable the club to utilize this area) Upper Burnie Recreation ground lighting: 2 lights still out on the Upper Burnie Recreation needs to be investigated Lux level needs to looked at a couple of players have injured recently to poor lighting Ground /Venue street signage: Brett—signage to indicate where the Recreation ground—corner of main road to assist in promoting Centre Pedestrian Crossing A solution to protecting the pedestrians (suggest pedestrian crossing sign to slow people down to enable safer crossing for pedestrians) Feedback security are doing a great job locking the gates to the lookout Ticket to play has assisted children in registering to play Burnie Try Skills: BCC running the program in 2019, expressions of interest will be sent out to clubs program will run in October school holidays) Cape Weed: Upper Burnie Recreation ground—Cape Weed at ground & Mc Kenna park Signage: Rugby would like to install a sign (Burnie Rugby Club on the outside of the clubrooms, Brett will email an image of the sign and the location) for approval—if approved they can arrange installation | This has already been requested, Andrea to follow up with Pat Andrea to follow up Andrea to follow up with DIA Andrea to keep clubs informed of Burnie Try Skills Program Andrea has followed up with curators who will spray the weeds | | |
| Next Meeting: Thursday 4 th of July at 5pm meeting closed at 6.20pm | Andrea to email calendar | | |
| | invitation | | |

MINUTES AND REPORTS OF COMMITTEES

AO179-19 CRADLE COAST AUTHORITY REPRESENTATIVES COMMITTEE MEETING - UNCONFIRMED MINUTES OF MEETING HELD ON 23 MAY 2019

FILE NO: 2/5/3

RECEPTION FOR DISCUSSION

RECOMMENDATION:

"THAT the Unconfirmed Minutes of a meeting of the Cradle Coast Authority Representatives Committee, held on 23 May 2019, be received for discussion."

SUMMARY

The Representatives Committee Meeting discussed:

- 2019-20 Annual Plan and Budget
- Appointment of Chairman of the Board
- CEO Report for Councillors

A summary of meeting highlights on these areas is attached, together with the meeting minutes.

ATTACHMENTS

11. Cradle Coast Authority Representatives Committee Meeting - Unconfirmed Minutes of 23 May 2019

COUNCIL RESOLUTION

Resolution number: MO185-19

MOVED: Cr C Lynch

SECONDED: Cr D Pease

"THAT the Unconfirmed Minutes of a meeting of the Cradle Coast Authority Representatives Committee, held on 23 May 2019, be received for discussion."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

REPRESENTATIVES MEETING 23 May 2019



KEY POINTS

2019-20 Annual Plan and Budget

The CCA Representatives endorsed the 2019-20 Annual Plan and Budget.

Appointment of Chairman of the Board

The CCA Representatives extended the term of current Board Chairman, Mr Sid Sidebottom, for a further two years and noted the invaluable leadership and support that he has brought to the CCA.

CEO Report for Councillors

CCA CEO recently circulated the CEO's report to all elected members and will continue to do so prior to each Representatives' meeting.

KEY ACTION

 CCA CEO to contact Minister Jeremy Rockliff and relay concerns from the CCA Representatives, that a signed funding deed has not yet been received from the State Government for the Coastal Pathway, and confirm that the \$4.4M promised by the State, is for the Latrobe to Sulphur Creek section and will not be repurposed to address erosion issues west of Burnie.



MEETING MINUTES REPRESENTATIVES MEETING

Date: 23 May 2019

Time: 10:00

Location: 1-3 spring Street, Burnie

1. MEETING OPEN

Chief Representative and meeting Chair, Mayor Jan Bonde, opened the meeting at 10:06 am, welcoming attendees.

Attendees and apologies are noted at Attachment 1.

2. STANDING ITEMS

2.1. Declarations

Nil

2.2. Confirmation of Previous Minutes

Minutes of the 28 February 2019 Representatives Meeting were provided at Agenda Item 2.2.

Chief Representative Bonde noted that the CCA received a response from Minister Jeremy Rockliff in relation to the Bass Highway.

RESOLUTION

The Representatives ENDORSED the minutes from the meeting held 28 February 2019.

Moved: Mayor Quilliam / Seconded: Deputy Mayor Jarman / CARRIED

Action

1. EA to circulate the correspondence from Minister Rockliff with the minutes.

2.3. Activity Register

CCA CEO advised that he recently met with The Advocate's Editor, Mr Luke Sayer regarding the removal of the Coast to Coast section in the newspaper. Mr Sayer advised that he will prepare a proposal for councils to consider for better inclusion in the newspaper, however that information has not yet been received.

CCA CEO advised that The Cultivate Group provided a report recently to the CCA Board. The Board did not see any issues with the contract. The Cultivate Group are currently preparing a progress report to share with the Representatives.

Cradle Coast Authority Representatives – 23 May 2019

Action

 EA to circulate the update from The Cultivate Group, once received, with the minutes.

Representatives NOTED the Activity Register.

3. CRADLE COAST AUTHORITY UPDATE

3.1. CCA CEO Report

A briefing note was provided at Agenda Item 3.1.

CCA CEO recently circulated the CEO's report directly to all elected members.

Coastal Pathway

Representatives raised the issue that the CCA have not yet received a signed funding deed from the State Government for the Coastal Pathway and noted that the process is taking a long time to progress.

Representatives agreed that a map outlining where the Coastal Pathway will be constructed, and the status of the construction would be a useful tool for the community.

UPC Renewables

Central Coast Council raised that some ratepayers are concerned about the visual and health impacts of the transmission lines around Nietta / Gunns Plains.

RTO Situation

Chief Representative Bonde advised that the Transition Committee has concluded, and the Tourism Chair position is scheduled to be advertised next week.

RESOLUTION

The Representatives NOTED the CEO's Report.

Moved: Mayor Freshney / Seconded: Mayor Wilson / CARRIED

Actions

- CCA CEO to contact Minister Jeremy Rockliff and relay concerns from the CCA Representatives, that a signed funding deed has not yet been received from the State Government for the Coastal Pathway and confirm that the \$4.8M promised by the State, is for the Latrobe to Sulphur Creek section and will not be repurposed to address erosion issues west of Burnie.
- CCA to include a map in the communications plan for the Coastal Pathway for the community.

3.2. Financial Statements

A briefing note was presented at Agenda Item 3.2.

Cradle Coast Authority Representatives – 23 May 2019

Page 3 of 6

CCA CEO advised that he plans to progress a dashboard approach for financial reporting to ensure the report captures a good level of explanation and understanding.

RESOLUTION

The Representatives NOTED the Financial Report.

Moved: Mayor Quilliam / Seconded: Mayor Freshney / CARRIED

4. FOR DECISION

4.1. CCA Board Appointments

A briefing note was presented at Agenda Item 4.1.

RESOLUTIONS

That the Representatives:

- Confirm the re-appointment of Mr Sid Sidebottom as Chairman for a further period of two (2) years;
- Noting the current confusion around Board appointment terms, request the Board to
 provide a recommendation to the next Representatives' Meeting, of the appropriate
 term for all current Board Members, considering best practice;
- The Chief Representative is to convene a selection panel as required, each panel must include one CCA Director, one CCA Representative and one independent member with relevant expertise, as well as the CEO, who will not be involved in scoring or voting but will advise; and
- 4. Deputy Chief Representative Freshney is appointed as the Representative on the REDSG selection panel.

Moved: Mayor Quilliam / Mr Gerald Monson / CARRIED

Mr Sidebottom left the meeting during the discussion around appointing the Board Chairperson.

CCA Representatives congratulated Mr Sidebottom on his reappointment and noted that he has added invaluable leadership and support to the CCA.

Action

 EA to request a copy of Dulverton Waste Management's Rules to explore how incoming and outgoing Director terms are set.

4.2. 2019-20 Annual Plan and Budget

CCA CEO presented the 2019-20 Annual Plan and Budget.

RESOLUTION

The Representatives ENDORSED the 2019-20 Annual Plan and Budget.

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

Cradle Coast Authority Representatives – 23 May 2019

Page 4 of 6

5. GENERAL BUSINESS

Nil

6. MEETING CLOSE

Meeting closed at 1:25 pm.

The next meeting will be held on Thursday 23 August 2019 at the Cradle Coast Authority offices.

Cradle Coast Authority Representatives – 23 May 2019

Attachment 1: Attendees, Observers and Apologies

Representatives

Councillor Steve Kons Mayor, Burnie City Council

Councillor Alvwyn Boyd Proxy for Deputy Mayor, Burnie City Council
Councillor Jan Bonde Mayor Central Coast Council (Chief Representative)

Ms Sandra Ayton General Manager, Central Coast Council

Councillor Daryl Quilliam Mayor, Circular Head Council

Mr Paul West General Manager, Devonport City Council
Councillor Alison Jarman Deputy Mayor, Devonport City Council

Councillor Tim Wilson Mayor, Kentish Council
Councillor Don Thwaites Deputy Mayor, Kentish Council

Councillor Julie Arnold Mayor, King Island Council (via video conference)

Councillor Peter Freshney Mayor, Latrobe Council (Deputy Chief Representative)

Mr Gerald Monson General Manager, Latrobe Council

Mr Shane Crawford General Manager, Waratah-Wynyard Council

Mr David Midson General Manager, West Coast Council (via teleconference)

Cradle Coast Authority

Mr Sid Sidebottom Chairperson
Mayor Phil Vickers Director
Mr Andrew Wardlaw Director
Ms Kathy Schaefer Director
Mr Peter Voller Director
Mayor Annette Rockliff Director

Mr Daryl Connelly Industry Development Manager,

A/Regional Tourism Manager

Ms Lauren Clarke Executive Assistant, Meeting Secretariat

Apologies

Councillor Giovanna Simpson Deputy Mayor, Burnie City Council

Ms Kate Mauric Acting General Manager, King Island Council

Councillor Shane Pitt Deputy Mayor, West Coast Council
Mr Scott Riley General Manager, Circular Head Council
Councillor Robby Walsh Mayor, Waratah-Wynyard Council

Mr Malcolm Wells CCA Director

Page 6 of 6

MINUTES AND REPORTS OF COMMITTEES

AO180-19 UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 20 MAY 2019

FILE NO: 2/5/16; 3383617

RECOMMENDATION:

"THAT the Unconfirmed Minutes of a meeting of Upper Natone Reserve Special Committee held on 20 May 2019, be received for discussion."

SUMMARY

The minutes record the discussions of the Upper Natone Reserve Special Committee meeting.

The reserve is being prepared for the winter months with various tasks programmed for attention at working bees.

A focus of efforts will be on renovating the existing BBQ's and the development of a fire pit.

The aim of the fire pit is to encourage visitors to have a fire at an appropriate location to reduce risk to the reserve assets and others visiting the reserve.

In coming months, nominations for the Committee will be advertised, with a report planned to the August Council meeting.

The AGM for the Committee will occur late August 2019.

ATTACHMENTS

1<u>0</u>. Unconfirmed Minutes of the Upper Natone Reserve Special Committee meeting held on 20 May 2019

COUNCIL RESOLUTION

Resolution number: MO186-19

MOVED: Cr C Lynch

SECONDED: Cr A Boyd

"THAT the Unconfirmed Minutes of a meeting of Upper Natone Reserve Special Committee held on 20 May 2019, be received for discussion."

For: Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G

Simpson, Cr T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Minutes of the Upper Natone Reserve Special Committee 20th May 2019

Meeting opened 7.30pm

Attendance: Phil Tustian (Secretary) Fiona Tustian (President), Dianne Cripps, Gary Watts, Alwyn Boyd (Burnie City Council) Gary Neil (Burnie City Council), Ivan Caston, Heather Ross, & Andrew Stephenson

Apologies: Ariana Iaconis (Sustainable Timber Tasmania) & Arthur Bryan.

Declaration of Interest - Nil Declarations

Minutes of previous Meeting (15th April 2019) were read by the Secretary.

Moved Fiona Tustian & seconded Heather Ross the Minutes be accepted as read. Carried

Business arising: Proposed "Rules of Operation" the recommendation of a Committee increase from 9 to 10 members accepted

Correspondence: (Inwards)

Pat Troughton Burnie City Council - steel plates for BBQ's

Gary Neil Burnie City Council - budget remaining 2018/2019

(Outwards) email (phone) Notice of Meeting 20/5/2019

Gary Neil query in relation to budget & acquiring of steel BBQ plates for BBQ repairs Burnie City Council Michelle Neasey – new schedule accepted by BCC

Treasurer's Report: Balance is \$1042-77. \$43-20 approved expenses last Meeting and \$15-20 presented for approval (petrol for pump) Moved Alwyn Boyd & seconded Ivan Caston Tustian's be reimbursed this amount **Carried (Budget remaining now \$984-37.)**

General Business

- BBQ plates acquired via Burnie City Council (Gary Neil/Pat Troughton) and stored at Tustian's
- 2. BBQ repairs/Firepit construction. This subject was discussed and a "Working Bee" was scheduled for Sunday 2nd June 2019 10.30am at the Reserve. Tustian's authorised to provided provisions for BBQ lunch, and also to purchase 20 bags of mortar. Some members to meet at Caston's home 10.30am Monday 27th May 2019 to clean mortar off stockpiled bricks that were acquired via Dianne Cripps.
- 3. Reserve Facebook Site a presentation given by Fiona Tustian of the site usage
- **4.** Heather Ross advised the latch was missing from the toilet door, and action will be taken to replace same.
- 5. Gary Neil advised applicants for the Committee should be called for at the Next Meeting, and the AGM will be due in August.

Next Meeting Monday 24th June 2019 Natone School 7.30pm.

Meeting Closed 8.05pm

AO181-19 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 8.15pm.

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 18 June 2019. | | | |
|--|--------------------|--|--|
| Confirmed: | Confirmed: | | |
| | | | |
| Andrew Wardlaw, GENERAL MANAGER | Steven Kons, MAYOR | | |
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