



BURNIE
CITY COUNCIL

MINUTES

Ordinary Meeting

TUESDAY, 16 JUNE 2020

7.00PM

CITY OFFICES, 80 WILSON STREET, BURNIE

Due to the current COVID-19 gathering restrictions,
the meeting was closed to public attendance.

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO137-20	COUNCILLOR DECLARATIONS OF INTEREST	8
AO138-20	CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 19 MAY 2020	9
<i>PUBLIC QUESTION TIME</i>		
AO139-20	PUBLIC QUESTION TIME	10
<i>PLANNING AUTHORITY</i>		
AO140-20	TASMANIAN PLANNING SCHEME DRAFT BURNIE LOCAL PROVISIONS SCHEDULE	12
<i>OFFICERS' REPORTS</i>		
<i>WORKS AND SERVICES</i>		
AO141-20	CRADLE COAST WASTE MANAGEMENT GROUP - ANNUAL PLAN AND BUDGET 2020/21	71
<i>COMMUNITY AND ECONOMIC DEVELOPMENT</i>		
AO142-20	FARMERS MARKET APPOINTMENT OF MANAGER	95
<i>CORPORATE AND BUSINESS SERVICES</i>		
AO143-20	POLICY REVIEW - RATES AND CHARGES POLICY CP-CBS-SG-004	99
AO144-20	RATES RESOLUTION 2020-21	112
<i>GENERAL MANAGER</i>		
AO145-20	PHASE TWO - COVID-19 COMMUNITY SUPPORT PACKAGE	154
AO146-20	GENERAL MANAGER'S REPORT - OPEN SESSION	164
AO147-20	GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MAY 2020	175
AO148-20	GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES MAY 2020	183

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO149-20	GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT MAY 2020	193
AO150-20	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MAY 2020	201
<i>COUNCIL COMMUNICATIONS</i>		
AO151-20	COMMUNICATIONS JOURNAL JUNE 2020	217
AO152-20	COMMUNICATIONS JOURNAL - BURNIE HARNESS RACING CLUB - RIDE ON LAWN MOWER	229
AO153-20	COMMUNICATIONS JOURNAL - FRIENDS OF BURNIE PENGUINS INC - PARSONAGE POINT	232
<i>MINUTES AND REPORTS OF COMMITTEES</i>		
AO154-20	CRADLE COAST AUTHORITY REPRESENTATIVES COMMITTEE MEETING - UNCONFIRMED MINUTES OF MEETING HELD ON 14 MAY 2020	241
AO155-20	CRADLE COAST WASTE MANAGEMENT GROUP UNCONFIRMED MINUTES OF MEETING HELD ON 11 MARCH 2020	248
AO156-20	WESTERN EMERGENCY MANAGEMENT COMMITTEE UNCONFIRMED NOTES OF MEETING HELD ON 21 MAY 2020	255
<i>NON AGENDA ITEMS</i>		
AO157-20	NON AGENDA ITEMS	261

**MINUTES OF THE OPEN SESSION ORDINARY MEETING
OF THE BURNIE CITY COUNCIL
HELD AT THE CITY OFFICES ON TUESDAY, 16 JUNE 2020**

HOUR: 5.34pm – 5.35pm
7.00pm – 7.35pm

TIME OCCUPIED: 36 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) and Executive Manager Corporate Governance (M Neasey)

Officers in Attendance (via Zoom):

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), Governance Officer (N French) and Media and Communications Officer (F Loughran).

APOLOGIES: There were no apologies tendered.

'CLOSED SESSION': COUNCIL

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

	Meeting Regulations Reference
AC068-20 COUNCILLOR DECLARATIONS OF INTEREST	15(2)(g)
AC069-20 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 19 MAY 2020	15(2)(g)
AC070-20 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC071-20 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC072-20 PERSONNEL REPORT MAY 2020	15(2)(a)
AC073-20 UTAS - BAND ROOMS AT WEST PARK	15(2)(g)
AC074-20 UTAS - STUDENT ACCOMMODATION	15(2)(g)
AC075-20 OUTSTANDING DEBTORS	15(2)(j)
AC076-20 COMMUNICATIONS JOURNAL - UNIVERSITY OF TASMANIA - PROGRESS UPDATE	15(2)(g)
AC077-20 NON AGENDA ITEMS	15(2)(f)
AC078-20 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC079-20 COMPLETION OF CLOSED SESSION / MEETING ADJOURNMENT	15(2)(f)

RECOMMENDATION

“THAT the meeting be closed to the public to enable Council to consider agenda items AC068-20 to AC079-20 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

COUNCIL RESOLUTION**Resolution number: MO156-20****MOVED:** Cr A Keygan**SECONDED:** Cr G Simpson

“THAT the meeting be closed to the public to enable Council to consider agenda items AC068-20 to AC079-20 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

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

Against:

CARRIED UNANIMOUSLY

Reg Confidential Reason

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

RESUMPTION

At 7.00pm 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.

AUDIO RECORDING

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

AO137-20 COUNCILLOR DECLARATIONS OF INTEREST

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

There were no declarations of interest.

**AO138-20 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING
OF COUNCIL HELD ON 19 MAY 2020****RECOMMENDATION:**

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held electronically and remotely on 19 May 2020, be confirmed as true and correct.”

COUNCIL RESOLUTION

Resolution number: MO157-20

MOVED: Cr G Simpson

SECONDED: Cr D Pease

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held electronically and remotely on 19 May 2020, be confirmed as true and correct.”

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

Against:

CARRIED UNANIMOUSLY

PUBLIC QUESTION TIME**AO139-20 PUBLIC QUESTION TIME****FILE NO: 15/5/5**

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

Our Process for Public Questions

A public question must be provided to Council in writing to burnie@burnie.net by 5pm the day before the Council Meeting.

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

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

Council Meetings are recorded.

Please note:

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

Lynne Price, of Burnie, asked:

- 1) *Last week's announcement concerning the abandonment of the major infrastructure project to build the NWMAG extension is devastating. At a time when Burnie has suffered its greatest challenges from the recent total shutdown of the city for three weeks, this exciting project was the opportunity for a new era for the city. Will Council will fight this State and Federal decision with great force in an effort to overturn it?*

The Mayor replied that the NWMAG project has not been abandoned. Council has made a submission in the State Budget process, and has also written to the Deputy Prime Minister seeking additional funding for the Project.

The State Budget will not be handed down until October, and Council is awaiting a response from Mr McCormack.

COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advised that for item AO140-20 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**AO140-20 TASMANIAN PLANNING SCHEME
DRAFT BURNIE LOCAL PROVISIONS SCHEDULE****FILE NO: 20/5/6-02
PREVIOUS MIN: AO015-20**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.3	Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.
Strategy	7.3.1	Ensure Council remains compliant with all its statutory and regulatory obligations and contributes to the regulatory environment which affects our community.

1.0 RECOMMENDATION:***“THAT Council note the information.”*****2.0 SUMMARY**

This report provides a copy of the Tasmanian Planning Commission’s decision on the draft Burnie Local Provision Schedule to the Tasmanian Planning Scheme; and identifies the implications of that decision.

3.0 BACKGROUND

The Tasmanian Planning Scheme is to replace each of the separate municipal planning schemes in Tasmania.

The Burnie City Council in its statutory capacity as a planning authority is required to prepare a draft Burnie Local Provision Schedule (BUR LPS) for inclusion in the Tasmanian Planning Scheme.

The purpose of a Burnie Local Provisions Schedule is to –

- a) establish how the common mandatory provisions of the Tasmanian Planning Scheme will apply for the use, development, protection and conservation of land within the Burnie municipal area; and
- b) introduce provisions that will add to, modify, or substitute for the common mandatory provisions in the Tasmanian Planning Scheme if necessary to provide for the use or development of an area of land within the Burnie municipal area –
 - i. in a manner that is of significant social, economic or environmental benefit to the State, a region or a municipal area; or

- ii. that has particular environmental, economic, social or spatial qualities that require provisions that are unique to the area of land.

The Council as a planning authority exhibited a draft Burnie Local Provisions Schedule (BUR LPS) in late 2019.

Ten (10) representations were received in relation to the draft BUR LPS.

The planning authority considered each of the matters in each of the representations at its meeting of 28 January 2020 (AO015-20), and determined to provide a report to the Tasmanian Planning Commission in which it set out its views and opinions on each matter and its recommendations in relation to how the draft BUR LPS should be determined.

The Tasmanian Planning Commission conducted a hearing on the draft BUR LPS on 17 and 18 March 2020, during which those persons who had made a representation were provided with an opportunity to appear and be heard.

The Commission has made a decision on each of the matters raised in representations, and on the ability of the draft BUR LPS to satisfy the relevant statutory requirements for approval.

A copy of the decision is attached.

In summary, the decision –

- a) rejected submissions seeking to change the zone applied by the BUR LPS to provide instead for residential use and development on land at West Mooreville Road, Romaine, and Wivenhoe;
- b) required application of the Utilities zone to TasWater urban water supply storage sites;
- c) require adjustment in the BUR LPS zone and code overlay maps for application of the Utilities zone and infrastructure protection codes to land containing State Rail, State Road and TasNetworks infrastructure to correct for errors in the cadastre and data sets available when the LPS maps were initially prepared;
- d) make adjustment in the application of zone and code boundaries to the municipal boundaries;
- e) reject any extension on exemption to application of planning scheme provisions for electricity infrastructure development; and
- f) determines that when the required minor modifications are made the draft BUR LPS will satisfy all relevant statutory criteria and is in order for approval.

The Commission issued directions on 11 May 2020 requiring minor modifications be made to the draft BUR LPS in relation to format of the draft written instrument, and to zone and code maps.

A supplementary direction was issued on 28 May 2020 to clarify a requirement in the initial direction.

The required modifications do not change the content or purpose of the BUR LPS in relation to how it will apply the Tasmanian Planning Scheme to land within the Burnie municipal area.

4.0 LEGISLATIVE REQUIREMENTS

The *Land Use Planning and Approvals Act 1993* is the applicable legislation.

The Act provides that the Tasmanian Planning Commission must conduct a hearing and address compliance of a draft LPS to requirements of the Act.

The Commission must make a decision after the hearing on whether the draft LPS is suitable for approval.

The Commission may make directions –

- a) under s35K(1)(a) to accept the draft LPS and require minor modifications of the draft LPS in relation to specific matters; or
- b) under s35K(1)(c) to reject the draft LPS and require the provision of a substitute LPS or that parts of the draft LPS be substantially modified.

The Commission has issued a direction under section 35K(1)(a) on the draft BUR LPS.

A planning authority must provide the Commission with a modified draft LPS within 28 days of the day on which the direction under 35K(1)(a) was issued.

If the Commission is satisfied with the final version of the draft LPS it is to obtain the agreement of the Minister to approve the LPS.

An LPS will take effect and apply the provisions of the Tasmanian Planning Scheme from the day on which notice of the approval is published in the Government Gazette.

The Burnie Interim Planning Scheme will effectively be repealed from the day on which the BUR LPS takes effect.

If the Commission has issued a direction under 35K(1)(a) requiring a planning authority make minor modifications to a draft LPS, 35K(2)(d) requires that the planning authority must not issue a permit or do any other thing that would be in contravention of the LPS if modified.

In effect the Act requires any permit application determined after the date on which the section 35K(1)(a) direction was issued must be assessed against the provisions of both the current Burnie Interim Planning Scheme and the BUR LPS.

A permit must not be issued if the proposed use or development will be in contravention of any requirement in the BUR LPS.

5.0 POLICY CONSIDERATIONS

There are no policy considerations in relation to the Commission's decision.

6.0 FINANCIAL IMPACT

There are no financial impacts in relation to the Commission's decision.

7.0 DISCUSSION

The decision and directions of the Commission do not create need for any further consideration or decision by the planning authority.

The required modifications are an administrative task and have been addressed by Council officers.

A final version of the draft BUR LPS will have been submitted by date of the Council meeting.

When accepted by the Commission, the BUR LPS will, with the agreement of the Minister for Planning, be approved and take effect on the date the approval is published in the Gazette.

8.0 RISK

There are not risks inherent in the decision of the Commission and its requirements for minor modification of the draft BUR LPS.

There is some risk that a parallel assessment of a permit application against both the current BIPS 2013 and the BUR LPS may result in a requirement to refuse issue of a permit for a use or development that is otherwise permissible under the BIPS.

The Act is somewhat inadequate in what is to occur in such a circumstance, and the matter may become the subject of legal challenge.

However, the risk of challenge to a permit decision is inherent in the land use permit process, and is a likelihood in every permit decision.

9.0 CONSULTATION

This report has been prepared in consultation with the relevant officers of the planning authority.

ATTACHMENTS

[1↓](#) Letter from TPC including decision on draft BUR LPS and direction to modify

- 2. TPC decision and direction on draft BUR LPS
- 3. TPC letter advising of supplementary direction
- 4. TPC supplementary direction

COUNCIL RESOLUTION**Resolution number: MO158-20****MOVED:** *Cr D Pease***SECONDED:** *Cr C Lynch****"THAT Council note the information."***

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

Against:

CARRIED UNANIMOUSLY

TASMANIAN PLANNING COMMISSION

Our ref: DOC/20/39787
Officer: Janelle Townsend
Phone: 03 6165 6835
Email: tpc@planning.tas.gov.au

14 May 2020

Patrick Earle
Director Land and Environmental Services
Burnie City Council

By email: PEarle@burnie.net

Dear Mr Earle

Burnie draft Local Provisions Schedule

Notice under section 35K(1)(a)

Further to the hearing of this matter held on 17 and 18 March 2020, the Commission has finalised consideration of the Burnie draft Local Provisions Schedule (draft LPS) under section 35J of the *Land Use Planning and Approvals Act 1993* (the Act).

The Commission considers, in order for the draft LPS to meet the LPS Criteria, modifications are required. A decision under section 35K(1) is enclosed and has been published on iplan.

The Commission directs the planning authority to:

- (a) modify the draft LPS, under section 35K(1)(a) of the Act, in accordance with the notice at Attachment 2 to the decision; and
- (b) under section 35K(2)(a) submit the modified draft LPS to the Commission within 28 days.

A PDF of the written document, modified in accordance with Addendum A of the notice, is also enclosed. This copy is suitable for submission under section 35K(2).

For approval of the draft LPS, the Commission requires a GIS version of the zones, zone boundaries, overlays and cadastral data that includes the modifications. It is not necessary to provide a PDF version of the zone and overlay maps.

Please submit the modified draft LPS to tpc@planning.tas.gov.au.

When the modified draft LPS is in order, the Commission will seek the agreement of the Minister to approve the draft LPS under section 35L(1)(b).

Note that under 35K(2)(d), a planning authority directed under subsection (1)(a) must not issue a permit, or do any other thing that would, if the draft LPS as modified were an LPS, be a contravention of the LPS.

Level 3, 144 Macquarie Street Hobart Tasmania GPO Box 1691 Hobart TAS 7001
Ph: 03 6165 6828 Email: tpc@planning.tas.gov.au
www.planning.tas.gov.au

If you require further information, please contact Janelle Townsend on 03 6165 6835 or tpc@planning.tas.gov.au

Yours sincerely



Sandra Hogue
Delegate (Chair)

Encl:

- Burnie draft LPS – decision to modify the draft LPS (including section 35K(1)(a) notice)
- Modified draft LPS written document (clean version)

TASMANIAN PLANNING COMMISSION


DECISION

Local Provisions Schedule Burnie

Date of decision 11 May 2020

Under section 35K(1)(a) of *Land Use Planning and Approvals Act 1993*, the Commission directs the planning authority to modify the Burnie draft LPS in accordance with the notice at Attachment 2.

When the directed modifications have been undertaken under section 35K(2), the Commission is satisfied that the LPS meets the LPS criteria and is in order for approval under section 35L(1).



Sandra Hogue
Delegate (Chair)



Roger Howlett
Delegate

Burnie draft Local Provisions Schedule

REASONS FOR DECISION

Background

The Burnie Planning Authority (the planning authority) exhibited the Burnie draft Local Provisions Schedule (the draft LPS), under section 35D of *Land Use Planning and Approvals Act 1993* (the Act), from 21 October 2019 until 20 December 2019.

On 29 January 2020 the planning authority provided the Commission with a report under section 35F(1) into 10 representations received on the draft LPS. In addition, one representation, made after the end of the exhibition period, was included by the planning authority in a supplementary section 35F report provided to the Commission on 19 February 2020. A list of representations is at Attachment 1.

Date and place of hearing

The Commission must hold a hearing in relation to representations to the draft LPS under section 35H of the Act.

A hearing was held at the Burnie City Council, 80 Wilson Street, Burnie on 17 and 18 March 2020.

Consideration of the draft LPS

1. Under section 35J(1) of the Act the Commission must consider:
 - the planning authority section 35F(1) report and the draft LPS to which it relates;
 - the information obtained at the hearings;
 - whether it is satisfied that the draft LPS meets the LPS criteria under section 34; and
 - whether modifications ought to be made to the draft LPS.
2. Under section 35J(2) of the Act the Commission may also consider whether there are any matters that relate to issues of a technical nature or may be relevant to the implementation of the LPS if the LPS were approved.
3. The LPS criteria to be met by the draft LPS are:
 - (a) contains all the provisions that the SPPs specify must be contained in an LPS;
 - (b) is in accordance with section 32 of the Act;
 - (c) furthers the objectives set out in Schedule 1 of the Act;
 - (d) is consistent with each State policy;
 - (e) as far as practicable, is consistent with the regional land use strategy, if any, for the regional area in which is situated the land to which the relevant planning instrument relates;
 - (f) has regard to the strategic plan, prepared under section 66 of the *Local Government Act 1993*, that applies in relation to the land to which the relevant planning instrument relates;

Burnie draft Local Provisions Schedule

- (g) as far as practicable, is consistent with and co-ordinated with any LPSs that apply to municipal areas that are adjacent to the municipal area to which the relevant planning instrument relates; and
 - (h) has regard to the safety requirements set out in the standards prescribed under the *Gas Pipelines Act 2000*.
4. The relevant regional land use strategy is the Cradle Coast Regional Land Use Strategy (regional strategy).
 5. In addition to the LPS criteria, the Commission has considered Guideline No. 1 – Local Provisions Schedule (LPS): zone and code application (Guideline No. 1) issued under section 8A of the Act.
 6. The requirements for making modifications to the draft LPS are set out under section 35K of the Act. The modifications can be broadly categorised as modifications [section 35K(1)(a) and (b)] or substantial modifications [section 35K(1)(c)(ii)].
 7. The Commission may also reject the draft LPS and request that the planning authority prepare a substitute [section 35K(c)(i)].
 8. Where the Commission has determined modifications ought be made, these are set out in a notice under 35K(1)(a) of the Act (see Attachment 2).

Issues raised in the representations

Light Industrial Zone and Low Density Residential Zone - southeast Wivenhoe

Representation: Debbie Thomas (1)

9. The representor requested a revision to the proposed zoning for numerous properties in south east Wivenhoe from the General Industrial Zone:
 - to the Light Industrial Zone between Smith Street and Stowport Road; and
 - to the Low Density Residential Zone from the Western Line rail corridor and the Leighland Christian School in the north, along Stowport Road and incorporating both sides of the eastern end of Anglesea Street.The reasons include:
 - the planned transition to industrial use has not occurred due to incompatible lot sizes, steep terrain, the availability of more suitable industrial land elsewhere, environmental constraints, a greater need for residential use, and the residential appeal of easy access to shops, schools, and public transport.
10. In the section 35F report the planning authority acknowledged some merit in the proposition that elevated land is unsuited to industrial development and that established residential use is unlikely to change but recommended that the land remain in the General Industrial Zone. The reasons include:
 - several State, regional and municipal research and policy statements have repeatedly advocated the importance of Wivenhoe as an area for manufacturing, processing, storage and transport use;
 - the relatively low demand for industrial land, and a residual presence of residential use, does not of itself evidence a failure of strategic purpose;
 - there is no articulated reason to reduce the amount of land zoned for general industrial use and development at Wivenhoe;

3

Burnie draft Local Provisions Schedule

- the representation does not address the LPS criteria;
 - there is insufficient information currently available to the planning authority on which to support a modification of the draft Burnie LPS through the representation and hearing process; and
 - there is adequate protection for existing lawful residential use under the Act and the matter of whether to change the zone applied to the elevated land south can be separately dealt with outside the current LPS process.
11. At the hearing the representor reaffirmed the matters raised in the representation.
12. At the hearing the planning authority additionally submitted:
- the planning authority is satisfied with the current planning scheme and therefore prefers a direct translation;
 - industrial zoning in Wivenhoe has been supported since the 1950s and more recently in studies such as the 2015 SGS Economics and Planning, *Industrial Land Study North West Tasmania*;
 - as the transition is incomplete and industrial land is limited, the planning authority prefers to retain industrial zoning;
 - applying a residential zone won't create the opportunity for residential use but rather acknowledges existing use; and
 - a change of zone must address the LPS criteria in the Act and, as a significant body of work and resource would be required to support the proposed change, the planning authority would prefer to continue with a direct translation approach and conduct a more thorough review of the Wivenhoe area after the LPS process is complete.

Commission consideration

13. The Commission accepts there is insufficient evidence to determine whether the proposal meets the LPS criteria, for example, how the change to zoning would meet relevant regional land use policies to be as far as practicable consistent with the regional land use strategy. The proposal would also require review against the Industrial Land Study and other relevant council strategies.
14. The Commission notes that the planning authority understands the issues and will undertake a strategic review of the Wivenhoe area following the completion of the LPS process.

Commission decision

15. The Commission considers that no modifications are required.

Low Density Residential Zone – West Mooreville Road, East Cam**Representation: GHD for Michael and Frances Jack, Colin and Jacqueline Margetts, Marie Redman, and Derek Howard (2)**

16. The representor requested that the proposed zoning of four parcels of land along West Mooreville Road in East Cam be revised from the Rural Living Zone A to the Low Density Residential Zone. The reasons include:
- the site presents a development ready infill opportunity, and the Rural Living Zone is inappropriate, due to availability of reticulated and civic services, proximity to higher density residential areas, and direct access to West Mooreville Road;
 - the proposal does not constitute urban expansion or change the existing use;

Burnie draft Local Provisions Schedule

- the proposal provides the opportunity for differentiation in residential lot sizes and development options within the urban area given the limited amount of land in the Low Density Residential Zone elsewhere in municipality;
 - applying the Low Density Residential Zone is consistent with the objectives of the Act, zone purpose, and LDRZ 1(a) of Guideline No 1;
 - application of the Rural Living Zone is not appropriate given the presence of reticulated services, allows the opportunity to achieve the highest and best use of the subject site facilitating a greater density of residential development for which the Low Density Residential zone is considered the most appropriate;
 - while supply of residential land is well in excess of 20 years forecast, there is currently a shortage of development ready land;
 - applying the Low Density Residential Zone will not frustrate other residential development opportunities as the lot size and density would constitute a different market offering; and
 - lot sizes in the immediate locality range from 1,900m² to 21,000m² and no conflict with surrounding uses is anticipated.
17. In the section 35F report the planning authority recommended that the land remain in the Rural Living Zone. The reasons include:
- the proposal is not supported by any current land use strategy and does not specifically address the LPS criteria in section 34;
 - the proposal is contrary to the instructions for application of the Low Density Residential Zone in Guideline No. 1;
 - the proposal is inconsistent with the established characteristics of the locality described as providing large residential lots in a rural setting; and
 - a lack of evidence to support the availability and capacity of a water supply, availability of a connection to a sewage and stormwater drainage system sufficient to service potential future use, or of the capability of the land to accommodate on-site waste water disposal area at the permitted dwelling density.
18. At the hearing, the representor queried the planning authority opinion that the proposal seeks to establish an isolated pocket of low density residential use and development within an established area of rural living lots, stating that the site is not isolated due to proximity to higher density residential development and availability of services. The representor also disagreed with the planning authority view on servicing of the site, submitting that other than a lack of stormwater pipes, upgrades in recent years have enabled the servicing of 1500m² lots. The Low Density Residential Zone purpose, a lack of environmental constraints, and no conflict with nearby agriculture uses were also discussed.
19. The planning authority submitted that the application of the Low Density Residential Zone had been reduced in the draft LPS reflecting the objectives of the zone and the urban nature of Burnie.

Commission consideration

20. The Commission prefers the planning authority interpretation of Guideline No. 1 as it relates to the application of the Low Density Residential Zone, and notes the proposal does not meet the guideline or the purpose of the proposed zone due to the level of servicing and lack of environmental constraints.
21. Following a site visit, the Commission considers that the site is clearly characterised as residential living in a rural setting and therefore meets the purpose of the Rural Living Zone.

Commission decision

22. The Commission considers that no modifications are required.

General Residential Zone – Massey Greene Drive, South Burnie**Representation: Plan Place for Railpine (3)**

23. The representor requested that the proposed zoning of a portion of folio of the Register 134067/2, adjacent to land in the General Residential Zone along Singline Avenue, be revised from the Rural Zone to the General Residential Zone. The reasons include:
- the site is within the town boundaries of Burnie, which is identified within the regional strategy as having a medium growth scenario and being suitable for infill development;
 - a recent decision by the Tasmanian Planning Commission (2019-1) recognises the suitability of the site for residential expansion but rejected the proposal on the grounds that there is an oversupply of General Residential land within the municipal area;
 - if an oversupply of General Residential land is sufficient to refuse logical expansion of the zone within the town boundaries, a like for like translation from the interim scheme to the draft LPS is no longer appropriate and results in land being allocated to this zone without strategic oversight;
 - much of the land zoned for General Residential (current and proposed) requires extensive supporting infrastructure to be implemented prior to any development occurring; and
 - the LPS process provides a unique opportunity to achieve strategic oversight and provide land able to be developed for affordable residential development.
24. In the section 35F report the planning authority recommended that the land remain in the Rural Zone. The reasons include:
- that, while the site provides opportunity for additional residential land within the Burnie settlement boundaries where there is a logical expansion from an established suburban residential estate, infrastructure services are available, and there are no economic, cultural or environmental limitations for residential use and development, the Commission has determined that application of a residential zone is premature for the reasons that there is an existing over-supply of zoned residential land in Burnie relative to the criteria for land supply contained in the regional strategy; and
 - release for residential use would fail the statutory objective for land use planning to provide for the fair, orderly and sustainable use and development of air, land and water.
25. At the hearing, the representor additionally submitted that:
- the supporting report did not include any consideration of the proposal;
 - the site in question and adjoining land owned by the company is part of a 99 hectare property over three titles and is a former plantation testing site;
 - the plantation is a remnant land use in an urban area where it is not desirable to manage the land as per standard forestry operations;
 - the owner is seeking to achieve the best use for the land, initially through residential use and development on the subject portion and would like to continue the process; and
 - oversupply of general residential zoned land should not preclude sensible development that satisfies regulatory requirements.
26. At the hearing, the planning authority submitted that:

Burnie draft Local Provisions Schedule

- the proposal to amend the interim planning scheme was not addressed in the supporting report because it was lodged after initiation of the LPS process and the decision on the amendment was made during exhibition of the LPS;
- the planning authority supports the creation of an additional 3 hectares of residential land as a logical extension of the Singline Estate as road access and services are established; however, the proposal is not consistent with regional strategy policy 4.3.1;
- determining consistency with the regional strategy needs to consider the strategy in its entirety as, while some policies appear to conflict, some policies are more relevant than others to particular proposals – for instance this proposal is consistent with regional strategy policy 4.7a and this policy is more relevant to this proposal than regional strategy policy 4.3.1;
- several regional strategy policies address supply, however zoning creates an opportunity not supply - supply is produced by the market; and
- while the planning authority supports the representation, it chose not to recommend changing the proposed zone due to the Commission's previous decision and the planning authority approach to treat representations seeking amendments as an amendment proposal requiring an equivalent level of detail as a standard application, therefore it is preferred to consider this proposal after the LPS process.

Commission consideration

27. It is open to the Commission to consider afresh this representation based on submissions and information presented as part of the LPS process. The Commission notes the evidence provided by the parties; however, the Commission considers there is insufficient evidence to determine whether the proposal meets the LPS criteria, for example, how the proposed zone change would be as far as is practicable consistent with the regional strategy. The Commission also notes the planning authority's preference to consider this proposal in more detail after the LPS approval process has concluded.

Commission decision

28. The Commission considers that no modifications are required.

Low Density Residential Zone – 443-473 Mount Street, Romaine

Representation: EnviroPlan for Suzanne Townsend, Christopher McCrae, Frederick McCrae, and Alistair McCrae (4)

29. The representors requested that 443-473 Mount Street be revised from the Rural Zone to the Low Density Residential Zone. The reasons include:
- the proposed zoning of the land will enable the land to be utilised for future residential use and development on the lower portion of the hillside whilst retaining the upper hillside rural activities;
 - the proposal would accommodate the expansion of residential use and development in the Romaine area that:
 - is consistent with an established settlement development pattern;
 - provides for the appropriate arrangement and juxtaposition of zoning;
 - would support a transition in densities that responds to bushfire risk;
 - utilises existing reticulated services, access to transport networks, and municipal infrastructure;
 - does not create additional conflict with adjoining rural activities; and
 - does not detriment the road network with the area.

7

Burnie draft Local Provisions Schedule

- the proposal is broadly consistent with Schedule 1 and 2 objectives, and consistent with the *State Policy on Water Quality Management, State Policy on the Protection of Agricultural Land, Making Burnie 2030*, and the guiding principles and local settlement strategy within the regional strategy;
 - the site is not suitable for rural use and development as existing residential uses adjacent to the site constrain rural activity, there is limited water availability, and there are major roads to the west and south;
 - the site has limited importance in a natural values context; and
 - that a lack of consistency with the regional strategy should be seen in the context of the strategy being outdated and useful as a guide only that must be considered together with data that reflects the current situations, current growth rates and population expansions seen on the North West Coast.
30. In the section 35F report the planning authority recommended that the land remain in the Rural Zone. The reasons include:
- the representation does not allow the planning authority to be satisfied the application of the Low Density Residential zone will meet the LPS criteria as:
 - this area of Low Density Residential zone would create an isolated pocket of residential use contrary to objectives of the Act and the regional strategy;
 - the representation acknowledges there is no published strategic reason, including in the regional strategy, for including this site within residential zoning;
 - there is no strategic or practical explanation against the criteria in Guideline No 1; and
 - the Commission has recently determined that there is an over-supply of residential zoned land in Burnie relative to the criteria for land supply contained in the regional strategy and that the release of additional land for residential use would fail the statutory objective for land use planning to provide for the fair, orderly and sustainable use and development of air, land and water.
31. At the hearing no other evidence or information was submitted.

Commission consideration

32. The Commission prefers the planning authority interpretation of Guideline No. 1 and the zone purpose as it relates to the application of the Low Density Residential Zone and notes the proposal does not meet the guideline or the purpose of the proposed zone. Therefore, the Commission considers that the proposal does not meet the LPS criteria.

Commission decision

33. The Commission considers that no modifications are required.

Utilities Zone - electricity infrastructure**Representation: TasNetworks (7)**

34. The representors requested that the zoning of the Emu Bay and Hampshire substations and the Round Hill and Companion Hill communications sites be revised to the Utilities Zone.
35. The reasons include that the Utilities Zone:
- reflects the primary use of the site and the nature and long lifespan of the asset;

Burnie draft Local Provisions Schedule

- allows for the future operation, maintenance modification and development requirements of the asset, particularly in relation to communications sites as these do not have any *Electricity Supply Industry Act* exemptions once established; and
 - sends a clear message to the community about the existing and long term use of the site.
36. In the section 35F report the planning authority recommended that the zoning of the Emu Bay and Hampshire substations be revised to the Utilities Zone and that the Round Hill and Companion Hill communications sites remain in the proposed LPS zones. The reasons include:
- application of the Utilities Zone to major substations is consistent with the instructions contained in Guideline No. 1;
 - communication towers are not major utility infrastructure within the meaning of UZ1 of Guideline No 1;
 - UZ6 applies to communication towers instead and requires such facilities be included within the surrounding zone;
 - consistency and fairness would require that communication, telecommunication, and data transmission infrastructure associated with the operations of other service providers be included in the Utilities Zone;
 - the impracticality of the proposition is recognised in UZ6 of Guideline No. 1;
 - State Planning Provisions (SPP) Code C4.0 – Electricity Transmission Infrastructure Protection Code applies to each of the TasNetworks communication sites to create a buffer area within which building and other works are regulated for the purpose of managing risk of adverse impact on the safety, operation, and access to communication towers - the Code provision is a level of protection not available to the operators of other communication facilities;
 - application of Code C4.0 and the Utilities Zone do not provide any advantage for protection of communication infrastructure to the land on which a tower is located; and
 - it is inappropriate to contemplate application of the Utilities Zone for the purpose of avoiding application of any Code applicable to land within the municipal area.
37. At the hearing the representor submitted they were satisfied with the planning authority agreement to modify the proposed zoning for the substations; however, the request to modify the zoning of the Round Hill and Companion Hill communication sites still stands. The reasons include:
- applying the Electricity Transmission Infrastructure Protection Code to electricity communications towers acknowledges these are different to ordinary communications sites as they are strategically located to use microwave technology to communicate between substations; however, application of the overlay but not the Utilities Zone will result in the need to lodge development applications to conduct works; and
 - communications sites are considered major infrastructure as they are part of a broader electricity transmission network rather than being for local community distribution and they do not neatly fit the SPP definition of minor utilities.
38. The representor also submitted that the Companion Hill communications site has a distinct title and the Round Hill site does not. Where communication towers are not on a distinct title, TasNetworks proposes the application of a 20m radius from the centre of tower for application of the Utilities Zone.

Commission consideration

39. The Commission considers that the electricity generation, transmission and associated infrastructure detailed in the representations is used and intended to be used for major

9

Burnie draft Local Provisions Schedule

utilities infrastructure, consistent with UZ1(d) of Guideline No. 1. It is agreed that the two sites at Round Hill and Companion Hill form part of a regional network of communications facilities and could be considered to be major utilities infrastructure.

40. The Commission considers that the primary objective in applying zones should be to achieve the zone purpose to the greatest possible extent. As such, the Commission considers that the sites containing electricity generation, transmission and associated facilities should be in the Utilities Zone. However, where there is no distinct title for the asset there could be unintended consequences of applying the Utilities Zone on other land owners or infrastructure providers. Therefore, the Commission considers that the Utilities Zone should be applied to the Companion Hill site and not to the Round Hill site.

Commission decision

41. Modification:

- revise the zoning of the Emu Bay Substation (folios of the Register 109072/1 and 251613/1), Hampshire Substation (part folio of the Register 164460/1), and Companion Hill Communications Site (folio of the Register 164459/1) to the Utilities Zone.

42. Reason:

- To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.

Utilities Zone - State roads

Representation: Department of State Growth (11)

43. The representor requested:

- the correction of zoning of State roads;
- folio of the Register 87055/5 on the Bass Highway at Chasm Creek be revised to the Environmental Management Zone from the Utilities Zone; and
- part of folio of the Register 128752/2 on Sea Eagle Street, Chasm Creek be revised to the General Residential Zone from the Utilities Zone.

44. The reasons include:

- to be consistent with the State Road Casement Layer on the LIST;
- folio of the Register 87055/5 is not functionally part of the Bass Highway and is not included in the State Road Casement; and
- folio of the Register 128752/2 is not included in the State Road Casement and the land is only suitable for sale to an adjoining owner due to lack of access potential.

45. In the section 35F report the planning authority recommended that land identified in the State road casement data be revised to the Utilities Zone, that folio of the Register 87055/5 and a portion of folio of the Register 128752/2 be revised to Environmental Management Zone from the Utilities Zone. The reasons include that:

- the draft LPS zone map is not entirely consistent with the State road casement map, and will require correction to apply the Utilities Zone to all land in the State road casement;
- folio of the Register 87055/5 contains access ways to properties in the Environmental Management Zone and may be described as minor utilities; and
- applying the General Residential Zone to the subject portion of folio of the Register 128752/2 creates potential for an additional three dwellings and, as the availability of services to the land is not known and changing the zone may not meet the LPS criteria,

10

Burnie draft Local Provisions Schedule

the draft LPS should take a precautionary approach and apply the Environmental Management Zone as it applies for the adjoining and larger area of elevated land above the highway.

46. At the hearing the representor submitted that they were satisfied with the response by the planning authority in the section 35F report. No further information was raised at the hearing or in submissions.

Commission consideration

47. The Commission considers that the primary objective in applying zones should be to achieve the zone purpose to the greatest possible extent. As such, the Commission considers that the sites containing the State roads, including any bridges, should be zoned Utilities, consistent with Guideline No. 1. The Commission also considers that folios of the Register 87055/5 and 128752/2 should be zoned Environmental Management for the reasons given by the planning authority.

Commission decision

48. Modification:

- revise the zoning of Mount Street to the Utilities Zone;
- revise the zoning of the Hampshire section of Ridgely Highway to the Utilities Zone;
- revise the zoning of the Cam River Bridge, Cooee Creek Bridge, Emu River Bridge, and Blyth River Bridge along the Bass Highway to the Utilities Zone; and
- revise the zoning of folios of the Register 87055/5 and part folio of the Register 128752/2 to the Environmental Management Zone.

49. Reason:

- To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.

Utilities Zone - water infrastructure

Representation: TasWater (8)

50. The representor requested that the zoning of 9 sites containing reservoir tanks be revised to the Utilities Zone. The reason includes that the facilities listed are in accordance with the SPP definition of utilities.
51. In the section 35F report the planning authority recommended that the properties remain in the zones proposed by the draft LPS. The reasons include that the sites identified by TasWater are defined as minor utilities under the SPPs and Guideline No. 1, and application of the Utilities Zone is contrary to the instruction contained in criteria UZ1, UZ4, and UZ6 in Guideline No. 1.
52. Prior to the hearing TasWater provided further information as to the capacity and role in the water distribution system of each facility listed in the representation.
53. At the hearing, the Commission noted the purpose of the Utilities Zone is to provide for major utilities and therefore it is necessary to determine whether these assets are major utilities for application of the zone, having regard to the definition of minor utilities in the SPPs. The representor submitted that TasWater:
- is relying on the Use Class definition of Utilities at Table 6.2 of the SPPs;

11

Burnie draft Local Provisions Schedule

- is only raising this matter in relation to sites with a defined boundary; and
 - requests all such properties be included in the Utilities Zone so that works are permitted rather than discretionary.
54. At the hearing the planning authority submitted that:
- the Utilities Zone has been applied to major water infrastructure sites;
 - distribution reservoirs have had surrounding zoning applied as small sites; and
 - applying the Utilities Zone to the listed facilities sets a precedent for zoning of other minor infrastructure such as mobile phone towers.

Commission consideration

55. The Commission concludes that the subject sites are considered to be major utilities and therefore the Utilities Zone should be applied consistent with Guideline No. 1.
56. The Commission considers that the primary objective in applying zones should be to achieve the zone purpose to the greatest possible extent. As such, the Commission considers that the sites containing reservoirs should be in the Utilities Zone. However, while there is a separate PID for the Wivenhoe Reservoir, it is noted that this land is not owned by TasWater and, therefore, natural justice issues could result from applying the Utilities Zone to this land. Therefore, the Commission considers that the Utilities Zone should be applied to all proposed sites excluding the Wivenhoe Reservoir.

Commission decision

57. **Modification:**
- Revise the zoning of folios of the Register 115016/1, 148941/1, 83960/1, 151107/1, 151108/1, 66260/1, 197043/1, and 15624/1.
58. Reason:
- To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.

Utilities Zone - rail infrastructure**Representation: TasRail (10)**

59. The representor requested that all land in the State Rail Network, including sidings and terminals, be included in the Utilities Zone. The reasons include that the Melba and Western Line railways are of critical economic importance and should be protected to ensure that future planning decisions do not impede current and future operations.
60. In the section 35F report the planning authority recommended the draft LPS be modified if necessary to correct any inaccuracy in the application of the Utilities Zone to land within the State Rail Network and requested TasRail be requested to provide details of any. The reasons include:
- the draft LPS intends to apply the Utilities Zone to all existing land comprising the State Rail Network; and
 - TasRail do not identify any specific error in application of the Utilities Zone to land within the State Rail Network.

Burnie draft Local Provisions Schedule

61. Prior to the hearing TasRail was directed to provide maps indicating any sites within the State Rail Network that have not been included in the Utilities Zone.
62. TasRail provided a submission that folios of the Register 131919/5 and 169800/1 are part of the State Rail Network and ought be revised to the Utilities Zone.
63. At the hearing the planning authority confirmed that it supported zoning the two sites to the Utilities Zone.

Commission consideration

64. The Commission agrees that the two sites form part of the State Rail Network and as such the Utilities Zone should be applied.

Commission decision

65. **Modification:**
 - **Revise the zoning of folios of the Register 131919/5 and 169800/1 to the Utilities Zone.**
66. Reason:
 - To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.

Rural Zone – various areas (Private Timber Reserves)**Representation: Department of State Growth (11)**

67. The representor indicated their preference that land set aside for forestry purposes be included in the Rural Zone.
68. In the section 35F report the planning authority recommended that the zoning of land set aside for forestry purposes remain as proposed in the draft LPS. The reasons include:
 - the draft LPS has applied the Rural Zone to areas of declared Private Timber Reserve (PTR) land that form a cohesive and identifiable large scale geographical unit;
 - smaller and isolated land areas declared as a PTR located within areas generally suited to agriculture are included in the Rural Zone;
 - the zoning of PTRs is not relevant as the Act excludes planning schemes from applying to forestry; and
 - the draft LPS proposed zoning is consistent with Guideline No. 1.
69. At the hearing no further submissions were received about the planning authority recommendation.

Commission consideration

70. The Commission notes the submissions by the representor and planning authority and accepts that the application of the zoning is consistent with Guideline No. 1.

Commission decision

71. The Commission considers that no modifications are required.

Various zones – mineral resources**Representation: Department of State Growth (11)**

72. The representor requested:

Burnie draft Local Provisions Schedule

- the zoning of land under mining lease 1929P/M at Highclere be revised to apply the Rural Zone to the entire lease area;
 - a reduced application of the Rural Living Zone at Hampshire; and
 - a reduced application of the Rural Living Zone at Natone.
73. The reasons include:
- to reflect the zoning in the interim planning scheme; and
 - exploration licenses apply over the entirety of both the Hampshire and Natone settlements and continued access to future resources across the rural landscape is critical to supporting economic development and employment growth.
74. In the section 35F report the planning authority recommended no change to the proposed zoning. The reasons include:
- split zoning of individual titles has been avoided in accordance with Practice Note 7 and the boundaries of the mining lease at Highclere do not match the cadastre;
 - mining activity may not include the entire site or surface of the land;
 - while the lease area may be identified by a cartographic description and lease diagram, the lease is for a term commensurate with the life of the mining project and not the life of the planning scheme; and
 - for the Hampshire and Natone area the Act sufficiently protects mining and exploration activity against the provisions of a planning scheme.
75. At the hearing no further submissions were received about the planning authority recommendation.

Commission consideration

76. The Commission notes submissions by the representor and planning authority and accepts that the application of the zoning is consistent with Guideline No. 1.

Commission decision

77. The Commission considers that no modifications are required.

Heybridge Residential Nature Reserve Specific Area Plan - electricity infrastructure subdivision provisions**Representation: TasNetworks (7)**

78. The representor requested that the Heybridge Residential Nature Reserve Specific Area Plan (the SAP) be revised to include subdivision for the provision of utilities as an Acceptable Solution to be consistent with the standard SPP drafting.
79. In the section 35F report the planning authority recommended that no modification be made. The reasons include:
- the SAP is intended to require all distribution and reticulation cables for electricity supply within a lot be installed underground and the terms are self-explanatory and not intended to apply for network distribution and reticulation cables of an electricity supply entity;
 - the provision does not apply for the prescribed minor environmental impact works by TasNetwork because of the exemptions created under the *Electricity Supply Industry Act* or minor communications infrastructure; and

Burnie draft Local Provisions Schedule

- the proposed text would have no operation within the SAP as the SAP intends for there to be no further subdivision within the area to which the SAP applies.
80. At the hearing the representor submitted that subdivision for the provision of utilities is included in all SPP zones, TasNetworks are of the view that it should also be in all SAP subdivision requirements, and the intention is to avoid a situation where utilities are prohibited.
81. At the hearing the planning authority submitted:
- the SAP relies on approved plans and applies to a development permit that does not need extra utilities;
 - including subdivision for the provision of utilities creates no advantage, and not including the requested text creates no disadvantage to TasNetworks; and
 - including subdivision for the provision of utilities would require amendment of the approved plan of subdivision and of the development permit.
82. The representor further submitted that not including subdivision for the provision of utilities may be satisfactory if all electricity needs have been taken into account in the previous approval process.

Commission consideration

83. The Commission notes that the SAP is unique in being based on an approved subdivision.
84. The Commission accepts the planning authority submission that including subdivision for the provision of utilities would result in the need to amend the approved plan of subdivision and the development permit, and considers that it is not necessary to modify the drafting of the Heybridge Residential Nature Reserve SAP.

Commission decision

85. The Commission considers that no modifications are required.

Road and Rail Assets Code – attenuation area overlay**Representation: TasRail (10)**

86. The representor requested application of the Road and Rail Assets Code across the State Rail Network including sidings and terminals. The reasons include that the Melba and Western Line railways are of critical economic importance and should be protected to ensure that future planning decisions do not impede current and future operations.
87. In the section 35F report the planning authority recommended that no modification be made as the draft LPS includes the required overlay maps.
88. At the hearing, the planning authority submitted that the land to which the road or railway attenuation area applies is defined through the Utilities Zone and therefore the overlay only needs to be applied if it is necessary to change the width of the attenuation area.
89. The representor submitted that interpretation of the SPPs would be simpler if the road or railway attenuation area overlay could be utilised in the LPS.

Commission consideration

90. The Commission considers the Road and Rail Assets Code has been applied in accordance with the SPPs as the application of the code is by description and that the requirements of the SPPs and Guideline No. 1 are met.

Burnie draft Local Provisions Schedule

Commission decision

91. The Commission considers that no modifications are required.


Electricity Transmission Infrastructure Protection Code – substation mapping**Representation: TasNetworks (7)**

92. The representor requested:
- the Substation Facility and Substation Facility Buffer Area overlays be amended to apply to the entire Emu Bay substation site (15 and 17 Devon Street); and
 - removal of the communications station buffer area from folio of the Register 129871/6 and application of the buffer to the Hampshire substation site.
 - In the section 35F report the planning authority recommended the Electricity Transmission Infrastructure Protection Code overlay map be modified to correct any inaccuracy identified by TasNetworks in the location and application of electricity transmission corridors, communication station buffer areas, and substation facility buffer areas. The reasons include the SPPs and Guideline No. 1 require the LPS to include an overlay map prepared in accordance with the information published on theLIST.
93. At the hearing the representor submitted that they were satisfied with the planning authority response to correct overlay anomalies.

Commission consideration

94. The Commission accepts the planning authority recommendation for application of the Electricity Transmission Infrastructure Protection Code overlays for the subject sites consistent with ETIPC 1 of Guideline No. 1 noting that modifications are limited to addressing anomalies or inaccuracies.

Commission decision

95. **Modification:** 
- revise the Substation Facility and Substation Facility Buffer Area overlays to apply to the entire Emu Bay Substation, including folios of the Register 109072/1 and 251613/1; and
 - remove the Communications Station Buffer Area from folio of the Register 129871/6 and apply it to the Hampshire Substation site.
96. Reason:
- To apply the Electricity Transmission Infrastructure Protection Code overlays consistent with Guideline No. 1.

Natural Assets Code - electricity infrastructure**Representation: TasNetworks (7)**

97. The representor requested that the priority vegetation area overlay be removed from the Round Hill Communications Site. The reasons include:
- to recognise that vegetation management and clearance is required as a critical function of maintaining the safety of TasNetworks assets;
 - to recognise that vegetation removal is already approved under other Acts;

16

Burnie draft Local Provisions Schedule

- application of the priority vegetation area overlay on this site is inconsistent with the *Electricity Supply Industry Act 1996* and SPP vegetation exemptions and more broadly Schedule 1 of the Act; and
 - clause 4.4.1 of the SPPs recognises that vegetation removal by TasNetworks is undertaken in accordance with an Environmental Management Systems (EMS) endorsed by the Forest Practices Authority, which is sufficient to minimise the need for clearance and conversion of threatened native vegetation communities with respect to the construction and maintenance of infrastructure.
98. In the section 35F report the planning authority recommended no change to the priority vegetation area overlay. The reasons include:
- the overlay is required by the LPS requirements of the SPPs; and
 - exemptions within the SPPs are sufficient to provide TasNetworks with certainty it will not be subject to any requirement on priority vegetation.
99. At the hearing, the representor submitted that they would like the overlay removed from the 20m radius requested for modification to the Utilities Zone at the Round Hill Communications Site and that this area is already cleared.
100. At the hearing, the planning authority submitted that the exemptions under the *Electricity Supply Industry Act* allow for maintenance and various other works to occur and are largely replicated in the SPP exemptions, therefore the code would only apply if a new infrastructure site were to be developed in an area to which the overlay applies.
101. The representor advised they no longer sought removal of the overlay from any sites.

Commission consideration

102. The Commission notes that the SPPs and the *Electricity Supply Infrastructure Act 1996* provide exemptions for maintenance of vegetation in proximity to infrastructure and that, as the land is cleared, the code will not be triggered. The Commission considers it is unnecessary to modify the overlay for maintenance of vegetation.

Commission decision

103. The Commission considers that no modifications are required.

Other matters**Matters taken not to be a representation****Representations: Debbie Thomas (1), Department of Communities (5), Department of Police, Fire and Emergency Services (6), TasNetworks (7), and Leigh Knight (9)**

104. Representors raised matters including:
- the SPPs should include certain provisions or otherwise be revised;
 - the SPPs failed to consider matters or otherwise provided too much or too little discretion;
 - querying how the LPS and/or SPP provisions should be interpreted or how discretion in provisions should be exercised in relation to the future implementation of the Tasmanian Planning Scheme;
 - that the format or provisions permitted to be included in the LPS by the SPPs should be changed or otherwise revised; and
 - that the regional strategy was not valid or otherwise should be revised.

Burnie draft Local Provisions Schedule

105. In the section 35F report the planning authority made no recommendations on these matters.

Commission consideration

106. The Commission notes that:

- section 35E of the Act sets out the matters not to be taken to be a representation;
- other matters not subject to Part 3A of the Act cannot be considered as part of its consideration under section 35J; and
- during its consideration, it has sought to establish how all raised matters relate to the draft LPS and if the matter can be included within the draft LPS under section 32 of the Act.

107. The Commission considers that the parts of representations listed above are outside the considerations under section 35J.

Commission decision

108. The Commission considers that it does not have jurisdiction to assess these matters.

Matters of a technical nature or relevant to implementation

109. The Commission notes the draft LPS contains matters that are relevant to section 35J(2) of the Act, including:

- minor numbering and typographical errors;
- instances where the draft LPS, or proposed modifications, do not apply the writing style and conventions set out in Practice Note 5: Tasmanian Planning Scheme drafting conventions or Practice Note 8: Draft LPS written document - technical advice;
- instances where the draft LPS zone and overlay maps or Geographic Information System (GIS) datasets contain overlaps, gaps and errors, or do not apply the technical advice or conventions set out in Practice Note 7 - Draft LPS mapping: technical advice; and
- instances where a modification to the draft LPS written document or draft LPS maps requires a consequential modification to the other.

110. The Commission further notes that Division 1 – Electronic database and documents of Part 6 of the Act, requires the Commission to maintain a database containing an electronic planning map.

Commission consideration

111. The Commission considers that the draft LPS should:

- minimise numbering and typographical errors and be consistent with the conventions set out in the Commission Practice Notes; and
- contain zone and overlay maps that are free from errors, reflect current cadastral parcel boundaries, be free from technical anomalies such as gaps and overlaps and be provided in a form suitable for being made under section 35L of the Act and inclusion in an electronic database.

Commission decision

112. Modification:

- revise the draft LPS written document to include the technical modifications identified in Annexure A to the section 35K(1)(a) notice to:

18

Burnie draft Local Provisions Schedule

- meet the LPS requirements of the SPPs;
- correct references to relevant provisions;
- provide for the effective operation of the provisions; and
- reflect the terminology used in the SPPs; and
- revise the draft LPS zone and overlay maps to:
 - apply the Open Space Zone to part of folio of the Register 40951/5 in accordance with approved urgent amendment 'BUR UA1-2019' to correct an error in the zone mapping;
 - correct the arrangement of layers over Emu Bay, Hampshire, and Burnie Substations, noting the presence of dark brown lines where the transmission corridor and substation buffer area meet;
 - align zoning and overlays, based on the cadastral parcels dataset, with the most recent version of the cadastral parcels dataset available from theLIST;
 - remove the Environmental Management Zone and Safeguarding of Airports Code overlays from land outside the municipal area according to the Central Plan Register (CPR) map (including notes), current low water mark map on theLIST; and
 - apply the schema set out in Appendix B of Practice Note 7 to each relevant GIS dataset.

113. Reason:

- To be consistent with Guideline No. 1, and make modifications of a technical nature or relevant to the implementation of the Local Provisions Schedule if the Local Provisions Schedule were approved under section 35L of the Act.

Attachments

Attachment 1 – List of representations

Attachment 2 – Notice to modify under section 35K(1)(a)

Burnie draft Local Provisions Schedule

Attachment 1

List of Representations

No Name

1. Debbie Thomas
2. GHD for Michael and Frances Jack, Colin and Jacqueline Margetts, Marie Redman, and Derek Howard
3. Plan Place for Railpine
4. EnviroPlan for Suzanne Townsend, Christopher McCrae, Frederick McCrae, and Alister McCrae
5. Department of Communities
6. Department of Police, Fire and Emergency Services
7. TasNetworks
8. TasWater
9. Leigh Knight
10. TasRail
11. Department of State Growth

Burnie draft Local Provisions Schedule

Attachment 2

Land Use Planning and Approvals Act 1993**Notice to modify under section 35K(1)(a)****Burnie Draft LPS**

11 May 2020

The Tasmanian Planning Commission (the Commission) directs that the Burnie planning authority modifies the Burnie draft Local Provisions Schedule (draft LPS) as follows:

1.0 Zone maps and overlays

No.	Description	Direction and Reason
1.1	Zoning of electricity supply infrastructure	<p>Revise the zoning of the following properties to the Utilities Zone:</p> <p>(a) Emu Bay Substation, 15 and 17 Devon Street, South Burnie (folios of the Register 109072/1 and 251613/1);</p> <p>(b) Hampshire Substation, 2753 Ridgley Highway, Hampshire (part folio of the Register 164460/1); and</p> <p>(c) Companion Hill Communications Site, within 2753 Ridgley Highway, Hampshire (folio of the Register 164459/1).</p> <p>Reason: To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.</p>
1.2	Zoning of state roads	<p>Revise the zoning of the following State roads or State road segments to the Utilities Zone:</p> <p>(a) Mount Street;</p> <p>(b) the Hampshire section of Ridgely Highway; and</p> <p>(c) the Cam River Bridge, Cooee Creek Bridge, Emu River Bridge, and Blyth River Bridge along the Bass Highway.</p> <p>Reason: To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.</p>
1.3	Zoning of water reservoirs	<p>Revise the zoning of folios of the Register 115016/1, 148941/1, 83960/1, 151107/1, 151108/1, 66260/1, 197043/1, and 15624/1.</p> <p>Reason: To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.</p>
1.4	Zoning of rail infrastructure	<p>Revise the zoning of folios of the Register 131919/5 and 169800/1 to the Utilities Zone.</p> <p>Reason: To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.</p>
1.5	C4.0 Electricity Transmission Infrastructure Protection Code	<p>(a) Revise the Substation Facility and Substation Facility Buffer Area overlays to apply to the entire Emu Bay Substation, including folios of the Register 109072/1 and 251613/1; and</p>

21

Burnie draft Local Provisions Schedule

		<p>(b) Remove the Communications Station Buffer Area from folio of the Register 129871/6 and apply it to the Hampshire Substation site.</p> <p>Reason: To apply the Electricity Transmission Infrastructure Protection Code overlays consistent with the SPPs LPS requirements and Guideline No. 1.</p>
--	--	---

2.0 Consequential and technical issues

2.1 Revise the draft LPS written document to include the technical modifications identified in Annexure A to:

- (a) meet the LPS requirements of the SPPs;
- (b) correct references to relevant provisions;
- (c) provide for the effective operation of the provisions; and
- (d) reflect the terminology used in the SPPs.

2.2 Revise the draft LPS zone and overlay maps to:

- (a) apply the Open Space Zone to part of folio of the Register 40951/5 in accordance with approved urgent amendment 'BUR UA1-2019' to correct an error in the zone mapping;
- (b) correct the arrangement of layers over Emu Bay, Hampshire, and Burnie Substations, noting the presence of dark brown lines where the transmission corridor and substation buffer area meet;
- (c) align zoning and overlays, based on the cadastral parcels dataset, with the most recent version of the cadastral parcels dataset available from the LIST;
- (d) remove the Environmental Management Zone and Safeguarding of Airports Code overlays from land outside the municipal area according to the Central Plan Register (CPR) map (including notes) and current low water mark map on LISTmap; and
- (e) apply the schema set out in Appendix B of Practice Note 7 to each relevant GIS dataset.

Reason:

To be consistent with Guideline No. 1, and make modifications of a technical nature or relevant to the implementation of the Local Provisions Schedule if the Local Provisions Schedule were approved under section 35L of the Act.

Burnie draft Local Provisions Schedule

Annexure A Modifications to Burnie draft LPS written document

Tasmanian Planning Scheme – State Planning Provisions

TABLE OF CONTENTS

BUR-Local Provisions Schedule Title

BUR-Effective Date

BUR-Local Area Objectives

Particular Purpose Zones

Nil

Specific Area Plans

BUR-S1.0 Heybridge Residential Nature Reserve Specific Area Plan

BUR-S2.0 Burnie Town Centre Parking Specific Area Plan

BUR-Site-specific Qualifications

BUR-Code Lists

BUR-Applied, Adopted and Incorporated Documents

Tasmanian Planning Scheme – State Planning Provisions

Burnie Local Provisions Schedule

BUR-Local Provisions Schedule Title

BUR1.1 This Local Provisions Schedule is called the Burnie Local Provisions Schedule and comprises all the land within the municipal area.

BUR-Effective Date

BUR-1.2 The effective date for this Local Provisions Schedule is <insert date>.

BUR-Local Area Objectives

This clause is not used in this Local Provisions Schedule.

Tasmanian Planning Scheme – State Planning Provisions

BUR-Particular Purpose Zones

There are no particular purpose zones in this Local Provisions Schedule.

Tasmanian Planning Scheme – State Planning Provisions

BUR-S1.0 Heybridge Residential Nature Reserve Specific Area Plan

BUR-S1.1 Plan Purpose

The purpose of the Heybridge Residential Nature Reserve Specific Area Plan is:

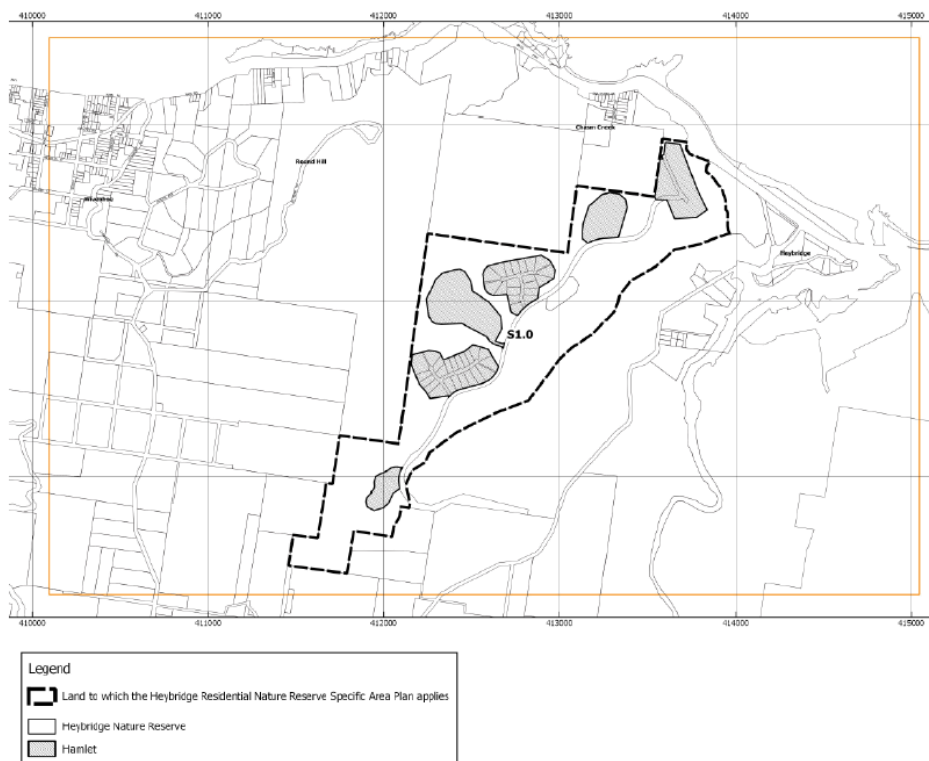
- BUR-S1.1.1 To create 6 separate residential hamlets containing a total of 90 residential lots, embedded within a bushland setting where infrastructure; environmental and hazard constraints; and natural, landscape and scenic values limit the density, location and form of development for residential use.
- BUR-S1.1.2 To provide for single dwelling residential use and development on each residential lot on the approved subdivision in a manner that is compatible with the character and scenic and landscape values of the land, and consistent with protection of the physical and ecological capabilities of the site to provide for a safe, healthy and attractive place in which to live and visit.
- BUR-S1.1.3 To provide for Food Services and Visitor Accommodation use and development on land described by folio of the Register 160924/96.
- BUR-S1.1.4 To retain an area of high conservation value bushland on land described by folio of the Register 160924/1 as the Heybridge Nature Reserve in common ownership with each of the residential lots and managed by the body corporate as a nature reserve to surround and buffer each of the residential hamlets.

BUR-S1.2 Application of this Plan

- BUR-S1.2.1 The specific area plan applies to the area of land designated as Heybridge Residential Nature Reserve Specific Area Plan on the overlay maps and in Figure BUR-S1.1.
- BUR-S1.2.2 In the area of land to which this plan applies, the provisions of the specific area plan are in substitution for the provisions of:
- (a) Landscape Conservation Zone;
 - (b) Environmental Management Zone;
 - (c) Natural Assets Code;
 - (d) Scenic Protection Code; and
 - (e) Bushfire-Prone Areas Code,
- as specified in the relevant provision.

Tasmanian Planning Scheme – State Planning Provisions

Figure BUR-S1.1



BUR-S1.3 Local Area Objectives

This sub-clause is not used in this specific area plan.

BUR-S1.4 Definition of Terms

BUR-S1.4.1 In this Specific Area Plan, unless the contrary intention appears:

Terms	Definition
approved subdivision	means the arrangement for the layout of lots and roads within the Heybridge Residential Nature Reserve described in permit SD 2008/1113 issued by the Burnie City Council on 18 December 2008, and includes any document in relation to the land registered by the Officer of the Recorder of Titles Tasmania.
hamlet	means one of the 6 residential clusters on the approved subdivision plan as shown on an overlay map and in Figure BUR-S1.1.
Heybridge Nature Reserve	means the area of common land within the Heybridge Residential Nature Reserve as described on folio of the Register 160924/1 and shown on an overlay map and in Figure BUR-S1.1.

Tasmanian Planning Scheme – State Planning Provisions

BUR-S1.5 Use Table

BUR-S1.5.1 Use Table - Landscape Conservation Zone

This sub-clause is in substitution for Landscape Conservation Zone – clause 22.2 Use Table.

Use Class	Qualification
No Permit Required	
None	
Permitted	
Food Services	If on land described on folio of the Register 160924/96 and located within a building area shown on a sealed plan for the approved subdivision.
Residential	If for: (a) a home-based business; or (b) a single dwelling per lot located within a building area shown on a sealed plan for the approved subdivision.
Utilities	If for minor utilities.
Visitor Accommodation	If on land described on folio of the Register 160924/96 and located within a building area shown on a sealed plan for the approved subdivision.
Discretionary	
Utilities	If not listed as Permitted.
Prohibited	
All other uses	

BUR-S1.5.2 Use Table – Environmental Management Zone

This sub-clause is in substitution for Environmental Management Zone – clause 23.2 Use Table.

Use Class	Qualification
No Permit Required	
Natural and Cultural Values Management	
Passive Recreation	
Permitted	
No Permitted uses	
Discretionary	
Research and Development	
Utilities	

Tasmanian Planning Scheme – State Planning Provisions

Prohibited	
All other uses	

BUR-S1.6 Use Standards

This sub-clause is not used in this specific area plan.

BUR-S1.7 Development Standards for Buildings and Works

BUR-S1.7.1 Site coverage

This sub-clause is in substitution for Landscape Conservation Zone – clause 22.4.1 Site coverage.

Objective:	Site coverage minimises impacts on the landscape values of the Heybridge Nature Reserve when viewed from any location outside the boundaries of a hamlet.
Acceptable Solutions	Performance Criteria
<p>A1</p> <p>A building for a dwelling must not be located within any area shown as "Zone A" on a lot on a sealed plan for the approved subdivision.</p>	<p>P1</p> <p>No Performance Criterion.</p>
<p>A2</p> <p>Site coverage must be not more than 40%.</p>	<p>P2</p> <p>Site coverage must minimise impacts on the landscape values of the Heybridge Nature Reserve, having regard to:</p> <ul style="list-style-type: none"> (a) the appearance when viewed from any location outside the boundaries of the hamlet; (b) the topography of the site; (c) the extent of existing clearing and the need for additional removal of vegetation; (d) the opportunity for screening afforded by the height and density of existing vegetation within the hamlet and in the surrounding Heybridge Nature Reserve; and (e) the ability for landscape planting within the site to screen the building.

BUR-S1.7.2 Building height and siting

This sub-clause is in substitution for Landscape Conservation Zone – clause 22.4.2 Building height, siting and exterior finishes.

Objective:	That building height, setback and siting: <ul style="list-style-type: none"> (a) minimises impacts on the landscape values of the Heybridge Nature Reserve when viewed from any location outside the boundaries of a hamlet;
------------	---

Tasmanian Planning Scheme – State Planning Provisions

	<ul style="list-style-type: none"> (b) is compatible with the bushland setting; and (c) provides sufficient separation between dwellings on adjoining lots to minimise impact on amenity by overshadowing and overlooking.
Acceptable Solutions	Performance Criteria
<p>A1</p> <p>Building height must be not more than 6m.</p>	<p>P1.1</p> <p>Building height must minimise impacts on the landscape values of the Heybridge Nature Reserve, having regard to:</p> <ul style="list-style-type: none"> (a) the appearance when viewed from any location outside the boundaries of the hamlet; (b) the topography of the site; (c) the extent of existing clearing and the need for additional removal of vegetation; (d) the opportunity for screening afforded by the height and density of existing vegetation within the hamlet and in the surrounding Heybridge Nature Reserve; (e) the ability for landscape planting within the site to screen the building; and (f) the bulk, form and external finishes of the building. <p>P1.2</p> <p>Building height must not cause an unreasonable loss of amenity to adjoining properties, having regard to:</p> <ul style="list-style-type: none"> (a) the impact of shadowing from the building on access by sunlight to a habitable room, roof area, and private open space area for an existing dwelling on an adjoining lot, or if a vacant lot, the place where a dwelling may be located in accordance with the relevant acceptable solution setback requirement; and (b) the potential for overlooking on visual privacy in a habitable room or private open space area for an existing dwelling on an adjoining lot, or if a vacant lot, the place where a dwelling may be located in accordance with the relevant acceptable solution setback requirement.
<p>A2</p> <p>Buildings must have a setback from a frontage of not less than 20m.</p>	<p>P2</p> <p>The setback of a building from a frontage must be compatible with the landscape values of the Heybridge Nature Reserve, having regard to:</p> <ul style="list-style-type: none"> (a) the appearance when viewed from any location outside the boundaries of the hamlet; (b) the topography of the site; (c) the opportunity for screening afforded by the

Tasmanian Planning Scheme – State Planning Provisions

	<p>height and density of existing vegetation within the hamlet and in the surrounding Heybridge Nature Reserve buffer;</p> <p>(d) whether location will assist in the retention of existing vegetation to screen development on the site and within the hamlet;</p> <p>(e) the ability for landscape planting within the site to screen the building;</p> <p>(f) the bulk, form and external finishes of the building; and</p> <p>(g) the frontage setbacks of adjacent building.</p>
<p>A3</p> <p>Buildings must have a setback from a side and rear boundary of not less than 10m.</p>	<p>P3.1</p> <p>Buildings must be sited to not cause an unreasonable loss of amenity or impact on the landscape values of the Heybridge Nature Reserve, having regard to:</p> <p>(a) the appearance when viewed from any location outside the boundaries of the hamlet;</p> <p>(b) the topography of the site;</p> <p>(c) the opportunity for screening afforded by the height and density of existing vegetation within the hamlet and in the surrounding Heybridge Nature Reserve buffer;</p> <p>(d) whether location will assist in the retention of existing vegetation to screen development on the site and within the hamlet;</p> <p>(e) the ability for landscape planting within the site to screen the building;</p> <p>(f) the bulk, form and external finishes of the building;</p> <p>(g) the size, shape and orientation of the lot; and</p> <p>(h) the side and rear setbacks of adjacent buildings.</p> <p>P3.2</p> <p>Buildings must be sited to not cause an unreasonable loss of amenity to adjoining properties having regard to:</p> <p>(a) the impact of shadowing from the building on access by sunlight to a habitable room, roof area, and private open space area for existing dwelling on an adjoining lot, or if a vacant lot, the place where a dwelling may be located in accordance with the relevant acceptable solution requirement; and</p> <p>(b) the potential for overlooking on visual privacy in a habitable room or private open space area for an existing dwelling on an adjoining lot, or if a vacant lot, the place where a dwelling may be</p>

Tasmanian Planning Scheme – State Planning Provisions

	located in accordance with the relevant acceptable solution requirement.
--	--

BUR-S1.7.3 Landscape protection

This sub-clause is in substitution for Landscape Conservation Zone – clause 22.4.4 Landscape protection.

Objective:	The landscape values of the Heybridge Residential Nature Reserve are protected and managed to minimise adverse impacts when viewed from any location outside the boundaries of a hamlet.	
A1 Exterior building surfaces must: (a) have a light reflectance value of not more than 40%; and (b) be variably finished in dark natural tones of grey, green or brown.	P1 Exterior building finishes must not cause an unreasonable loss of amenity to occupiers of adjoining properties or detract from the landscape values of the Heybridge Nature Reserve, having regard to: (a) the appearance when viewed from any location outside the boundaries of the hamlet; (b) the topography of the site; (c) the need to remove vegetation; (d) the opportunity for screening afforded by the height and density of existing vegetation within the hamlet and in the surrounding Nature Reserve buffer; (e) the ability for specified landscape planting within the site to screen the building; (f) the bulk and form of the building; (g) any visual division of surface areas by architectural form or surface treatment; (h) the use of shading devices to minimise reflection; and (i) the nature of external finishes.	
A2 All electricity supply and telecommunication cables within each lot must be by underground reticulation.	P2 No Performance Criterion.	
A3 Buildings and works must not include cut or land filling that will result in a change to existing ground level by more than 1m.	P3 Buildings and works must be located to minimise impacts on landscape values, having regard to: (a) the appearance when viewed from any location outside the boundaries of the hamlet; (b) the topography of the site; (c) the extent of existing clearing and the need for additional removal of vegetation; (d) the opportunity for screening afforded by the	

Tasmanian Planning Scheme – State Planning Provisions

	<p>height and density of existing vegetation within the hamlet and in the surrounding Heybridge Nature Reserve buffer;</p> <p>(e) the ability for specified landscape planting within the site to screen the building or works to view from locations external to the site; and</p> <p>(f) likely impact on the stability of adjacent land.</p>
--	---

Tasmanian Planning Scheme – State Planning Provisions

BUR-S1.7.4 Clearance within a priority vegetation area

This sub-clause is in substitution for Natural Assets Code – clause C7.6.2 Clearance within a priority vegetation area.

Objective:	That clearance of native vegetation within a priority vegetation area: <ul style="list-style-type: none"> (a) does not result in unreasonable loss of priority vegetation; (b) is appropriately managed to adequately protect identified priority vegetation; and (c) minimises and appropriately manages impacts from construction and development activities.
Acceptable Solutions	Performance Criteria
<p>A1</p> <p>Clearance of native vegetation within a priority vegetation area must be within a hamlet or road area shown on the approved subdivision other than on the lot described on folio of the Register 160924/1.</p>	<p>P1.1</p> <p>Clearance of native vegetation within the lot described on folio of the Register 160924/1 must be for:</p> <ul style="list-style-type: none"> (a) bushfire hazard management, including for the provision of a fire track or an emergency exit track; (b) provision of a bush path; (c) an existing use on the site, provided any clearance is contained within the minimum area necessary to be cleared to provide adequate bushfire protection, as recommended by the Tasmanian Fire Service or an accredited person; (d) clearance of native vegetation where it is demonstrated that on-going pre-existing management cannot ensure the survival of the priority vegetation and there is little potential for long-term persistence; or (e) the clearance of native vegetation that is of limited scale relative to the extent of priority vegetation on the site. <p>P1.2</p> <p>Clearance of native vegetation within the lot described on folio of the Register 160924/1 must minimise adverse impacts on priority vegetation, having regard to:</p> <ul style="list-style-type: none"> (a) the design and location of buildings and works and any constraints such as topography or land hazards; (b) any particular requirements for the buildings and works; (c) minimising impacts resulting from bushfire hazard management measures through siting and fire-resistant design of habitable buildings; (d) any mitigation measures implemented to minimise the residual impacts on priority vegetation; (e) any on-site biodiversity offsets; and (f) any existing cleared areas on the site.

Tasmanian Planning Scheme – State Planning Provisions

BUR-S1.7.5 Development within a scenic protection area

This sub-clause is in substitution for Scenic Protection Code – clause C8.6.1 Development within a scenic protection area.

Objective:	That:	
	(a) clearance of vegetation does not cause an unreasonable reduction of the scenic value of a scenic protection area; and (b) buildings and works do not cause an unreasonable reduction of the scenic value of a scenic protection area.	
Acceptable Solutions		Performance Criteria
A1 Buildings or works, including clearance of vegetation, must be within a hamlet or road area shown on the approved subdivision other than on the lot described on folio of the Register 160924/1.		P1.1 Clearance of vegetation on the lot described on folio of the Register 160924/1 must not cause an unreasonable impact on the scenic value of a scenic protection area, having regard to: (a) the nature of the vegetation to be removed; (b) the area of vegetation to be removed; (c) the topography of the site; (d) any visual impact on a skyline; and (e) the nature of the reduction of the scenic value. P1.2 Buildings or works within the lot described on folio of the Register 160924/1 must not cause an unreasonable reduction of the scenic value of a scenic protection area, having regard to: (a) the topography of the site; (b) the location of, and materials used in construction of, driveways or access tracks; (c) proposed reflectance and colour of external finishes; (d) design and proposed location of the buildings or works; (e) the extent of any cut or fill required; (f) any visual impact on a skyline; and (g) any existing or proposed screening.

Tasmanian Planning Scheme – State Planning Provisions

BUR-S1.7.6 Provision of a water supply for fire fighting purposes

This sub-clause is in substitution for Bushfire-Prone Areas Code – clause C13.6.3 Provision of a water supply for fire fighting purposes.

Objective:	An adequate, accessible and reliable water supply for the purposes of fire fighting is provided to allow for the protection of life and property as a part of the development on a residential or commercial lot shown on the approved subdivision.	
Acceptable Solutions	Performance Criteria	
A1 In areas that are not serviced by reticulated water by the water corporation: (a) The TFS or an accredited person certifies that there is an insufficient increase in risk from bushfire to warrant provision of a water supply for fire fighting purposes; (b) The TFS or an accredited person certifies that a proposed plan of subdivision demonstrates that a static water supply, dedicated to fire fighting, will be provided and located compliant with Table S1.9.1; or (c) A bushfire hazard management plan certified by the TFS or an accredited person demonstrates that the provision of water supply for fire fighting purposes is sufficient to manage the risks to property and lives in the event of a bushfire.	P1 No Performance Criterion.	

BUR-S1.8 Development Standards for Subdivision

BUR-S1.8.1 Subdivision

This sub-clause is in substitution for Landscape Conservation Zone – clause 22.5.1 Lot design.

Objective:	The creation, layout and dimensions of lots is in accordance with the approved subdivision.	
Acceptable Solutions	Performance Criteria	
A1 Each lot must contain an area shown as “Zone A” on the sealed plan; to: (a) to contain on-site waste water and stormwater management areas; (b) to identify a bushfire hazard management area; and (c) within which no dwelling is permitted.	P1 No Performance Criterion.	
A2 If subdivision is undertaken by stages, each stage must comprise of all the lots in one or more of the hamlets shown on the plan for the approved subdivision.	P2 No Performance Criterion.	

Tasmanian Planning Scheme – State Planning Provisions

<p>A3</p> <p>The timing of subdivision for hamlet 5 on the approved subdivision plan must be coordinated with the close-out of the licensed landfill on land described on folio of the Register 174630/1.</p>	<p>P3</p> <p>No Performance Criterion.</p>
--	---

BUR-S1.8.2 [Subdivision within a priority vegetation area](#)

This sub-clause is in substitution for Natural Assets Code – clause C7.7.2 Subdivision within a priority vegetation area.

Objective:	Works associated with subdivision within a priority vegetation area: (a) will not have an unnecessary or unacceptable impact on priority vegetation; and (b) future development likely to be facilitated by subdivision is unlikely to lead to an unnecessary or unacceptable impact on priority vegetation.
Acceptable Solutions	
Performance Criteria	
<p>A1</p> <p>Work associated with subdivision in a priority vegetation area must be within a hamlet or road area shown on the approved subdivision other than on the lot described on folio of the Register 160924/1.</p>	<p>P1</p> <p>No Performance Criterion.</p>

BUR-S1.9 Tables

BUR-S1.9.1 Static water supply for fire fighting

This clause is in substitution for Bushfire-Prone Areas Code – Table C13.5 Static Water Supply for Fire Fighting.

Element	Requirement
<p>A. Distance between building area to be protected and water supply.</p>	<p>The following requirements apply:</p> <ul style="list-style-type: none"> (a) the building area to be protected must be located within 90m of the firefighting water point of a static water supply; and (b) the distance must be measured as a hose lay, between the fire fighting water point and the furthest part of the building area.
<p>B. Static Water Supplies.</p>	<p>The static water supply:</p> <ul style="list-style-type: none"> (a) may have a remotely located offtake connected to the static water supply; (b) may be a supply for combined use (fire fighting and other uses) but the specified minimum quantity of fire fighting water must be available at all times; (c) must be a minimum of 20,000L per building area to be protected. This volume of water must not be used for any other purpose including fire fighting sprinkler or spray systems; (d) must be metal, concrete or lagged by non-combustible materials if above ground; and (e) if a tank can be located so it is shielded in all directions in compliance with Section 3.5 of Australian Standard AS3959-2009 Construction of buildings in bushfire-prone areas, the tank may be constructed of any material provided that the lowest 400mm of the tank exterior is protected by: <ul style="list-style-type: none"> (i) metal;

Tasmanian Planning Scheme – State Planning Provisions

		<ul style="list-style-type: none"> (ii) non-combustible material; or (iii) fibre-cement a minimum of 6mm thickness.
C.	Fittings, pipework and accessories (including stands and tank supports).	<p>Fittings and pipework associated with a fire fighting water point for a static water supply must:</p> <ul style="list-style-type: none"> (a) have a minimum nominal internal diameter of 50mm; (b) be fitted with a valve with a minimum nominal internal diameter of 50mm; (c) be metal or lagged by non-combustible materials if above ground; (d) if buried, have a minimum depth of 300mm1 ; (e) provide a DIN or NEN standard forged Storz 65 mm coupling fitted with a suction washer for connection to fire fighting equipment; (f) ensure the coupling is accessible and available for connection at all times; (g) ensure the coupling is fitted with a blank cap and securing chain (minimum 220mm length); (h) ensure underground tanks have either an opening at the top of not less than 250mm diameter or a coupling compliant with this Table; and (i) if a remote offtake is installed, ensure the offtake is in a position that is: <ul style="list-style-type: none"> (i) visible; (ii) accessible to allow connection by fire fighting equipment; (iii) at a working height of 450 – 600mm above ground level; and (iv) protected from possible damage, including damage by vehicles.
D.	Signage for static water connections.	<p>The fire fighting water point for a static water supply must be identified by a sign permanently fixed to the exterior of the assembly in a visible location. The sign must comply with:</p> <ul style="list-style-type: none"> (a) water tank signage requirements of Australian Standard AS 2304- 2011 Water storage tanks for fire protection systems; or (b) the following requirements: <ul style="list-style-type: none"> (i) be marked with the letter "W" contained within a circle with the letter in upper case of not less than 100mm in height; (ii) be in fade-resistant material with white reflective lettering and circle on a red background; (iii) be located within 1m of the firefighting water point in a situation which will not impede access or operation; and (iv) be no less than 400mm above the ground.
E.	Hardstand.	<p>A hardstand area for fire appliances must be:</p> <ul style="list-style-type: none"> (a) no more than 3m from the firefighting water point, measured as a hose lay (including the minimum water level in dams, swimming pools and the like); (b) no closer than 6m from the building area to be protected; (c) a minimum width of 3m constructed to the same standard as the carriageway; and (d) connected to the property access by a carriageway equivalent to the standard of the property access.

Tasmanian Planning Scheme – State Planning Provisions

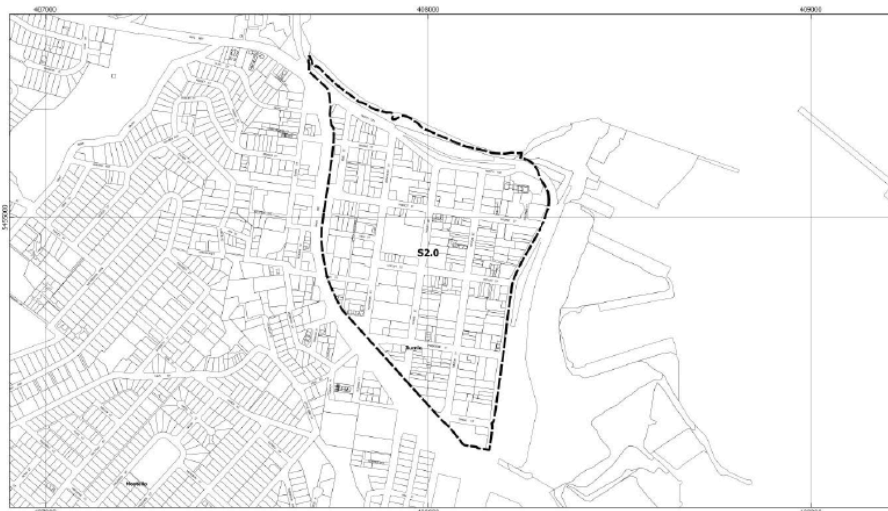
BUR-S2.0 Burnie Town Centre Parking Specific Area Plan**BUR-S2.1 Plan Purpose**

The purpose of the Burnie Town Centre Parking Specific Area Plan is:

- BUR-S2.1.1 To maximise land use efficiency and reduce costs to business and developers on land located within the Burnie town centre by not requiring new or intensified use or development, other than Residential use and Visitor Accommodation use, on land located within the Burnie town centre to provide on-site car parking spaces, bicycle parking space, or motorcycle parking space.
- BUR-S2.1.2 To provide an appropriate level of car parking, bicycle parking and motorcycle parking space by a combination of existing and potentially future private and public sector parking areas that aggregate parking provision into accessible shared use public parking sites to service multiple destinations and cater to both long-term and short-term need during periods of peak activity.

BUR-S2.2 Application of this Plan

- BUR-S2.2.1 The specific area plan applies to the area of land designated as the Burnie Town Centre Parking Specific Area Plan on the overlay maps and indicated on Figure BUR-S2.1.

Figure BUR-S2.1

- BUR-S2.2.2 In the area of land this plan applies to, the provisions of the specific area plan are in substitution for the provisions of the Parking and Sustainable Transport Code as specified in the relevant provision.

BUR-S2.3 Local Area Objectives

This sub-clause is not used in this specific area plan.

Tasmanian Planning Scheme – State Planning Provisions

BUR-S2.4 Definition of Terms

This sub-clause is not used in this specific area plan.

BUR-S2.5 Use Table

This sub-clause is not used in this specific area plan.

BUR-S2.6 Use Standards

BUR-S2.6.1 Car Parking Numbers for Residential and Visitor Accommodation Use

This sub-clause is in substitution for Parking and Sustainable Transport Code – clause C2.5.1 Car parking numbers.

Objective:	An appropriate level of car parking spaces are provided to meet the needs of Residential and Visitor Accommodation uses.	
Acceptable Solutions	Performance Criteria	
<p>A1</p> <p>The number of on-site car parking spaces for Residential and Visitor Accommodation must be not less than the number specified in Table C2.1.</p>	<p>P1</p> <p>The number of on-site car parking spaces for Residential and Visitor Accommodation must meet the reasonable needs of the use, having regard to:</p> <ul style="list-style-type: none"> (a) the nature and intensity of the use and car parking required; (b) the size of the building and the number of bedrooms; (c) the availability of off-street public car parking spaces within reasonable walking distance of the site; (d) the ability of multiple users to share spaces because of: <ul style="list-style-type: none"> (i) variation in car parking demand over time; or (ii) efficiencies gained by consolidation of car parking spaces; (e) the availability and frequency of public transport within reasonable walking distance of the site; (f) the availability and frequency of other transport alternatives; (g) any site constraints such as existing buildings, slope, drainage, vegetation and landscaping; (h) the availability, accessibility and safety of on-street parking, having regard to the nature of the roads, traffic management and other uses in the vicinity; (i) the effect on streetscape; and 	

Tasmanian Planning Scheme – State Planning Provisions

	(j) any assessment by a suitably qualified person of the actual car parking demand determined having regard to the scale and nature of the use and development.
--	---

BUR-S2.6.2 Bicycle parking numbers for Residential and Visitor Accommodation use

This sub-clause is in substitution for Parking and Sustainable Transport Code – clause C2.5.2 Bicycle parking numbers.

Objective:	An appropriate level of bicycle parking spaces are provided to meet the needs of Residential and Visitor Accommodation uses.	
Acceptable Solutions	Performance Criteria	
A1 The number of on-site bicycle parking spaces for Residential and Visitor Accommodation must be not less than the number specified in Table C2.1.	P1 Bicycle parking spaces for Residential and Visitor Accommodation must be provided to meet the reasonable needs of the use, having regard to: (a) the likely number of users of the site and their opportunities and likely need to travel by bicycle; and (b) the availability and accessibility of existing and any planned parking facilities for bicycles in the surrounding area.	

BUR-S2.6.3 Motorcycle parking numbers for Residential and Visitor Accommodation uses

This sub-clause is in substitution for Parking and Sustainable Transport Code – clause C2.5.3 Motorcycle parking numbers.

Objective:	An appropriate level of motorcycle parking spaces is provided to meet the needs of Residential and Visitor Accommodation uses.	
Acceptable Solutions	Performance Criteria	
A1 The number of on-site motorcycle parking spaces for Residential; and Visitor Accommodation must: (a) be not less than the number specified in Table C2.4; and (b) if an existing use or development is extended or intensified, the number of on-site motorcycle parking spaces must be based on the proposed extension or intensification, provided the existing number of motorcycle parking spaces is maintained.	P1 Motorcycle parking spaces for Residential and Visitor Accommodation must be provided to meet the reasonable needs of the use, having regard to: (a) the nature of the proposed use and development; (b) the topography of the site; (c) the location of existing buildings on the site; (d) any constraints imposed by existing development; and (e) the availability and accessibility of motorcycle parking spaces on the street or in the surrounding area.	

BUR-S2.7 Development Standards for Buildings and Works

This sub-clause is not used in this specific area plan.

Tasmanian Planning Scheme – State Planning Provisions

BUR-S2.8 Development Standards for Subdivision

This sub-clause is not used in this specific area plan.

BUR-S2.9 Tables

This sub-clause is not used in this specific area plan.

Tasmanian Planning Scheme – State Planning Provisions

BUR-Site-specific Qualifications

Reference Number	Site reference	Folio of the Register	Description (modification, substitution or addition)	Relevant Clause in State Planning Provisions
BUR-10.1	1 Young Street, Upper Burnie	43539/1	<p>A substitution to 10.4.1 Residential density for multiple dwellings for this site is:</p> <p>10.4.1 Dwelling density</p> <p>Objective: Residential density is to:</p> <ul style="list-style-type: none"> (a) make efficient use of land for housing; (b) optimise utilities and community services; and (c) be consistent with any constraint on suitability of the land for residential use. <p>A1</p> <p>Dwellings must have a site area per dwelling of not less than 2,500m².</p> <p>P1</p> <p>The number of dwellings on a site must be consistent with the capability of the land for residential use in terms of:</p> <ul style="list-style-type: none"> (a) a suitable building area; (b) access from a road; (c) provision of a water supply; (d) disposal of sewage; (e) disposal of stormwater; and (f) a tolerable risk from a natural hazard. 	Low Density Residential Zone – clause 10.4.1 Residential density for multiple dwellings
BUR-10.2	2A Brooklyn Road, Brooklyn	124801/1	<p>A substitution to 10.4.1 Residential density for multiple dwellings for this site is:</p> <p>10.4.1 Dwelling density</p> <p>Objective: Residential density is to:</p> <ul style="list-style-type: none"> (a) make efficient use of land for housing; (b) optimise utilities and 	Low Density Residential Zone – clause 10.4.1 Residential density for multiple dwellings

Tasmanian Planning Scheme – State Planning Provisions

			<p>community services; and</p> <p>(c) be consistent with any constraint on suitability of the land for residential use.</p> <p>A1</p> <p>Dwellings must have a site area per dwelling of not less than 2500m².</p> <p>P1</p> <p>The number of dwellings on a site must be consistent with the capability of the land for residential use in terms of:</p> <p>(a) a suitable building area;</p> <p>(b) access from a road;</p> <p>(c) provision of a water supply;</p> <p>(d) disposal of sewage;</p> <p>(e) disposal of stormwater; and</p> <p>(f) a tolerable risk from a natural hazard.</p>	
--	--	--	---	--

BUR-Code Lists**BUR-Table C3.1 Other Major Roads**

Road	From	To
This table is not used in this Local Provision Schedule.		

BUR-Table C6.1 Local Heritage Places

Reference Number	THR Number	Town/Locality	Street address	Property Name	Folio of the Register	Description, Specific Extent, Statement of Local Historic Heritage Significance and Historic Heritage Values
This table is not used in this Local Provision Schedule.						

Tasmanian Planning Scheme – State Planning Provisions

BUR-Table C6.2 Local Heritage Precincts

Reference Number	Town/Locality	Name of Precinct	Description, Statement of Local Historic Heritage Significance, Historic Heritage Values and Design Criteria / Conservation Policy
This table is not used in this Local Provision Schedule.			

BUR-Table C6.3 Local Historic Landscape Precincts

Reference Number	Town/Locality	Name of Precinct	Description, Statement of Local Historic Heritage Significance, Historic Heritage Values and Design Criteria / Conservation Policy
This table is not used in this Local Provision Schedule.			

BUR-Table C6.4 Places or Precincts of Archaeological Potential

Reference Number	Town/Locality	Property Name / Address/ Name of Precinct	Folio of the Register	Description, Specific Extent and Archaeological Potential
This table is not used in this Local Provision Schedule.				

BUR-Table C6.5 Significant Trees

Reference Number	Town/ Locality	Property Name and Street Address	Folio of the Register	Description / Specific Extent	Botanical Name	Common Name	No. of trees
This table is not used in this Local Provision Schedule.							

Tasmanian Planning Scheme – State Planning Provisions

BUR-Table C8.1 Scenic Protection Areas

Reference Number	Scenic Protection Area Name	Description	Scenic Value	Management Objectives
BUR-C8.1	Burnie Urban Settlement Scenic Protection Area	Land adjacent to and visible from within the Burnie urban settlement area and its immediate hinterland, being the coastal escarpment above Bass Strait and the slopes and ridges of Round Hill, a vegetated creek line flowing through Park Grove, and the deeply incised and heavily vegetated coastal valleys of the Cam River, Emu River and Blythe River.	<p>(a) Relatively intact native vegetation cover on Round Hill visible from the established residential areas and major road transport routes for the Burnie settlement area.</p> <p>(b) A coastal escarpment that is prominent to view from the Bass Highway road transport route and the coastal settlement areas of Burnie.</p> <p>(c) Deeply incised coastal river valleys that contain intact native forest and provide an immediate landscape contrast to the urban development on the approaches to the Burnie settlement area.</p>	<p>(a) To maintain native vegetation as the dominant landscape element when viewed from public roads and places;</p> <p>(b) To maintain skylines free of visible development; and</p> <p>(c) To reduce the visual contrast between buildings and works and the natural bushland.</p>

BUR-Table C8.2 Scenic Road Corridors

Reference Number	Scenic Road Corridor Description	Scenic Value	Management Objectives
This table is not used in this Local Provision Schedule.			

Tasmanian Planning Scheme – State Planning Provisions

BUR-Table C11.1 Coastal Inundation Hazard Bands AHD Levels

Locality	High Hazard Band (m AHD)	Medium Hazard Band (m AHD)	Low Hazard Band (m AHD)	Defined Flood Level (m AHD)
	Sea Level Rise 2050	1% annual exceedance probability 2050 with freeboard	1% annual exceedance probability 2100 (design flood level) with freeboard	1% annual exceedance probability 2100
Burnie	1.8	2.7	3.3	3
Chasm Creek	1.8	2.7	3.2	2.9
Cooee	1.8	2.7	3.3	3
Park Grove	1.8	2.7	3.3	3
Round Hill	1.8	2.7	3.2	2.9
South Burnie	1.8	2.7	3.3	3
Wivenhoe	1.8	2.7	3.3	3
All other localities	1.8	2.7	3.3	3

Tasmanian Planning Scheme – State Planning Provisions

BUR-Applied, Adopted or Incorporated Documents

Document Title	Publication Details	Relevant Clause in the LPS
This table is not used in this Local Provisions Schedule.		

TASMANIAN PLANNING COMMISSION

Our ref: DOC/20/60055
Officer: Janelle Townsend
Phone: 03 6165 6835
Email: tpc@planning.tas.gov.au

28 May 2020

Mr Patrick Earle
Director Land and Environmental Services
Burnie City Council

By email: PEarle@burnie.net

Dear Mr Earle

Burnie Draft Local Provisions Schedule (LPS)

Addendum Notice under section 35K(1)(a)

I refer to the Burnie draft LPS and the decision and directions in the Notice dated 11 May 2020, enclosed in the letter to you from the Commission of 14 May 2020.

Following consideration of omissions identified by the Burnie planning authority, the Commission considers that, in order for the draft LPS to meet the LPS Criteria, minor modifications in addition to those in the previous notice are required to be made to the draft LPS in accordance with Attachment A – Addendum Notice under section 35K(1)(a) of the *Land Use Planning and Approvals Act 1993* (the Act).

The Commission directs the planning authority to:

- (a) modify the draft LPS, under section 35K(1)(a) of the Act, in accordance with both the directions in the notice dated 11 May 2020 and the attached notice; and
- (b) under section 35K(2)(a) submit the modified draft LPS to the Commission within 28 days.

For approval of the draft LPS, the Commission requires a GIS version of the zones, zone boundaries, overlays and cadastral data that includes the modifications. It is not necessary to provide a PDF version of the zone and overlay maps.

Please submit the modified draft LPS to tpc@planning.tas.gov.au.

When the modified draft LPS is in order, the Commission will seek the agreement of the Minister to approve the draft LPS under section 35L(1)(b).

Note that under 35K(2)(d), a planning authority directed under subsection (1)(a) must not issue a permit, or do any other thing that would, if the draft LPS as modified were an LPS, be a contravention of the LPS.

Level 3, 144 Macquarie Street Hobart Tasmania GPO Box 1691 Hobart TAS 7001
Ph: 03 6165 6828 Email: tpc@planning.tas.gov.au
www.planning.tas.gov.au

If you need clarification on the listed matters, please contact Janelle Townsend, Planning Adviser,
on 03 6165 6835.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sandra Hogue', with a stylized flourish at the end.

Sandra Hogue
Delegate (Chair)

Encl: Attachment A – Addendum Notice under section 35K(1)(a)

Attachment A

Land Use Planning and Approvals Act 1993 (the Act)**Addendum Notice to modify under section 35K(1)(a)****Burnie draft Local Provisions Schedule**

28 May 2020

The Tasmanian Planning Commission (the Commission) directs that the Burnie planning authority modify the Burnie draft Local Provisions Schedule (draft LPS) in accordance with the following addendum to the previous Notice dated 11 May 2020:

1.0 Zone maps and overlays

No.	Description	Direction
1.2	Zoning of state roads	<p>(a) Revise the zoning of the following State roads or State road segments to the Utilities Zone:</p> <ul style="list-style-type: none"> (i) Mount Street; (ii) the Hampshire section of Ridgely Highway; and (iii) the Cam River Bridge, Cooee Creek Bridge, Emu River Bridge, and Blyth River Bridge along the Bass Highway. <p>(b) Revise the application of the Utilities Zone to State roads to be consistent with the State Road Casement layer published on theLIST including, but not limited to, applying the Environmental Management Zone to:</p> <ul style="list-style-type: none"> (i) folio of the Register 87055/5 on the Bass Highway at Chasm Creek; and (ii) part of folio of the Register 128752/2 on Sea Eagle Street, Chasm Creek. <p><i>Reason: To apply the Utilities Zone consistent with the purpose of the zone and Guideline No. 1.</i></p>

WORKS AND SERVICES**AO141-20 CRADLE COAST WASTE MANAGEMENT GROUP -
ANNUAL PLAN AND BUDGET 2020/21**

FILE NO: 34/1/5; 12/13/9; 2/5/37
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

RECOMMENDATION:

“THAT Council endorse the Cradle Coast Waste Management Group’s Annual Plan and Budget 2020/21, as presented.”

2.0 SUMMARY

The purpose of this report is to advise Council of the proposed activities of the Cradle Coast Waste Management Group (CCWMG) for the 2020/21 financial year as detailed in the supplied Annual Plan and Budget and seek endorsement of the documents presented.

3.0 BACKGROUND

The CCWMG has forwarded a copy of its adopted Annual Plan and Budget for Council’s information (***attached***).

The Annual Plan and Budget 2020/21 details actions to enable the Group and the member Councils to work towards achieving the four key focus areas of the CCWMG Strategic Plan being:

- Waste diversion from landfill;
- Regional planning and efficiencies;
- Partnerships, and
- Community engagement.

The aspirational target for the region is to divert 50% of all municipal solid waste from landfill.

4.0 LEGISLATIVE REQUIREMENTS

The Annual Plan and Budget 2020/21 is consistent with the previously endorsed CCWMG Strategic Plan 2017-2022.

The management of waste improvement activities, as a region, is undertaken voluntarily and there is no legislative requirement for Council's participation.

5.0 POLICY CONSIDERATIONS

Council has previously endorsed the CCWMG 2017-2022 Strategic Plan.

6.0 FINANCIAL IMPACT

The Annual Plan and Budget 2020/21 is based on a voluntary levy of \$5 per tonne.

The income forecast from the levy to facilitate the 2020/21 actions is projected to be \$353,500 plus accumulated funds from previous years.

The Group forecast to expend some \$470,082 on the identified actions and projects.

Council's draft Annual Plan and Budget 2020/21, includes an allocation of \$64,000 to fund the voluntary levy, based on a projected 12,800 tonnes to landfill.

7.0 DISCUSSION

The CCWMG strategic focus is detailed in the Group's Strategic Plan 2017-2022. The actions noted in the Annual Plan and Budget 2020/21 are consistent with that strategy.

The actions are noted in the executive summary, grouped under:

- Ongoing project actions;
- One off project actions, and
- Governance actions.

Further detail on projects and actions is provided within the body of the annual report. The executive summary on page 3 has a table of actions for quick reference.

The Annual Plan and Budget 2020/21 for the CCWMG is supported by Officers and presented to Council for endorsement.

8.0 RISK

The CCWMG is responsible for strategy implementation. Dulverton Waste Management provides resources to undertake the activities identified in the Annual Plan and Budget.

Oversight of the Annual Plan implementation is through the CCWMG, which comprises an elected member, a General Manager (as Chairman) and technical staff, and who are considered well equipped to manage governance, financial, political and technical risks.

9.0 CONSULTATION

The CCWMG developed the Annual Plan and Budget to fulfil the objectives and actions identified in the Group's Strategic Plan 2017-2022.

ATTACHMENTS

1. [Cradle Coast Waste Management Group Annual Plan and Budget 2020/21](#)

COUNCIL RESOLUTION

Resolution number: MO159-20

MOVED: Cr K Dorsey

SECONDED: Cr A Keygan

"THAT Council endorse the Cradle Coast Waste Management Group's Annual Plan and Budget 2020/21, as presented."

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

Against:

CARRIED UNANIMOUSLY



Annual Plan & Budget
Cradle Coast Waste Management Group
2020/21

DOCUMENT RECORD

Revision	Issued To	Issued Date	Reviewed	Approved
1	CCWMG – meeting for review	27/05/2020	MG	CCWMG

This report was prepared by:



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

For:

Cradle Coast Waste Management Group

©Cradle Coast Waste Management Group/Cradle Coast Waste Services 2020

EXECUTIVE SUMMARY

The Cradle Coast Waste Management Group (CCWMG) Strategic Plan 2017-2022 was ratified in June 2017 by the North West Councils participating in the voluntary waste levy. The Strategy includes key focus areas, Key Performance Indicators (KPIs) and annual actions targeted at working towards achieving the KPIs by 2022.

Funded by the voluntary levy of \$5.00 per tonne of waste delivered to council owned landfills in North West Tasmania, this Annual Plan and Budget includes details on how the strategic actions will be implemented in 2020/21. It is estimated that \$353,500 of levy funds (plus \$329,206 of carried forward funds) would be available to implement the actions detailed in Table 1, 2 and 3, which equate to \$470,082.

Projects have been classified as 'ongoing' (refer to Table 1), 'one-off' (refer to Table 2) or 'governance' (refer to Table 3). Ongoing projects are envisioned to continue at least into the following year, whilst one-off projects are those undertaken in the current year only. Governance relates to the additional reporting tasks carried out by the Cradle Coast Waste Services (CCWS), who provide project management expertise and project delivery for the projects detailed within this Annual Plan and Budget.

Where appropriate the CCWMG will receive a detailed "Scope of Works" outlining the proposed works to be undertaken for an activity/project, to review prior to issuing approval. This is to ensure that project outcomes will meet the Group's quality and cost expectations. In many projects the CCWMG works in collaboration with the Northern Tasmanian Waste Management Group (NTWMG) and Waste Strategy South (WSS) to increase economies of scale and to share resources.

Table 1: 2020/21 Ongoing Project Actions

Ref #	Action	Action Summary	Strategic Plan Ref #
2.1	Illegal Dumping Database	Manage and annually report on the regional illegal dumping database.	6
2.2	Illegal Dumping Funding	Conduct one round of illegal dumping funding.	7
2.3	Recycling Bin Assessments	Undertake kerbside recycling bin assessments and contamination education across the region.	16
2.4	FOGO Education & Marketing	Undertake regional FOGO education and promotion as required.	2
2.5	Rethink Waste Website	Maintain and improve the Rethink Waste Website.	49
2.6	Education & Promotion – Year 4	Implement year 4 of the Tasmanian Waste Management Communications Plan.	47
2.7	Schools Program	Visit schools to provide waste education / presentations.	48
2.8	Public Events	Host an education stall at 2 public events.	51
2.9	Sponsorship	Funding allocation for sponsorship of local community groups, individuals or events.	47
2.10	Household Battery Recycling	Fund a free household battery recycling program.	18
2.11	Fluoro Tube & Globe Recycling	Fund a free fluoro tube and globe recycling program.	14
2.12	E-waste Recycling	Fund a free e-waste recycling program.	20
2.13	Paint Recycling	Participate in the Paintback funded paint recycling program.	14
2.14	Tyre Subsidy	Provide a \$2/tyre subsidy for tyre recycling (up to 500 tyres per Council)	14

Table 2: 2020/21 One-Off Project Actions

Ref #	Action	Action Summary	Strategic Plan Ref #
3.1	Hazardous Waste Collection	Conduct a household hazardous waste collection event for the region.	19
3.2	Polystyrene Recycling	Conduct a review into polystyrene recycling methods.	14
3.4	WTS Best Practice Improvements	Assist in bringing WTS facilities up to best practice standards.	13
3.5	Public Place Recycling Bin Subsidy	Provide a subsidy to CCWMG Councils to install public place waste and recycling bins.	14
3.6	Allocation for Unknown	Funding allocation for resource recovery opportunities that arise during the year.	

Table 3: 2020/21 Governance Actions

Ref #	Action	Action Summary
4.1	Regional Waste Data Quarterly Reporting	Provide the CCWMG with a quarterly regional waste data report.
4.2	2021/22 Annual Plan & Budget	Develop the CCWMG Annual Plan and Budget for 2021/22.
4.3	2019/20 Annual Report	Develop the CCWMG Annual Report for 2019/20.
4.4	Financial Reporting	Manage the CCWMG financials and generate reporting monthly.
4.5	Waste Governance	Transition into the new Waste Governance Model.
4.6	Regional Contract Management	Management of regional contracts including kerbside recycling, cardboard, green waste and other waste collection services.
4.7	DWM Project Management	Project manage the actions detailed in Table 1, 2 and 3.

The CCWMG is responsible for the implementation of the Strategy including overseeing the development and implementation of this Annual Plan.

CONTENTS

DOCUMENT RECORD	2
EXECUTIVE SUMMARY	3
CONTENTS	5
GLOSSARY OF ABBREVIATIONS	6
1 INTRODUCTION	7
1.1 Cradle Coast Region.....	7
2 ONGOING PROGRAMS	9
2.1 Illegal Dumping Database (SP Ref/6)	9
2.2 Illegal Dumping Funding (SP Ref/7)	9
2.3 Recycling Bin Assessments (SP Ref/16)	9
2.4 FOGO Education & Marketing (SP Ref/2)	10
2.5 Rethink Waste Website (SP Ref/49)	10
2.6 Education & Promotion – Year 4 (SP Ref/47)	10
2.7 Schools Program (SP Ref/48)	10
2.8 Public Events (SP Ref/51).....	11
2.9 Sponsorship (SP Ref/47)	11
2.10 Household Battery Recycling (SP Ref/18).....	11
2.11 Fluoro Tube & Globe Recycling (SP Ref/14)	11
2.12 E-waste Recycling (SP Ref/20)	11
2.13 Paint Recycling (SP Ref/14).....	12
2.14 Tyre Subsidy (SP Ref/14)	12
3 ONE-OFF PROJECTS FOR 2020/21	13
3.1 Hazardous Waste Collection (SP Ref/19).....	13
3.2 Polystyrene Recycling (SP Ref/14)	13
3.3 WTS Best Practice Improvements (SP Ref/13)	13
3.4 Public Place Bin Subsidy (SP Ref/14)	14
3.5 Allocation for Unknown.....	14
4 GOVERNANCE ACTIONS 2020/21	15
4.1 Regional Waste Data Collection Reporting.....	15
4.2 2021/22 Annual Plan & Budget	15
4.3 2019/20 Annual Report	15
4.4 Financial Reporting	15
4.5 Waste Governance	15
4.6 Regional Contract Management.....	15
4.7 DWM Project Management.....	15
5 FINANCIALS	16
6 CCWVG 10 YR FINANCIAL PLAN (5 YR EXCERPT SUMMARY)	17
7 REPORTS/RESOURCES	18

GLOSSARY OF ABBREVIATIONS

BCC	Burnie City Council
CCA	Cradle Coast Authority
CEO	Chief Executive Officer
CCC	Central Coast Council
CHC	Circular Head Council
CCWMG	Cradle Coast Waste Management Group
CCWS	Cradle Coast Waste Services
DCC	Devonport City Council
DWM	Dulverton Waste Management
ERF	Emissions Reduction Fund
FOGO	Food Organics Garden Organics
KC	Kentish Council
KPI	Key Performance Indicator
LC	Latrobe Council
MRF	Materials Recycling Facility
MSW	Municipal Solid Waste
NSRF	National Stronger Regions Fund
NTWMG	Northern Tasmanian Waste Management Group
P&AM	Project & Administration Manager
RFQ	Request for Quote
SP Ref	CCWMG Strategy 2017-2022 reference number
TOR	Terms of Reference
WGPC	Waste Governance Project Coordinator
WSS	Waste Strategy South
WTS	Waste Transfer Station
WWC	Waratah Wynyard Council

1 INTRODUCTION

1.1 Cradle Coast Region

The Cradle Coast Waste Management Strategy 2017 – 2022 was ratified in June 2017 by the Cradle Coast Councils participating in the voluntary waste levy. Participating Councils include: Burnie City (BCC), Central Coast (CCC), Circular Head (CHC), Devonport City (DCC), Kentish (KC), Latrobe (LC) and Waratah-Wynyard (WWC).

The CCWMG is governed by the Interim Memorandum of Understanding (MOU) which was adopted on 1st July 2019 whilst the Terms of Reference (TOR) undergo development. It is made up of skills based working group responsible for the implementation of the Strategy, including the development of this Annual Plan and Budget. The CCWMG representatives include:

- Sandra Ayton (Chair), General Manager Representative from the CCC;
- Dana Hicks, Service Level Representative from the WWC;
- James Brewer, Engineering & Projects Representative from the CHC;
- Adam Gardner, Environmental Health Officer Representative for both the LC and KC;
- Matthew Atkins, Management Representative from the DCC;
- Rowan Sharman, Engineering Representative from the BCC; and
- Don Thwaites, non-voting Observer on behalf of the Cradle Coast Authority (CCA) Representatives Group.

CCWS, a consulting arm of the Dulverton Regional Waste Management Authority (DWM), provides project management support and waste expertise to the CCWMG and is represented by:

- Mat Greskie, CEO; and
- Mel Pearce, Project & Administration Manager (P&AM).

The CCWMG's strategic vision is to:

'Deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery.'

The Strategy details four focus areas of the CCWMG:

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

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

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

This Annual Plan and Budget details actions that incorporate the focus areas and will assist the CCWMG in meeting the KPIs.

2 ONGOING PROGRAMS

The following subsections detail programs that are planned to continue beyond the 2020/21 financial year, subject to the approval of the CCWMG as part of their Annual Plan and Budget Process.

2.1 Illegal Dumping Database (SP Ref/6)

Manage and annually report on the regional illegal dumping database.

An illegal dumping database was developed by the CCWMG on the Rethink Waste website in June 2014, to provide local land owners and managers an avenue to report illegal dumping incidents.

In 2019 the Environmental Protection Authority (EPA) released a state-wide illegal dumping database, which accepts reports from both land owners and members of the public.

DWM will work with the CCWMG to transition into utilising the EPA's illegal dumping database, once it has been proven that this database captures all required regional information. DWM will then use the EPA database to generate the annual illegal dumping report for the CCWMG.

2.2 Illegal Dumping Funding (SP Ref/7)

Conduct one round of illegal dumping funding.

The CCWMG are continuing the focus on illegal dumping, with funding available for Council projects targeted at addressing the issue.

One round of funding will be carried out, giving Councils the opportunity to apply for illegal dumping clean up assistance, signage, CCTV and any other relevant project initiatives. Priority will be given to applicants who are actively utilising the illegal dumping database to report incidents. Successful applicants will be provided with a report template to complete. The reports enable the CCWMG to assess funding effectiveness.

Where possible the CCWMG will continue to work with relevant Tasmanian Government departments, to support the development of a state wide approach to illegal dumping.

2.3 Recycling Bin Assessments (SP Ref/16)

Undertake residential recycling bin assessments and contamination education across the region.

The CCWMG are continuing to work towards (and are aiming to exceed) the KPI target of increasing pass results to 90%, by carrying out another round of recycling bin assessments and education.

Similar to previous years, DWM will work with Veolia to select a mixture of previously assessed and new areas (where possible) to conduct the bin assessments. Data will be captured regarding the types of contaminants appearing in the kerbside bins and one-on-one education will be provided to residents about their recycling habits.

Upon completion of these assessments a final report will be generated detailing the following:

- Results of the assessment;
- Comparison with previously assessed areas;

- The effects the communication campaign may have had on bin contamination; and
- Recommendations for a targeted behaviour change media campaign in 2021/22.

\$5,000 has been allocated for the implementation and management of an education/notification campaign. Further education, targeting key contamination issues identified in the 2019/20 assessment report, has been incorporated in the State-wide Education and Promotion project.

2.4 FOGO Education & Marketing (SP Ref/2)

Undertake regional FOGO education and promotion as required

The CCWMG will continue to focus on implementing a FOGO collection across the region. Funding has been made available to carry out community consultation and education as required.

2.5 Rethink Waste Website (SP Ref/49)

Maintain and improve the Rethink Waste Website

Coordinate with member councils and other regions to provide consistent updates and improvements to the Rethinkwaste.com.au website.

This may include:

- An annual update of information on Council pages;
- Addition/updating of photos and images being displayed;
- Improvements to access of information and usability; and
- Annual hosting and photo library fee.

2.6 Education & Promotion – Year 4 (SP Ref/47)

Implement year 4 of the Tasmanian Waste Management Communications Plan 2017/22.

In collaboration with the NTWMG and WSS, implement the waste education and promotion activities in accordance with Year 4 of the Tasmanian Waste Management Communications Plan 2017/22.

2.7 Schools Program (SP Ref/48)

Visit schools to provide waste education / presentations.

Work with schools to undertake waste education presentations. Should the opportunity arise, attend school events to maximise impact and coverage (e.g. Kids4Kids). The presentation will focus on correct kerbside recycling habits and encouraging the children to think about the correct bin for their waste items.

2.8 Public Events (SP Ref/51)**Host an education stall at 2 public events**

Attend at least two events to promote good waste management practices and to provide waste related community education. If required, collateral (banners, brochures, signs, handouts etc.) will be developed for display and/or distribution.

2.9 Sponsorship (SP Ref/47)**Funding allocation for sponsorship of local community groups, individuals or events.**

Sponsorship requests must be made in writing to the CCWS. Requests will be assessed against the criteria detailed within the CCWMG Sponsorship Process & Criteria Procedure and the DWM Sponsorship & Donation Policy.

2.10 Household Battery Recycling (SP Ref/18)**Fund a free household battery recycling program.**

The CCWMG will continue to fund a free household battery recycling program, with drop off points available at Council offices and WTS. Funding has been allocated to conduct an awareness campaign to support this program.

2.11 Fluoro Tube & Globe Recycling (SP Ref/14)**Fund a free fluoro tube and globe recycling program.**

The CCWMG will continue to fund a free fluoro tube and globe recycling program, with drop off points available at each WTS. Funding has been allocated to conduct an awareness campaign to support this program.

2.12 E-waste Recycling (SP Ref/20)**Fund a free E-Waste recycling program.**

The CCWMG are funding a free e-waste recycling program, with drop off points available at each WTS. Funding has been allocated to conduct an awareness campaign to support this program.

2.13 Paint Recycling (SP Ref/14)

Participate in the Paintback funded paint recycling program.

In June 2019 DWM, on behalf of the CCWMG, entered into an arrangement with Paintback for a free paint recycling service across the region, with drop off points available at each WTS.

2.14 Tyre Subsidy (SP Ref/14)

Provide a \$2/tyre subsidy for tyre recycling (up to 500 tyres per Council)

The CCWMG will provide a \$2/tire subsidy for Councils who utilise the tyre recycling service provided by Tyrecycle, located in Southern Tasmania. The subsidy is applicable for up to 500 tyres per Council.

3 ONE-OFF PROJECTS FOR 2020/21

The following subsections detail one-off projects that will be completed within the 2020/21 financial year.

3.1 Hazardous Waste Collection (SP Ref/19)

Conduct a household hazardous waste collection event for the region.

Household hazardous waste is a broad term used to describe household chemicals and other household generated waste items that are hazardous to dispose of into landfill.

The CCWMG have targeted hazardous wastes over the years, successfully implementing ongoing collection and recycling of paint, batteries, e-waste, fluoro globes and tubes. Residents also have access to the National ChemClear program which provides free disposal of agricultural and veterinary chemicals that meet certain criteria and contain a drumMASTER or ChemClear eligible logo on the container. Agricultural and veterinary chemicals that do not meet the criteria may also be disposed on under this service but could attract a fee.

Whilst the above services cover a significant portion of hazardous waste generated by households, there are still other flammable, toxic and corrosive chemicals that do not have a safe disposal avenue. This project will fund at least one household hazardous waste collection event in the region to give residents the opportunity to safely dispose of their unwanted chemicals. This event will be supported by an awareness and education campaign.

3.2 Polystyrene Recycling (SP Ref/14)

Conduct a review into polystyrene recycling methods.

Conduct a review to determine the most appropriate polystyrene recycling method and the viability of implementing this method within the region. The review is to include determining the appropriateness of including polystyrene recycling as an additional service within an existing regional contract vs a stand-alone service. The investigation will examine the viability of providing one polystyrene collection point within each municipality.

3.3 WTS Best Practice Improvements (SP Ref/13)

Assist in bringing WTS facilities up to best practice standards.

The CCWMG will conduct one round of funding for Councils to apply for assistance to improve their transfer stations in line with the Transfer Station Best Practice Guidelines. Councils will be encouraged to apply for funding which addresses issues raised in the Cradle Coast Transfer Station Audit Report, however other relevant initiatives which improve the safety, usability and/or environmental impact of the WTS will also be considered.

3.4 Public Place Bin Subsidy (SP Ref/14)

Provide a subsidy to participating Councils to install public place waste and recycling bins.

On the 13th of March 2020 the Public Place Recycling Grant Application Form was released to CCWMG Councils, with applications due by 3pm on the 31st July 2020. This funding allows Councils to apply for assistance with the implementation of public place waste and recycling bins. As Councils are at different stages of their public place recycling journey, the funding may be used to develop or evaluate new or current services and sites in addition to applications for the purchase of infrastructure.

A total of \$40,000 is available in 20/21 and \$40,000 in 21/22 which can be applied for via this application process.

3.5 Allocation for Unknown

Funding allocation for resource recovery opportunities that arise during the year.

In order to allow agile decision making when resource recovery opportunities present themselves, an allowance of \$30,000 for projects which fit the CCWMG objectives has been made.

4 GOVERNANCE ACTIONS 2020/21

In addition to the actions detailed under Section 2 and 3, CCWS will also undertake the following tasks:

4.1 Regional Waste Data Collection Reporting

Councils are responsible for ensuring that waste data is entered into the portal in a timely manner. CCWS will generate quarterly reports for the CCWMG using the available data.

4.2 2021/22 Annual Plan & Budget

CCWS will develop the 2021/22 Annual Plan & Budget for approval by the CCWMG.

4.3 2019/20 Annual Report

CCWS will develop the 2019/20 Annual Report (which will then be professionally designed) for approval by the CCWMG.

4.4 Financial Reporting

CCWS will manage the CCWMG financials and provide the CCWMG with financial reports as requested, otherwise at each meeting.

4.5 Waste Governance

Assist with the transition into the new Waste Governance Model, including the costs associated with developing an agreement. Funding will be allocated as required.

4.6 Regional Contract Management

CCWS will continue to manage the regional contracts on behalf of the CCWMG.

4.7 DWM Project Management

CCWS will continue to manage the Ongoing, One-Off and Governance actions detailed in the above summaries.

5 FINANCIALS

The closing balance of the Cradle Coast Authority managed Regional Waste Management Levy account as forecast for 30 June 2020 is outlined in Table 4.

Table 4: Forecast 2019/20 Closing Balance

Forecast 2019/20 Closing Balance Regional Waste Management Levy	
CCWVG Waste Levy Account balance as at 31/03/2020	\$430,388
Additional forecast expenditure from 01/04/2020 to 30/06/2020	(\$201,497)
Additional forecast waste levy income from 01/04/2020 to 30/06/2020	\$100,315
Forecast closing CCWVG Waste Levy Account balance at 30/06/2020	\$329,206

Table 5 displays the forecast income and expenditure for the 2020/21 financial year.

Table 5: Forecast 2020/21 Income & Expenditure Summary

Forecast 2020/21 Income & Expenditure Summary Regional Waste Management Levy	
Forecast closing CCWVG Waste Levy Account balance 30/06/2020	\$329,206
Forecast 2020/21 levy funds received (@ \$5/t)	\$353,500
Forecast Interest Income	\$500
Total Income	\$683,206
2020/21 Projects & Activities	\$470,082
Total Expenditure	\$470,082
Forecast closing CCWVG Waste Management Levy Account balance 30/06/2021	\$213,124

6 CCWVG 10 YR FINANCIAL PLAN (5 YR EXCERPT SUMMARY)

The full CCWVG 10 Year Financial Plan (10YFP) is located under Appendix 1. Table 6 provides a summary of the Assumptions, Income and Expenditure forecasts within the 10YFP over the next five years. It must be noted that this plan is subject to change as circumstances change and all projects detailed within the 10YFP are required to be considered as part of the relevant Annual Plan and Budget process.

The forecast closing balances for 2022/23 and 2023/24 (highlighted in red) are negative but near break-even. The gap can be addressed in future Annual Plan and Budgets as there are many variables that could positively or negatively impact future closing balances.

Table 6 – 5 Year Excerpt Summary of 10YFP

Assumptions:	2020/21	2021/22	2022/23	2023/24	2024/25
Levy (\$/t):	\$5.00	\$5.50	\$6.00	\$7.00	\$7.50
Estimated Total Waste Tonnes:	94,832	95,894	96,961	98,034	98,412
Diversion Rate:	25.4%	25.5%	40.5%	40.6%	40.8%
Landfill Waste (Tonnes):	70,700	71,400	57,680	58,240	58,240

Expenditure Forecasts:	2020/21	2021/22	2022/23	2023/24	2024/25
Ongoing Projects Total:	\$246,443	\$202,804	\$276,654	\$189,553	\$241,229
One Off Projects Total:	\$125,000	\$211,848	\$84,740	\$79,457	\$74,008
Governance Total:	\$98,639	\$108,685	\$151,153	\$103,681	\$106,273
Total Expenditure:	\$470,082	\$523,338	\$512,546	\$372,691	\$421,511

Cash Flow Forecast:	2020/21	2021/22	2022/23	2023/24	2024/25
Opening Waste Levy Balance:	\$372,554	\$255,972	\$125,334	-\$41,132	-\$6,143
Waste Levy Income:	\$353,500	\$392,700	\$346,080	\$407,680	\$436,800
Total Waste Levy Funds:	\$726,054	\$648,672	\$471,414	\$366,548	\$430,657
Less Total Expenditure:	\$470,082	\$523,338	\$512,546	\$372,691	\$421,511
Waste Levy Closing Balance:	\$255,972	\$125,334	-\$41,132	-\$6,143	\$9,146

7 REPORTS/RESOURCES

Table 7 details a list of past reports and resources that may assist the CCWVG in implementing future projects.

Table 7: Reports & Resources

Report No	Report/Resource Name	Author	Date
RN 20-01	CCWVG Annual Report 2018/19	DWM	17/01/2020
RN 19-08	Review of Waste Levies in Australia	National Waste & Recycling Industry Council	1/10/2019
RN 19-07	Litter Toolkit - Managing Litter at a Local Level	Keep Australia Beautiful	31/05/2019
RN 19-06	Feasibility Study into a Statewide Waste Management Arrangement - Part B	Urban EP	31/07/2019
RN 19-05	Illegal Dumping Database Report for 2018/19	DWM	22/08/2019
RN 19-04	Recycling Bin Education & Assessments Report	DWM	1/07/2019
RN 19-03	DPIPWE: Draft Waste Action Plan 2019	DPIPWE	30/06/2019
RN 19-02	CCWVG Annual Plan & Budget 2019/20	DWM	6/06/2019
RN 19-01	Feasibility Study into a Statewide Waste Management Arrangement - Part A	Urban EP	30/04/2019
RN 18-11	CCWVG Annual Report for 2017/18	DWM	28/11/2018
RN 18-10	Cradle Coast Waste Governance Project Final Report	Greg Preece	01/10/2018
RN 18-09	Illegal Dumping Database Report for 2017/18	DWM	01/07/2018
RN 18-08	A Model Framework for a Container Refund Scheme (CRS) in Tasmania	Marsden Jacob	14/06/2018
RN 18-07	Additional Material Diversion Options	Blue Environment	14/06/2018
RN 18-06	MOU – Joint Communications Activities	CCWVG, NTWVG & WSS	8/06/2018
RN 18-05	Recycling Activity Survey – Summary Report & Inventory	DWM	30/05/2018
RN 18-04	Landfill Composition Audit Report	APC	1/06/2018
RN 18-03	Chinese Import Restrictions for Packaging in Australia	Aus Packaging Covenant Org	30/03/2018
RN 18-02	CCWVG Annual Plan & Budget 2018/19	DWM	20/03/2018
RN 18-01	2017/18 Recycling Bin Education & Assessments Report	DWM	28/02/2018
RN 17-08	Tasmanian Waste Management Communications Plan 2017-22	Etela	26/09/2017
RN 17-07	CCWVG Annual Report for 2016/17	DWM	9/10/2017
RN 17-06	Australian National Waste Report 2016	Blue Environment	20/06/2017
RN 17-05	CCWVG Annual Plan & Budget 2017/18	DWM	30/06/2017

Report No	Report/Resource Name	Author	Date
RN 17-04	Illegal Dumping End of Year Report 2016/17	DWM	30/06/2017
RN 17-03	Cradle Coast WMG Strategic Plan 2017-2022	Blue Environment	7/06/2017
RN 17-02	CCWMG WTS Audit: Results Report	MRA Consulting	1/05/2017
RN 17-01	LGAT Waste & Resource Management Strategy	MRA Consulting	10/03/2017
RN 16-07	Recycling Bin Assessments	DWM	16/08/2016
RN 16-06	Illegal Dumping End of Year Report	DWM	4/07/2016
RN 16-05	CCWMG Annual Plan & Budget 2016/17	DWM	8/07/2016
RN 16-04	CCWMG Annual Report for 2015/16	DWM	2/11/2016
RN 16-03	E-Waste Tender – Initial Assessment	DWM	29/04/2016
RN 16-02	WTS Data Collection	DWM	20/04/2016
RN 16-01	Gas Cylinder Decommissioning Investigation	MRA Consulting	23/02/2016
RN 15-09	CCWMG Annual Plan & Budget 2015/16	DWM	5/06/2015
RN 15-08	CCWMG Annual Report for 2014/15	DWM	16/11/2015
RN 15-07	Illegal Dumping End of Year Report	DWM	2/07/2015
RN 15-06	CCWMG 2014/15 Recycling Assessments Report	DWM	31/08/2015
RN 15-05	Tasmanian Waste Levy Benefit Study	MRA Consulting	21/01/2015
RN 15-04	C&D Investigation Report	DWM	4/05/2015
RN 15-03	Mattress Recycling Options Report	DWM	27/04/2015
RN 15-02	Household Hazardous Waste Report – Project Completion	DWM	6/02/2015
RN 15-01	Illegal Dumping Interim Report	DWM	19/01/2015
RN 14-17	CCWMG Annual Plan & Budget 2014/15	DWM	2/06/2014
RN 14-16	CCWMG Annual Report for 2013/14	DWM	13/10/2014
RN 14-15	Tasmanian Waste Review	Blue Environment	1/03/2014
RN 14-14	CCWMG Residential Kerbside Bin Audit	EC Sustainable	7/11/2014
RN 14-13	Household Hazardous Waste Report – Project Update	DWM	23/09/2014
RN 14-12	Coordinated Gov & Mgt of Waste Infrastructure & Services (Part 2 & 3 Report)	MRA Consulting	24/10/2014
RN 14-11	Coordinated Gov & Mgt of Waste Infrastructure & Services (Part 1)	MRA Consulting	24/10/2014

Report No	Report/Resource Name	Author	Date
RN 14-10	CCWVG 2013/14 Recycling Bin Assessment Report	DWM	1/09/2014
RN 14-09	Cradle Coast Transfer Station Audit Report	Blue Environment	1/09/2014
RN 14-08	Feasibility Study – C&D Waste Processing in the N & NW of Tasmania	Hyder Consulting	11/06/2014
RN 14-07	FOGO household collection report for CCWVG to consider & issue to member Councils	CCWVG	13/02/2014
RN 14-06	C&D Waste Management in the North & North West of Tasmania	Hyder Consulting	5/06/2014
RN 14-05	Waste Transfer Station Best Practice Guidelines	Blue Environment	30/01/2014
RN 14-04	Data Collection Procedures & Systems for Waste Transfer Stations (WTS)	Blue Environment	30/01/2014
RN 14-03	Pricing Model Tool	Blue Environment	17/02/2014
RN 14-02	Regional Strategies for Sustainable Management of Recyclables	MRA Consulting	17/02/2014
RN 14-01	Best Practice Guide for Sustainable Procurement in Councils	DWM	21/02/2014
RN 13-07	CCWVG Annual Plan & Budget 2013/14	DWM	26/07/2013
RN 13-06	Kerbside Organics Collection Trial – Final Study Survey Summary	DWM	4/07/2013
RN 13-05	Food & Garden Organics (FOGO) Household Options Assessment	MRA Consulting	9/07/2013
RN 13-04	An Assessment of the Potential Financial Impacts of a CDS on LG in Tas	Local Government Association of Tasmania (LGAT)	1/12/2013
RN 13-03	Signed MOU – Joint Communications Activities	CCWVG, NTWVG & SWSA	23/04/2013
RN 13-02	Employment Opportunities Through Reuse & Recycling Activities	MRA Consulting	11/01/2013
RN 13-01	Illegal Dumping Report	DWM	1/11/2013
RN 12-07	CCWVG Annual Plan & Budget 2012/13	DWM	25/06/2012
RN 12-06	Waste Minimisation & Reuse Study for CCWVG	APC Environmental Management	1/08/2012
RN 12-05	Communications Plan 2012-2014	Cradle Coast Authority	1/06/2012
RN 12-04	Cradle Coast Waste Management Group (CCWVG) 5 Year Strategic Plan 2012-2017	APC Environmental Management	1/06/2012
RN 12-03	Biomass Audit – Cradle Coast Region	DWM	1/06/2012
RN 12-02	Commercial Recycling Collections Report	DWM	21/06/2012
RN 12-01	Recycling Risk – Cradle Coast Region Report	MRA Consulting	8/08/2012
RN 11-06	CCWVG Annual Plan & Budget 2011/12	DWM	7/07/2011
RN 11-05	Silage Wrap Report	Veolia Environmental Services	1/10/2011

Report No	Report/Resource Name	Author	Date
RN 11-04	Kerbside Organics Collection Service Pilot Trial Bus Case	Hyder Consulting	19/01/2011
RN 11-03	Introduction of Kerbside Organics Collection Service Bus Case	Hyder Consulting	19/01/2011
RN 11-02	Northern Tasmania Landfill Audit Report	APC Environmental Management	1/10/2011
RN 11-01	CCA Illegal Dumping Strategy	Landscape & Social Research Pty Ltd	1/11/2011
RN 10-05	CCWVG Annual Plan & Budget 2010/11	DWM	01/07/2010
RN 10-04	Nthn Kerbside General Waste Audit Report	DWM	1/02/2010
RN 10-03	NW Kerbside General Waste Audit Report	DWM	1/02/2010
RN 10-02	Kerbside Recycling Contamination in Australia	MRA Consulting	25/05/2010
RN 10-01	Landfill Levy – Options & Strategy	MRA Consulting	1/09/2010
RN 09-02	CCWVG Annual Plan & Budget 2009/10	DWM	23/07/2009
RN 09-01	Feasibility Study of a Container Deposit System for Tasmania	Hyder Consulting	28/05/2009
RN 08-01	Plastic Shopping Bags	Justin Jones	1/01/2008
RN 07-01	Independent Assessment of Public Place Recycling	Hyder Consulting	25/07/2007
RN 04-01	Regional Waste Management Audit	GHD	1/06/2004

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

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

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

2.0 SUMMARY

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

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

3.0 BACKGROUND

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

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

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

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

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

4.0 LEGISLATIVE REQUIREMENTS

There are no legislative requirements impacting on this report.

5.0 POLICY CONSIDERATIONS

There are no policy considerations impacting on this report.

6.0 FINANCIAL IMPACT

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

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

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

7.0 DISCUSSION

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

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

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

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

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

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

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

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

Since taking over the market:

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

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

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

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

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

8.0 CONSULTATION

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

COUNCIL RESOLUTION**Resolution number: MO160-20****MOVED:** *Cr G Simpson***SECONDED:** *Cr D Pease****“THAT Council engage Ms Angela Cannell as the manager of the Burnie Farmers Market for a period of three years, with a six month review period.”***

The motion was not put due to the following procedural motion

COUNCIL RESOLUTION**MOVED:** *Cr A Boyd***SECONDED:** *Cr K Dorsey****“THAT the matter be deferred.”*****For:** Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.**Against:*****CARRIED UNANIMOUSLY***

CORPORATE AND BUSINESS SERVICES**AO143-20 POLICY REVIEW - RATES AND CHARGES POLICY CP-CBS-SG-004**

FILE NO: 4/14/2
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.4	A sustainable, viable financial future is assured and accountability is demonstrated through open and transparent processes.
Strategy	7.4.1	Ensure a long term strategic focus drives financial policy and decisions.

1.0 RECOMMENDATION:

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

2.0 SUMMARY

Council’s current *Rates and Charges Policy* CP-CBS-SG-004, dated 25 June 2019 has been reviewed and Council officers present a copy of the policy for Council adoption.

3.0 BACKGROUND

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

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

4.0 LEGISLATIVE REQUIREMENTS

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

- 86A. General principles in relation to making or varying rates**
- (1) A council, in adopting policies and making decisions concerning the making or varying of rates, must take into account the principles that –**
- (a) rates constitute taxation for the purposes of local government, rather than a fee for a service; and**
 - (b) the value of rateable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates.**

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

5.0 POLICY CONSIDERATIONS

Upon adoption the attached policy supersedes Council's current policy *Rates and Charges Policy* CP-CBS-SG-004, dated 25 June 2019.

The policy is consistent with Council's proposed rates and charges structure for 2020-21 and compliments Council's newly adopted Financial Hardship Assistance Policy CP-CBS-SG-049.

6.0 FINANCIAL IMPACT

Council will allow for the effects of this policy in the proposed Annual Plan and Budget Estimates for 2020-21.

7.0 DISCUSSION

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

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

8.0 RISK

If not adopted, Council's existing Rates and Charges Policy will not reflect Council's current rating practice and planned rating practice for the 2020-21 financial year.

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

9.0 CONSULTATION

Changes to Council's rating structure were discussed with Councillors during Council's budget deliberations.

ATTACHMENTS

1. [Draft Rates and Charges Policy CP-CBS-SG-004 v10](#)

COUNCIL RESOLUTION

Resolution number: MO161-20

MOVED: *Cr T Bulle*


SECONDED: *Cr A Keygan*

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

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

Against:

CARRIED UNANIMOUSLY

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

1 PURPOSE

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

2 OBJECTIVE

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

3 SCOPE

This policy covers:-

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

4 POLICY

4.1 Rating Strategy

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

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

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

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

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

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

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

Rates per Capita

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

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

In order to achieve the rating relief and maintain financial sustainability, Council will also work towards reducing costs through the continual review of its operations.

4.2 Council’s Revenue Raising Powers

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

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

4.3 Property Valuation Base

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

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

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

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

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

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

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

4.4 General Rates

The general rate is calculated on a cent in the dollar amount, based on the AAV of a property.

The general rate pays for general services including:-

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

Variations to the General Rate

The aim of rates and charges decision-making is to spread the burden fairly across the community with those that have the greatest capacity to pay paying more than those with a lesser capacity to pay. A property's AAV is generally considered a reasonable proxy for assessing a ratepayer's capacity to pay.

 <p>BURNIE CITY COUNCIL</p>	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

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

- Residential
- Primary production purposes
- Commercial properties in the Burnie CBD

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

4.5 Minimum General Rate Payable

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

4.6 Exemption from General Rate

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

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

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

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

4.7 Service Rates and Charges

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

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

 <p>BURNIE CITY COUNCIL</p>	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

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

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

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

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

4.8 Remissions and Discounts

General Remissions

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

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

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

Council has developed a Financial Hardship Assistance Policy CP-CBS-SG-049 which outlines Council's assessment process for applications for relief due to financial hardship.

Stormwater Service Charge Remissions

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

 <p>BURNIE CITY COUNCIL</p>	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

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

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

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

Kerbside Collection Charge Remissions

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

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

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

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

Discount for Early Payment

Council provides a discount of 2.5% of the total current rates and charges if rates including arrears are paid in full by the 31 October each year.

Rate Rebate – Conservation Covenants

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

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

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

Pensioner Assistance

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

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

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

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

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

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

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

4.9 Supplementary Valuations

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

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

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

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

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

Where the Valuer-General has undertaken a supplementary valuation, the ratepayer will be issued with a supplementary rates notice. The notice will show the new adjusted valuations for the property and will include any adjustments to the rates and charges affected by the supplementary valuation for the current financial year. Rates and charges adjustments of less than \$50 will not result in a supplementary rates and charges notice for the current financial year.

4.10 Payment of Rates

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

- 1st Instalment – 30 November
- 2nd Instalment – 31 January
- 3rd Instalment – 31 March
- 4th Instalment – 31 May

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


Difficulty in paying

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

Council has developed a Financial Hardship Assistance Policy CP-CBS-SG-049 to provide assistance to those ratepayers who and having difficulty meeting their rates obligations.

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

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

	COUNCIL POLICY	
	Rates and Charges Policy (Draft)	
	Approved By: Council	Document Code: CP-CBS-SG-004
	Doc Controller: Executive Manager	Version: 10.0
	Corporate Governance	Approved Date:
File: 4/14/2	Next Review Date:	

Interest Penalties

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

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

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

where –

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

4.11 Objection Rights

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

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

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

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

5 LEGISLATION

Local Government Act 1993

6 RELATED DOCUMENTS

Financial Management Strategy 2030 (2020) CD-CBS-FIN-001
Financial Hardship Assistance Policy CP-CBS-SG-049

 <p>BURNIE CITY COUNCIL</p>	<p>COUNCIL POLICY</p> <p>Rates and Charges Policy (Draft)</p>	
	<p>Approved By: Council</p> <p>Doc Controller: Executive Manager Corporate Governance</p> <p>File: 4/14/2</p>	<p>Document Code: CP-CBS-SG-004</p> <p>Version: 10.0</p> <p>Approved Date:</p> <p>Next Review Date:</p>

Policy Endorsement	
Responsibility:	<p>It is the responsibility of the General Manager to ensure Council’s compliance with this policy.</p> <p>It is the responsibility of the Executive Manager Corporate Finance to administer and review this policy as required.</p> <p>It is the responsibility of the Governance Unit to maintain this policy within the Policy Register.</p>
Minute Reference:	
Council Meeting Date:	16 June 2020
Strategic Plan Reference:	<p>Strategy 7.1.1</p> <p>Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.</p>
Previous Policies Replaced:	This policy replaces the previous Rates and Charges Policy version 9.0 dated 25 June 2019, Item Number AO184-19.
Date of Commencement:	
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council’s website (www.burnie.net)

CORPORATE AND BUSINESS SERVICES**AO144-20 RATES RESOLUTION 2020-21****FILE NO: 13/5/19****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.4	A sustainable, viable financial future is assured and accountability is demonstrated through open and transparent processes.
Strategy	7.4.1	Ensure a long term strategic focus drives financial policy and decisions.

1.0 RECOMMENDATION:***“THAT Council adopt the following 2020-2021 Rates resolution:*****1. Rates Resolution**

1.1 *In accordance with the provisions of the Local Government Act 1993 (as amended) and the Fire Services Act 1979 the Council makes the following Rates and Charges for land within the Council’s municipal area for the period 1 July 2020 to 30 June 2021.*

1.1.1. Definitions Used in this Resolution

- (a)** *“AAV” means the assessed annual value for the land;*
- (b)** *“land” means land as defined in Section 86 of the Act.*
- (c)** *“primary production” means land that is shown as primary production (L), in the list of valuations prepared by the Valuer General pursuant to the provisions of the Valuation of Land Act 2001;*
- (d)** *“the Act” means the Local Government Act 1993;*
- (e)** *“R6” means the Valuation Property Classification for institutional residential accommodation;*
- (f)** *“residential purposes” means land that is shown as residential (R), in the list of valuations prepared by the Valuer General pursuant to the provisions of the Valuation of Land Act 2001;*
- (g)** *“Separately occupied tenement” means any land in*

relation to which the Valuer General has separately determined assessed annual values having regard to occupation or construction of the land or improvement or structural alterations made in it;

- (h) “vacant land” means land that is shown as vacant (V) in the list of valuation prepared by the Valuer General pursuant to the provisions of the Valuation of Land Act 2001;*
- (i) Terms used in this resolution have the same meaning as given to them in Part 9 of the Act, unless it is inconsistent with the context of this resolution.*
- (j) “Multiple dwelling” means a dwelling containing more than one separately occupied tenement where that dwelling does not have a separate title.*

1.2 General Rate

1.2.1 *In accordance with the provisions of Section 90 of the Act Council makes a general rate of 10.4000 cents in the dollar of AAV on all land (excluding land which is exempt pursuant to the provisions of section 87 of the Act) within the Burnie municipal area subject to a minimum amount payable of \$260.*

1.2.2 *In accordance with the provisions of Section 107(1) of the Act, and by absolute majority, the Council declares that the general rate is varied within the municipal area and within different parts of the municipal area of Burnie according to the following factors:-*

- (a) the use or predominant use of the land and in particular the following variations are made:-*
 - (i) for all land which is used for residential purposes the general rate is varied by decreasing it to 8.0415 cents in the dollar of the AAV;*
 - (ii) for all land which is used for primary production the general rate is varied by decreasing it to 10.0226 cents in the dollar of the AAV;*
- (b) the locality of land and in particular:-*
 - (i) within the hatched area shown on the attached location map marked “Central Burnie” (the*

Location) for all land that is used for a commercial or industrial purpose the general rate is varied by increasing it to 11.9776 cents in the dollar AAV. Land that is used for residential purposes within the Location is to be rated in accordance with 1.2.2(a)(i). Vacant use of land within the Location is to be rated in accordance with 1.2.1;

1.3 Service Rates and Charges

1.3.1 In accordance with the provisions of Section 93 and 94 of the Act Council makes:

- (a) A waste management charge levied as follows:**
 - (i) \$121.00 on all land for municipal waste management services provided in the municipal area (other than the kerbside collection).**
 - (ii) \$297.00 on all land to which the Council provides a kerbside collection service.**
- (b) A Stormwater Removal Service Rate for stormwater removal of 1.7599 cents in the dollar AAV on all land, except residential and vacant land, within the Burnie or Ridgley Water Districts or within the Burnie or Ridgley Sewer Districts; with a minimum amount payable of \$76.**
- (c) A Stormwater Removal Service Charge of \$76 for stormwater removal on residential land, vacant land and each separately occupied tenement within the Burnie or Ridgley Water Districts or within the Burnie or Ridgley Sewer Districts.**
- (d) A general fire protection rate of 0.4018 cents in the dollar AAV on all land in the municipal area with a minimum amount payable of \$41 for all land. (The Rating Districts are the areas so declared and named under Section 74A of the Fire Service Act 1979).**

1.3.2 In accordance with the provisions of Section 107(1) of the Act, and by absolute majority, the Council declares that the general fire protection rate is varied within the municipal area and within different parts of the municipal area of Burnie

according to the following factors;

- (a) the locality of the land:*
 - (i) for land within the Burnie Composite Brigade Rating District the general fire protection rate is varied by increasing it to 1.4182 cents in the dollar AAV;*
 - (ii) for land within the Ridgley Volunteer Brigade Rating District the general fire protection rate is varied by increasing it to 0.4186 cents in the dollar AAV.*

1.4 Remissions

1.4.1 *In accordance with Section 129(3) of the Act, and by absolute majority, Council grants a remission of the stormwater removal rate or charge if:*

- (a) A ratepayer has applied in accordance with Section 129(2) of the Act; and*
- (b) the applicant has satisfied the General Manager that the remission of stormwater removal rate or charge should be granted on the basis that the property has no ability to connect to the stormwater system.*

1.4.2 *In accordance with Section 129(3) of the Act, and by absolute majority, Council grants a remission of the Waste Management Charge if:*

- (a) A ratepayer has applied in accordance with Section 129(2) of the Act; and*
- (b) the applicant has satisfied the General Manager that the remission of the Waste Management Charge should be granted on the basis that collection is impractical due to limited presentation space at kerbside or insufficient storage space within the property.*

1.4.3 *In accordance Section 129(4) of the Act, and by absolute majority, the Council grants the following remission of rates.*

- (a) For all land to which the Council does not provide a garbage collection service a remission of \$223.00 is to be granted;*

- (b) For all land to which the Council does not provide a recycling service a remission of \$74.00 is to be granted.**

1.5 Payment Options

1.5.1 Due Dates

In accordance with the provisions of Section 124 of the Act Council determines that all rates and charges are payable by four instalments, (calculated to the nearest cent) the due date by which they are to be paid being:

1st Instalment – 30 November 2020

2nd Instalment – 31 January 2021

3rd Instalment – 31 March 2021

4th Instalment – 31 May 2021

1.5.2 Discount for Early Payment

In accordance with the provisions of Section 130 of the Act Council will provide a discount of 2.5% of the total current rates and charges (excluding fire levy) specified in a rates notice applying to all the rates and charges for the financial year 2020/21 and any arrears are paid by 5.00 pm, 31 October 2020 and providing all arrears of rates and charges are paid.

1.5.3 Defaults and Penalties

(a) In accordance with the provisions of Section 124(5) of the Act if a ratepayer fails to pay any instalment within 21 days of the date on which the instalment is due, the ratepayer is to immediately pay the full amount of the unpaid rates and charges.

(b) In accordance with the provisions of Section 128(2) if any rates and charges or instalment of rates and charges are not paid on or before the date they fall due, then daily interest charged monthly, at the prescribed percentage, is payable from the date they fell due to the date of payment.

1.6 Supplementary Rates

1.6.1 In accordance with the provisions of Section 92 of the Act

Council delegates to the General Manager the power to adjust a rate as a result of a supplementary valuation.

2. Fees and Charges

2.1 ***In accordance with Section 205 of the Act, and other relevant Acts as detailed in the fees and charges schedule, the Council imposes the fees and charges within the attached Draft Schedule of Fees and Charges 2020-21, with increases being effective from 1 July 2020 and otherwise as stated in the schedule.***

3. Waste Vouchers

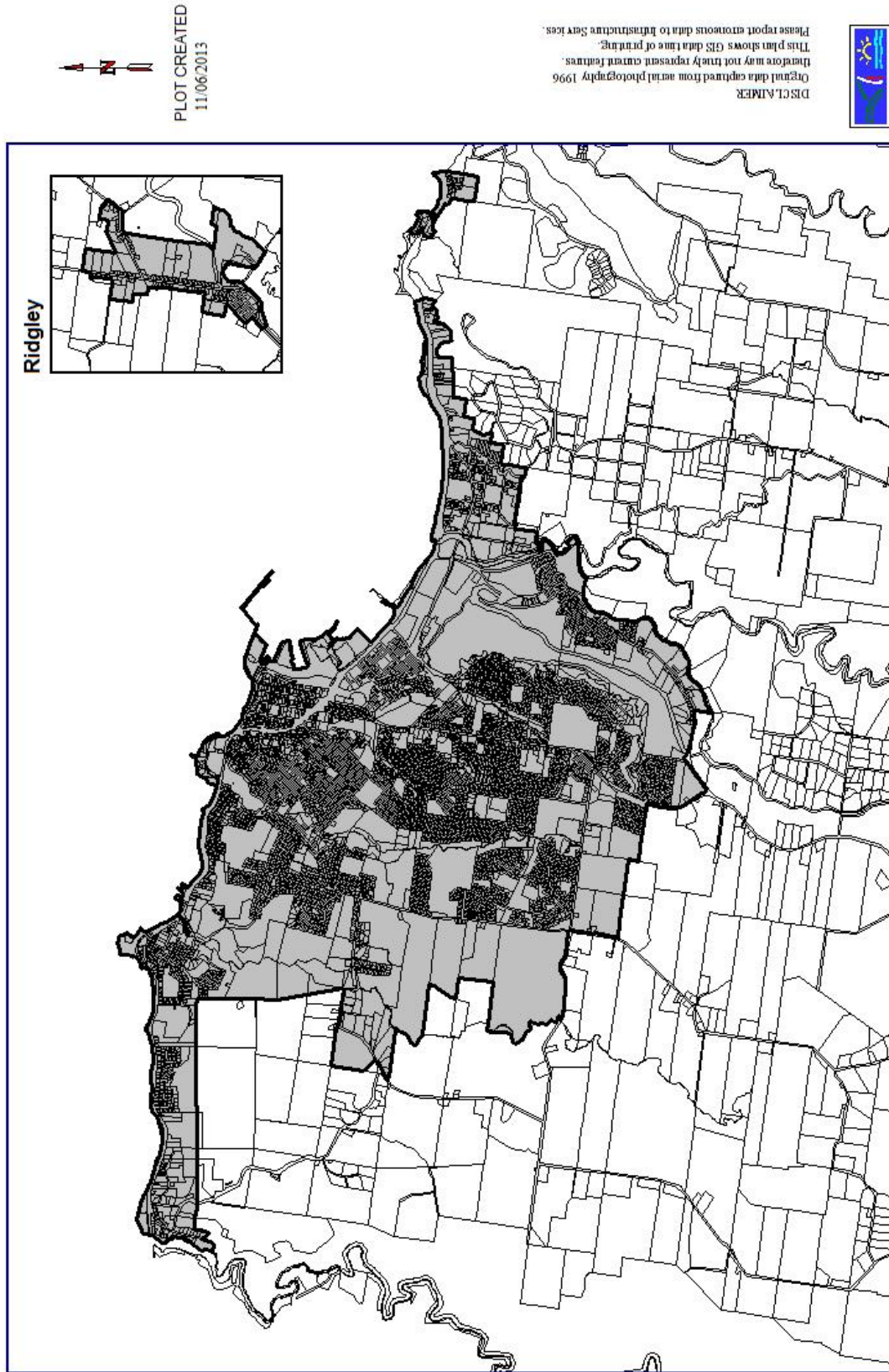
3.1 ***Council authorises the General Manager to provide each separately occupied tenement with four green waste vouchers and four general waste vouchers.***

4. Loan Borrowings

4.1 ***Council authorises the General Manager in absolute majority to negotiate a debenture loan of \$10.4 million in accordance with Section 78 of the Act.”***



RATING RESOLUTION CBD



2.0 SUMMARY

Council is required to adopt a rates resolution on an annual basis in order to comply with the requirements under the *Local Government Act 1993*. This report seeks endorsement of Council's rates resolution for the 2020-21 financial year.

3.0 BACKGROUND

Council's rates resolution is normally included in the Council's Annual Plan and Budget Estimates, but due to the impact of COVID-19 Council's budget adoption has been delayed until August 2020.

This report seeks Council's endorsement of its rates resolution for 2020-21 and will enable Council to raise its rates for 2020-21 in July as is normally the case.

4.0 LEGISLATIVE REQUIREMENTS

The document has been prepared in accordance with the provisions of the *Local Government Act 1993* (as amended).

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

- (1) *A council, in adopting policies and making decisions concerning the making or varying of rates, must take into account the principles that –*
- (a) *rates constitute taxation for the purposes of local government, rather than a fee for a service; and*
 - (b) *the value of rateable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates.*
- (2) *Despite subsection (1), the exercise of a council's powers to make or vary rates cannot be challenged on the grounds that the principles referred to in that subsection have not been taken into account by the council.*

5.0 POLICY CONSIDERATIONS

The rates resolution for 2020-21 is consistent with the Draft Rates and Charges Policy CP-CBS-SG-004 included in this agenda for review.

If adopted the impact of the resolution will be considered by Officers in development of the Annual Plan and Budget Estimates for 2020-21 which are expected to be considered by Council at its August meeting.

6.0 FINANCIAL IMPACT

Council is expecting to raise a total of \$22,857,280.21 rates and charges for 2020-21. The table below shows the rates and charges for 2020-21 for each rating category, with the cent's in the \$\$ AAV and service charges being maintained the same as 2019-20.

Rate Type	How Applied	2020	2021
General Rate*	Cents in \$ of AAV	10.4000	10.4000
General Rate – Zone 4* (CBD)	Cents in \$ of AAV	11.9776	11.9776
General Rate – Residential*	Cents in \$ of AAV	8.0415	8.0415
General Rate – Primary Production*	Cents in \$ of AAV	10.0226	10.0226
Urban Fire Levy**	Cents in \$ of AAV	1.4182	1.4182
Rural Fire Levy**	Cents in \$ of AAV	0.4018	0.4018
Ridgley Fire Levy**	Cents in \$ of AAV	0.4186	0.4186
Storm Water Removal Rate***	Cents in \$ of AAV	1.7599	1.7599
Municipal Waste Management Charge	\$ per property	\$121	\$121
Kerbside Collection - Garbage & Recycling	\$ per property	\$297.00	\$297.00
Kerbside Collection – Recycling Only	\$ per property	\$74.00	\$74.00
Kerbside Collection – Garbage Only	\$ per property	\$223.00	\$223.00

The table below provides the total expected rates and charges for 2020-21 by rate type:

Rate Type	Amount Expected
General Rate*	4,216,262.30
General Rate – Zone 4* (CBD)	1,894,550.60
General Rate – Residential*	8,211,881.63
General Rate – Primary Production*	873,212.91
Urban Fire Levy**	1,927,288.01
Rural Fire Levy**	93,303.22
Ridgley Fire Levy**	11,008.90
Storm Water Removal Rate***	1,617,165.64
Municipal Waste Management Charge	1,307,284.00
Kerbside Collection - Garbage & Recycling	2,403,324.00
Kerbside Collection – Recycling Only	3,848.00
Kerbside Collection – Garbage Only	298,151.00
Total expected rates and charges 2020-21	22,857,280.21

The expected 2020-21 rates and charges of \$22.857m is 0.62% higher than the forecast of \$22.716m for 2019-20 due to the effect of supplementary rates.

Council will budget for the effect of this resolution in its Annual Plan & Budget Estimates 2020-21.

7.0 DISCUSSION

Rates and Charges

The rates resolution includes a rates freeze on all rates and charges including the fire levy. Council is the collection agency on behalf of the State Fire Commission. The levies pay for fire protection services.

Council has maintained the discount for early payment of rates and charges, with the discount date moved to 31 October for the 2020-21 financial year.

Rates Instalment dates for 2020-21 have also been extended with dates for 2020-21 being:

- Instalment 1 30 November 2020
- Instalment 2 31 January 2021
- Instalment 3 31 March 2021
- Instalment 4 31 May 2021

Fees and Charges

The rates resolution includes approval of Council's schedule of fees and charges for 2020-21 which is included as an attachment to the report.

In most instances fees and charges for 2020-21 have been maintained at the same price as 2019-20 except for fees required to be increased under legislation or Council by-law.

Loan Borrowings

Could has been approved for \$10,398,404 under the State Government Local Government Loans Program. The program provide loans to Council with a three year interest free period.

The rates resolution provides authority to the General Manager to negotiate a loan with the Tasmanian Public Finance Corporation. It is envisaged that the loan will be taken out as a ten year principal and interest loan with six monthly repayments.

The indicative interest rate on the loan is currently 1.95% but will be finalised as the execution of the loan agreement. It is envisaged that the loan will be executed before 30 June 2020.

8.0 RISK

The adoption of the Rates Resolution 2020-21 reduces the risk to Council of non-compliance with legislation. By not adopting the document at this meeting the levying of Council's rates revenue may be at risk of being delayed.

9.0 CONSULTATION

Council has reviewed its Rates & Charges Policy and strategy extensively through a number of workshops held throughout May and June.

ATTACHMENTS

- 1 [↓](#) DRAFT Schedule of Fees and Charges 2020-21

COUNCIL RESOLUTION

Resolution number: MO162-20

MOVED: Cr A Keygan

SECONDED: Cr G Simpson

“THAT Council adopt the following 2020-2021 Rates resolution:

1. Rates Resolution

1.1 In accordance with the provisions of the Local Government Act 1993 (as amended) and the Fire Services Act 1979 the Council makes the following Rates and Charges for land within the Council’s municipal area for the period 1 July 2020 to 30 June 2021.

1.1.1. Definitions Used in this Resolution

- (a) “AAV” means the assessed annual value for the land;**
- (b) “land” means land as defined in Section 86 of the Act.**
- (c) “primary production” means land that is shown as primary production (L), in the list of valuations prepared by the Valuer General pursuant to the provisions of the Valuation of Land Act 2001;**
- (d) “the Act” means the Local Government Act 1993;**
- (e) “R6” means the Valuation Property Classification for institutional residential accommodation;**
- (f) “residential purposes” means land that is shown as residential (R), in the list of valuations prepared by the Valuer General pursuant to the provisions of the Valuation of Land Act 2001;**
- (g) “Separately occupied tenement” means any land in relation to which the Valuer General has separately determined assessed annual values having regard to occupation or construction of the land or improvement or structural alterations made in it;**
- (h) “vacant land” means land that is shown as vacant (V) in the list of valuation prepared by the Valuer General pursuant to the provisions of the Valuation of Land Act**

2001;

- (i) Terms used in this resolution have the same meaning as given to them in Part 9 of the Act, unless it is inconsistent with the context of this resolution.**
- (j) "Multiple dwelling" means a dwelling containing more than one separately occupied tenement where that dwelling does not have a separate title.**

1.2 General Rate

1.2.1 In accordance with the provisions of Section 90 of the Act Council makes a general rate of 10.4000 cents in the dollar of AAV on all land (excluding land which is exempt pursuant to the provisions of section 87 of the Act) within the Burnie municipal area subject to a minimum amount payable of \$260.

1.2.2 In accordance with the provisions of Section 107(1) of the Act, and by absolute majority, the Council declares that the general rate is varied within the municipal area and within different parts of the municipal area of Burnie according to the following factors:-

(a) the use or predominant use of the land and in particular the following variations are made:-

(i) for all land which is used for residential purposes the general rate is varied by decreasing it to 8.0415 cents in the dollar of the AAV;

(ii) for all land which is used for primary production the general rate is varied by decreasing it to 10.0226 cents in the dollar of the AAV;

(b) the locality of land and in particular:-

(i) within the hatched area shown on the attached location map marked "Central Burnie" (the Location) for all land that is used for a commercial or industrial purpose the general rate is varied by increasing it to 11.9776 cents in the dollar AAV. Land that is used for residential purposes within the Location is to be rated in accordance with 1.2.2(a)(i). Vacant use of land within the Location is to be rated in accordance

with 1.2.1;

1.3 Service Rates and Charges

1.3.1 In accordance with the provisions of Section 93 and 94 of the Act Council makes:

- (a) A waste management charge levied as follows:**
 - (i) \$121.00 on all land for municipal waste management services provided in the municipal area (other than the kerbside collection).**
 - (ii) \$297.00 on all land to which the Council provides a kerbside collection service.**
- (b) A Stormwater Removal Service Rate for stormwater removal of 1.7599 cents in the dollar AAV on all land, except residential and vacant land, within the Burnie or Ridgley Water Districts or within the Burnie or Ridgley Sewer Districts; with a minimum amount payable of \$76.**
- (c) A Stormwater Removal Service Charge of \$76 for stormwater removal on residential land, vacant land and each separately occupied tenement within the Burnie or Ridgley Water Districts or within the Burnie or Ridgley Sewer Districts.**
- (d) A general fire protection rate of 0.4018 cents in the dollar AAV on all land in the municipal area with a minimum amount payable of \$41 for all land. (The Rating Districts are the areas so declared and named under Section 74A of the Fire Service Act 1979).**

1.3.2 In accordance with the provisions of Section 107(1) of the Act, and by absolute majority, the Council declares that the general fire protection rate is varied within the municipal area and within different parts of the municipal area of Burnie according to the following factors;

- (a) the locality of the land:**
 - (i) for land within the Burnie Composite Brigade Rating District the general fire protection rate is varied by increasing it to 1.4182 cents in the dollar AAV;**
 - (ii) for land within the Ridgley Volunteer Brigade**

Rating District the general fire protection rate is varied by increasing it to 0.4186 cents in the dollar AAV.

1.4 Remissions

1.4.1 *In accordance with Section 129(3) of the Act, and by absolute majority, Council grants a remission of the stormwater removal rate or charge if:*

(a) *A ratepayer has applied in accordance with Section 129(2) of the Act; and*

(b) *the applicant has satisfied the General Manager that the remission of stormwater removal rate or charge should be granted on the basis that the property has no ability to connect to the stormwater system.*

1.4.2 *In accordance with Section 129(3) of the Act, and by absolute majority, Council grants a remission of the Waste Management Charge if:*

(a) *A ratepayer has applied in accordance with Section 129(2) of the Act; and*

(b) *the applicant has satisfied the General Manager that the remission of the Waste Management Charge should be granted on the basis that collection is impractical due to limited presentation space at kerbside or insufficient storage space within the property.*

1.4.3 *In accordance Section 129(4) of the Act, and by absolute majority, the Council grants the following remission of rates.*

(a) *For all land to which the Council does not provide a garbage collection service a remission of \$223.00 is to be granted;*

(b) *For all land to which the Council does not provide a recycling service a remission of \$74.00 is to be granted.*

1.5 Payment Options

1.5.1 Due Dates

In accordance with the provisions of Section 124 of the Act Council determines that all rates and charges are payable by four instalments, (calculated to the nearest cent) the due date

by which they are to be paid being:

1st Instalment – 30 November 2020

2nd Instalment – 31 January 2021

3rd Instalment – 31 March 2021

4th Instalment – 31 May 2021

1.5.2 Discount for Early Payment

In accordance with the provisions of Section 130 of the Act Council will provide a discount of 2.5% of the total current rates and charges (excluding fire levy) specified in a rates notice applying to all the rates and charges for the financial year 2020/21 and any arrears are paid by 5.00 pm, 31 October 2020 and providing all arrears of rates and charges are paid.

1.5.3 Defaults and Penalties

(a) In accordance with the provisions of Section 124(5) of the Act if a ratepayer fails to pay any instalment within 21 days of the date on which the instalment is due, the ratepayer is to immediately pay the full amount of the unpaid rates and charges.

(b) In accordance with the provisions of Section 128(2) if any rates and charges or instalment of rates and charges are not paid on or before the date they fall due, then daily interest charged monthly, at the prescribed percentage, is payable from the date they fell due to the date of payment.

1.6 Supplementary Rates

1.6.1 In accordance with the provisions of Section 92 of the Act Council delegates to the General Manager the power to adjust a rate as a result of a supplementary valuation.

2. Fees and Charges

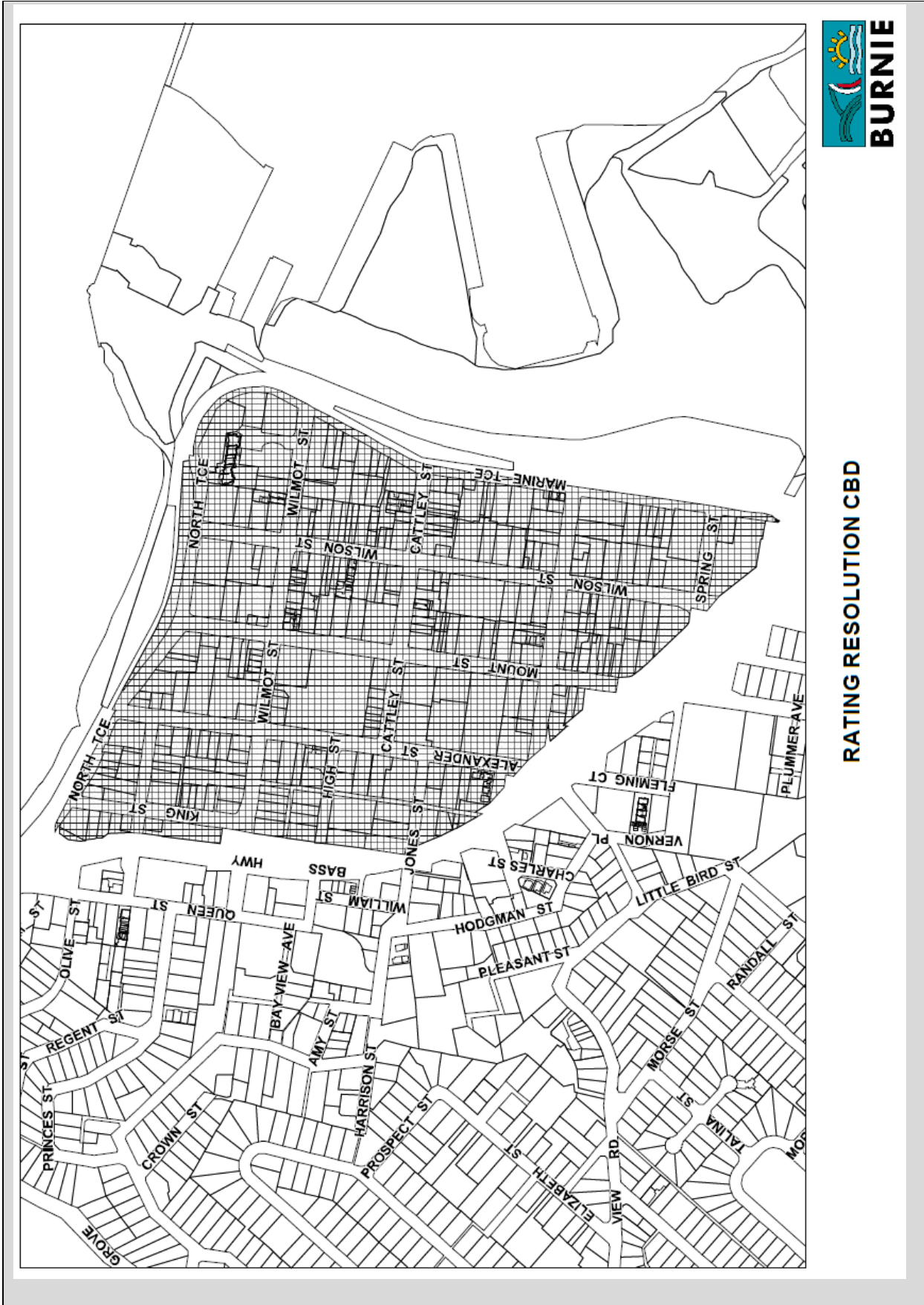
2.1 In accordance with Section 205 of the Act, and other relevant Acts as detailed in the fees and charges schedule, the Council imposes the fees and charges within the attached Draft Schedule of Fees and Charges 2020-21, with increases being effective from 1 July 2020 and otherwise as stated in the schedule.

3. Waste Vouchers

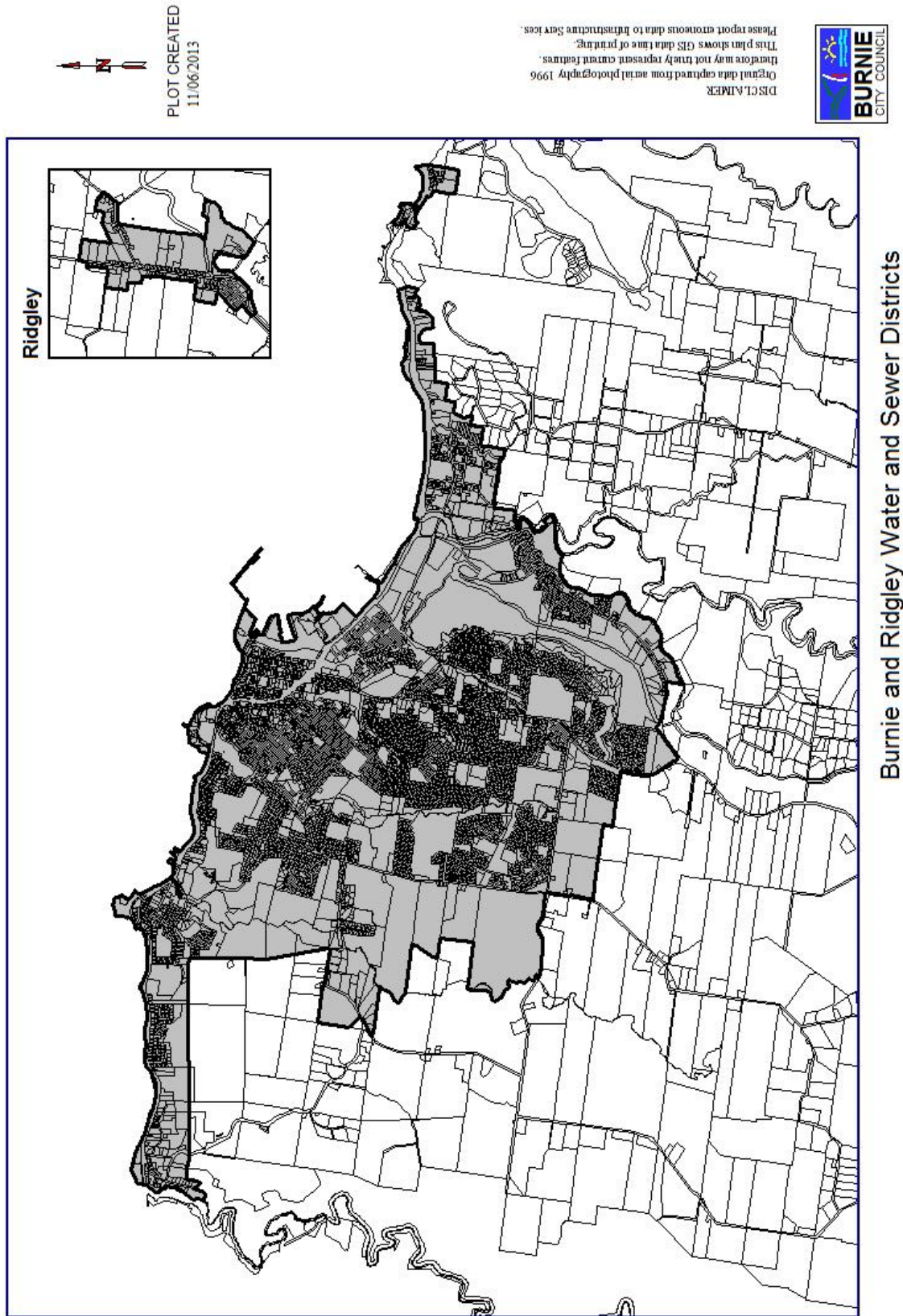
- 3.1 Council authorises the General Manager to provide each separately occupied tenement with four green waste vouchers and four general waste vouchers.**

4. Loan Borrowings

- 4.1 Council authorises the General Manager in absolute majority to negotiate a debenture loan of \$10.4 million in accordance with Section 78 of the Act.”**



RATING RESOLUTION CBD



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

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
SUMMER SPORTS								
Acton Cricket Club	Acton Rec Ground	\$776	\$776	\$70.55	0.00%	\$802	\$830	\$858
Burnie Cricket League Inc	Acton Rec Ground - Per Season Ground Use	\$2,202	\$2,202	\$200.18	0.00%	\$2,277	\$2,354	\$2,434
Burnie Cricket League Inc	Wivenhoe Rec Grid - Per Season Ground Use	\$2,202	\$2,202	\$200.18	0.00%	\$2,277	\$2,354	\$2,434
Burnie Cricket League Inc	Ridgley Rec Ground - Per Season Ground Use	\$2,202	\$2,202	\$200.18	0.00%	\$2,277	\$2,354	\$2,434
Burnie Cricket League Inc	Stowport Rec Ground - Per Season Ground Use	\$2,205	\$2,205	\$200.45	0.00%	\$2,280	\$2,357	\$2,438
Burnie Cricket League Inc	Natone Rec Ground - Per Season Ground Use	\$2,205	\$2,205	\$200.45	0.00%	\$2,280	\$2,357	\$2,438
Burnie Yeomen Cricket	West Park Oval - Per Season Ground Use	\$3,753	\$3,753	\$341.18	0.00%	\$3,881	\$4,013	\$4,149
Burnie Harness Racing	Wivenhoe Rec Ground - Per Race Day	\$1,115	\$1,115	\$101.36	0.00%	\$1,153	\$1,192	\$1,233
Burnie Harness Racing	Wivenhoe Rec Ground - Per Trial Day	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
Burnie United Football Club	Montello Rec Ground - Per Pre Season Training	\$856	\$856	\$77.82	0.00%	\$885	\$915	\$946
Season								
Burnie Cricket League Inc	Montello Rec Ground - Per Season Ground Use	\$2,428	\$2,428	\$220.73	0.00%	\$2,511	\$2,596	\$2,684
Burnie Softball Association	Acton Rec Ground - Per Training Season	\$1,366	\$1,366	\$124.18	0.00%	\$1,412	\$1,460	\$1,510
Natone Cricket Club	Wivenhoe Rec Ground - Per Training Season	\$776	\$776	\$70.55	0.00%	\$802	\$830	\$858
Ridgley Cricket Club	Ridgley Rec Ground - Per Training Season	\$776	\$776	\$70.55	0.00%	\$802	\$830	\$858
Football Clubs	All Grounds - Per Pre-Season Training Session	\$29	\$29	\$2.64	0.00%	\$30	\$31	\$32
Stowport Cricket Club	Stowport Rec Ground - Per Season Training	\$776	\$776	\$70.55	0.00%	\$802	\$830	\$858
West Ridgley Cricket Club	Ridgley Rec Ground - Per Season Training	\$776	\$776	\$70.55	0.00%	\$802	\$830	\$858
Touch Football Association	Upper Burnie Rec Ground - Per Season	\$169	\$169	\$15.36	0.00%	\$175	\$181	\$187
Burnie Athletic Club	West Park Oval - Day Hire	\$612	\$612	\$55.64	0.00%	\$633	\$654	\$677
City of Burnie Cycling Club	West Park Oval - Pre Season	\$1,118	\$1,118	\$101.64	0.00%	\$1,156	\$1,195	\$1,236
WINTER SPORTS								
Auskick	Wivenhoe Rec Ground - Per Season	\$221	\$221	\$20.09	0.00%	\$229	\$236	\$244
Darwin Football Association	Ridgley Rec Ground - Per Game Day	\$307	\$307	\$27.91	0.00%	\$317	\$328	\$339
Darwin Football Association	Wivenhoe Rec Ground - Per Game Day	\$307	\$307	\$27.91	0.00%	\$317	\$328	\$339
Darwin Football Association	Natone Rec Ground Per Game Day	\$307	\$307	\$27.91	0.00%	\$317	\$328	\$339
Darwin Football Association	West Park Oval - Per Season	\$307	\$307	\$27.91	0.00%	\$317	\$328	\$339
Dockers Football Club	West Park Oval - Per Game Day	\$612	\$612	\$55.64	0.00%	\$633	\$654	\$677
Dockers Football Club	West Park Oval - Per Training Season	\$1,118	\$1,118	\$101.64	0.00%	\$1,156	\$1,195	\$1,236
Dockers Football Club	West Park Oval - Per Season - Junior Footy	\$252	\$252	\$22.91	0.00%	\$261	\$269	\$279
Darwin Umpires	Wivenhoe Rec Ground Per Training Season	\$186	\$186	\$16.91	0.00%	\$192	\$199	\$206
Natone Football Club	Natone Rec Ground Per Training Season	\$559	\$559	\$50.82	0.00%	\$578	\$598	\$618
NW Umpires Association	Upper Burnie Rec Ground Per Training Season	\$186	\$186	\$16.91	0.00%	\$192	\$199	\$206
Ridgley Football Club	Ridgley Rec Ground Per Training Season	\$559	\$559	\$50.82	0.00%	\$578	\$598	\$618
5th Burnie Football Club	Wivenhoe Rec Ground Per Training Season	\$559	\$559	\$50.82	0.00%	\$578	\$598	\$618
Burnie United Football Club	Montello Rec Ground Per Training Season	\$559	\$559	\$50.82	0.00%	\$578	\$598	\$618
Burnie United Football Club	Montello Rec Ground Per Game Day	\$307	\$307	\$27.91	0.00%	\$317	\$328	\$339
Burnie Rugby Club	Upper Burnie Rec Ground for Season	\$704	\$704	\$64.00	0.00%	\$728	\$753	\$778
Yeoman Football Club	Wivenhoe Rec Ground Per Training Season	\$559	\$559	\$50.82	0.00%	\$578	\$598	\$618

The fees and charges for summer and winter sports have been developed to contribute towards the cost to maintain the facility including grass care, maintenance, facility management, irrigation and general ground maintenance.

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
AQUATIC CENTRE								
Daily Rate								
	Adult	\$7.00	\$7.00	\$0.64	0.00%	\$7.20	\$7.40	\$7.60
	Child 5-15	\$4.30	\$4.30	\$0.39	0.00%	\$4.40	\$4.60	\$4.80
	Child 2-4	\$2.10	\$2.10	\$0.19	0.00%	\$2.20	\$2.20	\$2.30
	Infant 0-2	Free	Free	n/a	n/a	Free	Free	Free
	Student (age 18 and over)	\$4.30	\$4.30	\$0.39	0.00%	\$4.40	\$4.50	\$4.60
	Family (2 adults, 2 children, each extra child \$2.10)	\$18.00	\$18.00	\$1.64	0.00%	\$18.50	\$19.00	\$19.50
	Aged pensioner/Seniors cardholder	\$3.80	\$3.80	\$0.35	0.00%	\$3.90	\$4.00	\$4.10
	School groups (per child per session)	\$2.70	\$2.70	\$0.25	0.00%	\$2.80	\$2.90	\$3.00
	Adult spectators	Free	Free	n/a	n/a	Free	Free	Free
	Child spectator (age 2 and above)	Free	Free	n/a	n/a	Free	Free	Free
Monthly Tickets								
	Adult	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Child	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Multi-use Tickets								
	Adult 10 Swim	\$58.00	\$58.00	\$5.27	0.00%	\$60.00	\$61.00	\$63.00
	Adult 20 Swim	\$105.00	\$105.00	\$9.55	0.00%	\$108.00	\$110.00	\$113.00
	Child 10 Swim	\$37.00	\$37.00	\$3.36	0.00%	\$38.00	\$39.00	\$40.00
	Child 20 Swim	\$70.00	\$70.00	\$6.36	0.00%	\$72.00	\$74.00	\$76.00
Season Tickets*								
	Adult 12 month	\$555.00	\$555.00	\$50.45	0.00%	\$572.00	\$584.00	\$602.00
	Child 12 month	\$318.00	\$318.00	\$28.91	0.00%	\$328.00	\$335.00	\$345.00
	Aged pensioner/Seniors cardholder 12 month	\$311.00	\$311.00	\$28.27	0.00%	\$320.00	\$327.00	\$337.00
	Family 12 month	\$940.00	\$940.00	\$85.45	0.00%	\$966.00	\$988.00	\$1,018.00
	Adult 6 month	\$327.00	\$327.00	\$29.73	0.00%	\$338.00	\$345.00	\$355.00
	Child 6 month	\$187.00	\$187.00	\$17.00	0.00%	\$195.00	\$199.00	\$205.00
	Aged pensioner/Seniors cardholder 6 month	\$183.00	\$183.00	\$16.64	0.00%	\$189.00	\$193.00	\$199.00
	Family 6 month	\$556.00	\$556.00	\$50.55	0.00%	\$571.00	\$583.00	\$600.00
	Adult 6 month	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Child 6 month	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Aged pensioner/Seniors cardholder 6 month	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Family 6 month	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1/2 Season Tickets								
	Adult	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Child	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Family	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
Special Use								
	School carnival (one pool only, per hour)	\$197.00	\$197.00	\$17.91	0.00%	\$203.00	\$207.00	\$213.00
	School carnival (second pool per hour)	\$98.50	\$98.50	\$8.95	0.00%	\$101.50	\$104.00	\$107.00
	Weekend carnival (one pool only, per hour)	\$255.00	\$255.00	\$23.18	0.00%	\$262.00	\$268.00	\$276.00
	Swim club lanes	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Club annual fee (for full use of facility)****	\$4,513.00	\$4,513.00	\$410.27	0.00%	\$4,648.00	\$4,746.00	\$4,888.00
	After hours (per hour)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Private Programs								
	Programs per lane per hour***	\$24.05	\$24.05	\$2.19	0.00%	\$24.75	\$25.30	\$26.10
Learn to Swim (Dept of Education)								
	1st child in family	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	2nd child in family	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Meeting Room Hire								
	All regular users (Swim Clubs, Private Clubs, POC, Masters, Surf Club etc)	Free	Free	Free	Free	Free	Free	Free
	Private hire (on availability, conditions apply)**	\$24.05	\$24.05	\$2.19	0.00%	\$24.75	\$25.30	\$26.10

- * Includes Masters Swim Club & Burnie Surf Life Saving Club members. Each member buys a season ticket
- ** Attendees to pay entry fee if not already paid or holders of season tickets. Cleaning by user or by arrangement with management. Hire of equipment on approval by Manager and may be subject to bond.
- *** Includes learn to swim, Aqua Aerobics, School Holiday Programs, Adult Lessons etc. In addition to lane hire, individuals must pay an entry fee for each session or a season or multi-use ticket.
- **** Exclusive hire of 4 lanes for indoor pool and 3 lanes for outdoor pool at the times negotiated with management. Club individuals pay season ticket.

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
PUBLIC HALLS								
Upper Burnie Hall								
	Fairs and markets - day	\$76	\$76	\$6.91	0.00%	\$79	\$81	\$84
	Private functions - night	\$95	\$95	\$8.64	0.00%	\$98	\$102	\$105
	Private functions - day	\$186	\$186	\$16.91	0.00%	\$192	\$199	\$206
	Meetings	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
	Regular community based users - per month	\$81-\$131	\$81-\$131	\$7.36 - \$11.91	0.00%	\$84 - \$136	\$87 - \$141	\$90 - \$146
	Refundable bond	\$236	\$236	\$21.45	0.00%	\$244	\$252	\$261
Stowport Hall								
	Hall hire - day	\$76	\$76	\$6.91	0.00%	\$79	\$81	\$84
	Hall hire - night	\$139	\$139	\$12.64	0.00%	\$144	\$149	\$154
	Indoor sports - day	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
	Indoor sports - night	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
	Fairs and markets - day	\$80	\$80	\$7.27	0.00%	\$83	\$86	\$88
	Meetings	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
	Kitchen	\$30	\$30	\$2.73	0.00%	\$31	\$32	\$33
	Regular community based users - per month	\$81-\$131	\$81-\$131	\$7.36 - \$11.91	0.00%	\$84 - \$136	\$87 - \$141	\$90 - \$146
	Refundable bond	\$236	\$236	\$21.45	0.00%	\$244	\$252	\$261
Natone Hall								
	Hall hire - day	\$76	\$76	\$6.91	0.00%	\$79	\$81	\$84
	Hall hire - night	\$139	\$139	\$12.64	0.00%	\$144	\$149	\$154
	Indoor sports - day	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
	Indoor sports - night	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
	Fairs and markets - day	\$80	\$80	\$7.27	0.00%	\$83	\$86	\$88
	Meetings	\$47	\$47	\$4.27	0.00%	\$49	\$50	\$52
	Kitchen	\$30	\$30	\$2.73	0.00%	\$31	\$32	\$33
	Crockery	\$41	\$41	\$3.73	0.00%	\$42	\$44	\$45
	Regular community based users - per month	\$81-\$131	\$81-\$131	\$7.36 - \$11.91	0.00%	\$84 - \$136	\$87 - \$141	\$90 - \$146
	Refundable bond	\$236	\$236	\$21.45	0.00%	\$244	\$252	\$261
Ridgley Community Centre								
	Hall hire - day	\$111	\$111	\$10.09	0.00%	\$115	\$119	\$123
	Hall hire - night	\$222	\$222	\$20.18	0.00%	\$230	\$237	\$245
	Fairs and markets - day	\$79	\$79	\$7.18	0.00%	\$82	\$84	\$87
	Regular community based users - per month	\$81 - \$131	\$81 - \$131	\$7.36 - \$11.91	0.00%	\$84 - \$136	\$87 - \$141	\$90 - \$146
	Refundable Bond - Day	\$0	\$0	\$0.00	0.00%	\$0	\$0	\$0
	Refundable Bond - Night	\$0	\$0	\$0.00	0.00%	\$0	\$0	\$0
BURNIE SPORTS CENTRE								
<i>(Hourly rate unless otherwise stated. Electricity remains as is but offset by increased hall hire fee)</i>								
	Hall hire - per hall permanent users	\$24	\$24	\$2.18	0.00%	\$25	\$26	\$27
	Hall hire - per hall - casual users	\$30	\$30	\$2.73	0.00%	\$31	\$32	\$33
	Hall hire - per hall - Junior Basketball - includes lights	\$18	\$18	\$1.64	0.00%	\$19	\$19	\$20
	Hall hire - per hall - Burnie Badminton Club - 75% includes lights	\$27	\$27	\$2.45	0.00%	\$28	\$29	\$30
	Meeting room hire - permanent users	\$24	\$24	\$2.18	0.00%	\$25	\$26	\$27
	Meeting room hire - casual users	\$34	\$34	\$3.09	0.00%	\$35	\$36	\$38
	Lights - per court	\$12	\$12	\$1.09	0.00%	\$12	\$13	\$13
ALL COUNCIL FACILITIES AND HALLS								
	Commercial functions - night	By Neg	By Neg	New	New	By Neg	By Neg	By Neg
	Commercial functions - day	By Neg	By Neg	New	New	By Neg	By Neg	By Neg
	Commercial functions refundable bond	By Neg	By Neg	New	New	By Neg	By Neg	By Neg

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	2019-20 Fee	2020-21 Fee	GST	2020-21 % Increase	2021-22 Fee	2022-23 Fee	2023-24 Fee
BURNIE ARTS AND FUNCTION CENTRE VENUE								
BASS AND FLINDERS ROOM								
	Morning or afternoon (4 hours)	\$215.00	\$215.00	\$19.55	0.00%	\$222.00	\$230.00	\$238.00
	Morning and afternoon (8 hours)	\$325.00	\$325.00	\$29.55	0.00%	\$336.00	\$347.00	\$359.00
	Evening (4 hours)	\$380.00	\$380.00	\$34.55	0.00%	\$393.00	\$406.00	\$420.00
	Full day*	By Neg	By Neg			By Neg	By Neg	By Neg
BRADDON HALL								
	Morning or afternoon (4 hours)	\$260.00	\$260.00	\$23.64	0.00%	\$269.00	\$278.00	\$287.00
	Morning and afternoon (8 hours)	\$390.00	\$390.00	\$35.45	0.00%	\$403.00	\$417.00	\$431.00
	Evening (4 hours)	\$425.00	\$425.00	\$38.64	0.00%	\$439.00	\$454.00	\$469.00
	Full day*	By Neg	By Neg			By Neg	By Neg	By Neg
VIP ROOM								
	Morning or afternoon (4 hours)	\$165.00	\$165.00	\$15.00	0.00%	\$171.00	\$177.00	\$183.00
	Morning and afternoon (8 hours)	\$250.00	\$250.00	\$22.73	0.00%	\$259.00	\$268.00	\$277.00
	Evening (4 hours)	\$380.00	\$380.00	\$34.55	0.00%	\$393.00	\$406.00	\$420.00
	Full day*	By Neg	By Neg			By Neg	By Neg	By Neg
TOWN HALL								
	Morning or afternoon (4 hours)	\$420.00	\$420.00	\$38.18	0.00%	\$434.00	\$449.00	\$464.00
	Theatre/Table	\$600.00	\$600.00	\$54.55	0.00%	\$620.00	\$641.00	\$663.00
	Morning and afternoon (8 hours)	\$665.00	\$665.00	\$60.45	0.00%	\$688.00	\$711.00	\$735.00
	Theatre/Table	\$840.00	\$840.00	\$76.36	0.00%	\$869.00	\$899.00	\$930.00
	Morning or afternoon (4 hours)	\$585.00	\$585.00	\$53.18	0.00%	\$605.00	\$626.00	\$647.00
	Theatre/Table	\$760.00	\$760.00	\$69.09	0.00%	\$786.00	\$813.00	\$841.00
	Morning or afternoon (8 hours)	\$895.00	\$895.00	\$81.36	0.00%	\$925.00	\$956.00	\$989.00
	Theatre/Table	\$1,020.00	\$1,020.00	\$92.73	0.00%	\$1,055.00	\$1,091.00	\$1,128.00
TOWN HALL PLUS BRADDON HALL								
	Morning or afternoon (4 hours)	\$480.00	\$480.00	\$43.64	0.00%	\$496.00	\$513.00	\$530.00
	Theatre/Table	\$655.00	\$655.00	\$59.55	0.00%	\$677.00	\$700.00	\$724.00
	Morning and afternoon (8 hours)	\$745.00	\$745.00	\$67.73	0.00%	\$770.00	\$796.00	\$823.00
	Theatre/Table	\$920.00	\$920.00	\$83.64	0.00%	\$951.00	\$983.00	\$1,016.00
	Morning or afternoon (4 hours)	\$645.00	\$645.00	\$58.64	0.00%	\$667.00	\$690.00	\$713.00
	Theatre/Table	\$820.00	\$820.00	\$74.55	0.00%	\$848.00	\$877.00	\$907.00
	Morning or afternoon (8 hours)	\$1,020.00	\$1,020.00	\$92.73	0.00%	\$1,055.00	\$1,091.00	\$1,128.00
	Theatre/Table	\$1,200.00	\$1,200.00	\$109.09	0.00%	\$1,241.00	\$1,283.00	\$1,327.00
FOYERS (Per Foyer)								
	Morning or afternoon (4 hours)	\$145.00	\$145.00	\$13.18	0.00%	\$150.00	\$155.00	\$160.00
	Theatre/Table	\$205.00	\$205.00	\$18.64	0.00%	\$212.00	\$219.00	\$226.00
	Morning and afternoon	\$225.00	\$225.00	\$20.45	0.00%	\$233.00	\$241.00	\$249.00

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	% Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24	
(8 hours)	Theatre Table	\$285.00	\$285.00	\$25.91	0.00%	\$295.00	\$305.00	\$315.00	
Evening (4 hours)	Bare room Theatre/Table	\$305.00	\$305.00	\$27.73	0.00%	\$315.00	\$326.00	\$337.00	
Full day	Bare room Theatre/Table	\$370.00	\$370.00	\$33.64	0.00%	\$383.00	\$396.00	\$409.00	
	Bare room Theatre/Table	\$330.00	\$330.00	\$30.00	0.00%	\$341.00	\$353.00	\$365.00	
	Bare room Theatre/Table	\$410.00	\$410.00	\$37.27	0.00%	\$424.00	\$438.00	\$453.00	
WHOLE VENUE (TH/BH/AT/BF/VIP/BR/Foy)									
Morning or afternoon (4 hours)	Bare room Theatre/Table	By Neg	By Neg			By Neg	By Neg	By Neg	
Morning and afternoon (8 hours)	Bare room Theatre/Table	By Neg	By Neg			By Neg	By Neg	By Neg	
Full day	Bare room Theatre/Table	By Neg	By Neg			By Neg	By Neg	By Neg	
	Bare room Theatre/Table	By Neg	By Neg			By Neg	By Neg	By Neg	
	Bare room Theatre/Table	By Neg	By Neg			By Neg	By Neg	By Neg	
ARTS THEATRE									
Morning or afternoon (4 hours)		\$380.00	\$380.00	\$34.55	0.00%	\$393.00	\$406.00	\$420.00	
Morning and afternoon (8 hours)		\$610.00	\$610.00	\$55.45	0.00%	\$631.00	\$652.00	\$674.00	
Evening (4 hours)		\$535.00	\$535.00	\$48.64	0.00%	\$553.00	\$572.00	\$591.00	
Full day		\$820.00	\$820.00	\$74.55	0.00%	\$848.00	\$877.00	\$907.00	
BOARD ROOM									
Morning or afternoon (4 hours)		\$100.00	\$100.00	\$9.09	0.00%	\$103.00	\$107.00	\$111.00	
Morning and afternoon (8 hours)		\$160.00	\$160.00	\$14.55	0.00%	\$165.00	\$171.00	\$177.00	
Evening (4 hours)		\$240.00	\$240.00	\$21.82	0.00%	\$248.00	\$256.00	\$265.00	
Full day*		By Neg	By Neg			By Neg	By Neg	By Neg	
ADDITIONAL HOURLY									
Morning or afternoon (4 hours)		\$61.00	\$61.00	\$5.55	0.00%	\$63.00	\$65.00	\$67.00	
Morning and afternoon (8 hours)		\$61.00	\$61.00	\$5.55	0.00%	\$63.00	\$65.00	\$67.00	
Evening (4 hours)		\$61.00	\$61.00	\$5.55	0.00%	\$63.00	\$65.00	\$67.00	
DINNER SETUP (for all dinners in the TH)									
Full day		\$500.00	\$500.00	\$45.45	0.00%	\$517.00	\$535.00	\$553.00	
CLEANING (for all dinners and large events in the TH)									
Full day		\$195.00	\$195.00	\$17.73	0.00%	\$202.00	\$209.00	\$216.00	
4 Hours Morning/Afternoon	<i>Business Hours Only, 8.00am - 5.00pm</i>								
8 Hours Morning/Afternoon	<i>Business Hours Only, 8.00am - 5.00pm</i>								
4 Hours Evening	<i>After 5.00pm</i>								
*Full Day Rates									
NOTES:									
Additional Catering Fees and Charges may be reason for the Director to waive Venue Hire Fees and Charges.									
Room includes tablecloths, if additional tablecloths are required - charged at \$4.00 per cloth									
Saturday surcharge on all fees is 15%									
Sunday surcharge on all fees is 30%									
Public holiday surcharge on all fees is 50%									
Setup days by negotiation									
Cleaning \$195, if applicable events & dinners in Junction rooms									
As per Theatre Hire Fees and Charges									
Surcharges									
Cleaning Technicians									

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
WEST PARK VENUE								
THE POINT WEST PARK								
Morning or Afternoon (4 Hours)	Bare Room	\$205	\$205	\$18.64	0.00%	\$212	\$219	\$227
	Theatre Style	\$275	\$275	\$25.00	0.00%	\$284	\$294	\$304
	Table Setup	\$295	\$295	\$26.82	0.00%	\$305	\$315	\$326
Morning and Afternoon (8 Hours)	Bare Room	\$325	\$325	\$29.55	0.00%	\$336	\$347	\$359
	Theatre Style	\$400	\$400	\$36.36	0.00%	\$414	\$428	\$443
	Table Setup	\$420	\$420	\$38.18	0.00%	\$434	\$449	\$464
Evening (4 Hours)	Bare Room	\$335	\$335	\$30.45	0.00%	\$346	\$358	\$370
	Theatre Style	\$410	\$410	\$37.27	0.00%	\$424	\$438	\$453
	Table Setup	\$430	\$430	\$39.09	0.00%	\$445	\$460	\$476
Full Day	Bare Room	\$540	\$540	\$49.09	0.00%	\$558	\$577	\$597
	Theatre Style	\$610	\$610	\$55.45	0.00%	\$631	\$653	\$675
	Table Setup	\$630	\$630	\$57.27	0.00%	\$651	\$673	\$696
CORPORATE BOXES								
Morning or afternoon (4 hours)	Single	\$150	\$150	\$13.64	0.00%	\$155	\$160	\$166
	Double	\$220	\$220	\$20.00	0.00%	\$227	\$235	\$243
Morning and afternoon (8 hours)	Single	\$200	\$200	\$18.18	0.00%	\$207	\$214	\$221
	Double	\$295	\$295	\$26.82	0.00%	\$305	\$315	\$326
Evening (4 hours)	Single	\$235	\$235	\$21.36	0.00%	\$243	\$251	\$260
	Double	\$345	\$345	\$31.36	0.00%	\$357	\$369	\$382
Full day	Single	\$390	\$390	\$35.45	0.00%	\$403	\$417	\$431
	Double	\$580	\$580	\$52.73	0.00%	\$600	\$620	\$642

4 Hours Morning/Afternoon Business Hours Only: 8.30am - 5.00pm
8 Hours Morning/Afternoon Business Hours Only: 8.30am - 5.00pm
4 Hours Evening After 5.00pm - includes the cost of 1 staff member, additional staff charged at the rate specified in Staff Fees and Charges
Full Day Rate All day functions, including evenings, i.e. weddings, expos, trade fairs, etc. Includes the cost of 1 staff member

NOTES:
 Additional Catering Fees and Charges may be reason for the Director to waive Venue Hire Fees and Charges.
 Additional Charges may apply for tablecloths if a large number of tables is required - charged at \$4.00 per cloth
 Kitchen hire is available by negotiation
 Additional evening hourly rates, for bookings over 4 hours, is charged at \$55 an hour
 Saturday surcharge on all fees is 15%, to cover additional staffing costs
 Sunday surcharge on all fees is 30%, to cover additional staffing costs
 Public holiday surcharge on all fees is 50%, to cover additional staffing costs
 Setup days by negotiation
 Eligible community groups will be entitled to financial assistance and discounted rates for Council's Venues.
 Refer to Council's Community Assistance Grants Policy

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
BURNIE REGIONAL MUSEUM								
Entrance Fees								
	Cradle Coast Region*	Free	Free			Free	Free	Free
	Adults	\$8.50	\$8.50	\$0.77	0.00%	\$8.80	\$9.10	\$9.40
	Pensioners/Seniors Cardholder	\$5.50	\$5.50	\$0.50	0.00%	\$5.70	\$5.90	\$6.10
	Tours Pensioners/Seniors Cardholder	\$5.50	\$5.50	\$0.50	0.00%	\$5.70	\$5.90	\$6.10
	Tours Children	Free	Free			Free	Free	Free
	Children/Students U/18	Free	Free			Free	Free	Free
	Children/Students over 18	Free	Free			Free	Free	Free
	Copies of Historical Photographs	\$15.00	\$15.00	\$1.36	0.00%	\$15.50	\$16.00	\$16.50
CREATIVE PAPER								
Paper Tours								
	Adults	\$15.00	\$15.00	\$1.36	0.00%	\$15.00	\$16.00	\$16.00
	Children	\$8.00	\$8.00	\$0.73	0.00%	\$8.00	\$8.50	\$8.50
	Concession	\$12.00	\$12.00	\$1.09	0.00%	\$12.00	\$12.50	\$12.50
	Family (2+2)	\$40.00	\$40.00	\$3.64	0.00%	\$40.00	\$42.00	\$42.00
	Group (10+)	\$10.00	\$10.00	\$0.91	0.00%	\$10.00	\$10.50	\$10.50
	School Groups	\$5.00	\$5.00	\$0.45	0.00%	\$5.00	\$5.50	\$5.50

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
ANIMAL CONTROL								
	Pursuant to Section 80 of the Dog Control Act 2000							
	Dog Registrations							
	<i>Payment by Due Date (30 days after reminder notice)</i>							
	Male and female dog	\$38	\$38	Exempt	0.00%	\$39	\$40	\$41
	Male and female dog (pensioner rate)	\$29	\$29	Exempt	0.00%	\$30	\$31	\$32
	Working/Purebred/Greyhound	\$38	\$38	Exempt	0.00%	\$39	\$40	\$41
	Sterilized dog	\$23	\$23	Exempt	0.00%	\$24	\$25	\$26
	Sterilized dog (pensioner rate)	\$18	\$18	Exempt	0.00%	\$19	\$20	\$21
	Dangerous dogs declared under s29 Dog Control Act	\$330	\$330	Exempt	0.00%	\$341	\$353	\$365
	Dangerous dogs declared under s30 Dog Control Act (Guard Dogs)	\$63	\$63	Exempt	0.00%	\$65	\$67	\$69
	<i>Payment after Due Date</i>							
	Male and female dog*	\$45	\$45	Exempt	0.00%	\$47	\$49	\$51
	Male and female dog (pensioner rate)*	\$36	\$36	Exempt	0.00%	\$37	\$38	\$39
	Working/Purebred/Greyhound*	\$45	\$45	Exempt	0.00%	\$47	\$49	\$51
	Sterilized dog*	\$40	\$40	Exempt	0.00%	\$41	\$42	\$43
	Sterilized dog (pensioner rate)*	\$32	\$32	Exempt	0.00%	\$33	\$34	\$35
	Dangerous dogs declared under s29 Dog Control Act	\$333	\$333	Exempt	0.00%	\$344	\$356	\$368
	Dangerous dogs declared under s30 Dog Control Act (Guard Dogs)	\$80	\$80	Exempt	0.00%	\$83	\$86	\$89
	Other Fees							
	Complaints - dogs causing a nuisance (Refundable if offence determined)	\$38	\$38	Exempt	0.00%	\$39	\$40	\$41
	Detention of Dog - impounded dogs are subjected to a daily maintenance fee	As established by the Burnie Dogs Home	As established by the Burnie Dogs Home	As established by the Burnie Dogs Home	As established by the Burnie Dogs Home	As established by the Burnie Dogs Home	As established by the Burnie Dogs Home	As established by the Burnie Dogs Home
	Replacement of dog tag	\$3	\$3	\$3	0.00%	\$3	\$3	\$3
	Transfer of registration from another municipal area	\$6	\$6	Exempt	0.00%	\$6	\$6	\$6
	Seizure of dog	\$53	\$53	Exempt	0.00%	\$55	\$57	\$59
	Kennel Licences							
	For more than 2 dogs - initial application (does not include advertisement costs) plus registration fee per dog	\$120	\$120	Exempt	0.00%	\$124	\$128	\$132
	Renewal of existing kennel licence (+ registration fee for each dog)	\$53	\$53	Exempt	0.00%	\$55	\$57	\$59

* A pro rata payment is to apply for a new dog registration made after the annual renewal or registration period, such fee to be reduced by 25% for each 3 months elapsed from the annual renewal date.

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
MOBILE FOOD VENDORS (to operate on Council land)								
Pursuant to the Public Reserves and Public Buildings By-law No 1 of 2011								
Pursuant to the Mobile Food Vendors Policy								
	Annual Mobile Food Vendor Permit - per vendor per annum	\$1,532	\$1,532	\$139.27	0.00%	\$1,584	\$1,638	\$1,694
	Season Mobile Food Vendor Permit - per vendor per annum	\$817	\$817	\$74.27	0.00%	\$845	\$874	\$904
	Occasional Mobile Food Vendor Permit - per vendor per session	\$41	\$41	\$3.73	0.00%	\$42	\$43	\$44
	Use of electricity from a Council supply - per vendor per session	\$5	\$5	\$0.45	0.00%	\$5	\$5	\$5

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
CEMETERIES								
Burials								
	Single depth burial	\$2,248	\$2,248	\$204.36	0.00%	\$2,324	\$2,403	\$2,485
	Double depth burial	\$2,405	\$2,405	\$218.64	0.00%	\$2,487	\$2,571	\$2,659
	Triple depth burial	\$2,678	\$2,678	\$243.45	0.00%	\$2,769	\$2,863	\$2,961
	Second interment	\$2,248	\$2,248	\$204.36	0.00%	\$2,324	\$2,403	\$2,485
	Third interment	\$1,400	\$1,400	\$127.27	0.00%	\$1,448	\$1,497	\$1,548
	Burial of child (under 5)	\$767	\$767	\$69.73	0.00%	\$793	\$820	\$848
	Burial of child (under 12)	\$993	\$993	\$90.27	0.00%	\$1,027	\$1,062	\$1,098
	Child - second interment	\$767	\$767	\$69.73	0.00%	\$793	\$820	\$848
	Lawn Cemetery Memorial Wall Niche Red Brick							
	Reservation	\$591	\$591	\$53.73	0.00%	\$611	\$632	\$653
	Placing of ashes	\$683	\$683	\$62.09	0.00%	\$706	\$730	\$755
	Placing of ashes in reservation	\$683	\$683	\$62.09	0.00%	\$706	\$730	\$755
	Lawn Cemetery Memorial							
	Reservation	\$590	\$590	\$53.64	0.00%	\$610	\$631	\$652
	Wall Niche Sandstone							
	Placing of ashes	\$787	\$787	\$71.55	0.00%	\$814	\$841	\$870
	Placing of ashes in reservation	\$681	\$681	\$61.91	0.00%	\$704	\$728	\$753
	Lawn Cemetery - Ground							
	Family plot	\$759	\$759	\$69.00	0.00%	\$785	\$811	\$839
	Memorial Area							
	Placing of ashes in family plot	\$520	\$520	\$47.27	0.00%	\$538	\$556	\$575
	Placing of ashes in pond perimeter	\$767	\$767	\$69.73	0.00%	\$793	\$820	\$848
	Miscellaneous							
	Gravestone reservation - Lawn Cemetery only	\$2,206	\$2,206	\$200.55	0.00%	\$2,281	\$2,359	\$2,439
	Ashes in grave	\$641	\$641	\$58.27	0.00%	\$663	\$685	\$709
	Additional fee for digging and/or attendance on weekends and public holidays	\$1,161	\$1,161	\$105.55	0.00%	\$1,200	\$1,241	\$1,283
	Additional fee for attendance after 4.30pm weekdays							
	Pre cast surround for plaques not provided through Council - Lawn Cemetery only	\$215	\$215	\$19.55	0.00%	\$222	\$230	\$238
	Replacement of plaque surround	\$149	\$149	\$13.55	0.00%	\$154	\$159	\$165
	For late funerals - for each 15 minutes later than appointed time	\$147	\$147	\$13.36	0.00%	\$152	\$157	\$163
	Fee for exhumation of body - weekdays	\$2,208	\$2,208	\$200.73	0.00%	\$2,283	\$2,361	\$2,441
	Fee for exhumation of body - weekends and public holidays	\$2,961	\$2,961	\$269.18	0.00%	\$3,062	\$3,166	\$3,273
	Fee for re-interment (in same grave) - weekdays	\$788	\$788	\$71.64	0.00%	\$815	\$842	\$871
	Fee for re-interment (in same grave) - weekends and public holidays	\$1,024	\$1,024	\$93.09	0.00%	\$1,059	\$1,095	\$1,132
	Fee payable if request for burial not given within prescribed time - weekdays	\$522	\$522	\$47.45	0.00%	\$540	\$558	\$577
	Fee payable if request for burial not given within prescribed time - weekends and public holidays	\$689	\$689	\$62.64	0.00%	\$712	\$737	\$762
	Records search fee per half hour or part thereof	\$89	\$89	\$8.09	0.00%	\$92	\$95	\$98
	Fee for supervising construction of brick grave	\$590	\$590	\$53.64	0.00%	\$610	\$631	\$652
	Fee for constructing layer of concrete over coffin - weekdays	\$928	\$928	\$84.36	0.00%	\$960	\$992	\$1,026
	Fee for breaking concrete - weekdays	\$631	\$631	\$57.36	0.00%	\$652	\$675	\$698
	Fee for breaking concrete - weekends	\$787	\$787	\$71.55	0.00%	\$814	\$841	\$870
	Fee for constructing layer of concrete over coffin - weekends and public holidays	\$1,221	\$1,221	\$111.00	0.00%	\$1,263	\$1,305	\$1,350
	Fee for intact removal and replacement of surface slab at Wivenhoe or Riddley Cemetery - weekdays	\$444	\$444	\$40.36	0.00%	\$459	\$475	\$491
	Fee for intact removal and replacement of surface slab at Wivenhoe or Riddley Cemetery - weekends and public holidays	\$767	\$767	\$69.73	0.00%	\$793	\$820	\$848

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
PARKING								
	Pursuant to Part IV of the Local Government (Highways) Act 1982							
	Parking per hour or part thereof unless otherwise specified							
	Parking Meters per hour short term (2 hour or less)	\$1.80	\$1.80	\$0.16	0.00%	\$1.90	\$2.00	\$2.10
	Parking Meters per hour long term (5 hours or more)	\$1.50	\$1.50	\$0.14	0.00%	\$1.60	\$1.70	\$1.80
	Parking Meters Spring Street	\$1.30	\$1.30	\$0.12	0.00%	\$1.30	\$1.30	\$1.30
	Carparks Ground Level (Hilder Parade)	\$1.70	\$1.70	\$0.15	0.00%	\$1.80	\$1.90	\$2.00
	Carparks Ground Level (Little Alexander St, Burnie Rail, Burnie Arts & Function Centre, North Terrace)	\$1.50	\$1.50	\$0.14	0.00%	\$1.60	\$1.70	\$1.80
	Early Bird Burnie Rail (voucher purchased prior to 10.00am)	\$6.70	\$6.70	\$0.61	0.00%	\$6.90	\$7.10	\$7.30
	Early Bird King Street (voucher purchased prior to 10.00am)	\$5.80	\$5.80	\$0.53	0.00%	\$6.00	\$6.20	\$6.40
	Early Bird Nth Terrace (voucher purchased prior to 10.00am)	\$6.70	\$6.70	\$0.61	0.00%	\$6.90	\$7.10	\$7.30
	Carparks Ground Level (King Street, Portside)	\$1.30	\$1.30	\$0.12	0.00%	\$1.30	\$1.30	\$1.30
	Early Bird Portside (voucher purchased prior to 10.00am)	\$5.80	\$5.80	\$0.53	0.00%	\$6.00	\$6.20	\$6.40
	Carparks (Marine Terrace) Minimum fee 1st half an hour	\$0.70	\$0.70	\$0.06	0.00%	\$0.70	\$0.70	\$0.70
	Carparks (Marine Terrace) Per hour	\$1.50	\$1.50	\$0.14	0.00%	\$1.60	\$1.70	\$1.80
	Carparks (Marine Terrace) 1st hour (Implemented for 12 Months from the date of lifting of Stage 3 COVID-19 restrictions)	N/A	Free			N/A	N/A	N/A
	Carparks (Marine Terrace) Sunday and Public Holidays Flat Fee	Free	Free			Free	Free	Free
	Carparks (Marine Terrace) 6.30pm until midnight Monday to Saturday Flat Fee	\$2.00	\$2.00	\$0.18	0.00%	\$2.10	\$2.20	\$2.30
	Fee	\$16.00	\$16.00	\$1.45	0.00%	\$16.50	\$17.10	\$17.70
Hoods and Permits								
	Parking Hoods - per day per hood	\$30	\$30	\$2.73	0.00%	\$31.00	\$32.10	\$33.20
	Parking Permit - per year	\$403	\$403	\$36.64	0.00%	\$416.70	\$430.90	\$445.60
Multi-storey Long Term								
	Multi-storey Carpark 1 month - Level 7 - Undercover	\$129	\$129	\$11.73	0.00%	\$133.40	\$137.90	\$142.60
	Multi-storey Carpark 12 months - Level 7 - Undercover	\$1,548	\$1,548	\$140.73	0.00%	\$1,600.60	\$1,655.00	\$1,711.30
	Multi-storey Carpark 1 month - Levels 8 & 9 - Outside	\$112.50	\$112.50	\$10.23	0.00%	\$116.30	\$120.30	\$124.40
	Multi-storey Carpark 12 months - Levels 8 & 9 - Outside	\$1,350	\$1,350	\$122.73	0.00%	\$1,395.90	\$1,443.40	\$1,492.50
Ground Level Car Parks Long Term								
	Little Alexander Street, Burnie Rail, Civic Centre, Columbar Court- 1 month	\$112.50	\$112.50	\$10.23	0.00%	\$116.30	\$120.30	\$124.40
	Little Alexander Street, Burnie Rail, Civic Centre, Columbar Court- 12 months	\$1,350	\$1,350	\$122.73	0.00%	\$1,395.90	\$1,443.40	\$1,492.50
	King Street, Portside - 1 month	\$97.50	\$97.50	\$8.86	0.00%	\$100.80	\$104.20	\$107.70
	King Street, Portside - 12 months	\$1,170	\$1,170	\$106.36	0.00%	\$1,209.80	\$1,250.90	\$1,293.40

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
PLANNING								
Permit Applications								
	Assessment and determination of a permit application under s58 Land Use Planning and Approvals Act 1993	\$276 plus \$1.15 per \$1,000 of value for use or development	\$276 plus \$1.15 per \$1,000 of value for use or development	Exempt	0.00%	\$285 plus \$1.15 per \$1,000 of value for use or development	\$295 plus \$1.15 per \$1,000 of value for use or development	\$305 plus \$1.15 per \$1,000 of value for use or development
	Assessment and determination of a permit application under s57 (discretionary permit) Land Use Planning and Approvals Act 1993	\$276 plus \$1.15 per \$1,000 of value for use or development + notification fee	\$276 plus \$1.15 per \$1,000 of value for use or development + notification fee	Exempt	0.00%	\$285 plus \$1.15 per \$1,000 of value for use or development + notification fee	\$295 plus \$1.15 per \$1,000 of value for use or development + notification fee	\$305 plus \$1.15 per \$1,000 of value for use or development + notification fee
	Assessment and determination of a permit application under s34 Historical Cultural Heritage Act 1995	\$276 plus \$1.15 per \$1,000 of value for use or development + notification fee	\$276 plus \$1.15 per \$1,000 of value for use or development + notification fee	Exempt	0.00%	\$285 plus \$1.15 per \$1,000 of value for use or development + notification fee	\$295 plus \$1.15 per \$1,000 of value for use or development + notification fee	\$305 plus \$1.15 per \$1,000 of value for use or development + notification fee
	Amendment of a Permit s56 Land Use Planning and Approvals Act 1993	\$261	\$261	Exempt	0.00%	\$270	\$279	\$288
	Extension of Time on a Permit s53(SA) Land Use Planning and Approvals Act 1993	\$261	\$261	Exempt	0.00%	\$270	\$279	\$288
Request to Initiate a Draft Scheme Amendment								
	Request under Land Use Planning and Approvals Act 1993 to initiate a draft scheme amendment	\$3,322 + notification fee + TPC fee	\$3,322 + notification fee + TPC fee	Exempt	0.00%	\$3,435 + notification fee + TPC fee	\$3,552 + notification fee + TPC fee	\$3,673 + notification fee + TPC fee
	Request under Land Use Planning and Approvals Act 1993 to initiate a draft scheme amendment and under s43A to concurrently consider a permit application	\$3,168 + notification fee + TPC Fee + permit application fee	\$3,168 + notification fee + TPC Fee + permit application fee	Exempt	0.00%	\$3,276 + notification fee + TPC Fee + permit application fee	\$3,387 + notification fee + TPC Fee + permit application fee	\$3,502 + notification fee + TPC Fee + permit application fee
Notification Fee								
	Notification of a draft amendment to a planning scheme provision, including if combined with a permit application, or notification of a discretionary permit application under s57	\$329	\$329	Exempt	0.00%	\$340	\$352	\$364
	s34 Historical Cultural Heritage Act 1995 - per notice	\$329	\$329	Exempt	0.00%	\$340	\$352	\$364
Assessment of Subdivision construction plans								
	Roadworks	\$969 plus \$6.20 per lot	\$969 plus \$6.20 per lot	Exempt	0.00%	\$1,002 plus \$6.40 per lot	\$1,036 plus \$6.80 per lot	\$1,071 plus \$7.20 per lot
	Drainage Works	\$461 plus \$8.70 per lot	\$461 plus \$8.70 per lot	Exempt	0.00%	\$464 plus \$9.00 per lot	\$479 plus \$9.30 per lot	\$482 plus \$9.60 per lot
Planning Certificates								
	Consideration of Certificate of Approval under s31 Strata Titles Act 1998	\$248 plus \$38 per lot	\$248 plus \$38 per lot	Exempt	0.00%	\$256 plus \$39 per lot	\$265 plus \$40 per lot	\$274 plus \$41 per lot
	Consideration of Staged Development Scheme under s36 Strata Titles Act 1998	\$310 plus \$41 per unit	\$310 plus \$41 per unit	Exempt	0.00%	\$321 plus \$42 per unit	\$331 plus \$43 per unit	\$342 plus \$44 per unit

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
Miscellaneous								
	Sealing of documents under –							
	Part 5 Land Use Planning and Approvals Act 1993,	\$311	\$311	Exempt	0.00%	\$322	\$333	\$344
	Part 7 Historic Cultural Heritage Act 1995; and							
	Part 3 Local Government (Building and Miscellaneous Provisions) Act 1993							
	Consideration of Adhesion Orders under §110 of the Local Government (Building & Miscellaneous Provisions) Act 1993	\$327	\$327	Exempt	0.00%	\$338	\$349	\$361
	Plan Reproduction - per page	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Permit Search of adjoining properties - per lot	\$45	\$45	\$4	0.00%	\$47	\$49	\$51

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
BUILDING, DEMOLITION AND PLUMBING WORK								
Assessment and determination of an application for an approval or consent in relation to building, demolition or plumbing work, pursuant to the Building Act 2016 and Building Regulations 2016 .								
Food Premises (s13)	Application to an Environmental Health Officer for consent for variation from National Construction Code in relation to Food Premises	\$168	\$168	Exempt	0.00%	\$174	\$180	\$186
Contaminated or Unhealthy land (s70)	Application to an Environmental Health Officer for an opinion in relation to whether land is contaminated or unhealthy	\$168	\$168	Exempt	0.00%	\$174	\$180	\$186
Remediation of contaminated or unhealthy land before building work takes place (s70)	Application for General Manager's consent to build on contaminated or unhealthy land	\$212	\$212	Exempt	0.00%	\$219	\$227	\$234
Adequate arrangements for drainage (s70)	Application for General Manager's statement that land can be appropriately drained	\$212	\$212	Exempt	0.00%	\$219	\$227	\$234
On-site Waste Water Management (s157)	Application to an Environmental Health Officer for consent to install an On-site Waste Water Management System	\$168	\$168	Exempt	0.00%	\$174	\$180	\$186
Demolition (s182)	Application to an Environmental Health Officer for consent to perform Demolition Work	\$168	\$168	Exempt	0.00%	\$174	\$180	\$186
Occupation of a Building (s216)	Application to an Environmental Health Officer for consent to issue a new Occupancy Permit	\$168	\$168	Exempt	0.00%	\$174	\$180	\$186
Protection of drains from likely damage from building work (s73)	Application for General Manager's consent to build over or in proximity to a drain	\$212	\$212	Exempt	0.00%	\$219	\$227	\$234
Habitation of a non-dwelling building (s308)	Application for General Manager's consent to residential use of a non-habitable building	\$212	\$212	Exempt	0.00%	\$219	\$227	\$234
Fencing off of unbuild area (s309)	Application for General Manager's consent to fence off unbuild area	\$212	\$212	Exempt	0.00%	\$219	\$227	\$234
Associated Works (Reg 58)	Application for General Manager's consent to carry out associated works in a landslip hazard area or bushfire-prone area	\$158	\$158	Exempt	0.00%	\$163	\$169	\$175
Building Certificates (Reg 79)	Application to the General Manager for a Building Certificate	\$288	\$288	Exempt	0.00%	\$298	\$308	\$318
Land Use Planning Compliance Statement	Application for a statement from the General Manager in relation to status of proposed building works under the relevant planning scheme	\$53	\$53	Exempt	0.00%	\$55	\$57	\$59
Low Risk Plumbing Work (Reg 33)	Application for consent to use material which does not comply to National Construction Code in low risk Plumbing Work	\$158	\$158	Exempt	0.00%	\$163	\$169	\$175
Low Risk Plumbing Work (Reg 35)	Application for consent to perform plumbing work in an easement	\$106	\$106	Exempt	0.00%	\$110	\$113	\$117
Low Risk Plumbing Work (Reg 40)	Application for consent of Network Utility Operator for connection or disconnection to an urban stormwater disposal system	\$106	\$106	Exempt	0.00%	\$110	\$113	\$117

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
PERMIT BUILDING WORK (Building Act Part 11) Application for Building Permit - Inclusive of lodgement of documents, assessment against high risk considerations, and issue of permit documents. No refund if permit refused.	Building Permit for Class 1,2,3 and 10 Buildings							
	<i>Value of Building Work (exclude plumbing and demolition)</i>							
	Less than \$20,000	\$94	\$94	Exempt	0.00%	\$97	\$101	\$104
	\$20,000 - \$50,000	\$234	\$234	Exempt	0.00%	\$242	\$250	\$259
	\$50,001 - \$250,000	\$318	\$318	Exempt	0.00%	\$329	\$340	\$352
	\$250,001 - \$1,000,000	\$373	\$373	Exempt	0.00%	\$386	\$399	\$412
	More than \$1,000,000	\$438	\$438	Exempt	0.00%	\$453	\$468	\$484
	Additional Fee for Building Work on Class 1,2,3 and 10 Buildings							
	Variation of certified work	\$106	\$106	Exempt	0.00%	\$110	\$113	\$117
	Change in each of building surveyor, builder or other responsible person	\$52	\$52	Exempt	0.00%	\$54	\$56	\$57
Associated demolition work	\$127	\$127	Exempt	0.00%	\$131	\$136	\$140	
Building Permit for Class 4 - 9 Buildings <i>Value of Building Work (exclude plumbing and demolition)</i>	Less than \$20,000	\$122	\$122	Exempt	0.00%	\$126	\$130	\$135
	\$20,000 - \$50,000	\$304	\$304	Exempt	0.00%	\$314	\$325	\$336
	\$50,001 - \$250,000	\$366	\$366	Exempt	0.00%	\$378	\$391	\$405
	\$250,001 - \$1,000,000	\$534	\$534	Exempt	0.00%	\$552	\$571	\$590
	More than \$1,000,000	\$666	\$666	Exempt	0.00%	\$689	\$712	\$736
	Additional Fee for Building Work on Class 4-9 Buildings							
	Variation of certified work	\$106	\$106	Exempt	0.00%	\$110	\$113	\$117
	Change in each of building surveyor, builder or other responsible person	\$52	\$52	Exempt	0.00%	\$54	\$56	\$57
	Associated demolition work	\$127	\$127	Exempt	0.00%	\$131	\$136	\$140
	EXTENSION OF DURATION OF A PERMIT	Extension of duration of a Plumbing Permit (s173)	\$104	\$104	Exempt	0.00%	\$108	\$111
Extension of duration of a Building Permit (s143)		\$104	\$104	Exempt	0.00%	\$108	\$111	\$115
Extension of duration of a Demolition Permit (s197)		\$104	\$104	Exempt	0.00%	\$108	\$111	\$115
Extension of duration of Notifiable Plumbing work (s110)		\$104	\$104	Exempt	0.00%	\$108	\$111	\$115
PERMIT DEMOLITION WORK (Building Act Part 13) Application for Demolition Permit (If demolition is not associated with Notifiable Building Work or Permit Building Work) - Inclusive of lodging of an application; assessment of high risk considerations; and issue of permit documents. No refund if permit refused.	Demolition Permit for Class 1,2,3 and 10 Buildings							
	<i>Value of Building Work (exclude plumbing and demolition)</i>							
	Less than \$50,000	\$153	\$153	Exempt	0.00%	\$158	\$164	\$169
	\$50,001 - \$250,000	\$210	\$210	Exempt	0.00%	\$217	\$225	\$232
	\$250,001 - \$1,000,000	\$245	\$245	Exempt	0.00%	\$253	\$262	\$271
	More than \$1,000,000	\$289	\$289	Exempt	0.00%	\$299	\$309	\$319
	Demolition Permit for Class 4 - 9 Buildings							
	<i>Value of Building Work (exclude plumbing and demolition)</i>							
	Less than \$50,000	\$201	\$201	Exempt	0.00%	\$208	\$215	\$222
	\$50,001 - \$250,000	\$241	\$241	Exempt	0.00%	\$249	\$258	\$266
\$250,001 - \$1,000,000	\$351	\$351	Exempt	0.00%	\$363	\$375	\$388	
More than \$1,000,000	\$439	\$439	Exempt	0.00%	\$454	\$469	\$485	
DEFECTIVE WORK (s211) Application for Certificate for Defective Work		\$288	\$288	Exempt	0.00%	\$298	\$308	\$318

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
	RECTIFICATION OF ILLEGAL BUILDING WORK (Building Act Part 18 Div 4)							
	Application for Permit of Substantial Compliance - Inclusive of lodgement of documents, assessment against high risk considerations, and issue of permit documents. No refund if permit refused.	See note left			Exempt	See note left	See note left	See note left
	Double the fee which applies for a Building Permit, Demolition Permit or Plumbing Permit							
	PLUMBING AND DRAINAGE - PERMIT WORK & NOTIFIABLE WORK (Building Act Part 9 & 12)							
	Application for Certificate of Likely Compliance and Plumbing Permit - Inclusive of lodging an intention to undertake plumbing work; application for Certificate of Likely Compliance (plumbing work); assessment and determination of CLC (plumbing work); assessment of high risk considerations; determination of a plumbing permit; inspections at each mandatory notification stage and as indicated on CLC; final inspection and notification; and lodge Standard of Work Certificate. No refund if permit refused							
	New Building							
	Building Class 1, and 2-9 for - - stormwater - water supply, and - sanitary facilities comprising not more than - - 1 x WC; - 1 x bathroom; - 1 x kitchen; and - 1 x laundry	\$537	\$337		Exempt	\$555	\$574	\$594
	Building Class 10 - Stormwater	\$306	\$306		Exempt	\$316	\$327	\$338
	Building Class 10 - sanitary facilities comprising not more than - - 1 WC; and - 1 x Basin, Sink or Trough	\$430	\$430		Exempt	\$445	\$460	\$475
	Additions/Alterations to an existing building							
	Building Class 1 and 2-9 for - - stormwater; and - sanitary facilities not more than - - 1 x WC; and - 1 x Basin, Sink or Trough	\$337	\$337		Exempt	\$348	\$360	\$373
	Building Class 10 - Stormwater	\$106	\$106		Exempt	\$110	\$113	\$117
	Building Class 10 for sanitary facilities comprising not more than - - 1 x WC; and - 1 x Basin, Sink or Trough	\$230	\$230		Exempt	\$238	\$246	\$254
	Other Fees							
	Additional sanitary facility (eg WC, basin, bath, shower, sink) - per fitting	\$45	\$45		Exempt	\$47	\$48	\$50
	Backflow prevention device - per device	\$87	\$87		Exempt	\$90	\$93	\$96
	Grease trap - per trap	\$87	\$87		Exempt	\$90	\$93	\$96
	Pump - per pump	\$87	\$87		Exempt	\$90	\$93	\$96
	Triple Interceptor Trap - per trap	\$87	\$87		Exempt	\$90	\$93	\$96
	Application to Environmental Health Officer for consent to install an on site waste water system	\$168	\$168		Exempt	\$174	\$180	\$186
	Work approval for plumbing work not associated with building work	\$128	\$128		Exempt	\$132	\$137	\$142
	Fire Safety System - new work or alterations/additions to existing work for fire hose reels and hydrants	\$128	\$128		Exempt	\$132	\$137	\$142
	Onsite Waste Water System (unsewered site)	\$100	\$100		Exempt	\$103	\$107	\$111
	Unique plumbing installation (i.e. prototype)	\$211	\$211		Exempt	\$218	\$226	\$233

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	2019-20	2020-21	2020-21 % Increase	2021-22	2022-23	2023-24
	Alternative performance solution (section 166 Building Act 2016) - per solution	\$158	\$158	0.00%	\$163	\$169	\$175
	Each additional inspection - variation of approved work, re-inspect non-compliant work, or missed inspection - per inspection	\$128	\$128	0.00%	\$132	\$137	\$142
	Assessment and approval of application for variation of approved work (section 162 Building Act 2016)	\$107	\$107	0.00%	\$111	\$114	\$118
	Each change in plumber or other responsible persons - per person	\$2	\$2	0.00%	\$4	\$6	\$7
	Drainage Plan Fee	\$23	\$23	0.00%	\$24	\$25	\$25
CREATION AND KEEPING OF RECORDS							
Pursuant to the Building Act 2016 and Building Regulations 2016							
	Registration of backflow prevention device (s27(3))	\$52	\$52	0.00%	\$54	\$56	\$57
	Registration of on-site backflow prevention device or on-site testable backflow prevention device	\$52	\$52	0.00%	\$54	\$56	\$57
	Provide access to Council building records (s27(4))	\$88	\$88	0.00%	\$91	\$94	\$97
	Non-recoverable search fee (includes digital copies of documents provided by email)	\$88	\$88	0.00%	\$91	\$94	\$97
	Hard copy of documents - In accordance with Miscellaneous - printing costs	See note left	See note left	Exempt	See note left	See note left	See note left
	Record of current building services provider (s37)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification from building surveyor of change in engagement	\$52	\$52	0.00%	\$54	\$56	\$57
	Record of current building services provider (s39)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of discontinuation by engaged building surveyor	\$52	\$52	0.00%	\$54	\$56	\$57
	Record of current building services provider (s40)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification from owner of change in engaged building surveyor	\$52	\$52	0.00%	\$54	\$56	\$57
	Record of current building services provider (s50)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of change in persons responsible for or providing building services	\$52	\$52	0.00%	\$54	\$56	\$57
	Protection work	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of intention to perform protection works (s77)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of disagreement in relation to protection work (s81(1))	\$52	\$52	0.00%	\$54	\$56	\$57
	Lodgement of documents for protection work (s87)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notice of Low Risk Building Work (Reg 27)	\$26	\$26	0.00%	\$27	\$28	\$29
	Notification of intention to install a heating appliance	\$26	\$26	0.00%	\$27	\$28	\$29
	Notification of completion of installation of a heating appliance	\$26	\$26	0.00%	\$27	\$28	\$29
	Notification of completion of low risk building work	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of completion of low risk demolition work	\$52	\$52	0.00%	\$54	\$56	\$57
	Notifiable building work	\$102	\$102	0.00%	\$105	\$109	\$113
	Lodgement of copy of Certificate of Likely Compliance for Notifiable Building Work (s98)	\$102	\$102	0.00%	\$105	\$109	\$113
	Notification of approval to extend authorisation for Notifiable Building Work (s99)	\$102	\$102	0.00%	\$105	\$109	\$113
	Lodgement of Certificate of Completion for Notifiable Building Work (s104)	\$102	\$102	0.00%	\$105	\$109	\$113
	Notification of Low Risk Plumbing Work (s29)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of Category 2B Plumbing Work	\$52	\$52	0.00%	\$54	\$56	\$57
	Notifiable Demolition Work	\$102	\$102	0.00%	\$105	\$109	\$113
	Notification of Certificate of Likely Compliance for Notifiable Demolition Work (s121)	\$102	\$102	0.00%	\$105	\$109	\$113
	Notification of approval to extend approval period for Notifiable Demolition Work (s122)	\$102	\$102	0.00%	\$105	\$109	\$113
	Notification of Certificate of Completion for Notifiable Demolition Work (s127)	\$102	\$102	0.00%	\$105	\$109	\$113
	Emergency Order (s215)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of Emergency Order	\$52	\$52	0.00%	\$54	\$56	\$57
	Occupation of a Building (s224)	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of Occupancy Permit	\$52	\$52	0.00%	\$54	\$56	\$57
	Notification of Temporary Occupancy Permit	\$52	\$52	0.00%	\$54	\$56	\$57

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
ENVIRONMENTAL HEALTH								
Pursuant to Section 185 of the Public Health Act 1997 and/or Section 130 of the Food Act 2003								
	Licence to carry out public health risk activity, Public Health Act 1997 Part 5	\$141	\$141	Exempt	0.00%	\$146	\$151	\$156
	Division 4							
	Registration of regulated system (systems for air and water), Public Health Act 1997 Part 5	\$141	\$141	Exempt	0.00%	\$146	\$151	\$156
	Division 5							
	Primary contact water samples	\$106	\$106	\$9.64	0.00%	\$110	\$113	\$117
	Primary contact water re-samples	\$143	\$143	\$13.00	0.00%	\$148	\$153	\$158
	Registration of user or supplier of private water, Public Health Act 1997 Part 6	\$141	\$141	Exempt	0.00%	\$146	\$151	\$156
	Division 3							
	Licence to sell and manufacture food, Food Act 2003							
	- If paid by 31 August	\$141	\$141	Exempt	0.00%	\$146	\$151	\$156
	- If paid after 31 August (pro rata fee if less than 6 months of the year is remaining from date of payment)	\$151	\$151	Exempt	0.00%	\$156	\$161	\$167
	Permit to set up or use a stall on a local highway to sell goods, Highways By-Law No 3 of 2013	\$141	\$141	Exempt	0.00%	\$146	\$151	\$156
	Certificate of Others Form 49 Food Premises	\$168	\$168	Exempt	0.00%	\$174	\$180	\$186
	Environmental Health Occupancy Report Form 50 Food Premises	\$168	\$168	Exempt	0.00%	\$174	\$180	\$186
	Mobile food permit - per occasion	\$26	\$26	Exempt	0.00%	\$27	\$28	\$29
	Statewide mobile food permit	\$141	\$141	Exempt	0.00%	\$146	\$151	\$156
	Place of Assembly Licence - specific event	\$141	\$141	Exempt	0.00%	\$146	\$151	\$156
	Skin Penetration License (operator)	\$52	\$52	Exempt	0.00%	\$54	\$56	\$57
	Sharps disposal fee	\$3	\$3	\$0.27	0.00%	\$3	\$3	\$3
Pursuant to Section 41 of the Burial and Cremation Act 2002								
	Private burial - Report from Environmental Health Officer	\$168	\$168	\$15.27	0.00%	\$174	\$180	\$186
	Private burial - permission/consent from the General Manager	\$288	\$288	\$26.18	0.00%	\$298	\$308	\$318

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
WASTE								
Waste Centre								
	Household waste:							
	up to 0.5 m3 (eg cars/station wagons (seats up)**	\$10	\$10	\$0.91	0.00%	\$11.00	\$11.00	\$12.00
	up to 1.5 m3 (eg vans, utes, small trailers) **	\$20	\$20	\$1.82	0.00%	\$21.00	\$21.00	\$22.00
	up to 3.0 m3 (eg large trailers) **	\$49	\$50	\$4.55	2.04%	\$51.00	\$52.00	\$53.00
	Commercial waste (and other loads > 3.0m3) per tonne (min charge \$20)	\$139	\$139	\$12.64	0.00%	\$143.00	\$146.00	\$150.00
	Soils - mixed types (clays, sands, gravel and mixes)	Per above	Per above					
	Mattresses (each)	\$7	\$7	\$0.64	0.00%	\$8.00	\$8.00	\$9.00
	Asbestos (appropriately wrapped & up to 10m2 only) each	\$34	\$34	\$3.09	0.00%	\$35.00	\$36.00	\$37.00
	Concrete - separated clean (per t)	\$40	\$40	\$3.64	0.00%	\$42.00	\$43.00	\$44.00
	Timber - separated untreated clean (per t)	\$40	\$40	\$3.64	0.00%	\$42.00	\$43.00	\$44.00
	Green waste (separated loads greater than 3 m3)	\$8.00 per m3	\$8.00 per m3	\$0.73	0.00%	\$9.00 per m3	\$9.00 per m3	\$9.00 per m3
	Tyres - cars and motor cycles (per tyre)	\$8	\$8	\$0.73	0.00%	\$9.00	\$9.00	\$10.00
	Tyres - light truck 4WD (per tyre)	\$19	\$19	\$1.73	0.00%	\$20.00	\$20.00	\$21.00
	Tyres truck (per tyre)	\$26	\$26	\$2.36	0.00%	\$27.00	\$27.00	\$28.00
	Tyres larger than truck	Not accepted	Not accepted	n/a		Not accepted	Not accepted	Not accepted
	Additional fee for tyres on rims	\$5	\$5	\$0.45	0.00%	\$5.00	\$5.00	\$5.00
	Car bodies (whole)	Free	Free	n/a		Free	Free	Free
	Electronic waste - domestic (max 4 items)	Free	Free	n/a		Free	Free	Free
	Electronic waste - commercial (per kg)	\$4	\$4	\$0.36	0.00%	\$4.00	\$4.00	\$4.00
	Recyclables	Free	Free	n/a		Free	Free	Free
	Controlled waste	Not accepted	Not accepted	na		Not accepted	Not accepted	Not accepted
	Medical and toxic waste	Not accepted	Not accepted	n/a		Not accepted	Not accepted	Not accepted
Waste	Additional bin collection	\$12	\$12	\$1.09	0.00%	\$13.00	\$13.00	\$13.00
Kerbside Recycling Collection	Outer suburb collections	Per rates	Per rates	1/11th		Per rates	Per rates	Per rates
	Replacement recycle bin	\$79	\$79	\$7.18	0.00%	\$82.00	\$84.00	\$87.00

**Separated green waste up to 3.0m3 is charged at 50% of the household waste fee.

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	GST	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
SERVICE LOCATION FEES								
	Normal service location	\$118	\$118	\$10.73	0.00%	\$122	\$126	\$130
	Service location within 24 hours	\$129	\$129	\$11.73	0.00%	\$133	\$138	\$143
	After hours service locations	\$414	\$414	\$37.64	0.00%	\$428	\$443	\$458
PRIVATE WORKS FIXED CHARGES								
	Reinstatement - minimum charge	\$229	\$229	\$20.82	0.00%	\$237	\$245	\$253
	Reinstatement - bitumen footpath/m ²	\$91	\$91	\$8.27	0.00%	\$94	\$97	\$101
	Reinstatement - bitumen roadway/m ²	\$129	\$129	\$11.73	0.00%	\$133	\$138	\$143
	Reinstatement - concrete footpath/m ²	\$215	\$215	\$19.55	0.00%	\$222	\$230	\$238
	Reinstatement - concrete vehicular access/m ²	\$246	\$246	\$22.36	0.00%	\$254	\$263	\$272
	Reinstatement - pavers/m ²	\$149	\$149	\$13.55	0.00%	\$154	\$159	\$165
	Reinstatement - plus per broken paver	\$2.70	\$3	\$0.25	0.00%	\$3	\$3	\$3
	Kerb and channel - reinstatement and/or replacement of kerb and channel, or vehicular crossing per m	\$260	\$260	\$23.64	0.00%	\$269	\$278	\$287
	Supply fit and adjust replacement covers - heavy duty gatic	\$1,009	\$1,009	\$91.73	0.00%	\$1,043	\$1,079	\$1,115
	Supply fit and adjust replacement covers - light duty gatic	\$778	\$778	\$70.73	0.00%	\$804	\$832	\$860
	Adjust existing covers - + 100mm	\$453	\$453	\$41.18	0.00%	\$468	\$484	\$501
	Adjust existing covers - + 300mm	\$597	\$597	\$54.27	0.00%	\$617	\$638	\$660

Fees and Charges
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2019-20	Fee 2020-21	2020-21 % Increase	Fee 2021-22	Fee 2022-23	Fee 2023-24
MISCELLANEOUS							
Regulatory Services							
	Abandoned vehicles - impounding/recovery costs	\$341.00	\$341.00	0.00%	\$353.00	\$365.00	\$377.00
	Truck wash fees - flat tray	\$991.00	\$991.00	0.00%	\$1,025.00	\$1,060.00	\$1,096.00
	Truck wash fees - semi trailer	\$1,488.00	\$1,488.00	0.00%	\$1,539.00	\$1,591.00	\$1,645.00
	Truck wash fees - multi deck	\$1,982.00	\$1,982.00	0.00%	\$2,049.00	\$2,119.00	\$2,191.00
	Street dining permit (per chair per month)	\$5.30	\$5.30	Exempt	\$5.50	\$5.70	\$5.90
Governance							
	Black and white photocopying - A4, per side	\$0.20	\$0.20	0.00%	\$0.20	\$0.20	\$0.20
	Black and white photocopying - A3, per side	\$1.50	\$1.50	0.00%	\$1.60	\$1.70	\$1.80
	Black and white photocopying - A2, per side	\$5.90	\$5.90	0.00%	\$6.10	\$6.30	\$6.50
	Black and white photocopying - A1, per side	\$11.30	\$11.30	0.00%	\$11.70	\$12.10	\$12.50
	Colour photocopying - A4, per side	\$0.95	\$0.95	0.00%	\$0.95	\$0.95	\$1.00
	Colour photocopying - A3, per side	\$1.70	\$1.70	0.00%	\$1.70	\$1.80	\$1.90
	Colour photocopying - A2, per side	\$5.90	\$5.90	0.00%	\$6.10	\$6.30	\$6.50
	Colour photocopying - A1, per side	\$11.60	\$11.60	0.00%	\$12.00	\$12.40	\$12.80
	Notification fee - newspaper (eg road closures, etc)	\$312.40	\$312.40	0.00%	\$323.00	\$334.00	\$345.40
	Copy of Drainage Plan	N/A	\$23.00	\$2.09	\$23.80	\$24.60	\$25.40
RIGHT TO INFORMATION CHARGES							
As prescribed under Right to Information Regulations 2010							
	Right to information Application for Assessed Disclosure under Section 16 (25 fee units)	\$40.50	\$41.50	Exempt	\$42.90	\$44.40	\$45.90
LOCAL GOVERNMENT ACT STATUTORY CHARGES							
Fee units prescribed under Local Government (General) Regulations 2015							
	132 Certificates (30 fee units)	\$48.60	\$49.80	Exempt	\$51.50	\$53.30	\$55.10
	337 Certificates - (132.50 fee units)	\$214.65	\$219.95	Exempt	\$227.40	\$235.10	\$243.10
	Copy of Agenda - fee unit per every 5 pages (1 fee unit for every 5 pages)	\$1.62	\$1.66	Exempt	\$1.70	\$1.80	\$1.90
	Inspection of Minutes (1 fee unit for every 5 pages)	\$1.62	\$1.66	Exempt	\$1.70	\$1.80	\$1.90
	Copy of Minutes - fee unit per every 5 pages (1 fee unit for every 5 pages)	\$1.62	\$1.66	Exempt	\$1.70	\$1.80	\$1.90
	Copy Annual report - per copy (5 fee units)	\$8.10	\$8.30	Exempt	\$8.60	\$8.90	\$9.20
	Lodgement fee for a code of conduct complaint under section 28V of the Act (50 fee units)	\$81.00	\$83.00	Exempt	\$85.80	\$88.70	\$91.70

GENERAL MANAGER**AO145-20 PHASE TWO - COVID-19 COMMUNITY SUPPORT PACKAGE**

FILE NO: 27/19/11
PREVIOUS MIN: AO111-20

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT Council agree to the delivery of the following actions as part of a Phase Two - COVID-19 Community Support Package to assist our community to both manage and recover from the impacts of the COVID-19 Pandemic by:

- 1) Reviewing the suspension of penalty and interest on rates and charges to 30 June 2020 and determine to cease this initiative from 1 July 2020;***
- 2) Delegating its powers and functions under s77 of the Local Government Act 1993 to the General Manager, with a limit in relation to protected commercial leases of rent waivers no more than 50% of the annual commercial rent, and rent deferral plans to be no greater than two years; and negotiations to be in accordance with the provisions of the COVID-19 Disease Emergency (Commercial Leases) Act 2020 and Regulations thereunder;***
- 3) Provision of enhanced opportunity for outdoor dining as a means for restaurants and cafes to increase their trading area during the 2020/21 financial year by –***
 - a) waiver of the applicable street dining fee; and***
 - b) extension of the outdoor dining area beyond the frontage of the food premises where circumstances of the locality allow;***
- 4) Waiver of fees (excluding energy costs for connection to an electricity supply) for use of Council land by a mobile food vendor;***
- 5) Waiver of fees for registration of a public health risk premises under the Public Health Act 1997 during the 20/21 financial year; and***
- 6) Waiver of testing fee for primary contact water for two samples required under the Public Health Act 1997 prior to reopening of a closed swimming pool.”***

2.0 SUMMARY

This report has been prepared to allow Council to review the initiatives provided in Phase One – COVID-19 Community Support Package and develop a number of State Two initiatives in response to COVID-19, allowing Council to provide Burnie residents and businesses with a local stimulus measures in addition to the support of significant stimulus arrangements provided by the Federal and State Government.

The Council's Phase Two - Community Support Package Measures include:

Community Support Measure	Estimated Value
The deferral of commercial lease and reimbursement payments for affected commercial tenants without penalty.	*
Waiver of outdoor street dining fees	\$5k
Waiver of fees (excluding energy costs for connection to an electricity supply) for use of Council land by a mobile food vendor	\$5k
Waiver of fees for registration of a public health risk premises under the Public Health Act 1997	\$2k
Waiver of testing fee for primary contact water for two samples required under the Public Health Act 1997	\$1k
Total Phase Two – Community Support Package	\$13k

* Supported by the \$100k allocation in Stage One for support to businesses and residents.

3.0 BACKGROUND

The Council at its meeting on 28 April 2020 provided a Phase One – Community Support Package (AO111-20). The Package was modified by Council at its meeting on 17 May 2020 when it determined to change the parking from two hours for three months to one hour free parking in the Multi Story Car Park to twelve months.

The Council's Phase One - Community Support Package Measures included:

Community Support Measure	Est Value
A rates freeze for the 2020-21 financial year (0% rate increase).	\$270k
An interest suspension on outstanding rates from 1 March 2020 to 30 June 2020.	\$40k
The continuation of the early payment discount in the 2020-21 Annual Plan and Budget.	\$260k
The deferral of instalment dates in the 2020-21 Annual Plan and Budget.	*
The provision of support for businesses and residents that are in serious financial hardship due to the effects of COVID-19.	\$100k
The waiver of all winter sports fees for the 2020 winter season.	\$16k
The waiver of community lease payments in 2020-21, insurance reimbursement for	\$63k

Community Support Measure	Est Value
2019-20 and 2020-21, and reimbursement of service and utilities charges along with the conversion of Zodiacs Gymnastics Club to a community lease.	
The deferral of commercial lease and reimbursement payments for affected commercial tenants without penalty.	*
The waiver of the fees associated with registering Food Shop Licences for 2020-21.	\$15k
The provision of one-hour free parking for 12 months at the Multi Story Car Park.	\$250k
The provision of a promotion and events program to support the community in its recovery from COVID-19.	\$125k
Provision of free green waste for residential ratepayers for three months.	\$20k
Total Phase One – Community Support Package	\$1,159k

*Value not determined

4.0 LEGISLATIVE REQUIREMENTS

In preparing this report consideration has been given to the legislative requirements of the *Local Government Act 1993*. Consideration is being given to some relaxation of some requirements in the *Act* and any proposed stimulation measures that may require support of an emergency notice the State Government will be mentioned if non-compliance is an issue.

The State Government passed the *COVID-19 Disease Emergency (Commercial Leases) Act 2020* with effect from 3 June 2020. The objectives of this Act are; to implement measures that may assist the continued functioning of the economy during the financial hardship period and the recovery of the economy after the end of the period; and to enable an appropriate apportioning, between parties to a protected lease, of the financial burden caused to the parties by, or relating to, the disease-related factors.

The Council will have a number of protected commercial leases that will need to be reviewed against this Act and in some cases rent relief provided. An eligible person for a protected lease is when they become entitled to a JobKeeper payment and qualify as an SME entity for the purpose of the *Guarantee of Lending to Small and Medium Enterprises (Coronavirus Economic Response Package) Act 2020*.

Rent payable under a protected lease Council is unable to be increased during the hardship period. The hardship period is from 1 April 2020 until the Treasurer declares that the hardship period ceases. Generally the rent payable under a protected lease is to be renegotiated having regard to the degree of financial hardship of the lessee and lessor and the principles set out in the National Code of Conduct.

5.0 POLICY CONSIDERATIONS

In preparing this report it is acknowledged that there may be some policy principles that have been set aside. The main policies are:

- Rates and Charges Policy

- Community Leases Policy
- Parking Policy; and
- Assistance to Industry and Business Policy

This report will highlight areas where there is an inconsistency with policy and acknowledge it within the recommendation. Management will review the inconsistency and undertake a policy review after the crisis is over and recommend any permanent policy changes to Council.

6.0 FINANCIAL IMPACT

The financial impact of the proposed support package will have both direct and indirect impacts of Council's financial position. The estimated direct impact of the Phase One Community Support Package is \$1,159,000. The Phase Two package is estimated at \$13,000, bringing the total estimated COVID-19 Community Support Package at \$1,172,000.

7.0 DISCUSSION

The whole community have been impacted by COVID-19 whether that be: social with the effects of the unprecedented social distancing measures being applied by the Federal or State Government; or economic due to the impact on employment and viability of business due to these measures.

There will also be members of the community that are infected by the coronavirus or have been in contact with others who have been infected within their family and friends network.

The message is that everyone will be impacted in some way by this pandemic.

It is necessary for the Council to review the Phase One - Community Support Package and consider additional measures for Phase Two. This package is looking at supporting ratepayers and commercial tenants. It is important that local government takes its fair share in the economic stimulus measures that are provided across all three spheres of government.

Suspension of Penalty Interest on Rates and Charges

The LGAT General Meeting suggested that no penalty and interest be charged or debt collection occur until 30 June 2020. Council suspended section 3.5.3 "Defaults and Penalties" of the 2019-20 Rates Resolution from 1 March 2020 to 30 June 2020 in line with the decision of the sector.

On review it is not recommended that Council to continue with a blanket penalty interest suspension for all outstanding rates beyond 30 June 2020, and that any ratepayer that has been impacted by COVID-19 to apply for a penalty interest remission under the Financial Hardship Assistance Policy CP-CBS-SG-049.

Commercial Leases (Rents paid by commercial tenants in Council premises)

Council has a number of commercial tenants leasing Council owned land and property. While there are a small number of commercial leases that have been impacted by COVID-19 the majority to date have had limited disruption to their business.

The Federal Government has developed a Mandatory Code of Conduct for “SME Commercial Leasing Principles During COVID-19”. The Code imposes a set of good faith leasing principles for application to commercial tenancies (including retail, office and industrial) between owners/operators/other landlords and tenants, where the tenant is an eligible business for the purpose of the Commonwealth Government’s JobKeeper program.

This Code comes into effect in all states and territories from a date following 3 April 2020 (being the date that National Cabinet agreed to a set of principles to guide the Code to govern commercial tenancies as affected by the COVID-19 pandemic) to be defined by each jurisdiction, for the period during which the Commonwealth JobKeeper program remains operational.

The Code provides the following examples of practical variations reflecting the application of the principle of proportionality may include, but are not limited to:

- *Qualifying tenants would be provided with cash flow relief in proportion to the loss of turnover they have experienced from the COVID-19 crisis:*
 - *ie. a 60% loss in turnover would result in a guaranteed 60% cash flow relief.*
 - *At a minimum, half the relief is to be provided as a rent waiver (rent free) for the proportion of which the qualifying tenant’s revenue has fallen.*
 - *Up to half could be through a deferral of rent, with this to be re-couped over at least 24 months in a manner that is negotiated by the parties*
 - *For example, if the tenant’s revenue has fallen by 100%, then at least 50% of total cash flow relief is a rent waiver and the remainder is a rent deferral. If the qualifying tenant’s revenue has fallen by 30%, then at least 15% of total cash flow relief is rent free/rent waiver and the remainder is rent deferral.*
 - *Care should be taken to ensure that any repayment of the deferred rent does not compromise the ability of the affected SME tenant to recover from the crisis.*
 - *The parties would be free to make an alternative commercial arrangement to this formula if that is their wish.*

As at the time of this report, the Regulations under the *COVID-19 Disease Emergency (Commercial Leases) Act 2020* have not yet been passed and published. The Regulations are expected to provide further prescription around how the reduction in turnover is to be calculated.

It is recommended that the General Manager be authorised to negotiate an arrangement to defer rent payments and/or apply a remission with any protected leases in accordance with the *COVID-19 Disease Emergency (Commercial Leases) Act 2020*. The General Manager will report to Council in closed session any commercial lease rental remissions and deferral arrangements that have been applied.

Section 77 of the *Local Government Act 1993* also requires that the details of any grant made or benefit provided, be included in its annual report.

This COVID-19 Community Support Package will allow the General Manager to negotiate in good faith with parties to protected commercial leases, as required under the *COVID-19 Disease Emergency (Commercial Leases) Act 2020*, as to the rent terms during the financial hardship period, according to the principles and objectives of the Act, and taking into account individual circumstances.

- ***That Council delegate its powers and functions under s77 of the Local Government Act 1993 to the General Manager, with a limit in relation to protected commercial leases of rent waivers no more than 50% of the annual commercial rent, and rent deferral plans to be no greater than two years; and negotiations to be in accordance with the provisions of the COVID-19 Disease Emergency (Commercial Leases) Act 2020 and Regulations thereunder.***

Environmental Health

Food Premises

The State Government has provided a six month extension on all food premises licences and registrations issued under the *Food Act 2003* and current at 27 May 2020.

It is Council practice to renew all food premises licence and registrations in June of each year. The effect of the provision is that existing licences and registrations will not require renewal until the second part of the 2020/21 financial year. Renewals from December 2020 will mean licences and registrations will be current for six (6) months into the 2021/22 financial year.

It is proposed that Council honour its commitment to waive food premises licence and registration fees during the 2020/21 financial year, and therefore charge 50% of the applicable fee when current licences are renewed from December 2020. Renewals and licences issued after 1 July 2021 will pay the full fee.

The effect of the government extension and the application of a fee waiver for 2020/21 is a foregone revenue of some \$7.5K.

This COVID-19 Community Support Package measure is estimated to provide benefit to food premises of \$7.5k.

Public Health Risk Activity

The Government has also extended currency of existing registrations current at 27 May 2020 under the *Public Health Act 1997* for conduct of a public health risk activity (tattoo and piercings) by 6-months.

Many of these businesses have also been closed under the COVID-19 State of Emergency orders.

It is recommended that the \$135 annual fee be waived in 2020-21 on the same basis as the food licence fee was waiver.

Swimming Pools

The water in swimming pools that are open to the public must be regularly tested to ensure applicable health standards are achieved.

Tests are conducted by Council's under the Public Health Act. The Council charge \$102 per water sample to cover third party laboratory costs.

Swimming pools have been required to close during the COVID-19 emergency.

It is a requirement that pool waters be tested on two separate occasions and that two complying results be achieved before a swimming pool can re-open.

It is proposed that Council waive the pool water testing fee for the two water quality tests required before a swimming pool may re-open.

Hospitality Premises – Restaurants and Cafes

Restaurants and cafes have been required to close eat-in dining facilities from commencement of the COVID-19 emergency.

The easing of COVID-19 restrictions will allow the recommencement of dine-in facilities. However limits will continue to apply for the number of patrons that may enter and remain on premises to consume food or beverage.

There is potential for restaurants and cafes to increase the permitted trade area by locating seats and tables into public spaces such as footpath and reserves.

Council currently provides opportunity under the Street Dining By-Law 2020 for food premises to create outdoor dining areas on the public footpath within the frontage of the restaurant or café. Prior approval is required and conditions apply to protect the safety and convenience of patrons, and of pedestrians and vehicles on the footpath and adjacent road and parking areas, and of the amenity of the area. Food premises operators are required to accept liability for risk management; and to pay a monthly fee to Council for each seat provided on the footpath.

It is appropriate to allow food business operators access to additional trading area within a public footpath while COVID-19 restrictions are in force in order to rebuild trade and viability.

It is inappropriate to relax safety and convenience standards and risk management arrangements.

Council can assist by extending the space available for dining on the footpath to beyond the frontage of the food premises (subject to compliance with safety and amenity standards and the approval of adjoining business operators); and by provision of a discount or waiver on the seating fee payable to the Council.

The arrangements should have effect during the 2020/21 financial year from when Stage 3 of the Tasmanian COVID-19 Roadmap to Recovery takes effect.

The benefit to the food operators of Burnie is difficult to predict as take-up rates will depend on the nature of the business and the availability and suitability of footpath area.

The Council also permits use of Council reserves by mobile food vendors. A fee applies.

Consistent with the approach recommended for brick and mortar establishments, it is suggested that the fee for use of Council land by a mobile food vendor be waived during the 2020/21 financial year.

Again the benefit to food vendors is difficult to predict.

8.0 RISK

As the COVID-19 pandemic has unfolded the Executive Management Team been preparing the COVID-19 Risk Management Plan.

This Risk Management Plan is being developed for the COVID-19 response in accordance with Council's Risk Management Framework GL-OGM-RM-001. The Plan aims to:

- Identify potential risks across all ten categories of risk
- Rate each inherent risk before any treatment, according to established consequence and likelihood scales
- Rate each risk after mitigation measures; and
- Tracks actions being undertaken.

Some key financial and political risk have been extracted from this plan where appropriate.

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	Cash flow may be affected if rates revenues are deferred (eg delayed budget) or severe community hardship experienced	Securing of overdraft and/or loan facility Cash flow modelling to forecast shortages Potential for sectorial response to rates and/or government Directive on rates freeze and budget timeframes
	Loss of revenue from public venues, events and sports venues operated by Council	Business Interruption insurance not applicable due to exclusion for quarantinable diseases Unable to identify alternative revenue streams for this period
	Loss of parking revenue from decreased CBD activity	Business Interruption insurance not applicable due to exclusion for quarantinable diseases Unable to identify alternative revenue streams for this period
	Potential loss of revenue due to any relief support provided by Council	Support being considered by Council in line with a sectorial response
	Potential loss of revenue from lessees and hirers of Council facilities (community, commercial, sports)	Council to consider relief strategies Difficult to identify alternative revenue sources Consider reducing costs associated with leased premises but unlikely to identify enough savings to mitigate risk
Political	Risk of political pressure to respond appropriately compared to other Tasmanian councils	Work with LGAT to take sectorial approach Avoid making standalone decisions outside the sector
	Risk of political pressure to provide financial relief in setting of rates, fees and charges	Aim to take a sectorial approach in order to reduce localised political pressure Potential government Directives may yet apply in this space
	Financial impact to community groups (lessees of council facilities) and sports clubs hiring Council grounds if Council does not provide some assistance or relief	Council considering options in report to April meeting

9.0 CONSULTATION

The COVID-19 Community Support Package has been prepared taking into consideration the initial decision of Council in adopting the Phase One- Community Support Package.

COUNCIL RESOLUTION**Resolution number: MO163-20****MOVED: Cr T Brumby****SECONDED: Cr C Lynch**

“THAT Council agree to the delivery of the following actions as part of a Phase Two - COVID-19 Community Support Package to assist our community to both manage and recover from the impacts of the COVID-19 Pandemic by:

- 1) Reviewing the suspension of penalty and interest on rates and charges to 30 June 2020 and determine to cease this initiative from 1 July 2020, with exemptions to be considered by the General Manager upon receipt of an application by ratepayers under the Financial Hardship Assistance Policy;***
- 2) Delegating its powers and functions under s77 of the Local Government Act 1993 to the General Manager, with a limit in relation to protected commercial leases of rent waivers no more than 50% of the annual commercial rent, and rent deferral plans to be no greater than two years; and negotiations to be in accordance with the provisions of the COVID-19 Disease Emergency (Commercial Leases) Act 2020 and Regulations thereunder;***
- 3) Provision of enhanced opportunity for outdoor dining as a means for restaurants and cafes to increase their trading area during the 2020/21 financial year by –***
 - a) waiver of the applicable street dining fee; and***
 - b) extension of the outdoor dining area beyond the frontage of the food premises where circumstances of the locality allow;***
- 4) Waiver of fees (excluding energy costs for connection to an electricity supply) for use of Council land by a mobile food vendor;***
- 5) Waiver of fees for registration of a public health risk premises under the Public Health Act 1997 during the 20/21 financial year; and***
- 6) Waiver of testing fee for primary contact water for two samples required under the Public Health Act 1997 prior to reopening of a closed swimming pool.”***

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**AO146-20 GENERAL MANAGER'S REPORT - OPEN SESSION**

FILE NO: 4/18/2

PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:***“THAT Council note the information contained in the General Manager’s Report.”*****2.0 SUMMARY**

This report includes the following items:

- 2.1 General Manager’s Communications
- 2.2 Council Meeting Action List

2.1 GENERAL MANAGER’S COMMUNICATIONS

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

Date	Meeting / Function
11 May	Teleconference with CEO – Dulverton Waste Management Authority
14 May	Cradle Coast Authority Representatives Committee Meeting
	Meeting with Stephen Casey - TasPorts
18 May	Burnie Airport Corporation – Board Discussion
19 May	NW General Managers - COVID Restrictions and Recovery Meeting
21 May	Meeting with Minister Mark Shelton MP
26 May	LG Professionals Australia - North West Branch Meeting
	Meeting with Epuron – Hellyer Wind Farm
27 May	Sustainable Murchison Reference Group Meeting
28 May	Cradle Coast Authority - Board Strategic Workshop
	UTAS NW Consultative Committee

Date	Meeting / Function
4 June	Meeting with TasNetworks
9 June	UTAS/BCC West Park Transition Working Group Meeting

2.2 COUNCIL MEETING ACTION LIST

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

ATTACHMENTS

- 1. [Open Session - All Actions - 19 May 2020](#)
- 2. [Open Session - Outstanding Actions - Jan 2018 to Apr 2020](#)

COUNCIL RESOLUTION

Resolution number: MO164-20

MOVED: Cr A Boyd

SECONDED: Cr D Pease

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

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

Against:

CARRIED UNANIMOUSLY

Council Meeting Action Report		Date From: 19/05/2020		
All Actions for Open Session of 19 May 2020		Date To: 19/05/2020		
		Printed: Friday, 5 June 2020		
Key: RES = Action arising from Resolution; ACT = Action required in addition;				
QON = Question on Notice; NOTE = Progress Note				
Item Number	Report Title	Action	Department	Completed
AO122-20	MOTION ON NOTICE - PARKING IN THE MULTI STOREY CAR PARK	20 May 2020 RES: Implement one hour free parking in the Marine Terrace Car Park for 12 months, from the date of commencement of Stage 3 Covid Roadmap as determined by the State Government, in accordance with the resolution of Council AO122-20.	Land and Environmental Services	
Council 19/05/2020				
AO124-20	PUBLIC QUESTION TIME	20 May 2020 QON: Provide a copy of the public question response to Mr K Price. 20 May 2020 Action completed. DOC ID 956809	Office of the General Manager	20/05/2020
Council 19/05/2020				
AO125-20	POLICY REVIEW - INFRASTRUCTURE ASSETS - STANDARD REQUIREMENTS CP-CBS-SG-031	20 May 2020 ACT: Finalise the Infrastructure Assets Standard Requirements Policy in the corporate document framework and make available to the public. 21 May 2020 Action completed. Policy has been finalised and published.	Corporate and Business Services	21/05/2020
Council 19/05/2020				
AO133-20	COMMUNICATIONS JOURNAL - BURNIE EMU BAY LIONS CLUB - GIANT BOOKFAIR	20 May 2020 RES: Advise the Burnie Emu Bay Lions Club of Council's response in relation to a location at Wivenhoe for the Giant Bookfair, per resolution AO133-20. 1 Jun 2020 Action completed. Letter sent advising of Council's decision.	Community and Economic Development	1/06/2020
Council 19/05/2020				

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020		Date To: 30/04/2020	
		Printed: Friday, 5 June 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
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 2019. 26 Nov 2019 NOTE: Further correspondence drafted to new minister in regard to this matter.	Works and Services
Council 30/01/2018			
AO074-18	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 20/03/2018			
AO105-18	COMMUNICATIONS JOURNAL - BURNIE ATHLETIC CLUB INC - WEST PARK CLUB ROOMS	17 Apr 2018 RES: Work with the appointed interim Working Group for West Park Sports Ground to develop the draft Terms of Reference for a West Park Special Advisory Committee, incorporating members as per the resolution of Council AO105-18. 3 Aug 2018 NOTE: To be considered at next Working Group meeting in late August. 9 Nov 2018 NOTE: Funding application submitted for BAC Clubroom extension and other improvements at West Park.	Community and Economic Development
Council 17/04/2018			
AO126-18	BURNIE LOOP TRAIL	18 May 2018 RES: Progress signage and marketing collateral and implement the Burnie Loop Trail as endorsed by Council resolution AO126-18. 14 Dec 2018 NOTE: Route identified. Signage plan in development.	Works and Services
Council 15/05/2018			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020		Date To: 30/04/2020	
		Printed: Friday, 5 June 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO198-18	MOTION ON NOTICE - SINGLE USE PLASTICS	<p>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.</p> <p>5 Sep 2018 NOTE: Initial discussion of ban workshopped with Aldermen 28 August. Council officers to present draft policy in early 2019.</p> <p>18 Jan 2019 NOTE: A working group established to develop policy.</p> <p>27 Sep 2019 NOTE: Policy being completed. To be presented to a Workshop of Council in February 2020.</p> <p>5 Mar 2020 NOTE: Workshop scheduled for 7 April.</p>	Community and Economic Development
Council 21/08/2018			
AO237-18	MOTION ON NOTICE - BIKE TRACK VIEW ROAD	<p>21 Sep 2018 RES: Arrange a workshop visit to View Road Bike Track and seek interest in a working group for improvements in 2019-20 budget, in accordance with the resolution of Council AO237-18.</p> <p>9 Nov 2018 NOTE: To be arranged for a workshop in the new year.</p> <p>19 Jun 2019 NOTE: Workshop scheduled for 22 October 2019.</p> <p>23 Oct 2019 NOTE: Council visited site, Pump track concept to be explored and further briefing provided to Council.</p> <p>26 Nov 2019 NOTE: Council further discussed project at 26 November workshop.</p> <p>15 Dec 2019 NOTE: Working group to be established.</p> <p>19 Feb 2020 NOTE: Working group formed. Concept plan in development. Aim for end March concept plan.</p> <p>1 Jun 2020 NOTE: Discussed at 2 June workshop.</p>	Works and Services
Council 18/09/2018			
AO311-18	MOTION ON NOTICE - WALKING TRAILS	<p>22 Nov 2018 RES: Review the opportunity to create two walking trails - a cultural Red Line trail, and an environmental Green Line trail in accordance with the resolution of Council AO311-18; and provide an update to councillors on current walking trail plans in progress.</p> <p>5 Jul 2019 NOTE: Trails being considered as part of broader track / trail strategy. Briefing previously provided to Council on signage strategy</p>	Works and Services
Council 20/11/2018			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020		Date To: 30/04/2020	
		Printed: Friday, 5 June 2020	
<p>Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note</p>			
Item Number	Report Title	Action	Department Completed
AO335-18	MOTION ON NOTICE - UPPER BURNIE SPORTS CENTRE	<p>13 Dec 2018 RES: Undertake a review of the Upper Burnie Sports Centre building in terms of current and future needs and a comparison of costs for upgrading versus replacing the facility, in accordance with the resolution of Council AO335-18.</p> <p>20 Feb 2019 RES: Incorporate subsequent resolution AO031-19 on 19 Feb 2019 to explore requirements, benefits, cost and location for an indoor multi-sport facility prior to the federal election.</p> <p>4 Mar 2019 NOTE: Developing an improvement plan discussed as part of 25 Feb workshop.</p> <p>26 Nov 2019 NOTE: Working group established to consider new stadium project.</p> <p>7 Apr 2020 NOTE: Work progressing on recreational needs analysis. Will inform review of the sports centre.</p>	Works and Services
Council 11/12/2018			
AO086-19	MOTION ON NOTICE - INVESTIGATION INTO INDUSTRIAL NOISE	<p>18 Apr 2019 RES: Investigate the cause of industrial noise from the port that can be heard over large areas of Burnie and provide options to resolve the issue, in accordance with the resolution of Council AO086-19.</p> <p>3 Jun 2019 Revised Target Date changed to 26 Sep 2019. Reason: waiting on public to provide information; and for Toll to complete environmental survey on impact of new vessel.</p> <p>4 Jul 2019 NOTE: Burnie Port Authority has advised results of a noise study conducted at a residential premises in Princes Street. General noise from atmospheric, ocean and other activities does not exceed thresholds for noise emissions. Low frequency hum audible in residence - does not exceed thresholds, but may be considered a nuisance. However, noise detectable during periods when Toll ship not in port. Further analysis required.</p>	Land and Environmental Services
Council 16/04/2019			
AO088-19	MOTION ON NOTICE - REEVES STREET	<p>18 Apr 2019 RES: Write to Metro to consider the possibility of a bus shelter in the vicinity of the Reeves St - Bunnings connection, in accordance with the resolution of Council AO088-19.</p> <p>5 Jul 2019 NOTE: Department of State Growth are reviewing bus routes in Burnie. Opportunity to include stops on Reeve street under consideration by DSG and Metro.</p> <p>19 Feb 2020 NOTE: Department has finalised review. Revised routes to be released.</p> <p>7 Apr 2020 NOTE: DSG has put new bus routes implementation on hold due to COVID 19.</p>	Works and Services
Council 16/04/2019			

Council Meeting Action Report		Date From:	30/01/2018
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020		Date To:	30/04/2020
		Printed:	Friday, 5 June 2020
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO158-19	MOTION ON NOTICE - VIDEO RECORDING OF MOTIONS ON NOTICE AND PUBLIC QUESTION TIME AT COUNCIL MEETINGS Council 18/06/2019	19 Jun 2019 RES: Investigate livestreaming of Council Meetings, in accordance with resolution of Council AO158-19.	Corporate and Business Services
AO159-19	MOTION ON NOTICE - CITY AND SUBURB INFRASTRUCTURE 2019-20 Council 18/06/2019	19 Jun 2019 RES: Prepare a framework for a city and suburb infrastructure plan that addresses the matters put forward in the resolution of Council AO159-19. 5 Jul 2019 NOTE: Officers working on a consultation framework. 30 Apr 2020 NOTE: Paper prepared for a future workshop. 1 Jun 2020 NOTE: Paper for 28 July workshop	Works and Services
AO161-19	MOTION ON NOTICE - AURORA BOXES ARTWORK Council 18/06/2019	19 Jun 2019 RES: Investigate the potential to pain Aurora boxes in Burnie and workshop further with Council, as per the resolution of Council AO161-19. 5 Jul 2019 NOTE: Youth development officer has carriage of project. Currently liaising with relevant agencies. 4 May 2020 NOTE: To be reviewed as part of Street Art Working Group.	Community and Economic Development
AO189-19	MOTION ON NOTICE - FOOD ORGANICS AND GARDEN ORGANICS (FOGO) COLLECTION Council 16/07/2019	17 Jul 2019 RES: Provide an updated FOGO Discussion Paper at a 2019 Workshop incorporating community consultation and cost implications for the FMS, so that the matter can be considered prior to the 2020-21 budget process, in accordance with the resolution of Council AO 189-19. 5 Sep 2019 NOTE: Paper drafted to be presented to 29 October workshop. 23 Oct 2019 NOTE: Briefing provided to 22 October workshop. To progress to a education and communication planning process with CCWMG. 15 Dec 2019 NOTE: Issue discussed with CCWMG. Awaiting a response for the group in regard to Council's suggestions. 7 Apr 2020 NOTE: No further advice provided by Region to date.	Works and Services
AO218-19	MOTION ON NOTICE - STREET ART WORKING GROUP Council 20/08/2019	22 Aug 2019 RES: Form a street art working group to develop a 3 year strategy and action plan for street art in the city, to be presented to council in March 2020, in accordance with the resolution AO218-19. 23 Dec 2019 NOTE: First Working Group meeting held. 6 Apr 2020 NOTE: Working Group has been suspended.	Community and Economic Development

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020		Date To: 30/04/2020	
		Printed: Friday, 5 June 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO242-19	MOTION ON NOTICE - CITY REVITALISATION PLAN	30 Sep 2019 RES: Prepare a report to Council with proposed Terms of Reference for a CBD Revitalisation Working Group, in accordance with the resolution of Council AO242-19. 1 Oct 2019 NOTE: Listed for discussion at Workshop on 8.10.2019. 9 Oct 2019 NOTE: The establishment of a terms of reference was discussed at Council workshop on 8.10.2019. The consensus of the discussion was that this matter be deferred for six months. This will be discussed further with Council in April 2020. 13 Jan 2020 Revised Target Date changed to 30 Apr 2020. Reason: Councillors to review in April 2020. 2 Apr 2020 NOTE: This will be a matter that will be considered as part of the response to COVID-19. The action has been deferred to July 2020. 2 Apr 2020 Revised Target Date changed to 31 Jul 2020.	Office of the General Manager
Council 17/09/2019			
AO244-19	MOTION ON NOTICE - SMOKING BAN IN CBD	19 Sep 2019 RES: Prepare a report to council that investigates matters relevant to proposing the town centre be a smoke free area, by addressing each of the matters contained in Council resolution AO244-19. 24 Feb 2020 NOTE: Scheduled for Council workshop in March 2020.	Land and Environmental Services
Council 17/09/2019			
AO245-19	MOTION ON NOTICE - MAGAZINE OR NEWSLETTER OF ACTIVITIES, FUNCTIONS AND EVENTS	19 Sep 2019 RES: Introduce a printed newsletter featuring activities, functions, events, and promotions and any other information relating to the City, at least every six months, with participating advertisers to help defray the costs, in accordance with the resolution of Council AO245-19.	Corporate and Business Services
Council 17/09/2019			
AO257-19	COMMUNICATIONS JOURNAL - BURNIE FIELD NATURALIST CLUB INC - MEMORIAL PLAQUE AND/OR DEDICATION SEAT FOR THE LATE LEXIE PAUL	19 Sep 2019 RES: Send a response to the Burnie Field Naturalists Club confirming Council's support for the installation of a plaque and memorial seating for the late Ms Lexie Paul, and make arrangements for this to be implemented, per resolution AO257-19. 22 Sep 2019 NOTE: Club advised of Council's decision. Officer to works with the Club. 30 Apr 2020 NOTE: BFNC have not contacted council to date .Follow up letter sent. 1 Jun 2020 NOTE: BFNC have confirmed acceptance of BCC proposal. Officers to work with Club.	Works and Services
Council 17/09/2019			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020		Date To: 30/04/2020	
		Printed: Friday, 5 June 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO277-19	MOTORCYCLE PARKING	20 Oct 2019 RES: Implement steps to allocate 15 motorcycle parking spaces in the MTCP for a 12 month trial basis, in accordance with the resolution of Council AO277-19. 23 Oct 2019 NOTE: Instructions issued to prepare and mark additional motorcycle parking bays adjacent to existing provision in the MTCP and to monitor use for a period of 12 months	Land and Environmental Services
Council 15/10/2019			
AO279-19	BURNIE BOWMEN - HOSTING OF NATIONAL ARCHERY TITLES	20 Oct 2019 ACT: Add budget note for 2020-21 to include \$10,000 to support the National Senior Archery Championships in October 2020, in accordance with the resolution of Council AO279-19.	Corporate and Business Services
Council 15/10/2019			
AO311-19	PROPOSAL TO DISPOSE (LEASE) A PORTION OF PUBLIC LAND TO BURNIE POLICE AND CITIZENS BOYS AND GIRLS CLUB INC (PCYC) 1-5 TERRYLANDS STREET, BURNIE CT VOLUME 158965 FOLIO 1	21 Nov 2019 RES: Negotiate a community lease with PCYC, in accordance with the resolution of Council AO311-19.	Community and Economic Development
Council 19/11/2019			
AO334-19	MOTION ON NOTICE - PUBLIC MEET AND GREET	12 Dec 2019 ACT: Make arrangements for Councillor quarterly public meet and greet sessions to commence February/March 2020. 3 Apr 2020 NOTE: Planning undertaken for remainder of 2020 but deferred due to Covid 19 restrictions	Corporate and Business Services
Council 10/12/2019			
AO339-19	LAND USE PLANNING BURNIE INTERIM PLANNING SCHEME AMENDMENT REQUEST TO INITIATE A SCHEME AMENDMENT 10 SMITH STREET & 17, 19 & 21 ANGLESEA STREET, WIVENHOE	12 Dec 2019 RES: Prepare draft amendment and undertake public notification and exhibition for 10 Smith Street and 17, 19 and 21 Anglesea Street, Wivenhoe, in accordance with the resolution of Council AO339-19. 3 Feb 2020 NOTE: Draft amendment prepared and public notification and exhibition period to conclude on 3 February 2020. 6 Apr 2020 NOTE: Exhibition period completed and final draft documents submitted to Tasmanian Planning Commission for decision	Land and Environmental Services
Council 10/12/2019			
AO038-20	MOTION ON NOTICE - OLD BURNIE INN	24 Feb 2020 RES: Arrange meeting between Burnie Historical Society and MWMAG architects relating to the Burnie Inn query, as per AO038-20. 1 Jun 2020 NOTE: Meeting had been arranged between Historical Society and Architects but was postponed due to COVID	Community and Economic Development
Council 18/02/2020			

Council Meeting Action Report				Date From:	30/01/2018
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020				Date To:	30/04/2020
				Printed:	Friday, 5 June 2020
Key: RES = Action arising from Resolution; ACT = Action required in addition;					
QON = Question on Notice; NOTE = Progress Note					
Item Number	Report Title	Action	Department	Completed	
AO043-20	MOTION ON NOTICE - CIGARETTE BUTTS	24 Feb 2020 RES: Refer the matter of removal of cigarette butt bins from CBD locations, and a campaign to improve the proper disposal of cigarette butts, for further consideration in conjunction with the current investigations into a possible declaration of the CBD as a smoke free area, as per AO043-20.	Land and Environmental Services		
Council 18/02/2020					
AO045-20	MOTION ON NOTICE - RECYCLE BINS AT SPORTING AND COMMUNITY EVENTS AND VENUES	24 Feb 2020 RES: Investigate the provision of recycle bins at sporting and community events at council venues to determine the demand and cost burden associated, and provide a report back to Council for 2020-21 budget considerations, per AO045-20.	Works and Services		
Council 18/02/2020					
AO065-20	MOTION ON NOTICE - CBD VEHICLE AND CARAVAN PARKING	24 Mar 2020 RES: Investigate a location within the CBD suitable for paid parking for vehicles towing a caravan in accordance with the resolution of Council AO065-20.	Land and Environmental Services		
Council 17/03/2020					
AO071-20	MOTION ON NOTICE - BURNIE 'HASHTAG' SIGN	24 Mar 2020 – RES: Investigate locations for Burnie 'hashtag' sign and provide report back to Council in accordance with the resolution of Council AO071-20.	Works and Services		
Council 17/03/2020					
AO074-20	MOTION ON NOTICE - FREE PARKING CBD	24 Mar 2020 RES: Refer a discussion on the introduction of a one (1) hour free parking period in Burnie town centre to the 2020-21 budget deliberations in accordance with the resolution of Council AO074-20.	Land and Environmental Services		
Council 17/03/2020					
AO075-20	MOTION ON NOTICE - FAIRY GODMOTHERS - ALL INCLUSIVE PLAYGROUND	24 Mar 2020 RES: Invite representatives from the Fairy Godmothers and Waratah Wynyard Council to a workshop to provide a briefing on the ANZAC Park All Abilities Playground as per AO075-20. 1 Jun 2020 NOTE: Letter sent inviting to a workshop. Awaiting response.	Works and Services		
Council 17/03/2020					
AO078-20	PUBLIC LAND REGISTER - REVIEW	24 Mar 2020 RES: Update the revisions to the Public Land Register in accordance with the resolution of Council AO078-20.	Corporate and Business Services		
Council 17/03/2020					
AO110-20	COVID-19 - UPDATE REPORT	29 Apr 2020 RES: Submit an application under the Local Government Loan Stimulus Package up to \$10m in accordance with the resolution of Council AO110-20.	Corporate and Business Services		
Council 28/04/2020					

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Apr 2020		Date To: 30/04/2020	
		Printed: Friday, 5 June 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Negotiate with the Zodiacs Gymnastic Club to transfer to a community lease in accordance with the resolution of Council AO111-20. 4 May 2020 NOTE: Negotiations have commenced with Zodiacs.	Community and Economic Development
Council 28/04/2020			
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Oversee the implementation of free green waste (residential, 3m3) for a period of three months after the lifting of relevant COVID-19 restrictions, to be reviewed at the end of this time, in accordance with the resolution of Council AO111-20.	Works and Services
Council 28/04/2020			
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Develop a promotions and events program to support the community in its recovery from COVID-19, in accordance with the resolution of Council AO111-20. 4 May 2020 NOTE: Business NorthWest notified of Councils decision.	Community and Economic Development
Council 28/04/2020			

GENERAL MANAGER**AO147-20 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MAY 2020****FILE NO:** 4/18/2**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.5	A sustainable long term future is planned through the management of Council's infrastructure and assets.
Strategy	7.5.2	Ensure assets are adequately developed, maintained and renewed.

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Works and Services May 2020 be noted.”

2.0 SUMMARY

The report includes the following items:

3.0 Capital Works

- 3.1 Request for Expressions of Interest, Quotations, Tenders and Contracts
- 3.2 Civil Construction and Stormwater
- 3.3 Buildings
- 3.4 Parks, Reserves, Sporting Grounds and Cemeteries
- 3.5 Waste Management

4.0 Operations and Maintenance

- 4.1 Civil Construction and Stormwater
- 4.2 Buildings
- 4.3 Parks, Reserves, Sporting Grounds and Cemeteries
- 4.4 Waste Management

5.0 Vandalism and Reported Incidents**6.0 Private Works****7.0 SES and Burnie Emergency Management Committees Activity Reports****8.0 Energy Management****3 CAPITAL WORKS**

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

3.1.1 Expressions of Interest

No information to report.

3.1.2 Quotations

a) South Burnie Jetty Ladder Replacements

Quotations were sought from three Contractors during May 2020, resulting in two quotations being received. TasSpan were successful and have been appointed to undertake the installation late in June 2020.

b) Quotation 2653 – Skate Park Upgrade

Quotations from suitable Contractors were sought on 2 June and closed on 19 June 2020.

c) Quotation 2652 – Cooee Point Storm Surge Rehabilitation

A Request for Quotation (RFQ) to place armour rock along the eastern embankment at Cooee Point adjacent the recreational vehicle park area, was issued to four (4) contractors in mid-May 2020, resulting in four quotations being received. SD Groves Earthmoving Pty Ltd were successful and have been appointed. Works are expected to start in early June and be complete by end of June 2020.

d) Quotation 2651 – Street Sweeper Discharge Facility Concrete Works

A RFQ was issued to four (4) Contractors in mid-May, resulting in three quotations being received. G & T Dick Concreting were successful and have been appointed, however works will not start until late July or early August 2020, due to Contractor resourcing.

e) Quotation 2644 – Alterations and Additions to the Burnie Netball Centre Clubrooms

The State Government have approved a Grant Extension to 30 September 2020. The works will be undertaken by Council's Depot Building Team, starting during the first week in July 2020.

f) Quotation 2649 – Mount Street Footpath – Three Mile Line to Damien Avenue

Works began on 18 May 2020, are progressing well and on schedule to be complete during June.

3.1.3 Tenders

No information to report.

3.1.4 Contracts

a) Contract 2645 – West Ridgley Road and Talunah Road Culvert Upgrades

Talunah Road culverts are complete. There is minor fencing and re-seal works to complete during June on the West Ridgley Road culverts project.

b) Contract 2633 – Bitumen Surfacing Services 2019-2020

All works have been completed under this contract.

c) Contract 2613 – Waterfront Eastern Promenade

The works under the Fairbrother contract are complete.

Council staff will undertake minor landscaping each end of the works area in June.

Beach sand re-shaping around the stairway to the beach is complete and additional seats have been installed at the start of the Promenade. A new pair of waste/recycling bins will be installed near the start of the Promenade.

3.2 Civil Construction and Stormwater

- Driveway crossover upgrade program – 95% complete.
- Maydena Place stormwater upgrade – complete.
- Gully pit upgrades – 90% complete.
- Alexander Street gross pollutant trap (GPT) lid replacement – complete.
- Studholme Street retaining wall – complete.
- CBD paver replacements – 80% complete.
- Pedestrian kerb ramp upgrades – 60% complete.
- Surrey Road footpath upgrade – 80% complete – waiting for Contractor to seal.
- Natone Road widening – started 2 June 2020.
- Spencer Street retaining wall – by Contractor - complete.

3.3 Buildings

- Trade waste compliance works (various facilities) – 30% complete – on hold.
- Montello Soccer Ground Upgrade – 40% complete.
- Multistorey Car Park motorcycle parking bays – complete.
- Portside kitchen upgrade (new tenant) – complete.
- BAFC Manager's Office dividing wall – complete.
- BWMC bund storage extension – 30% complete.
- BWMC Wetlands Shed – 35% complete.
- Finance Department partition walls – 70% complete.

3.4 Parks, Reserves, Sporting Grounds and Cemeteries

- Waterfront Western Boardwalk Bolt Renewal – 60% complete. These works are being undertaken as time permits in between other larger building projects.
- Grandview Avenue to Eastwood Drive walking track upgrade – 50% complete.
- Eastern side Promenade Waterfront landscaping – 5% complete.

3.5 Waste Management

- Wetlands road resurfacing and perimeter drain erosion control works are complete.
- The Burnie Waste Management Centre Resource Recovery Loop - Storage Area Roof and the Wetlands Operations Shed are progressing well.

4 OPERATIONS AND MAINTENANCE

4.1 Civil Construction and Stormwater

Operations and maintenance in accordance with the Service Level Document, including:

- Customer Request Module (CRM) works – as required.
- Road signage repairs and installation – ongoing.
- Rural and urban hotmix patching program, pothole repairs and monitoring of road shoulder hotspots – ongoing.
- Stormwater hotspot inspections and monitoring – ongoing.
- Driveway maintenance program – ongoing.
- Kerb and channel maintenance program – ongoing.
- Footpath maintenance program – ongoing.
- CBD paver maintenance program – ongoing.
- Gravel roads maintenance program – 70% complete.
- Road shoulder grading program – 80% complete.
- Rural roadside spraying – 95% complete.
- Urban roadside spraying – 60% complete.
- Culverts – started 25 May 2020.

4.2 Buildings

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

- CRM works – as required.
- Building gutters clean out – seasonal recurring.
- Rooftop solar panel cleaning – City Offices and Guide Falls toilet – seasonal recurring.
- Electrical testing and tagging – numerous Council locations – ongoing.
- Plumbing maintenance and inspections of public amenities and Council facilities – ongoing (grease traps, backflow prevention devices, valves, etc.) – ongoing.
- CBD line marking – as required.
- Vandalism repairs and painting – as required.

- CBD parking ticket machine symbols painting – 70% complete.
- West Park Oval cycling track fence painting – 10% complete.
- Wivenhoe toilet ceiling installation – 35% complete.
- SES Burnie Unit sewer valve replacement – complete.
- MSCP line marking – ongoing.
- EHS inspections – started 1 June 2020.
- City Offices internal painting – 5% completed.
- CDD traffic island hoop painting – 95% complete.
- BRAG – ceiling painting – 60% complete.
- COVID-19 – installation of public warning signage on BBQ shelters and other public facilities – ongoing.

4.3 Parks, Reserves, Sporting Grounds and Cemeteries

Maintenance and minor works in accordance with the Service Level Document, including:

- CRM works – as required.
- Preventative tree maintenance – ongoing.
- Dangerous tree assessments/removal – as required/identified.
- Grass care and ground and feature care schedules – ongoing.
- Sports grounds maintenance and mowing schedules – ongoing.
- Walking track annual maintenance program – ongoing.
- Routine playground maintenance and statutory inspections – in accordance with SLD and regulations. Softfall mulch replacement – ongoing.
- West Park Oval and sports grounds maintenance and wicket preparation – as required.
- Sports grounds maintenance – ongoing.
- Installation of goal posts at Wivenhoe and West Park Oval – completed.
- COVID-19 – monitoring of playgrounds, exercise equipment and Skate Park (signage and barrier tape).

4.4 Waste Management

- BWMC site maintenance – ongoing.
- Wetlands maintenance – ongoing.
- Mulch bund maintenance – ongoing.
- Routine pumps and gas flare maintenance – ongoing.
- Wetlands road maintenance – 90% complete.
- Mulched green waste removal from site – 72% complete.
- COVID-19 – A temporary closure of the green waste drop-off area to domestic customers was implemented on 6 April 2020. Reopened under strict controls 12 May 2020.
- COVID 19 – Advisory signage installed to assist the public to comply with social distancing, hygiene and public gathering rules.

Waste data and information is reported quarterly and due next in the August 2020 agenda.

5 VANDALISM AND REPORTED INCIDENTS

Vandalism and reported incidents to Council property are as follows:

Minor vandalism repairs were identified and completed during normal maintenance inspections.

DATE	LOCATION	VANDALISM AND REPORTED INCIDENTS	POLICE REPORT FILED	MONTHLY SUMMARY TO POLICE	CCTV FOOTAGE	OUTCOME	ESTIMATED MONTHLY COST	PROGRESSIVE ANNUAL TOTAL
MAY								
13/05/20	Upper Burnie Public Toilets	Smashed electric hand dryer	No	Yes	No	Replace Dryer	\$800.00	
18/05/20	Montello Sports Ground	Cut Hole In Chain Mesh Fence	No	Yes	No	Repair/Rewire Fencing	\$150.00	
18/05/20	Oakleigh Park	Graffiti to BBQ Shelter	No	Yes	No	Remove/Paint Out Graffiti	\$150.00	
19/05/20	Penguin Centre	Graffiti to Penguin Mural	No	Yes	No	Remove/Paint Out Graffiti	\$150.00	
27/05/20	Shorewell Public Toilets	Graffiti to Walls & Doors	No	Yes	No	Remove/Paint Out Graffiti	\$200.00	
TOTAL							\$1,450.00	\$25,332.00

6 PRIVATE WORKS

No information to report.

7 SES AND BURNIE EMERGENCY MANAGEMENT COMMITTEES ACTIVITY REPORTS**a) Emergency Management Committees**

As a result of the State of Emergency declared in Tasmania on 19 March 2020, the Regional Emergency Control Centre was stood up in Burnie. Council's Municipal Emergency Management Coordinator and Deputy Coordinator are members of this forum and are actively involved in meetings occurring on a frequent basis during the COVID-19 situation. Council's Social Recovery Coordinator and Deputy have also been involved in similar forums.

The NWREMC is the primary information conduit between North Western Emergency Management stakeholders and the State Emergency Control Centre (SECC).

- North Western Regional Emergency Management Committee (NWREMC)

Weekly meetings have been held remotely using various technology.

The primary aim of these meetings is the preparation of regional situation reports and to disseminate relevant COVID-19 information to stakeholders.

With the winding down of the COVID-19 response, meeting frequency will decrease.

- Western Emergency Management Committee (WEMC)

An executive meeting occurred 21 May 2020. A quorum of the Committee could not be formed. Notes of the meeting are included in this Agenda.

The next meeting of the WEMC is planned for August 2020 and it is anticipated that gathering restrictions will have relaxed sufficiently to allow a physical meeting to occur.

b) Western Fire Management Area Committee (FMAC)

Council Officers are currently working with TasFire Bushfire Risk Unit (formerly fuel reduction unit) to progress further community information sessions.

c) SES Burnie Unit Activity Report (January 2020 to March 2020)

During the period January 2020 to March 2020 the unit have attended 14 jobs equalling some 104 hours of volunteer time.

The unit has provided various support to the COVID-19 response, with some 540 hours of volunteer time assigned. This work has occurred post March 2020.

Other activities have included:

- Burnie's Bit Bushfire fundraiser – 8 members, 60 hours.
- General rescue skills refresher and assessment – 8 members, 72 hours.
- Unit Manager's meeting – 3 members, 9 hours.
- Driver reviver – 3 members, 30 hours.

Due to COVID-19 the last opportunity for face to face training occurred 19 March 2020. From January 2020 to March 2020, 779 hours of training occurred.

Currently the unit has 20 members, but only 11 members are able to respond due to SES operational restrictions and protocols.

8 ENERGY MANAGEMENT

A 53.2kw solar panel system was installed at the Burnie Aquatic Centre during May and will be commissioned during the week of 8 June 2020. The system includes 152 solar panels covering 360m² located on the east side of the PCYC Stadium Hall roof. A payback period of 5 years is anticipated, in terms of electricity consumption savings vs the cost of the installation.

COUNCIL RESOLUTION

Resolution number: MO165-20

MOVED: Cr T Bulle

SECONDED: Cr G Simpson

“THAT the General Manager’s Information Report for Works and Services May 2020 be noted.”

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

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO148-20 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES MAY 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Land and Environmental Services for May 2020 be noted.”

2.0 SUMMARY

The report includes the following items:-

- 2.1 Health
- 2.2 Building Applications
- 2.3 Planning
- 2.4 Parking
- 2.5 Cemetery Statistics

2.1 HEALTH**2.1.1 Environmental Enquiries / Investigations**

Type	Number of Enquiries / Investigations	
	May 2020	YTD Total
Air	2	13
Water	2	9
Noise	2	17
Solid Waste	0	7
Other	0	3

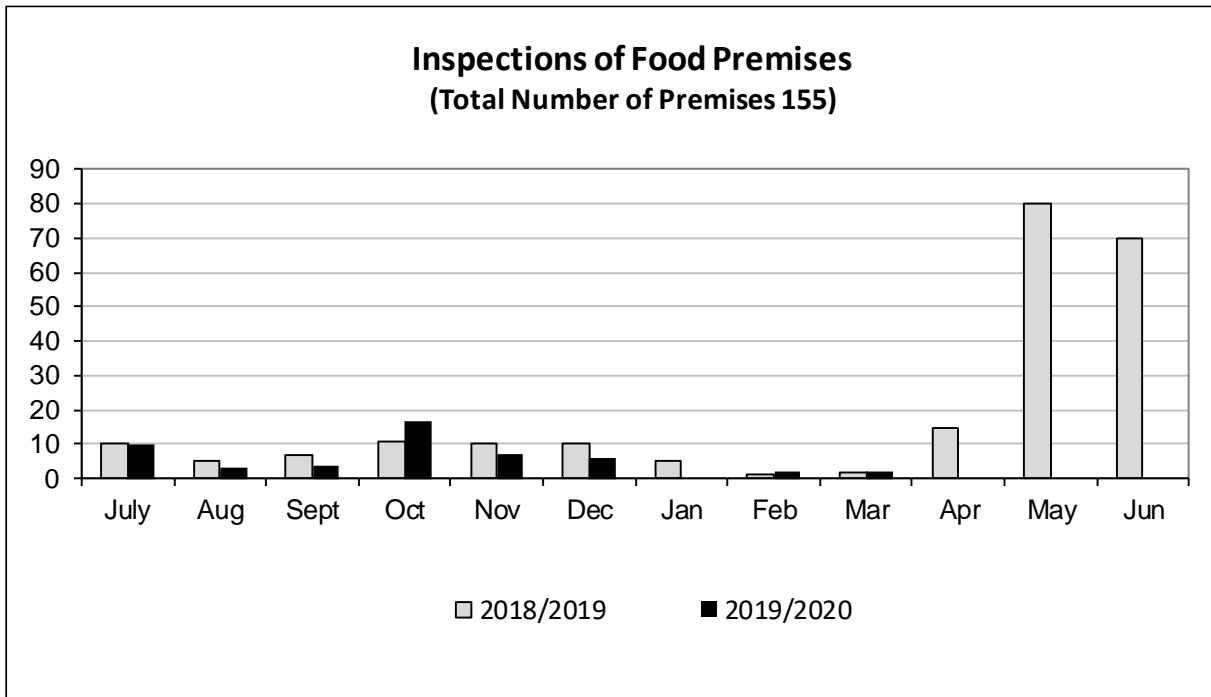
YTD is measured from 1 July each year.

2.1.2 Environmental Sampling

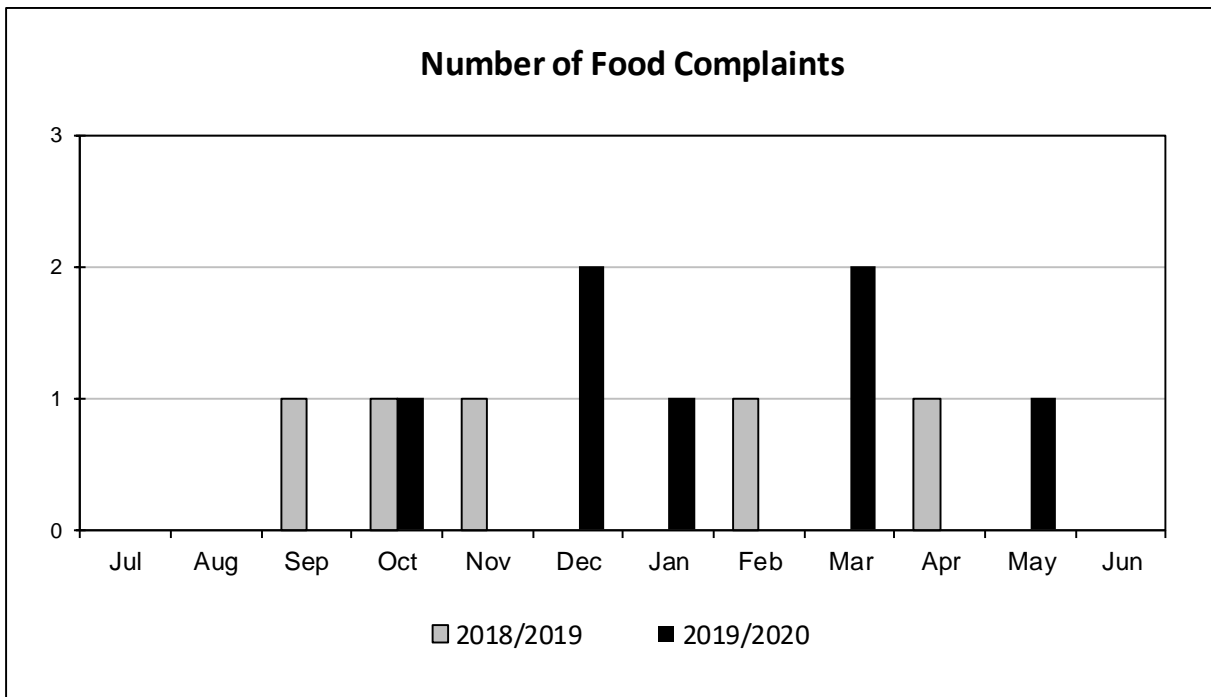
Type	Number of Samples Taken	
	May 2020	YTD Total
Beach Water Samples (summer months only)	0	35
Public Swimming Pool samples	2	47

YTD is measured from 1 July each year.

2.1.3 Food



Zero food premises inspections for January, April and May 2020.



Zero food complaints in January, March, May, June, July, August, September and November 2019. Nil food complaints in February and April 2020.

2.2 BUILDING APPLICATIONS

Permit Authority Applications - 2019												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	3	3	13	4	8	7	5	9	4	4	9	8
Notifiable Building	7	13	6	14	10	8	4	9	5	6	5	9
Permit Plumbing	2	3	1	5	5	4	5	5	4	7	3	2
Permit Building	2	5	4	4	5	1	7	6	1	3	5	11
Substantial Compliance	2	0	1	1	2	0	0	0	1	2	0	0
Notifiable Demolition	0	0	0	0	0	0	0	0	0	0	0	0
Permit Demolition	0	0	0	1	1	0	0	0	0	2	0	0
Permit Refused	0	0	0	0	0	0	0	0	0	0	0	0
Application Value \$	3,166,007	1,796,148	1,022,630	3,714,353	5,931,974	1,336,546	2,978,446	5,352,472	1,639,537	3,344,759	1,709,660	5,192,312
Cumulative Total \$	3,166,007	4,962,155	5,984,785	9,699,138	15,631,112	16,967,658	19,946,104	25,298,576	26,938,113	30,282,872	31,992,532	37,184,844

Permit Authority Applications - 2020												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	5	6	7	6	5							
Notifiable Building	11	14	8	8	6							
Permit Plumbing	5	2	3	3	3							
Permit Building	4	2	4	7	6							
Substantial Compliance	1	2	1	0	0							
Notifiable Demolition	0	0	0	0	0							
Permit Demolition	0	0	0	0	1							
Permit Refused	0	0	0	0	0							
Application Value \$	4,249,070	1,802,493	2,455,260	30,777,166	3,105,370							
Cumulative Total \$	4,249,070	6,051,563	8,506,823	39,283,989	42,389,359							

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

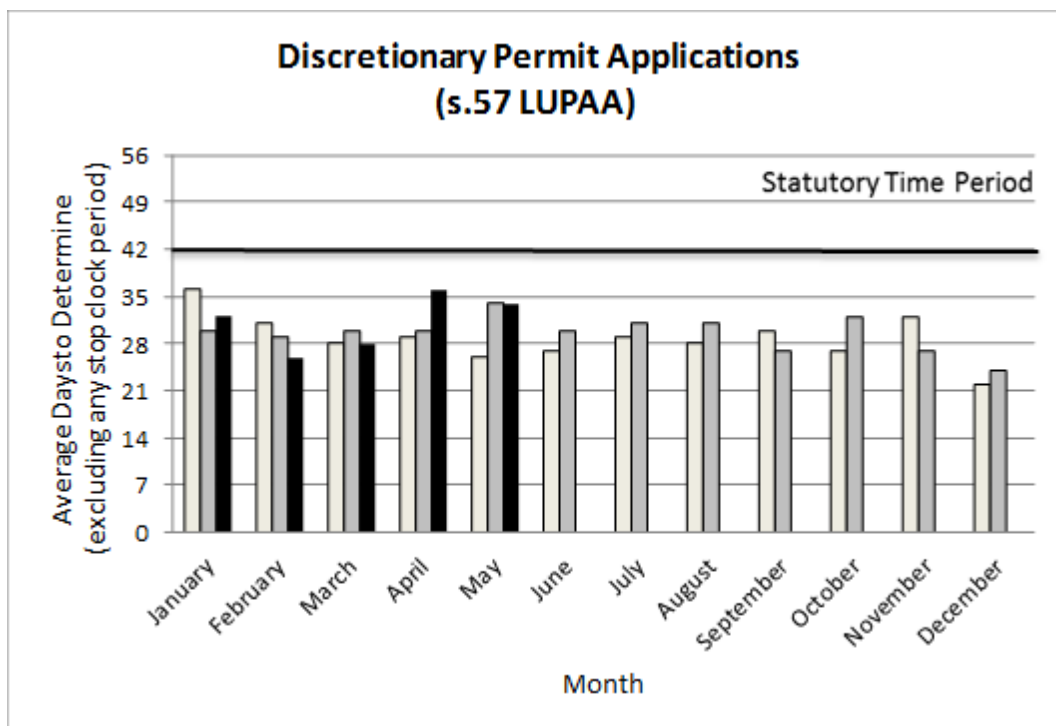
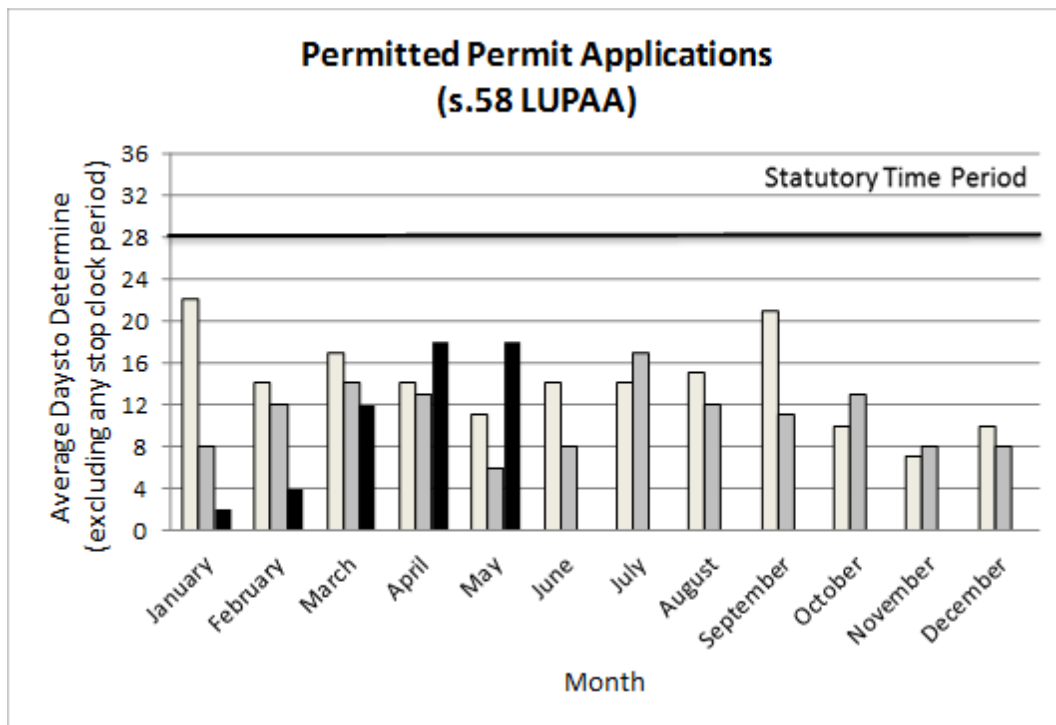
LAND USE AND DEVELOPMENT APPLICATIONS	May 19	Jun 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20
Permitted Use & Development	5	7	4	9	9	11	7	5	1	5	5	3	9
Discretionary Use & Development	4	2	7	5	8	8	11	6	5	6	6	7	11
Subdivisions	0	1	1	3	2	1	0	1	0	0	1	0	1
TOTAL APPLICATIONS	9	10	12	17	19	20	18	12	6	11	12	10	21
Determined by Delegation	18	6	8	10	16	20	17	16	10	5	9	6	9
Determined by Council	0	1	0	1	0	1	0	0	1	0	0	0	0
Withdrawn	3	2	2	0	1	1	2	2	0	0	0	0	0
Applications Cancelled by Planning Authority	0	2	0	0	0	0	0	0	0	0	0	0	0
Consent Decisions	0	0	0	0	0	0	0	0	0	0	0	0	0
Application Approved by Tasmanian Planning Commission	0	0	0	0	0	0	1	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	1	0	0	0	0	0	0
Amendment finally approved	0	0	0	0	0	1	0	0	0	0	0	0	0
Amendment Refused by Tasmanian Planning Commission	0	0	0	0	0	0	1	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 Land Use Permit Applications

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIF. DATE	EXPIRY DATE	DECISION / DATE
11/3/20	2020/20	973 Ridgley Highway, Ridgley	Demolition of an existing Outbuilding and Construction of a new 6.0m x 6.0m Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 16.4.3 (P1 & P2)	29/4/20	13/5/20	Approved 19/5/2020
16/3/20	2020/22	13 Alice Street, Montello	Dwelling Extension. Reliant on Performance Criteria for grant of Permit – Clause 10.4.2 (P1 & P3)	28/3/20	17/4/20	Approved 7/5/2020
19/3/20	2020/23	27 Dowling Drive, Romaine	Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 10.4.2 (P3)	1/4/20	20/4/20	Approved 5/5/2020
26/3/20	2020/26	891 Ridgley Highway, Ridgley	Single Dwelling. Reliant on Performance Criteria for grant of Permit – Clause 16.4.3 (P1 & P2) and Clause 16.4.7 (P1 & P2)	11/4/20	29/4/20	Approved 11/5/2020
27/3/20	2020/28	View Road, Montello	Create an additional twenty-one (21) car parking spaces to enlarge an existing parking area associated with a Passive Recreation use	N/A	N/A	Approved 20/5/2020
31/3/20	2020/29	36 Breffny Road, Romaine	Demolition of an existing Outbuilding and Construction of new 16.0m x 10.0m Outbuilding	N/A	N/A	Approved 14/5/2020
2/4/20	2020/30	25 Morse Street, Montello	6.0m x 6.0m Outbuilding (Carport) in association with an existing Residential use contained in a Single Dwelling	N/A	N/A	Approved 4/5/2020
21/4/20	2020/36	46-46A Terrylands Street, Hillcrest	Soccer Complex Upgrade. Reliant on Performance Criteria for grant of Permit – Clause 18.4.3 (P1)	2/5/20	18/5/20	Approved 22/5/2020
11/5/20	2020/45	103-105 Wilson Street, Burnie	Safe space for rough sleepers – temporary housing provisions – Section 4 of the Tasmanian Government Planning Reform document	N/A	N/A	Approved 14/5/2020

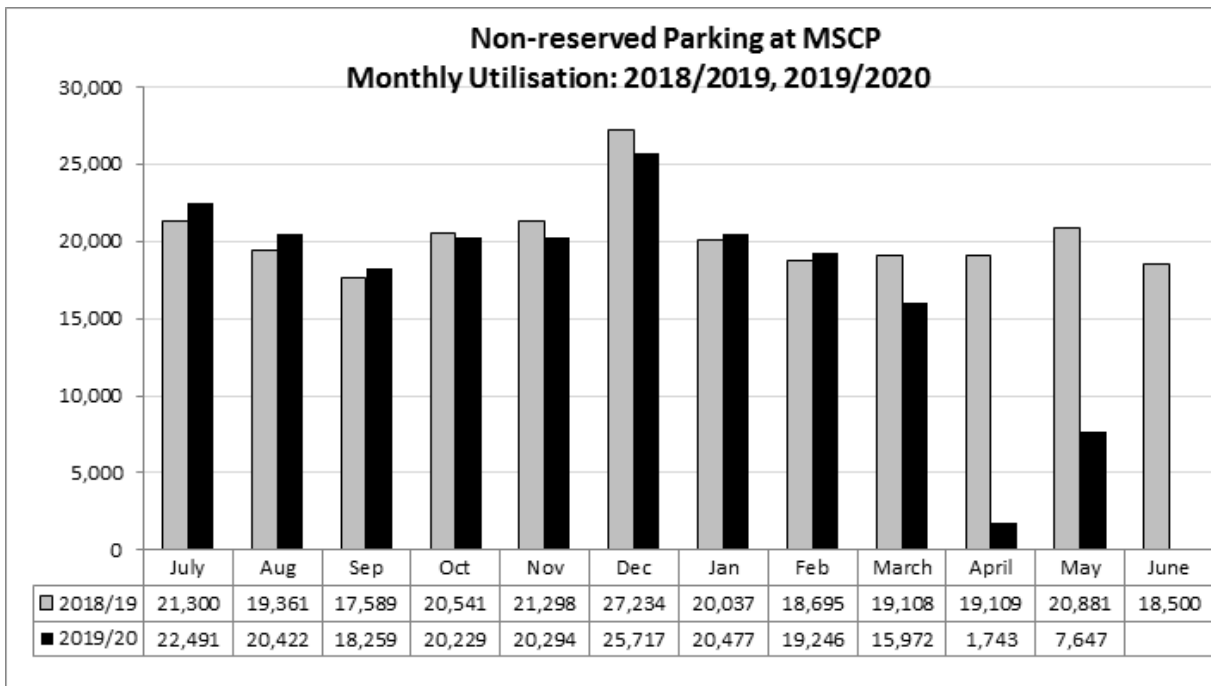
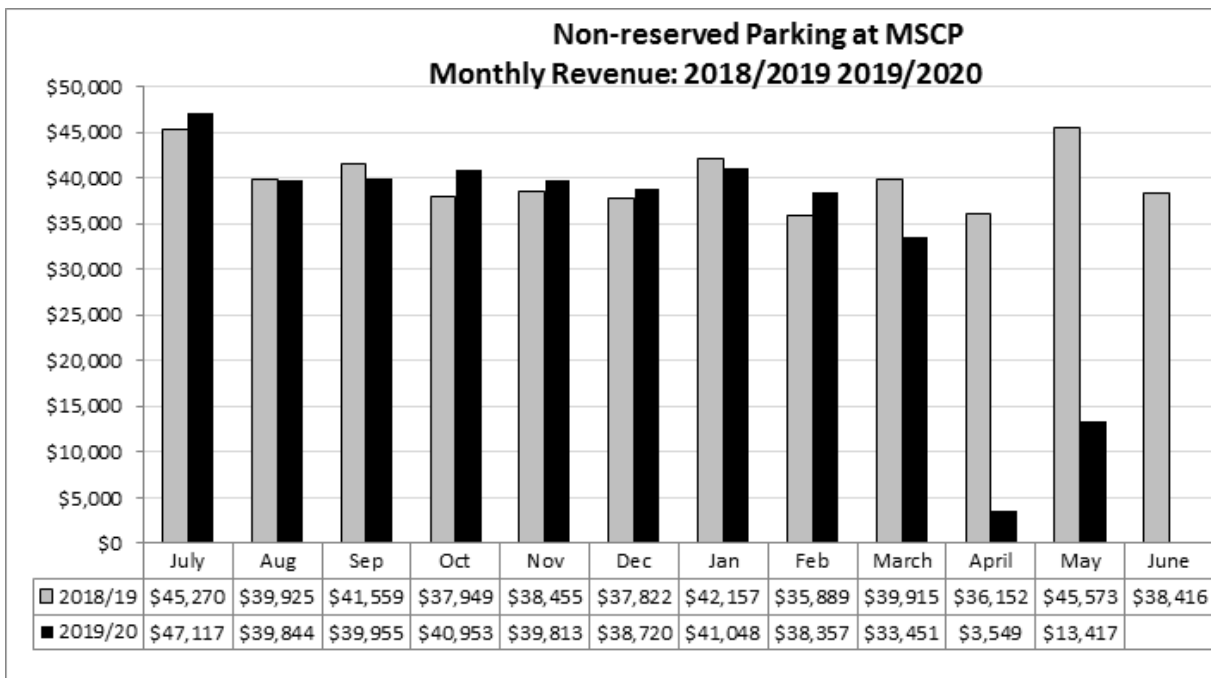
2.3.3 Subdivision Applications

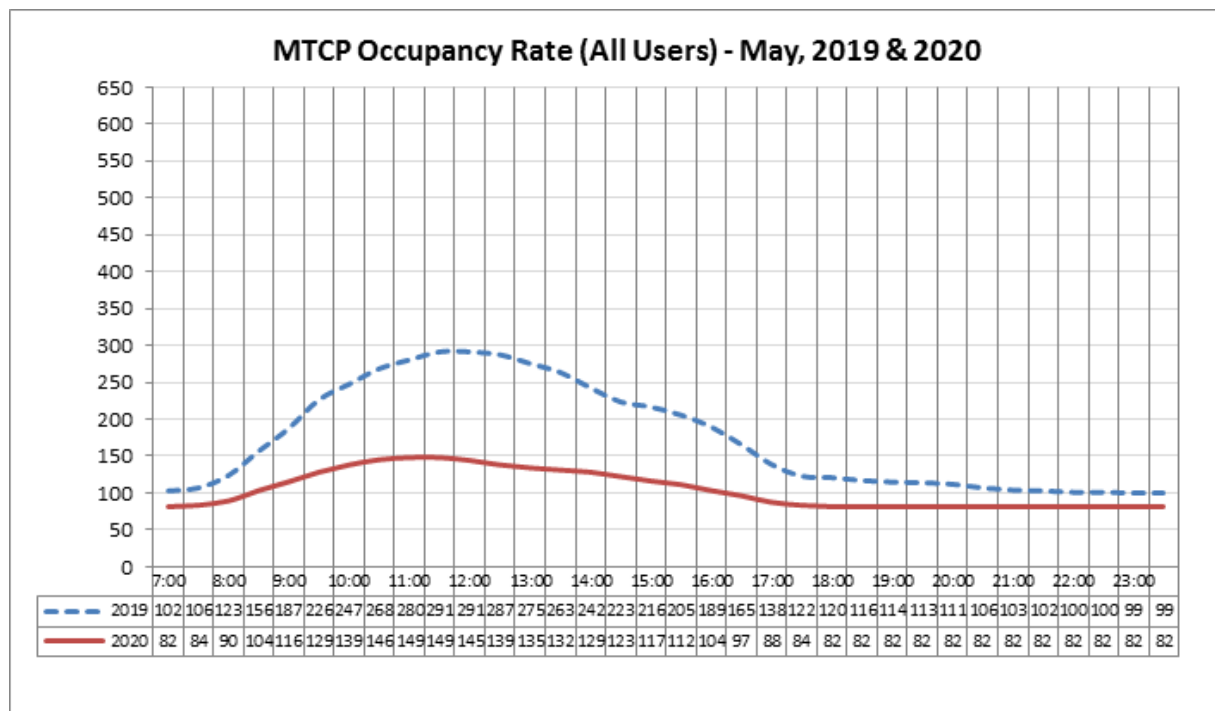
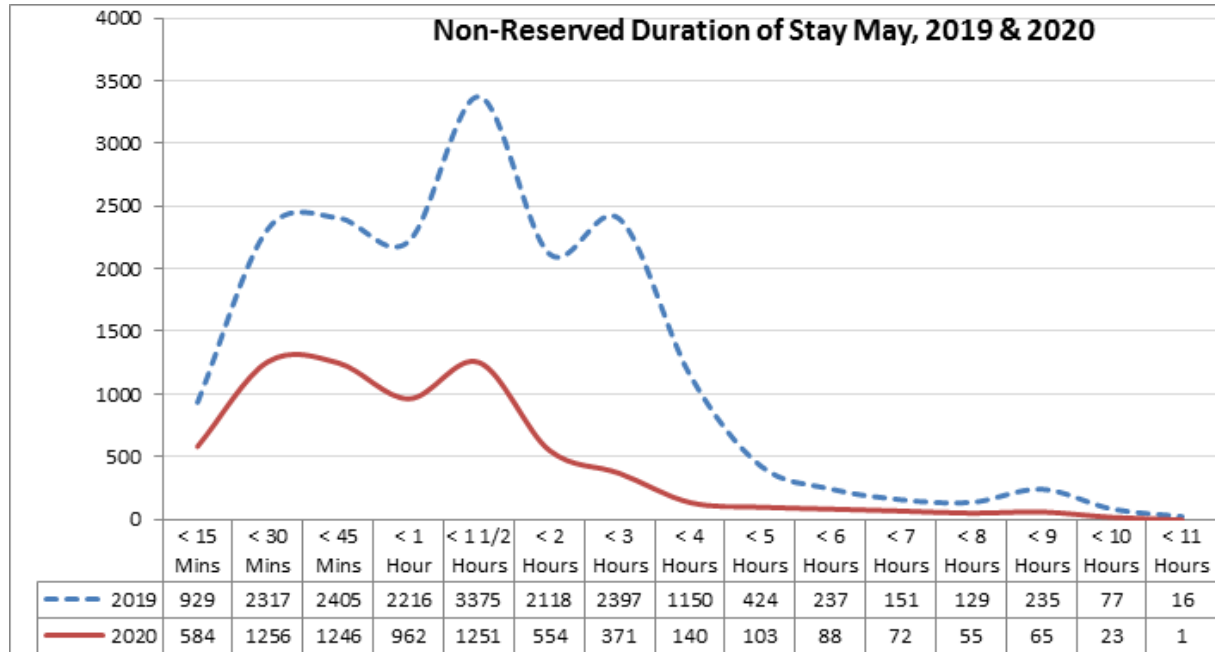
Nil.



Average time for determination of permit applications decided by month.

2.4 PARKING





Calculated on remaining spaces – 90 Reserved spaces for 2019, 79 Reserved spaces for 2020

2.5 CEMETERY STATISTICS

Burials	May 2020	YTD Total
Lawn Cemetery	13	91
Wivenhoe / Ridgley	0	2
Other	0	0
Total	13	93

YTD is measured from 1 July each year.

Ashes Interred	May 2020	YTD Total
Lawn Cemetery	4	33
Wivenhoe / Ridgley	0	0
Total	4	33

YTD is measured from 1 July each year.

COUNCIL RESOLUTION

Resolution number: MO166-20

MOVED: Cr T Brumby

SECONDED: Cr T Bulle

“THAT the General Manager’s Information Report for Land and Environmental Services for May 2020 be noted.”

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

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO149-20 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT MAY 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	2	AN INCLUSIVE AND HEALTHY COMMUNITY
Objective	2.3	A place where everyone feels accepted and participates freely in community activities.
Strategy	2.3.4	Promote inclusiveness and participation within identifiable groups.

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Community and Economic Development May 2020 be noted.”

2.0 SUMMARY

This report provides the past month’s updates under the following areas:

Community and Economic Development

- 2.1 Business and Recreation
- 2.2 Community / Cultural Development
- 2.3 Burnie Regional Museum and Burnie Regional Art Gallery
- 2.4 Burnie Arts and Function Centre
- 2.5 Makers’ Workshop – Visitor Information Centre
- 2.6 Marketing and Events
- 2.7 Collective Impact
- 2.8 Youth Development

2.1 BUSINESS AND RECREATION

Business and Recreation finalised development on The Heritage Burnie Ten website project to meet our Milestone 5 – *Implement new solution and undertake testing* deadline. This project incorporates the Health Care Insurance 321-GO! website and involves contributions from Strategic and Governance and Tas Communications.

Business and Recreation has continued discussions with Business North West, concerning the development of their Cradle Coast Online Market project – facilitating large-scale migration of local retailers' stock to an online platform. Discussion was also broadened to incorporating Burnie Farmers' Market and artists from the Makers' Workshop.

2.2 COMMUNITY / CULTURAL DEVELOPMENT

Burnie Farmers Market

Council Officers developing a Risk Assessment and appropriate signage required for the Burnie Farmers Market's proposed re-opening in mid-July.

NW Regional Social Recovery Meeting

Weekly meetings held with Council's Social Recovery Officers and Agencies providing COVID-19 updates and emerging issues from their areas.

Seniors Week

Council Officers working with Umina Park on ideas for Seniors Week in October.

Age Friendly Communities Program

Currently reviewing the Age Friendly Communities program.

Developed and emailed an Age Friendly Communities survey to local community groups and individuals via Survey Monkey.

Financial Assistance Grants 2020/2021

Applicants for Round One 2020/2021 were advised that in response to the COVID-19 pandemic, the Burnie City Council has developed a Community Support Package for Burnie, which is designed to assist the Burnie community to both manage and recover from the impacts of the pandemic.

The Financial Assistance Grants Program for 2020/2021 formed part of the Community Support Package and as a result, all applications received have been invited to resubmit their application in Round One in the 2021/2022 financial year.

Council Officers contacted the Financial Assistance Grants (2019/2020) recipients to remind them to spend funding before 30 June.

2019/2020 Financial Assistance Grants (as at 3/6/20)**Round One 2019-20**

Name/Organisation	Committed	Paid	Description of Project
Stowport Cricket Club	\$7,039	\$4,660	Removal of old and replacement of the main cricket pitch at Stowport Cricket ground.
Cradle Coast Outrigger Canoe Club	\$1,270	\$1,270	Purchase 12 junior paddles and 6 junior life jackets for junior paddlers.
South Burnie Bowls Club	\$4,480	\$3,725	Replace outdoor seating around the Greens and purchase 25 tables for clubrooms.
Burnie PCYC	\$2,118	\$2,118	To purchase two 'Assault Bikes' for the PCYC Operation Resilience Program.
Carers Tasmania Inc	\$2,310	\$1,496	To provide a high tea for unpaid family carers residing in Burnie.
Old English Country Dancing	\$100	\$100	To purchase a second hand computer.
Cooee to Camdale Coastcare	\$1,000	\$1,000	To purchase a laptop and software.
Hellyer District Venturer Scouts	\$3,560	\$3,560	To replace storage shed to store equipment.
Tas Conservation Trust	-\$3,000	\$0	Withdrawn request for funding. To assist with the costs of producing a Penguin Tourism Viewing Translation Website.
Total	\$24,877	\$17,929	

Round Two 2019-20

Name/Organisation	Committed	Paid	Description of Project
Burnie Athletic Club	\$5,500	\$5,500	To assist with costs for broadcasting and media coverage of the Burnie Athletic Carnival (conditional on sourcing remaining funding).
Burnie Surf Life Saving Club	\$2,170	\$2,170	For a Beach Safety Awareness Project.
Western Division Badminton Association	\$1,162	\$1,162	Update I.T. Equipment.
Women's Essential Service Providers	\$8,864	\$8,864	For a series of Workshops over five days as part of 16 Days of Activism Against Gendered Violence.
The Salvation Army – Oakleigh Accommodation Service	\$5,000	\$5,000	To upgrade playground at Oakleigh House. (conditional on TCF funding).
The Humour Foundation	\$3,969	\$3,784	The Clown Doctors Program at the NW Regional Hospital.
Burnie Stringalong Orchestra	\$2,000	\$0	Hold over to 20/21 financial year. To hold a weekend Workshop for students from Burnie schools.
Total	\$28,665	\$26,480	

Committed Three Year Sponsorship (2017-2020)

Burnie Men's Shed (\$1,716 over 3yrs)	\$572	\$524	Assist with costs for kerbside collection.
Stowport Community Morning Tea Group (\$608 over 3yrs)	\$202	\$202	Exemption of hall hire fees for annual Great Big Community Morning Tea and Christmas Luncheon for seniors.
Total	\$774	\$726	

Committed Three Year Sponsorship (2019-2022)

Coose to Camdale Coastcare (\$7,410 over 3yrs)	\$2,470	\$751	To purchase equipment, clothing and assist with insurance and telephone costs.
Burnie Amateur Swimming Club (\$9,000 over 3yrs)	\$3,000	\$3,000	To assist with the costs of hiring the Burnie Aquatic Centre.
Burnie Harness Racing Club (2019/2020 - \$1,485) (2020/2021 - \$1,980) (2021/2022 - \$1,980)	\$1,485	\$1,595	To off-set costs associated with access across the rail corridor at Wivenhoe.
Total	\$6,955	\$5,346	

Other Annual Community Group Assistance

Name/Organisation	Committed	Paid
Morning Melodies	\$1,460	\$1,379
Tasmanian Special Children's Christmas Party	\$1,500	\$1,500
Koori Kids - NAIDOC Week	\$400	\$400
Total	\$3,360	\$3,279

State Representatives Allowance

	Budget	Paid
State Representatives	\$10,000	\$8,700

Mayor Financial Assistance Minor Sponsorship Requests

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

Food License Permits Requests

	Budget	Paid
City of Burnie Lions Club		\$138
Somerset Rotary Club		\$26
Cancer Council		\$138
Roberts Real Estate (for Make A Wish)		\$26
Australian Red Cross (for Burnie Women's Shelter)		\$26
Total	\$1,000	\$354

Community Bands Assistance

Name/Organisation	Committed	Paid
Burnie Concert Band	\$2,500	\$2,500
Burnie Highland Pipe Band	\$2,500	\$0
Burnie Youth Choir (funding no longer available)	-\$2,500	\$0
City of Burnie Brass Band	\$2,500	\$0
EMUSICIANS	\$2,500	\$2,500
Stringalong Music Programme	\$2,500	\$1,686
Total	\$15,000	\$6,686

Other - Annual Assistance

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

Waste Disposal Costs for Charitable & NFP Organisations

Name/Organisation	Committed	Paid
Australian Red Cross	\$720	\$30
Launceston City Mission	\$1,000	\$0
The Salvation Army Thrift Shop	\$720	\$0
Total	\$1,720	\$30

YTD Totals

Name/Organisation	Budget	Committed	Paid
Financial Assistance Grants Round 1		\$24,877	\$17,929
Financial Assistance Grants Round 2		\$28,665	\$26,480
Committed Three Year Sponsorship (2017-2020)		\$774	\$726
Committed Three Year Sponsorship (2019-2022)		\$6,955	\$5,346
Other Annual Community Group Assistance		\$3,360	\$3,279
State Representatives Allowance		\$10,000	\$8,700
Minor Sponsorship Grants by Mayor		\$2,500	\$0
Food License Permits		\$1,000	\$354
Total Financial Assistance Grants	\$70,500	\$78,131	\$62,814
Community Bands		\$15,000	\$6,686
Other – Annual Assistance		\$4,500	\$4,500
Waste Disposal Costs for Charitable & NFP Organisations	\$5,000	\$1,720	\$30

2.3 BURNIE REGIONAL MUSEUM and BURNIE REGIONAL ART GALLERY

Cleaning of Federation Street at the Burnie Regional Museum is currently being undertaken whilst the BRM is closed. Redeployed staff have been assisting with the cleaning, assessing, cataloguing and conserving of items from the streetscape. This project has not been possible to complete previously whilst the BRM was open 7 days per week. The Federation Street project will continue for some months.

Transcribing of The Advocate journals is also underway and it is hoped that digitisation of photographs can also be progressed through this time. Completing journals and digitisation will allow the BRM to easily locate historical information and provide information when required.

We are currently merging data from the Art Collection database with the Museum database. This has involved considerable data cleaning and changing nomenclatures but it is nearly complete. This is a much more economical and auditable way to maintain good records for both collections. The merge should also allow us to put at least some of the collection online.

The Gallery is planning to re-open Monday 22 June for limited days/hours per week.

2.4 BURNIE ARTS AND FUNCTION CENTRE

The team at the BAFC have been progressing with jobs such as cable runs for vision in the Town Hall, removable walls have been adjusted and repaired in the foyers and at the back of Braddon Hall.

Most of the permanent staff have been involved in redeployment, helping either onsite at the Burnie Regional Museum or at the BAFC transcribing Advocate journals. BAFC work of processing refunds and cancellations continues.

BAFC is also moving towards holding smaller productions starting August 7th, should restrictions allow, as well as looking at plans for 2021.

2.5 MAKERS' WORKSHOP – VISITOR INFORMATION CENTRE

Consultation is still to begin with University of Tasmania to work towards re-opening Makers' Workshop.

VIC staff are busy with a range of administration projects, cleaning and reorganising the VIC area. Strategic planning is occurring for destination marketing and Creative Paper administration.

Cruise Ship Cancellations due to Covid-19

May 26 – Insignia

Creative Paper Tasmania – May 2020

Activity on Creative Paper Website: 4 enquiries. 14 online sales.

Creative Paper continues to sell paper over the phone, via email and online through its website shop. Staff are working at increasing stock levels that have been extremely low for 3 years.

May 2020 paper sales were 63% of May 2019 even with doors closed to public.

2.7 COLLECTIVE IMPACT

Burnie Works

The Local Enabling Group is continuing work on reviewing its governance structure.

The Backbone Team is undertaking work on developing a Measurement, Evaluation and Learning Plan and a community engagement plan.

Planning workshops were held throughout May to refresh the Burnie Works Agenda, with work continuing on this process.

BIG

BIG will hold an online Up Close and BIG session, with Ivan Colhoun, Chief Economist Markets at NAB on Wednesday 24 June 2020. The session will be for senior students with an interest in economics in Year 10-12.

Local Drug Action Team

The Local Drug Action Team is continuing to explore alternative delivery methods for Community Action Plan activities.

2.8 YOUTH DEVELOPMENT**NWAY**

The next meeting of NWAY will be held on 25 June via video conference and facilitated by Burnie City Council.

YMCAB

The YMCAB Facebook page has had an increase of content to cover health messages, information on services, games and competitions to support young people around social isolation. It has 888 likes and 925 people following the page.

A project to deliver a Minecraft server that is accessible across phones, tablets, PC's and gaming consoles has been completed. A 4km² to scale map of Burnie was commissioned by the consultants at "GeoBoxers".

The map has a basic representation of the area with placeholder buildings that allow creative community members to 'build' a more accurate representation of Burnie and can be viewed via a navigation link on the website by the broader community. A competition in creative building in Minecraft and screenshots is being planned for June.

From its opening on 28 May, 94 players signed up to play. Over May, the average player's time spent on the server is 7h 45m, with the average session length of 30 minutes.

The Discord server has 133 members. The first weekend of service saw 70 people online on Friday evening.

YMCAB 'chill out' sessions have started slowly, with regular bi-weekly Friday get togethers on Discord from 3pm to 5pm to encourage young people to come together, and hopefully join and organise projects. A young person is organising a small Fortnite competition for the first Friday in June.

Other

The YDO has been attending Statewide on-line Youth Collaborative Group meetings.

COUNCIL RESOLUTION

Resolution number: MO167-20

MOVED: *Cr A Keygan*

SECONDED: *Cr K Dorsey*

“THAT the General Manager’s Information Report for Community and Economic Development May 2020 be noted.”

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

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO150-20 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MAY 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT the General Manager’s Information Report for Corporate and Business Services for May 2020 be noted.”

2.0 SUMMARY

The report includes the following items:

Corporate and Business Services

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

2.1 SUMMARY FINANCIAL STATEMENTS

Statement of Comprehensive Income

This report provides the draft YTD operating results for the period ending 31 May 2020.

YTD Comprehensive Income Statement

	YTD Actual	YTD Budget	YTD Variance to Budget	Annual Budget 2020	Annual Forecast 2020	Forecast Variance to Budget	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Recurrent Income							
Rates and charges	22,805	22,909	⊗ 103	22,923	22,805	⊗ 118	U
Statutory fees and fines	892	938	⚠ 46	1,024	975	⚠ 48	U
User fees	3,767	4,345	⊗ 577	4,732	4,307	⊗ 425	U
Grants	3,483	3,116	✔ (368)	3,399	3,464	✔ (65)	F
Reimbursements	540	301	✔ (239)	323	626	✔ (302)	F
Other income	670	827	⊗ 157	902	748	⊗ 155	U
Investment income	469	840	⊗ 371	917	469	⊗ 448	U
Total recurrent income	32,627	33,276	⊗ 649	34,221	33,395	⊗ 826	U
Recurrent Expenses							
Employee benefits	10,644	10,990	✔ (346)	12,210	12,043	✔ (167)	F
Materials and services	9,133	9,890	✔ (757)	10,786	10,543	✔ (243)	F
Depreciation and amortisation	7,009	7,118	✔ (109)	7,765	7,766	⚠ 1	U
Finance costs	31	52	✔ (22)	57	57	-	F
Other expenses	2,698	3,159	✔ (461)	3,400	3,393	✔ (7)	F
Total recurrent expenses	29,513	31,209	✔ (1,695)	34,219	33,803	✔ (416)	F
Operating surplus/(deficit)	3,114	2,067	✔ (1,046)	2	(408)	⊗ 410	U
Capital Items							
Capital grants	1,262	1,982	⊗ 720	2,163	2,481	✔ (318)	F
Expenditure on assets not owned by Council	-	-	✔ -	-	-	✔ -	F
Contributions - non-monetary assets	1,872	-	✔ (1,872)	-	1,872	✔ (1,872)	F
Net gain/(loss) on disposal of assets	(236)	-	⊗ 236	(250)	(250)	✔ -	F
	2,898	1,982	✔ (916)	1,913	4,103	✔ (2,190)	F
Surplus/(deficit)	6,012	4,049	✔ (1,963)	1,915	3,695	✔ (1,781)	F
Operating Margin	1.11	1.07		1.00	0.99		

✔ A favourable variance

⚠ An unfavorable variance < \$50k

⊗ An unfavorable variance > \$50k

F = YTD favourable variance to budget

U = YTD unfavourable variance to budget

Council is currently forecasting a deficit of \$408k as at the end of May 2020. The forecast has been significantly impacted by the effects of COVID-19. Council officers are continuing to review the operational forecast and will provide a more detailed analysis of the impact of COVID-19 once the forecast review is complete.

Statement of Financial Position

The Statement of Financial Position provides a snapshot of Council's financial position at the end of the reporting period. The current ratio line is an indicator of Council's liquidity and ability to pay its debts when they fall due. A ratio of more than 1.00 or more indicates that there is more cash and short terms assets than short term liabilities.

Statement of Financial Position

	Actual 2020 \$'000	Budget 2020 \$'000	Forecast 2020 \$'000
Assets			
Current assets			
Cash and cash equivalents	5,620	4,096	3,448
Trade and other receivables	3,379	1,492	1,492
Inventories	139	139	139
Other assets	15	34	34
Total current assets	9,154	5,761	5,113
Non-current assets			
Investment in water corporation	75,672	75,672	75,672
Investments in subsidiaries	2,103	2,103	2,103
Investment in joint venture	3,311	3,311	3,311
Property, infrastructure, plant and equipment	340,959	342,869	345,098
Total non-current assets	422,045	423,955	426,183
Total assets	431,199	429,716	431,296
Liabilities			
Current liabilities			
Trade and other payables	1,044	2,347	2,347
Trust funds and deposits	131	138	138
Interest-bearing loans and borrowings	326	329	329
Employee provisions	2,343	2,411	2,411
Total current liabilities	3,844	5,225	5,225
Non-current liabilities			
Interest-bearing loans and borrowings	778	1,811	1,811
Employee provisions	164	163	163
Total non-current liabilities	942	1,974	1,974
Total liabilities	4,786	7,199	7,199
Net Assets	426,413	422,517	424,097
Equity			
Accumulated surplus	274,147	274,348	274,148
Surplus/(deficit)	6,012	1,915	3,695
Reserves	146,255	146,254	146,254
Total Equity	426,413	422,517	424,097
CURRENT RATIO	2	1.10	0.98

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 2020 is \$5.620m.

Burnie City Council
Statement of Cash Flows

	Actual 2020 \$'000	Budget 2020 \$'000	Forecast 2020 \$'000
Cash flows from operating activities			
Rates and charges	20,885	22,923	22,772
Statutory fees and fines	892	1,023	975
User fees	3,767	4,679	4,307
Grants	3,483	3,399	3,464
Reimbursements	540	323	626
Other income	2,542	925	748
Payments to suppliers	(11,959)	(10,731)	(13,471)
Payments to employees	(10,857)	(12,357)	(12,190)
Other payments	(2,698)	(3,400)	(3,393)
Net cash provided by (used in) operating activities	6,595	6,784	3,839
Cash flows from investing activities			
Payments for property, infrastructure, plant and equip	(7,385)	(11,970)	(9,030)
Dividends and distributions	469	917	469
Capital grants	1,262	2,163	2,481
Net cash provided by (used in) investing activities	(5,654)	(8,890)	(6,080)
Cash flows from financing activities			
Finance costs	(31)	(57)	(57)
Trust funds & deposits	-	3	-
New borrowings	-	1,200	1,200
Repayment of interest bearing loans and borrowings	(161)	(324)	(324)
Net cash provided by (used in) financing activities	(191)	822	819
Net increase (decrease) in cash and cash equivalents	750	(1,284)	(1,422)
Cash and cash equivalents at the beginning of the financial year	4,870	5,380	4,870
Cash and cash equivalents at the end of the period	5,620	4,096	3,448

2.2 SCHEDULE OF INVESTMENTS

A schedule of Council's investments is provided as at 31 May 2020:

Investments Schedule as at 31/05/2020							
Institution	Term	Rate	S&P Rating	Lodgement Date	Maturity	Amount	Total
ANZ	At Call	1.15%	A1+			203,632	203,632
MyState	365 Days	1.90%	A2	2/09/2019	2/09/2020	1,000,000	
My State	90 Days	1.70%	A2	2/03/2020	2/06/2020	1,000,000	
My State	90 Days	1.40%	A2	9/03/2020	9/06/2020	1,000,000	3,000,000
BOQ	270 Days	1.65%	A2	30/09/2019	26/06/2020	500,000	500,000
							3,703,632

Investment Allocation by Credit Rating

Credit Rating	%	Amount	WAIR
A1+	5%	\$203,632	1.15%
A1	0%	\$0	
A2	95%	\$3,500,000	1.66%
	100%	\$3,703,632	

Investment Allocation by Bank

Bank	%	Amount
ANZ	5%	\$203,632
MyState	81%	\$3,000,000
BOQ	14%	\$500,000
	100%	\$3,703,632

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

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

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

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

2.3 OPERATIONAL REPORT BY DIRECTORATE/DEPARTMENT

Council officers are currently assessing the impact of COVID-19 on Council's forecast at 30 June 2020, therefore directorate reports have been removed until the full impact on Council's operational forecast is known.

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 2020

	<u>Total</u>	<u>Current - 30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120+ Days</u>
Trade Debtors					
Sundry Debtors	269,300	228,639	15,612	8,892	16,157
Reserved Parking Spaces	6,279	3,822	963	47	1,447
Burnie Venues & Catering	74	(116)	-	40	150
Lease Debtors	44,627	34,935	8,022	1,671	
Business & Recreation Debtors	980	-	-	-	980
Waste Debtors	31,063	29,991	470	563	39
Total Trade Debtors	352,323	297,271	25,067	11,212	18,772
Goods & Services Tax	1,144				
Infringements & Parking	1,311,443				
Other Receivables	429,069				
Rates & Charges	2,377,046				
Allowance for Impaired Debts	(1,091,745)				
Total Receivables	3,379,281				

Infringements & parking

	May-20		May-19		Movement	
	Count	Balance	Count	Balance	Count	Balance
Issued 2020	2,243	193,322			2,243	193,322
Issued 2019	1,234	115,412	2,793	191,820	(1,559)	(76,407)
Issued 2018	968	65,513	1,216	94,711	(248)	(29,198)
Issued 2017	1,638	51,343	1,681	64,803	(43)	(13,461)
Issued 2016	970	36,295	1,008	43,545	(38)	(7,250)
Issued 2015	567	35,392	615	40,034	(48)	(4,642)
Issued 2014	503	32,384	555	37,230	(52)	(4,845)
Issued 2013	614	36,682	655	40,025	(41)	(3,343)
Issued 2012	508	31,235	549	34,784	(41)	(3,549)
Issued 2011	511	30,905	568	34,807	(57)	(3,902)
Issued 2010	636	23,222	674	25,440	(38)	(2,218)
Issued 2009	751	52,077	782	53,963	(31)	(1,885)
Issued 2008	1,432	70,724	1,461	72,940	(29)	(2,216)
Issued Pre-2007	11,877	543,459	11,914	549,377	(37)	(5,918)
	24,452	1,317,966	24,471	1,283,477	(19)	34,488

2.5 RATES ANALYSIS

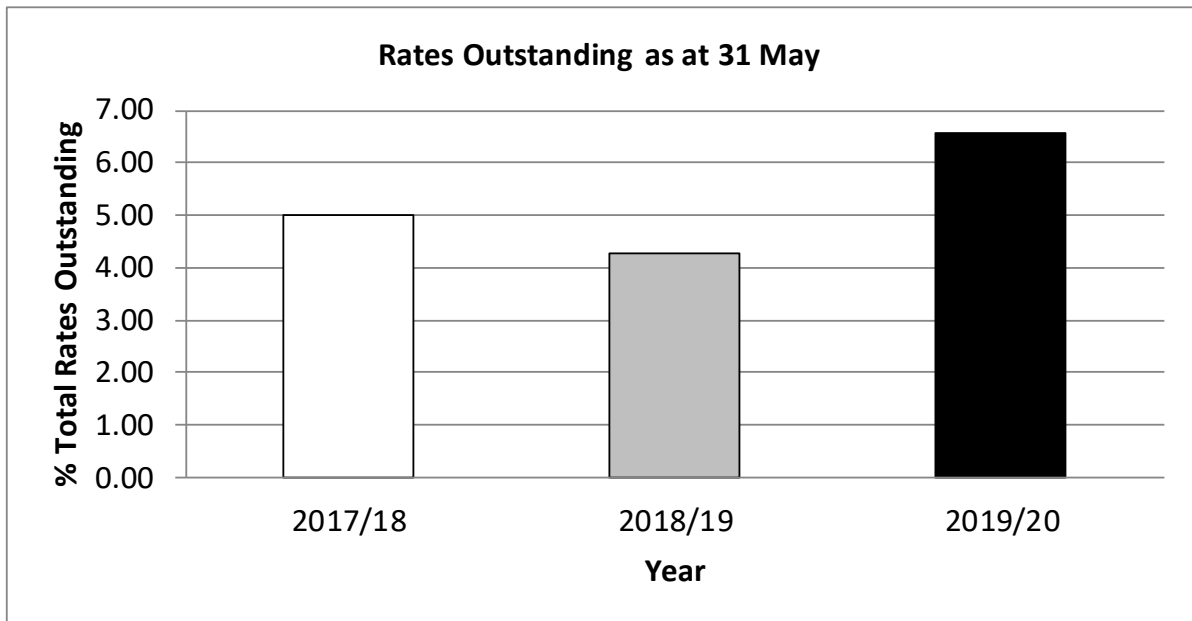
The rates analysis contains a summary of rating transaction movements for 2019/20 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

Rates Outstanding as at 31/05/2020

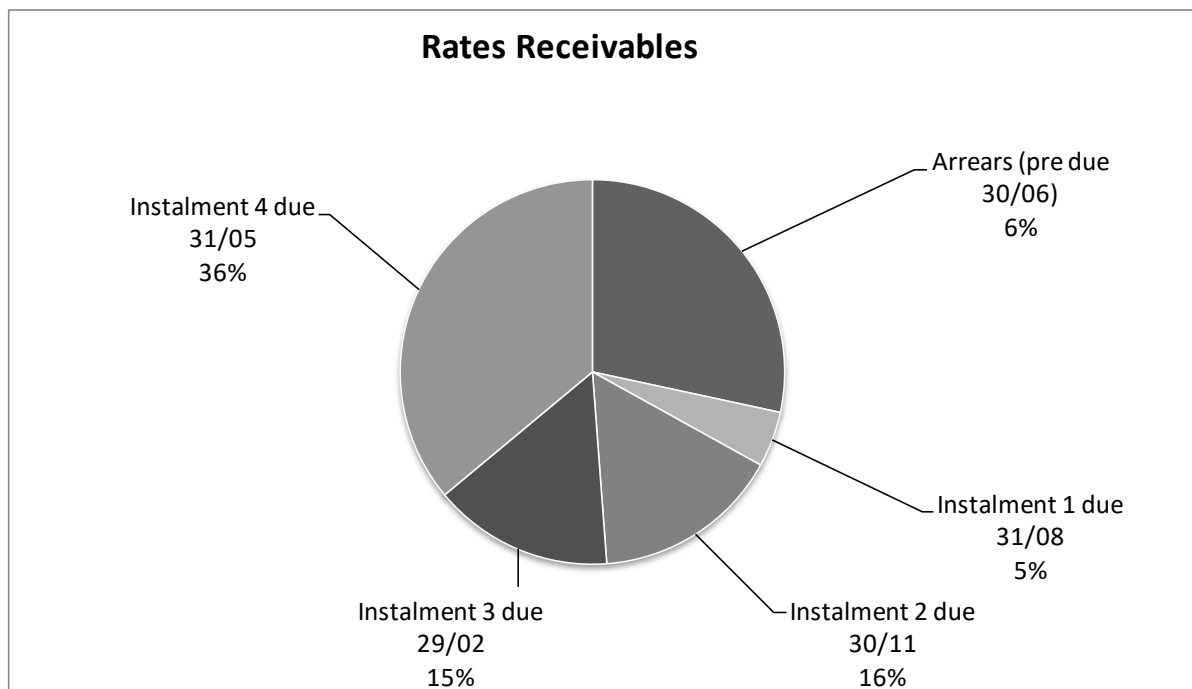
	This Financial Year 31 May 2020		Last Financial Year 31 May 2019		Change
		\$		\$	\$
Arrears Brought Forward as at July 1	2.88%	674,513	5.30%	1,239,630	(565,117)
Credit Brought Forward	-0.44%	(103,929)	-2.96%	(692,968)	589,039
Add Current Rates & Charges					
Levied	96.91%	22,719,670	95.84%	22,431,821	287,850
Penalty	0.29%	68,997	0.35%	82,249	(13,252)
Supplementary Rates	0.37%	85,722	1.48%	345,338	(259,616)
Gross Rates and Charges Demanded	100.00%	23,444,974	100.00%	23,406,071	38,903
Less: Rates & Charges Collected	88.78%	20,813,366	90.73%	21,235,363	(421,997)
Pension Remission	3.08%	721,245	3.01%	705,175	16,069
Residential Waste Remission	0.08%	19,008	0.08%	18,144	864
Hardship Interest Remission	0.00%	76	0.00%	386	(311)
Private Conservation	0.00%	165	0.00%	105	60
Misc Remissions	0.00%	-	0.06%	12,988	(12,988)
Services Remissions	0.00%	-	0.00%	-	-
Stormwater Remission	0.04%	8,933	0.04%	8,692	240
General Rate Remission	0.00%	-	0.02%	4,611	(4,611)
- Legal Fees	0.00%	(468)	-0.01%	(1,638)	1,170
- Discounts	1.47%	345,311	1.81%	422,817	(77,505)
- Roundings/Adjustments	0.01%	1,965	0.00%	(2)	1,966
Sub Total	93.45%	21,909,600	95.73%	22,406,642	(497,042)
Unpaid Rates & Charges as at 31/05	6.55%	1,535,374	4.27%	999,429	535,945

	<u>2019/2020</u>		<u>2018/2019</u>	
Outstanding as at 31 May		2,221,803		1,643,087
Rates in credit		(686,429)		(643,658)
		1,535,374		999,429
Total number of assessments		10,091		10,036
Assessments outstanding	18.75%	1,892	26.7%	2,683
Credit Rates	-44.7%	(686,429)	-64.4%	(643,658)
Arrears (pre due 30/06)	41.1%	630,542	41.5%	414,365
Instalment 1 due 31/08	6.7%	103,620	11.8%	117,936
Instalment 2 due 30/11	22.8%	350,316	17.7%	176,929
Instalment 3 due 29/02	21.9%	336,609	27.4%	274,283
Instalment 4 due 31/05	52.2%	800,715	66.0%	659,574
	100.00%	1,535,374	100.00%	999,429

There were 1,892 assessments outstanding as at 31 May 2020 compared to 2,683 as at 31 May 2019.



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 2020. Explanations are provided below for project forecast variances to budget of \$20,000 or more.

YTD Capital Expenditure 2019/20						
	YTD Expenditure	Annual Budget	Balance Unspent	Forecast	Forecast Variance to Budget	Note
ROADS						
RURAL ROADS						
Upgrade Programme	627,858	888,920	261,062	763,384	● (125,536)	1
Rural Roads Resealing	191,333	86,700	(104,633)	193,322	⊕ 106,622	2
Rural Roads Major Patching & Resealing	188,464	146,120	(42,344)	193,787	⊕ 47,667	3
Rural Roads Bridges Programme	301,719	362,900	61,181	407,086	⊕ 44,186	4
TOTAL RURAL ROADS	1,309,373	1,484,640	175,267	1,557,579	⊕ 72,939	
URBAN ROADS						
Car Parking Improvements	193,761	151,710	(42,051)	195,811	⊕ 44,101	5
Driveways, Footpaths and Channel	90,503	221,120	130,617	229,063	● 7,943	
Retaining Walls	292,832	450,817	157,985	362,735	● (88,082)	6
Urban Infrastructure	155,215	409,920	254,705	392,369	● (17,551)	
Urban Road Renewal & Upgrades	157,448	520,160	362,712	177,447	● (342,713)	7
Urban Road Resealing	614,622	985,823	371,201	806,326	● (179,497)	8
TOTAL URBAN ROADS	1,504,381	2,739,550	1,235,169	2,163,751	● (575,799)	
TOTAL ROADS	2,813,754	4,224,190	1,410,436	3,721,330	● (502,860)	
STORMWATER						
Storm Water Upgrades & Replacements	361,445	652,389	290,944	644,969	● (7,420)	
TOTAL STORMWATER	361,445	652,389	290,944	644,969	● (7,420)	
PARKS, RESERVES AND SPORTING FACILITIES						
General Parks and Reserves	988,067	3,080,893	2,092,826	1,356,388	● (1,724,505)	9
Cemeteries	37,159	218,480	181,321	37,608	● (180,872)	10
Sporting Grounds & Facilities	208,162	237,076	28,914	208,161	● (28,915)	11
TOTAL PARKS, RESERVES & SPORTING FACILITIES	1,233,387	3,536,449	2,303,062	1,602,157	● (1,934,292)	
WASTE						
Garbage and Recycling	2,096	42,045	39,949	42,045	● -	
Waste Management Centre	92,469	300,179	207,710	283,661	● (16,518)	
TOTAL WASTE MANAGEMENT	94,564	342,224	247,660	325,706	● (16,518)	
BUILDINGS						
Sporting Facilities	515,726	656,336	140,610	670,086	● 13,750	
Public Amenities	203,624	474,670	271,046	203,625	● (271,045)	12
Burnie Arts & Function Centre	55,827	328,240	272,413	59,387	● (268,853)	13
Burnie Regional Museum	-	-	-	-	● -	
Other Buildings	894,078	1,077,419	183,341	1,036,836	● (40,583)	14
TOTAL BUILDINGS	1,669,255	2,536,665	867,410	1,969,934	● (566,731)	
PROPERTY, PLANT & EQUIPMENT (PPE)						
Computer Equipment	30,291	438,050	407,759	438,050	● -	
Vehicles	107,101	134,600	27,499	107,805	● (26,795)	15
Plant	783,615	960,976	177,361	960,976	● -	
Other	220,391	246,416	26,025	273,735	⊕ 27,319	16
Parking Equipment	51,262	37,200	(14,062)	51,262	● 14,062	
Furniture & Fittings	15,057	49,295	34,238	49,295	● -	
Heritage Assets	5,049	11,860	6,811	5,049	● (6,811)	
TOTAL PLANT/EQUIPMENT/VEHICLES	1,212,766	1,878,397	665,631	1,886,172	● 7,775	
TOTAL	7,385,171	13,170,314	5,785,143	10,150,268	● (3,020,046)	

Note 1 – Upgrade Programme

Project Description	Actual	Budget	Forecast	Variance	Variance
Mooreville Road Widening - Stage 3	584,371	711,600	584,371	● -127,229	-18%

Mooreville Road Widening - Stage 3 - Project savings via improved methodologies and simpler constructions site.

Note 2 – Rural Roads Resealing

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Circular Rd Reseal - Sth Darling River	97,324	0	97,324	● 97,324	0%
Clarkes Rd - Lottah Rd to No.78 Clarkes Rd	17,616	25,500	18,998	● -6,502	-25%
West Mooreville Road – Penima Road Intersection	76,393	61,200	77,000	● 15,800	26%

Circular Rd Reseal – Sth Darling River – Unplanned roadworks associated with pavement failures on Circular Road which occurred the past winter. Issues need to be addressed to minimise ongoing damage.

Clarkes Rd – Lottah Rd to No. 78 Clarkes Rd – Minor changes in scope – repair works and contingency not required.

West Mooreville Road – Penima Road Intersection – Change in scope of works – minor extension of seal zone – balancing overall budget.

Note 3 - Rural Roads Major Patching and Resealing

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Stowport Rd at Bass Hwy Junction	800	40,800	800	● -40,000	-98%
West Mooreville Rd - From Multicap south to No 220	139,755	81,600	145,078	● 63,478	78%
Cascade Rd Recons-Ellis Rd-Illoura Rd	22,781	0	22,781	● 22,781	0%

Stowport Rd at Bass Hwy Junction – Project on hold due to DSG safety review – Carry Forward.

West Mooreville Rd – From Multicap South to No. 220 – Area of works extended to complete a missing link and incorporates sections of asphalt. Save rework next year – balancing overall budget.

Cascade Rd Recons – Ellis Rd – Illoura Rd – Unplanned roadworks associated with pavement failures on Cascade Road which occurred the past winter. Issues need to be addressed to minimise ongoing damage.

Note 4 Rural Roads Bridges Programme

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Bridge Approach Upgrade Program	2,605	52,500	2,605	● -49,895	-95%
Talunah Road/Guide River Tributary Culvert	40,832	30,400	40,832	● 10,432	34%
West Ridgley Road Culvert Upgrade	258,282	280,000	363,649	● 83,649	30%

Bridge Approach Upgrade Program – Included as part of West Ridgley culvert upgrade.

Talunah Road/Guide River Tributary Culvert – Tender price endorsed by Council.

West Ridgley Road Culvert Upgrade – Tender price endorsed by Council.

Note 5 - Car Parking Improvements

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Car Parks - Wiseman St - Community House	112,415	71,160	112,415	● 41,255	58%

Car Parks - Wiseman St - Community House - Increased scope to maximise parking opportunity.

Note 6 Retaining Walls

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Retaining Walls - Brickport Rd NWRH	146,142	163,441	154,150	● -9,291	-6%
Retaining Walls - 44 Spencer Street	9,614	37,380	10,000	● -27,380	-73%
Retaining Walls - 52-58 Spencer Street	14,584	69,776	14,584	● -55,192	-79%

Retaining Walls – Brickport Rd NWRH – Tender price endorsed by Council.

Retaining Walls – 44 Spencer Street – Wall repaired, not replaced.

Retaining Walls – 52-58 Spencer Street – Carry forward balance of funding. Project more difficult than anticipated.

Note 7 – Urban Road Renewal & Upgrades

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Queen St - William St - Bass Hwy	34,003	0	34,003	● 34,003	0%
Bay Street Upgrade - (Mollison to Noel)	52,908	194,560	52,908	● -141,652	-73%
Linton St Reconstruction - Cabot St to Mount Street	68,936	304,000	68,936	● -235,064	-77%

Queen St - William St - Bass Hwy - Last year's budget

Bay Street Upgrade – (Mollison to Noel) – Balance of funds to be carried forward

Linton St Reconstruction – Cabot St to Mount Street – Carry forward balance

Note 8 Urban Road Resealing

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Wiseman St - Armitage Cres to Woniora	95,655	117,701	103,000	● -14,701	-12%
Hodgman St Reseal - View Rd to Jones St	29,878	67,932	31,000	● -36,932	-54%
Mount St Parking Lanes - (Federal to Roslyn Ave)	8,305	265,200	185,000	● -80,200	-30%
View Rd - (Ladbroke to Little Bird)	65,841	76,500	65,841	● -10,659	-14%
West Park Grove Reseal	250,649	306,000	253,790	● -52,210	-17%

Wiseman St - Armitage Cres to Woniora - Contingency not required

Hodgman St Reseal - View Rd to Jones St - Reduced scope as future retaining wall replacement will impact road surface.

Mount St Parking Lanes - (Federal to Roslyn Ave) - Negotiated scope reduction in asphalt depth with DSG.

View Rd – (Ladbrooke to Little Bird) – Minor change in scope.

West Park Grove Reseal - Contingency provision and pavement renewal not required.

Note 9 – General Parks & Reserves

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Burnie Park - Foot Bridge Replacement	5,251	23,051	5,251	-17,800	-77%
Coastal Pathway - Red Rock to Cam River	16,976	1,220,100	16,976	-1,203,124	-99%
Fernglade Reserve - Install new path	53,213	13,779	53,213	39,434	286%
Design Work - Coastal Pathway - Round Hill	1,162	200,000	1,162	-198,838	-99%
Coose Point Truck Wash Decommissioning (Provisional)	2,400	64,800	2,400	-62,400	-96%
Oakleigh Park Fountain Replacement	14,576	102,000	14,576	-87,424	-86%
Public Art Program	0	40,000	0	-40,000	-100%
South Burnie Bowls Club - New Fence	26,134	42,560	26,134	-16,426	-39%
Montello Soccer Ground Upgrade Management Plan & Stage 1	76,211	205,862	76,211	-129,651	-63%

Burnie Park - Foot Bridge Replacement - Project on hold - reviewing opportunities for reconfigure site.

Coastal Pathway - Red Rock to Cam River – Carry Forward balance.

Fernglade Reserve - Install new path - Scope of works has increased as boardwalk sections required.

Design Work - Coastal Pathway - Round Hill– Carry Forward balance.

Coose Point Truck Wash Decommissioning (Provisional) - Carry forward balance - project reliant on alternate facility.

Oakleigh Park Fountain Replacement - Project in train - carry forward balance.

Public Art Program - Incorporate into Oakleigh Park project.

South Burnie Bowls Club - New Fence - Reused part of existing fence (plinth) reduced cost of the project

Montello Soccer Ground Upgrade Management Plan & Stage 1 - Works in progress - carry forward balance to next FY to complete project.

Note 10 – Cemeteries

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Cemetery - Retrofit Concrete Plaque Plinths	26,756	177,900	26,756	-151,144	-85%
Lawn Cemetery - Upgrade Footpath and Bridge	5,250	35,580	5,250	-30,330	-85%

Cemetery – Retrofit Concrete Plaque Plinths – Developing a solution for consultation – not complete.

Lawn Cemetery - Upgrade Footpath and Bridge – On hold, reviewing project scope.

Note 11 – Sporting Grounds & Facilities

Project Description	YTD	Annual	Forecast	Forecast		% Variance
	Actual	Budget		Variance	Variance	
McKenna Park - J League Support Facilities	0	90,000	0	●	-90,000	-100%
Tennis Club Remediation	130,222	75,000	130,222	●	55,222	74%
Ridgley Bowls Club - Fencing	29,876	17,790	29,876	●	12,086	68%
Ridgley Recreation Ground - Cricket Pitch Upgrade/Repair	13,804	20,400	13,804	●	-6,596	-32%

McKenna Park - J League Support Facilities – Carry forward – need additional funding.

Tennis Club Remediation - Refer Council Workshop report for details

Ridgley Bowls Club – Fencing - Unforeseen additional electrical and concrete work required due to latent conditions

Ridgley Recreation Ground – Cricket Pitch Upgrade/Repair – Project complete. Scope of works reduced following detailed investigation

Note 12 – Public Amenities

Project Description	YTD	Annual	Forecast	Forecast		% Variance
	Actual	Budget		Variance	Variance	
Waterfront Playground Toilet	120,253	66,170	120,253	●	54,083	82%
South Burnie Beach - Toilet and Changerooms	16,859	306,000	16,859	●	-289,141	-94%
Barker St Reserve - Toilet	66,513	102,500	66,513	●	-35,987	-35%

Waterfront Playground Toilet - Construction costs estimate was greater than the original budget due to a number of factors thus, carried forward funds were not sufficient to fund the balance of the project. To balance across the program.

South Burnie Beach - Toilet and Change rooms - Permit processes have delayed project. To be combined with carpark upgrade.

Barker St Reserve – Toilet - Alternate design solution used.

Note 13 – Burnie Arts & Function Centre

Project Description	YTD	Annual	Forecast	Forecast		% Variance
	Actual	Budget		Variance	Variance	
BAFC - Fire Curtain	8,747	75,600	8,747	●	-66,853	-88%
BAFC - Lift Installation for All Floors	2,000	204,000	2,000	●	-202,000	-99%

BAFC - Fire Curtain - Existing system reinstated.

BAFC - Lift Installation for All Floors - Project on hold - potential carry forward.

Note 14 – Other Buildings

Project Description	YTD	Annual	Forecast	Forecast		% Variance
	Actual	Budget		Variance	Variance	
North West Museum & Art Gallery Project	557,434	616,473	560,000	●	-56,473	-9%
City Offices - Carpet and Repaint Customer Service (Provisional)	200	10,200	200	●	-10,000	-98%
City Offices - HVAC Chiller Unit Replacement	195,696	153,000	195,696	●	42,696	28%
City Offices - Flagpole - Aboriginal Flag	9,902	0	9,902	●	9,902	0%
Trade Waste Compliance Works - Council buildings	5,090	30,600	5,090	●	-25,510	-83%

North West Museum & Art Gallery Project – Current stage of project complete. Some elements delayed to stage 2.

City Offices - Carpet and Repaint Customer Service (Provisional) – Project on hold.

City Offices - HVAC Chiller Unit Replacement - Refer Council report - Original budget estimate inadequate

City Offices - Flagpole - Aboriginal Flag - Unbudgeted expenditure approved by Council

Trade Waste Compliance Works - Council buildings - Negotiated to reduce scope of works with Taswater.

Note 15 – Vehicles

Project Description	YTD Actual	Annual Budget	Forecast Forecast	Forecast Variance	% Variance
Corporate Fleet Changeover	54,805	81,600	54,805	● -26,795	-33%

Corporate Fleet Changeover – No further purchases required. Replacement based on age and KM's

Note 16 – Other PPE

Project Description	YTD Actual	Annual Budget	Forecast Forecast	Forecast Variance	% Variance
Point POS System	4,949	0	4,949	● 4,949	0%
BRAG - Art Acquisitions	24,855	20,400	24,855	● 4,455	22%
Asset Failure Contingency	63,463	51,000	63,463	● 12,463	24%
Building Revaluation	5,440	0	5,440	● 5,440	0%

Point POS System – Last year's budget

BRAG – Art Acquisitions – Last year's budget. 2018-19 budget carried forward

Asset Failure Contingency – Unexpected asset and equipment failures exceeded budget provision

Building Revaluation – Last year's budget

2.7 CONTRACTS AWARDED

The following table shows contracts awarded over \$100,000 (full contract value) during May 2020:

Contract Number	Contract Title	Contractor Registered Business Name and Address	Awarded Date	Initial Term/ Delivery Date	Value of Contract (Ex GST)
No Contracts awarded over \$100,000 during May 2020.					

2.8 CONSULTANTS ENGAGED

The following table lists consultants engaged throughout the current financial year for a cost greater than \$10,000. For the purpose of this table, a consultant is defined as a person or organisation that provides Council with professional advice in areas of strategy, planning or engineering. Consultants are engaged in accordance with Council's policy *Code for Tenders and Contracts CP-CBS-SG-012*.

Reasons that consultants may be engaged:

- A Lack of resource within Council
- B Specialist expertise required
- C Independence
- D Value for money (where Council cannot provide the service as efficiently)
- E Legal requirement

Project	Consultant	Description	Committed \$	Actual \$ LTD	Reason	Funded from	Complete
West Park Grandstand Upgrade	JD2 Consulting	Consultant Brief 192 Architectural Design and Project Delivery	37,170	37,170	B	Capital Works Allocation	Yes
North West Museum & Art Gallery	Lifecycle Cost Management	Quantity Surveyor Cost Estimating, Stage 1 Services	19,550	25,026	B	Capital Works Allocation	On Hold
Mooreville Road Upgrade Stage 3	PDA Surveyors	Detail Land Survey and Structures assessment	16,300	20,708	B	Capital Works Allocation	Yes
Bay Street Upgrade	PDA Surveyors	Detail survey and civil design	15,000	5,000	A/B	Capital Works Allocation	No
Linton Street Upgrade	PDA Surveyors	Detail survey and civil design	14,500 (reduced scope)	14,500	A/B	Capital Works Allocation	Yes
West Ridgley Culverts Upgrade	Pitt & Sherry	Detail design of culverts	29,920	29,920	A	Capital Works Allocation	Yes
North West Museum & Art Gallery	Terroir	Stage 1 Services – Concept and Design Development	566,473	217,228	B	Capital Works Allocation	On Hold
Sports Centre Planning Study	@Leisure Planners	Planning study	19,765	3,134	B	Strategic project funding	No

2.9 GOVERNANCE – USE OF COUNCIL SEAL

19 May 2020	Contract 2640 Provision of Annual Weed Spraying Services
26 May 2020	Deed of Surrender of Lease – BCC to Burnie Surf Life Saving Club Inc
26 May 2020	Lease Agreement – BCC to Burnie Surf Life Saving Club Inc

COUNCIL RESOLUTION

Resolution number: MO168-20

MOVED: *Cr A Keygan*

SECONDED: *Cr G Simpson*

“THAT the General Manager’s Information Report for Corporate and Business Services for May 2020 be noted.”

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

Against:

CARRIED UNANIMOUSLY

AO151-20 COMMUNICATIONS JOURNAL JUNE 2020

FILE NO: 2/17/3
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

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

2.0 SUMMARY

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

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

3.0 MAYOR’S COMMUNICATIONS

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

- Cradle Coast Authority Representatives Committee Meeting
- Meeting with Minister Shelton – COVID-19 Local Government Webconference
- Meeting with Epuron – Hellyer Wind Farm

4.0 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	26 May 2020 (conducted remotely)	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	CED Plans for re-opening of centres	Councillor Briefing
	Economic Development Plan	Councillor Briefing
	GM Update	Discussion with Councillors

Workshop	2 June 2020 (conducted remotely)	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	Operational Budget	Councillor Briefing
	Draft 20/21 Capital Works Program	Councillor Briefing
	Farmers Market	Discussion with Councillors

Workshop	9 June 2020	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	Infection Control Training	Councillor Training
	Annual Plan	Councillor Brainstorm
	LGAT Update	Councillor Briefing with LGAT President and CEO
	LGAT Special General Meeting	Agenda review with Councillors
	Hospitality Support	Councillor Discussion
	Local Government Loan Program	Councillor Discussion
	Tender Evaluation - Executive Recruitment Services	Councillor Discussion

5.0 CORRESPONDENCE FOR NOTING

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

ATTACHMENTS

1. Letter of response from Premier Peter Gutwein MP - Cruise Ships and Burnie Port
2. Correspondence from Hon Sarah Courtney MP - Hospitality Support
3. Correspondence from Hon Mark Shelton MP to Local Government - Council Policy and Regulation
4. Correspondence from LGAT - Deferring Australia Day motion
5. Correspondence from WxNW - NW Coastal Pathway support
6. Letter of response from Gavin Smith - Cruise Ships
7. Letter of appreciation from the South Burnie Bowls and Community Club - COVID-19 support package

COUNCIL RESOLUTION

Resolution number: MO169-20

MOVED: *Cr C Lynch*

SECONDED: *Cr D Pease*

“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



PREMIER OF TASMANIA

Cr Steve Kons
Mayor
Burnie City Council
Email: kkelly@burnie.net

26 MAY 2020

Dear Mayor *Steve,*

Thank you for your letter dated 30 April regarding cruise ships, and a proposed pedestrian walkway connecting the Burnie Port to the CBD.

The health and safety of Tasmanians remains my Government's absolute priority while we face the challenges of the coronavirus pandemic. I'd like to take this opportunity to thank you for the leadership in your community that you have provided, especially during the difficult circumstances we faced together during the virus outbreak in the North-West.

As you are aware, recently I released our *Roadmap to Recovery* which has three main stages and a few milestones along the way. Importantly the easing of restrictions will continue to be based on Public Health advice and may change depending on Tasmania's circumstances.

Full details of all stages are located here: <https://www.coronavirus.tas.gov.au/families-community/roadmap-to-recovery>

While our initial Tasmanian Government ban on cruise ships in Tasmanian ports was until 30 June, the Australian Government has now announced that the current restriction on cruise ships entering Australian waters has been extended for a further three months, until 17 September 2020. Any cruise ship capable of carrying more than 100 passengers is prohibited from operating cruises in Australia. There is more information available from the Australian Border Force website here <https://newsroom.abf.gov.au/releases/cruise-ship-prohibition-extended>

TasPorts has advised that it is open to continuing discussions with Burnie City Council regarding a pedestrian walkway from the Port of Burnie, subject to securing appropriate funding for the project.

During this pandemic emergency, the significant changes that Tasmanians have made to their lives, including those in the City of Burnie, have made a real difference - and have helped save lives. By working together, we have minimised the spread of coronavirus in our community.

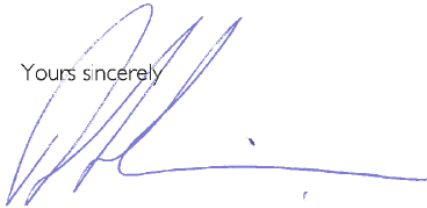
Now the challenge is to ensure we don't undo our hard work. Our pathway back will be gradual, careful, and always based upon the Public Health advice we have at that time.

Gradually getting back to the Tasmanian way of life that we know and love, while keeping the virus suppressed, is going to be the hardest part of this fight.

But I believe it is a fight we are getting on top of and one that, I am confident, we will win.

Once again, thank you for working with the Tasmanian Government and for your support during this emergency.

Yours sincerely



Peter Gutwein MP
Premier

Minister for Health
Minister for Strategic Growth
Minister for Women
Minister for Small Business, Hospitality and Events

Level 5, 4 Salamanca Place, Hobart
GPO Box 123 HOBART TAS 7001 Australia
Phone: +61 3 6165 7794
Email: sarah.courtney@dpc.tas.gov.au



Our Ref: MIN20/2011

Steve Kons
Mayor
Burnie City Council

skons@burnie.net

Dear Mayor,

The circumstances related to the COVID-19 outbreak have led to significant economic challenges for many Tasmanian businesses.

While we are now moving through the recovery phase with our Roadmap to Recovery, it is likely that these challenges will be on going for some time for many of our small businesses, particularly for those in the hospitality industry.

The Tasmanian Government recognises that the hospitality sector is a vital part of the state's economy, and I am advised that around one quarter of the \$60 million COVID stimulus support grant package was provided to the Tourism and Hospitality sectors.

I acknowledge and thank local councils for their ongoing support and assistance to these businesses, as well as the support being provided by the Federal Government.

I write to you today seeking your consideration of some additional support for hospitality businesses in your municipality.

Specifically, I ask that you give full consideration to any measures which would allow hospitality business to expand their trading footprint. For example, this could include allowing the use public space, such as car parking, for outdoor dining.

Such measures have the potential to help businesses improve turnover, and increase patronage, while complying with the public health restrictions in place to keep Tasmanians safe.

If you require any further information, please contact Vanessa Cahoon in my Office, on 6777 1036.

I look forward to hearing from you.

Yours sincerely

A blue ink signature of Hon Sarah Courtney MP.

Hon Sarah Courtney MP
Minister for Small Business, Hospitality and Events

**Minister for Police, Fire and Emergency Management
Minister for Local Government**

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: Mark.Shelton@dpac.tas.gov.au

**A Letter to all Tasmanian Councils**

Dear Mayors and General Managers

I am writing to provide you with an update on the administrative and management arrangements for the Department of Premier and Cabinet (DPAC)'s local government policy and regulatory functions.

Director Policy and Sector Performance (Local Government)

I am pleased to announce that Mr Mathew Healey has recently been appointed to the new position of Director, Policy and Sector Performance (Local Government).

Mr Healey will provide direct management and oversight of the Local Government Division, lead the development of policy and legislation initiatives, and support the Director of Local Government to exercise their statutory functions, including regulatory and compliance activities.

Mr Healey has close to 25 years' experience in public administration at the State and Commonwealth level. Some of you may know that Mr Healey has direct experience as a former Director of Local Government. He has spent the last seven years leading a range of major State Government projects, including the 2013 Bushfire Recovery Program, the Royal Hobart Hospital Redevelopment Rescue Taskforce, the development of the State's White Paper on Health and the redesign of the State's Child Safety System, *Strong Families, Safe Kids*.

Mr Healey returned to DPAC to lead the Review of the Tasmanian State Service, which is currently paused due to the need to give priority attention to the management of the COVID-19 pandemic. Mr Healey has most recently been engaged to support the Recovery Team in the State Control Centre.

I understand that Mr Healey is keen to engage with the Local Government sector and will be reaching out to councils over the coming weeks.

Director of Local Government (Statutory Position)

I have determined that the position of Director of Local Government, which includes responsibility for formal statutory oversight of investigations and other regulatory activities under the *Local Government Act 1993*, will continue to be held by Mr Craig Limkin in conjunction with the position of Deputy Secretary, Policy and Intergovernmental Relations in DPAC.

Mr Limkin has been exercising the functions of the statutory position since Mr Alex Tay's move to the Department of Education in January 2020. Mr Limkin has now been formally appointed to the Director of Local Government position by Her Excellency the Governor, the Hon Kate Wamer AM.

20/40518

2

Mr Limkin and Mr Healey will work closely to provide support and guidance to the Local Government sector across the State. For general guidance, Mr Limkin should be the first point of contact for elected officials and for specific advice on statutory decisions under the *Local Government Act 1993*. Mr Limkin can be contacted on craig.limkin@dpac.tas.gov.au. Mr Healey is the relevant contact for non-elected officials and general advice on the operation of the Act. Mr Healey can be contacted on mathew.healey@dpac.tas.gov.au.

Yours sincerely



Hon Mark Shelton MP
Minister for Local Government

29 May 2020



Our Ref: ME:CA

18 May 2020

Mayor Steve Kons
Burnie City Council

Via email: skons@burnie.net

Dear Mayor Kons

Motions Received by LGAT

At our recent General Management Committee Meeting there was discussion of the few motions received by LGAT that were in train before we advised of the cancellation of the LGAT Conference.

It is likely that our AGM and July General Meeting will have either restricted attendance numbers or be held online. We are planning for an amped up General Meeting in December and it is the GMC's preference to defer non urgent motions to that meeting.

The Rules of the Association allow for negotiation with members regarding the inclusion or not of a subject matter to be discussed if the matter or item does not advance the concerns or objects of the Association, has been considered within the preceding 12 months, and if it does not concern a sector matter.

Burnie submitted two motions: one related to Australia Day (last considered in March 2019) and one related to the span of financial management strategies.

Having noted that the second motion is relevant to the review of Local Government legislation underway, the GMC feel this should be included on the July Agenda. However, the GMC is seeking agreement from Burnie City Council to defer the Australia day motion until December when there can be broader face to face attendance for the debate.

The GMC have asked me to pursue these negotiations on their behalf and I would be happy to engage further with Council around this request.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Katrena Stephenson', is written above the typed name.

Dr Katrena Stephenson
CHIEF EXECUTIVE OFFICER
Cc Andrew Wardlaw



Tom Wootton
West by North West
29a Wilson St, Burnie TAS 7320
9th June 2020

Att. Mayor Steve Kons and Andrew Wardlaw
Burnie City Council
80 Wilson Street
Burnie, TAS 7320

Dear Mayor and Andrew,

Re: Offer of Support, North West Coastal Pathways

I am writing with regard to the State Government's recent decision to provide \$12 million to the Burnie City and Waratah-Wynyard Councils over two years, to complete the Cooee to Wynyard stretch of the North West Coastal Pathway.

Firstly, congratulations on securing funding for this critical development, during a time of genuine need within our region. Secondly, given the obvious potential of the project to enhance visitors' experience of our coastline, I would like to offer my wholehearted support on behalf of *West by North West*. I will gladly assist in any way I can and would welcome any discussion on advancing the project.

Again, congratulations and I look forward to seeing this exciting concept realised.

Kind regards,

A handwritten signature in blue ink, appearing to read 'Tom Wootton', written over a light blue horizontal line.

Tom Wootton
Chief Executive



29a Wilson St, Burnie TAS 7320
wxnw.com.au

1



Cr Steve Kons
MAYOR
Burnie City Council
PO Box 973
Burnie TAS 7320

24 May 2020

Dear Mayor Kons

I am writing in response to your letter of 14 May 2020 in which you confirmed the positive approach of Burnie City Council to the return of cruise ships to the Port of Burnie at the appropriate time.

I thank you for providing your assurance that Burnie City Council will continue to strongly promote and support the cruise industry and their intentions to resume visits once granted permission to do so. I acknowledge that these visits by Royal Caribbean cruise brands will only take place once current safety concerns have been satisfactorily addressed and cruise ship visits are deemed to pose no threat to your local community.

I wish you and the wider community of north west Tasmania every goodwill and good health as we continue with efforts to control the spread of Covid-19. It is a major challenge that has tested every community across Australia and elsewhere.

Thank you for your leadership during these difficult times

Yours sincerely

Gavin Smith
Managing Director
Royal Caribbean Cruises Limited – Australia/New Zealand

**SOUTH BURNIE BOWLS &
COMMUNITY CLUB Inc.**

CHAIRMAN
Philip Prouse

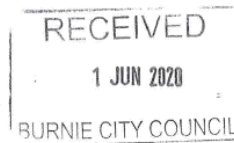
EXECUTIVE OFFICER
Laraine Spurr



2 Hale Street,
PO Box 3036 MDC
SOUTH BURNIE 7320
Ph (03) 6431 3695
email:sbbowls@gmail.com

27th May 2020

General Manager,
Burnie City Council,
P. O. Box 973,
BURNIE 7320



Dear Mr. Wardlaw,

On behalf of the South Burnie Bowls & Community Club Inc. I have been asked to extend our sincere thanks for the generous support that the Council has made available to our Club through the COVID-19 Support Package.

This support will certainly assist, in these difficulty times, to allow us to continue to function fully and continue to be an asset not only to our members but to the wider community.

Yours sincerely,

A handwritten signature in black ink that reads "Laraine Spurr".

Laraine Spurr
EXECUTIVE OFFICER

**AO152-20 COMMUNICATIONS JOURNAL - BURNIE HARNESS RACING CLUB -
RIDE ON LAWN MOWER****FILE NO: 2/17/3, 958084****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 agree to transfer ownership of a used mower to the Burnie Harness Racing Club, on the condition that a financial contribution be made by the Club to Council for the mower and that the General Manager negotiate an appropriate contribution with the Club.”

2.0 SUMMARY

The Burnie Harness Racing Club have written to Council seeking to secure a used ride on mower from Council, to be used for the purpose of smoothing and dressing the harness racing track at the Wivenhoe Recreation Ground.

The letter notes that in the past Council has provided assistance to the Club in grading the track. Generally this work has occurred when convenient to Council, and has aligned with grading activities in the east of the municipality.

The cost of this work has been absorbed as part of the operational budget for the grounds.

The Burnie Harness Racing Club note in the correspondence, a desire to negotiate an arrangement with the Council for a used mower.

3.0 GENERAL MANAGER’S COMMENTS

In the past, grading works on the harness racing track at the Wivenhoe Recreation Ground generally occurred annually, post the Burnie Show. This work was not required last year as the show was held at another location.

Typically the grading works would cost in the order of \$500, depending upon the time spent on site.

Periodically Council replaces ride on mowers used in the management of park and reserves. One unit is planned for replacement this year.

Normally a unit being replaced is disposed of via an auction. Typically the return on mowers sent to auction is around \$2,500 excluding GST.

In discussions with a Club representative, the preferred outcome would be for a mower to be gifted to the Club, recognising there would no longer be a need for Council to provide assistance in grading the track.

Officers support negotiating an arrangement with the Burnie Harness Racing Club to transfer ownership of a used mower however, believe that there should be some financial contribution made by the Club.

ATTACHMENTS

1↓. [Correspondence from Burnie Harness Racing Club](#)

COUNCIL RESOLUTION

Resolution number: MO170-20

MOVED: *Cr A Keygan*

SECONDED: *Cr D Pease*

“THAT Council agree to transfer ownership of a used mower to the Burnie Harness Racing Club, on the condition that a financial contribution be made by the Club to Council for the mower and that the General Manager negotiate an appropriate contribution with the Club.”

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 Harness Racing Club Inc

PO Box 505
Burnie Tasmania 7320
President: Justine Keay
Secretary: Roseanne Inkson
0419 887 33
burnieharness@gmail.com

Mr Gary Neal
Director of Works & Services
Burnie City Council
23rd March, 2020

Re: Track Maintenance – Burnie Paceway, Wivenhoe

Dear Gary,

It has come to the Club's notice that there is a new innovative way to dress and maintain the surface of the trotting track.

A used/worn out ride-on mower with a light blade/scrapper attached where the mowing deck has been removed, is quick and manoeuvrable, to smooth and dress the track pre-season and between race meetings. We understand the BCC has from time to time had used mowers to be disposed of.

The BHRC are eager to negotiate with BCC, to obtain one of these.

This new way of track maintenance would almost certainly eliminate the need for the Council grader, which has been much appreciated by the Club.

We are available to progress this matter at your convenience.

Yours Faithfully

Norm Britton
On behalf of the BHRC

**AO153-20 COMMUNICATIONS JOURNAL - FRIENDS OF BURNIE PENGUINS
INC - PARSONAGE POINT****FILE NO: 2/17/3; 958536****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	5	A NATURAL AND BUILT ENVIRONMENT THAT IS RESPECTED AND CARED FOR
Objective	5.3	A strong level of participation and collaboration in community based environmental protection and conservation groups.
Strategy	5.3.1	Support communities that care for and protect our environment.

1.0 RECOMMENDATION:

“THAT Council requests that Officers work with the Friends of Burnie Penguins to facilitate access to the Waterfront Playground toilets.”

2.0 SUMMARY

Correspondence has been received from the Friends of Burnie Penguins Inc. requesting toilet facility access at Parsonage Point Little Penguin Colony.

3.0 GENERAL MANAGER’S COMMENTS

The Friends of Burnie Penguins Inc. have raised a number of times with Council their belief that there needs to be a public toilet provided adjacent to the Penguin Observation Centre, to support the activities of the Friends of Burnie Penguins Inc. in regard to the volunteer penguin tours and general tourist visitations.

As noted in the letter Council has provided a portable toilet for the use of the Friends of Burnie Penguins Inc. and participants on the tours. It is conceded that the facility is relatively basic.

The development of a new public toilet in the vicinity of the Penguin Observation Centre would most likely cost in the order of \$67,000 (the cost of the Barker Street facility), plus an additional allowance the provision of services. Sewer and water are connected to the adjacent band rooms, however an extension would be required.

Most likely no electricity supply would be required, with lighting being provided by a solar led lighting system.

However the need for a new facility should be considered in the context of the following:

- There would be limited demand for a public toilet facility in this location for other users of the West Park Precinct. Tourists have access to the facilities at the Makers Workshop. Persons attending sports or events at West Park would use the internal facilities. Facilities are provided for the University activities. Commuter parkers generally have spent limited time in the precinct and can access facilities in the Central Business District or their place of work.
- There would be on going operational costs associated with the facility.
- The land in question will be transferred to the UTAS as part of the West Park Precinct Development.

The correspondence notes the portable toilet does not meet needs and the closest after hours toilets are at the BP service station, which requires crossing of the Bass Highway.

A new public toilet has been constructed on the Waterfront near the playground, the facility is currently closed at sunset.

An option to support the needs expressed by the Friends would be to keep these toilets open until after the tours are concluded. At present the toilets are locked by Council's public amenities cleaner, but could also be locked by Council's security contractor during their routine patrols.

ATTACHMENTS

- 1 [↓](#). Correspondence from Friends of Burnie Penguins Inc

COUNCIL RESOLUTION

Resolution number: MO171-20

MOVED: *Cr A Boyd*

SECONDED: *Cr G Simpson*

"THAT Council requests that Officers work with the Friends of Burnie Penguins to facilitate access to the Waterfront Playground toilets."

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



Friends of Burnie Penguins inc

PO Box 96
Burnie
Tasmania 7320

The General Manager, Mayor and Councillors
Burnie City Council
80 Wilson Street,
Burnie, Tasmania, 7320
4th June 2020

Dear General Manager, Mayor and Councillors,

On July 7, 2019, I gave a presentation to a Burnie City Council workshop about Friends of Burnie Penguins Inc. covering the activities of the group which include providing an interpretive guiding experience for visitors to the colony every night from October to March. The growth in visitor numbers was highlighted over recent years, and the need to provide appropriate access to toilets for those visitors.

Access to toilets for visitors to the Parsonage Point Little Penguin colony has been an historic problem as the nearest available after-hours toilet has been in the BP petrol station, across the Bass Highway (we have been in operation since 2004). The safety aspect of visitors crossing the highway, often with small children, in the dark has been an ongoing concern. After repeated requests to the Burnie City Council for toilet access, a portaloos was provided in 2018. While it was a better alternative to the status quo, visitors often make it clear that they are uncomfortable with the solution and it is not accessible for people with disabilities. The lack of lighting, the requirement of guides to open a fence, even to check the cleanliness of the portaloos, and now the current Covid health and safety requirements make the use of a portaloos for 6 months untenable. Portaloos are usually used for short term public events, not 6 months.

We have raised this issue with both the University of Tasmania and the Council since the beginning of planning of the current development of the university campus and landscape planning at Parsonage Point. We have continually indicated that it makes this an ideal time to provide the necessary permanent toilet facilities with disabled access close to the Burnie Penguin Observation Centre. We raised the issue with the council at the workshop, which seemed to draw some agreement that something was necessary. I am writing on behalf of the Friends of Burnie Penguins to enquire as to the progress of a toilet facility, and whether the council intends to incorporate it into the deliberations of the new budget, or could it be considered as part of tourism infrastructure that the State Government might fund or any other available funding?

Please find attached the handout from the workshop, (which was handed out at the time) for your perusal.

We look forward to further discussions about this matter,

Yours sincerely,



Dr. Perviz Marker
Coordinator

Burnie Penguin Observatory



Presentation to Burnie City Council
Friends of Burnie Penguins Inc
July 2019



Parsonage Point penguin colony has been present in Burnie for > 110 years

The Penguin Centre

Construction was completed in 2001

Friends of Burnie Penguins

Were formed in 2004

Our objectives

- To provide an educational interpretive experience and supervised penguin viewing for visitors to the Parsonage Point Little Penguin colony
- To maintain and enhance the protection and the habitat of the Parsonage Point colony and advocate for appropriate management of the colony and the immediate foreshore.
- To participate in monitoring, research and increasing the knowledge of the Little Penguin colony.

FOBP Inc

- are a volunteer Coastcare group
- currently have 30 members
- provide guided viewing from 1st October – 31st March, every day including the Christmas holidays.
- are about to commence our 16th season of guiding since 2004
- have progressed from providing 2 guides each night to 4 owing to the growth in visitor numbers and the growth of interest from the community to join as guides.

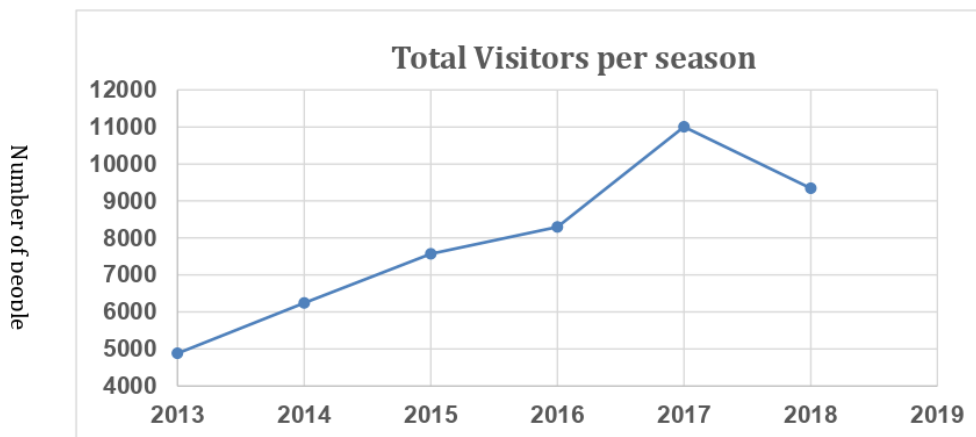
Non guiding season

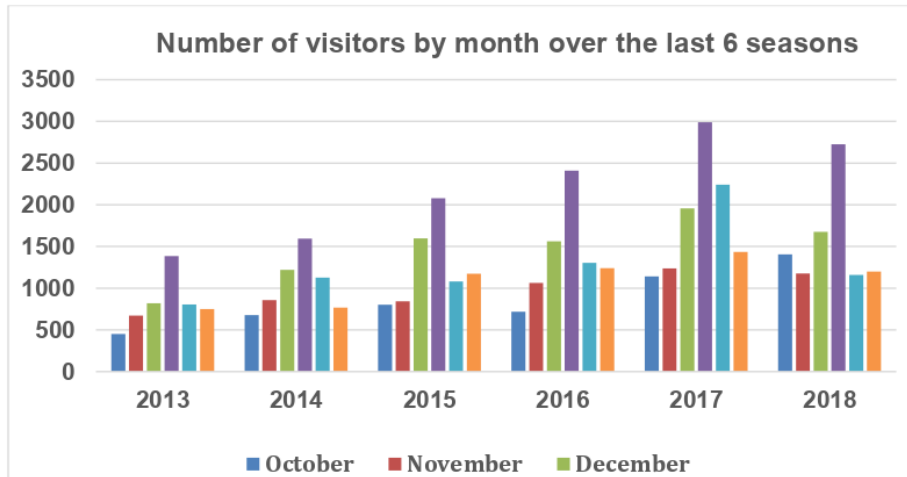
- we carry out maintenance in the colony
- Weeding, revegetation, clearing burrows, making burrows
- Training new guides

Data

Number of visitors over the last 6 seasons

	2013	2014	2015	2016	2017	2018
October	450	678	801	719	1143	1405
November	672	857	843	1063	1238	1177
December	819	1220	1596	1562	1956	1676
January	1386	1595	2080	2409	2990	2727
February	804	1128	1081	1303	2241	1158
March	751	768	1173	1241	1435	1200
Total	4882	6246	7574	8297	11003	9343





Economic value to Burnie City (per year)

Volunteers

Contribute in kind

2.5 hours x 4 guides x 180 days x \$35 = **\$63,000**

Tourists to the penguin colony

Contribute to the economy

9343 visitors x \$60 = **\$560,580**

Many visitors stay in Burnie just to see the penguins.

This is a minimum as it does not take into account accommodation costs

The Issues

Lack of Toilet

- With a 100 people a night during the peak, is it possible to have a permanent toilet for guides and visitors?
- Many people including children have struggled to find a toilet and have unsafely crossed the Bass Highway to use the toilet at the BP service station
- A portaloos was provided last season but is not an adequate solution for 6 months

Dogs and Cats

- The Dog Management policy identifies this as a no dog zone.
- There have been many incidents of dogs killing penguins in the news in the state, including Burnie in the past
- Poor dog signage is an issue
- There is no disincentive for people not to walk dogs on the boardwalk and in the No Dog area
- Feral cats are a problem and support of the Council with cat traps has worked.

Penguin Centre

- Graffiti happens infrequently but is removed by council
- We have engaged the original artist to touch up the penguin mural later this year
- One of our guides has already taken on renewing the dioramas / display windows
- With increased numbers some refurbishment, expansion to the theatre area would add to the visitor experience

Coastal erosion

- Threat to infrastructure
- Loss of penguin habitat
- Not just here but all along the coast
- Gaps in the fence will mean likelihood of penguins crossing the road
- Some burrows that are in a precarious position have been relocated with councils help.
- Solutions need further investigation

Fence

- Fence is in poor condition and will need repair and replacement soon
- It may be tied up with the University development or as a budget item with Council

Roost Laser

- The solution for the roosting starlings is now a problem for the viewing area
- Flashing light comes right across the viewing area and looks like a camera flash, every 5 minutes!
- Some adjustment is needed

The opportunities

- Accommodate increasing visitor numbers
- Enhance the visitor experience
- Improve the access and thoroughfare for the community once the University removes the Music rooms
- We are in discussion with the University re returning part of the car park to penguin habitat as part of the landscaping in the area, as we are a major stakeholder
- To improve penguin access to penguin habitat as part of the landscaped area.

The future

- Boardwalk will need expanding to allow larger / wider areas for viewing, and to allow the community access on defined paths through the area
- Recommend that the coastal pathway through the Burnie area be aligned to the railway corridor behind the colony and in front of the University
- Fencing of the colony will need to be improved to prevent penguins accessing buildings etc
- Enhance the visitor space at the centre
- Enforce the dog management control
- Permanent toilet be incorporated into the new music building design for access by skateboarders, guides and visitors (until 10pm)

We have a unique opportunity:

- To value add to the penguin experience in Burnie economically and environmentally
- To improve the area for the community and visitors to Burnie
- To plan and review for growth of this unique tourist attraction in Burnie

We look forward to continuing our partnership with the council and University of Tasmania

For further discussions, please contact
Perviz Marker
Friends of Burnie Penguins
Coordinator

Email: perviz.marker@utas.edu.au

MINUTES AND REPORTS OF COMMITTEES**AO154-20 CRADLE COAST AUTHORITY REPRESENTATIVES COMMITTEE
MEETING - UNCONFIRMED MINUTES OF MEETING HELD ON 14
MAY 2020****FILE NO: 2/5/3**

RECEPTION FOR DISCUSSION**RECOMMENDATION:**

“THAT the Unconfirmed Minutes of the General Meeting of the Cradle Coast Authority Representatives Committee, held on 14 May 2020 be received for discussion.”

SUMMARY

At its meeting of 14 May 2020, the Representatives’ Committee Meeting discussed:

- 2020/21 Annual Plan and Budget
- 2020 – 2025 Strategic Plan
- Regional Tourism Update
- RTO Board Nominations
- Coastal Pathway Update
- REDSG Update
- Appointment of S Crawford as a Director

Guest Speaker, Dr Emma Lee, Aboriginal and Torres Strait Islander research fellow at Swinburne University, provided the representatives with a message, recognising the traditional owners of the land and the importance of cultural solidarity.

ATTACHMENTS

- 1 [↓](#). Cradle Coast Authority Representatives Committee Meeting - Unconfirmed Minutes of Meeting held on 14 May 2020

COUNCIL RESOLUTION

Resolution number: MO172-20

MOVED: *Cr K Dorsey*

SECONDED: *Cr T Brumby*

“THAT the Unconfirmed Minutes of the General Meeting of the Cradle Coast Authority Representatives Committee, held on 14 May 2020 be received for discussion.”

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

Against:

CARRIED UNANIMOUSLY

REPRESENTATIVES' MEETING

14 May 2020



UNCONFIRMED MINUTES

Meeting held 10:00am, Thursday 14 May 2020

1. WELCOME / APOLOGIES

1.1. Welcome and Apologies

Chief Representative Mayor Jan Bonde, opened the meeting at 10:05am, welcoming attendees.

Attendees and apologies are noted at Attachment 1.

2. GUEST

The CEO introduced Dr Emma Lee, Aboriginal and Torres Strait Islander research fellow at Swinburne University. Dr Lee provided the Representatives with a message, recognising the traditional owners of the land and the importance of cultural solidarity.

Dr Emma Lee left the meeting at 10:08am.

3. STANDING ITEMS

S Crawford declared a conflict of interest at agenda item 4.7.

Resolution:

That the Representatives accept:

- The Minutes of the meeting held 20 February 2020, S Wright to include S Vertigan on the attendees list
- The Actions Register
- The Quarterly Progress Report
- The Quarterly Financial Report

Moved: D Quilliam / Seconded: R Walsh / Carried

4. GENERAL BUSINESS

4.1. 2020/21 Annual Plan and Budget

The CEO advised the development of the 2020/21 Annual Plan and Budget was a consultative process and is based on a 5% reduction in Council contributions.

C Smith advised the 2019/20 forecasted surplus of approximately \$140,000 is made up of; \$100,000 concerning grant funding, carried into the next year and the remaining \$40,000 is from savings on employee expenses. She advised the current reduction in staff hours results in savings of app. \$17,000 per month for this financial year and reminded the Representatives this is a temporary arrangement. The CEO undertook to ensure the surplus is explained more clearly in future reports.

Mayor Kons asked whether CCA is required to report salary bands. The CEO advised this is not required but said he would raise it for discussion at the next Board meeting.

Resolution:

That the Representatives endorse the 2020/21 Annual Plan and Budget.

Moved: D Quilliam / Seconded: R Walsh / Carried

4.2. 2020 – 2025 Strategic Plan

The CEO spoke to the briefing note provided, noting the consultative process with Representatives, Board, General Managers and Committee Members.

Resolution:

That the Representatives accept the 2020 – 2025 Strategic Plan.

Moved: R Walsh / Seconded: J Arnold / Carried

4.3. Regional Tourism Update from Mayor Kons

S Kons advised a paper was circulated by the CEO before the meeting. He advised the Regional Tourism Organisation Board are going to be looking at consumer attitudes towards the term "Cradle Coast" via a survey. J Arnold indicated it would be beneficial to include King Island in the distribution of the survey. S Kons will distribute the Reimaging Our Regions report to the Representatives.

4.4. RTO Board Nominations – replacement for Jackie Harvey

D Midson left the meeting at 10:33am.

Resolution:

That the Representatives recommend David Midson to the Regional Tourism Organisation (RTO) board for appointment as a Local Government Nominee, subject to the following conditions:

- The person holding the position does not formally represent either CCA or Councils collectively.
- The person holding the position is expected to bring local government experience and a local government perspective to the role.

- Communication and any other activity between CCA and the RTO can only be instigated by the Chairs and CEOs of the two organisations.

Moved: R Walsh / Seconded: A Jarman / Carried

D Midson re-entered the meeting at 10:35am and the Chief Representative congratulated him on his appointment.

4.5. Coastal Pathway Update

The CEO spoke to the briefing note and said he was frustrated by TasRail, especially concerning the Don to Leith section.

Resolution:

That in consultation with the Chief Representative and the Chair, the CEO take whatever action is necessary to resolve the issues relating to the Don to Leith section, as a matter of urgency.

The Representatives suggested a letter signed by all Mayors should be an initial step and agreed that it may be necessary for the Mayors to make a joint public statement.

Moved: S Kons / Seconded: G Simpson / Carried

That the Representatives accept the Coastal Pathway Update.

Moved: S Kons / Seconded: P Freshney / Carried

4.6. REDSG Update

S Vertigan, REDSG Chair, advised there have been several REDSG Workshops held. The Group have been working on a three-tiered response, focussing on the short-term, medium-term and long-term. There will be a strong focus on both infrastructure and renewable energy moving forward. A mentoring program has been established and is now accessible via the CCA website. The Group are in the process of developing a survey around COVID-19 with the Department of State Growth, this will be sent to Chambers to assist with distribution.

The CEO said the REDSG Chair has been actively involved and thanked her for her efforts.

4.7. Appointment of Shane Crawford as a Director

S Crawford left the meeting at 11:30am.

Resolution:

That the Representatives waive the requirement for 14 days' notice of a Special Resolution, as allowed under Rule 22.

That the Representatives resolve by Special Resolution, to appoint Shane Crawford to the CCA Board for a 4-year term commencing 1 June 2020, in accordance with Rule 24.

Moved: S Kons / Seconded: G Monson / Carried

S Crawford re-entered the meeting at 11:33am.

The Chief Representative congratulated S Crawford and thanked A Wardlaw for his invaluable contribution. The CCA Chair welcomed the appointment of S Crawford and advised he has written to A Wardlaw thanking him for his contribution.

5. OTHER BUSINESS

A Jarman raised her concerns with the current restrictions on racing in Tasmania.

6. WHAT WORKED WELL AND EVEN BETTER IF

7. MEETING CLOSED

The meeting closed at 11:45am and the next meeting is scheduled for 20 August 2020.

UNCONFIRMED

Attachment 1: Attendees and Apologies**Representatives**

Alison Jarman	Deputy Mayor, Devonport City Council
David Midson	General Manager, West Coast Council (via video conference)
Don Thwaites	Deputy Mayor, Kentish Council
Gerald Monson	General Manager, Latrobe Council
Matthew Atkins	General Manager, Devonport City Council
Mayor Daryl Quilliam	Circular Head Council
Mayor Jan Bonde	Mayor Central Coast Council (Chief Representative)
Mayor Peter Freshney	Latrobe Council (Deputy Chief Representative)
Mayor Robby Walsh	Waratah-Wynyard Council
Sandra Ayton	General Manager, Central Coast Council
Scott Riley	General Manager, Circular Head Council
Shane Crawford	General Manager, Waratah-Wynyard Council
Mayor Robby Walsh	West Coast Council
Giovanna Simpson	Deputy Mayor, Burnie City Council
Mayor Steve Kons	Burnie City Council
Mayor Julie Arnolds	Mayor, King Island

Cradle Coast Authority

Andrew Wardlaw	Director
Daryl Connelly	Chief Executive Officer
Kathy Schaefer	Director
Mayor Annette Rockliff	Director
Peter Voller	NRM Chair
Sid Sidebottom	Chairperson
Malcolm Wells	Director
Sheree Vertigan AM	REDSG Chair
Mayor Phil Vickers	Director
Claire Smith	Director Strategic Services
Sophie Wright	Executive Assistant

Apologies

Greg Alomes	General Manager, King Island
Mayor Tim Wilson	Kentish Council
Shane Pitt	Deputy Mayor, West Coast Council

MINUTES AND REPORTS OF COMMITTEES**AO155-20 CRADLE COAST WASTE MANAGEMENT GROUP UNCONFIRMED
MINUTES OF MEETING HELD ON 11 MARCH 2020**FILE NO: 2/5/37

RECOMMENDATION:

“THAT the unconfirmed Minutes of meeting of the Cradle Coast Waste Management Group held on 11 March 2020, be received for discussion.”

SUMMARY

The minutes report on the activities of the Cradle Coast Waste Management Group (CCWMG) meeting.

Items of note from the minutes:

- A draft 10 year financial plan was discussed. Items for revision were noted. A revised plan will be presented to the next meeting.
- Sandra Ayton and Rowan Sharman were nominated as North West representatives for a planned LGAT coordinated, state-wide waste group.
- A public place recycling funding program will be launched soon. Applications to be lodged by Council’s prior to 31 July 2020.

ATTACHMENTS

1. [Cradle Coast Waste Management Group Meeting Unconfirmed Minutes from 11 March 2020](#)

COUNCIL RESOLUTION

Resolution number: MO173-20

MOVED: *Cr A Keygan*

SECONDED: *Cr D Pease*

“THAT the unconfirmed Minutes of meeting of the Cradle Coast Waste Management Group held on 11 March 2020, be received for discussion.”

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

Against:

CARRIED UNANIMOUSLY



CRADLE COAST WASTE MANAGEMENT GROUP MEETING
11 March 2020
Meeting Highlights

- A Draft 10 Year Financial Plan was discussed.
- Public Place Recycling Funding Application Form was approved for distribution to Councils.

DRAFT



CRADLE COAST WASTE MANAGEMENT GROUP

UNCONFIRMED MINUTES

Meeting held 11am Wednesday, 11 March 2020
Waratah Wynyard Council, Saunders Street, Wynyard

1. WELCOME

The Chair, Sandra Ayton, opened the meeting at 11:03 am and welcomed attendees.

Present at the meeting were:

• Sandra Ayton	CCWMG Chair	Central Coast Council (CCC)
• Rowan Sharman	CCWMG Member	Burnie City Council (BCC)
• James Brewer	CCWMG Member	Circular Head Council (CHC)
• Carol Walker	CCWMG Member	Devonport City Council (DCC)
• Adam Gardner	CCWMG Member	Kentish (KC) & Latrobe (LC) Councils
• Dana Hicks	CCWMG Member	Waratah Wynyard Council (WWC)
• Don Thwaites	Observer	CCA Representatives Group
• Mat Greskie	CCWMG Project Manager	Cradle Coast Waste Service (CCWS)
• Mel Pearce	CCWMG Project Manager	CCWS
• Daniel Summers	Meeting Visitor	CHC & WWC

2. APOLOGIES

Nil.

3. GOVERNANCE

3.1 Confirmation of Minutes (27th November 2019)

The Unconfirmed Minutes of the 27 November 2019 meeting were presented at Item 3.1 of the Agenda.

MOTION

That the Cradle Coast Waste Management Group (CCWMG) **CONFIRM** and **ACCEPT** the Unconfirmed Minutes of the meeting of 27 November 2019 as a true and correct record.

Moved: Dana Hicks / Seconded: Carol Walker / CARRIED

3.2 Business Arising from Minutes

Nil.

3.3 Review of Action List

The CCWMG **NOTE** the actions list.



4. FOR DECISION

4.1 Financial Report & Project Task List

The financial report and Project Task List as at 31 January 2020, was presented by the CCWS to the CCWMG.

The CCWMG discussed a number of projects, in particular the e-waste, battery, light globe and tube collections. It was requested that a brief analysis of these collections be conducted to understand the quantities being collected and whether further education is required to remind residents that the free recycling service is available.

The issue of soft plastics was also discussed and whether there was an opportunity for towns without a Coles or Woolworths store to receive the Red Cycle service at their local IGA. MP advised that this was investigated in 2018/19 and Red Cycle advised that they were not looking to expand their service at that time. MP advised that Red Cycle will be contacted again to see whether the status has changed, to investigate options for collecting and posting soft plastic for recycling and to seek opportunities for the CCWMG to assist with promoting the service to the community. The need for Councils to use recycled products for Councils projects was also discussed.

ACTION

1. Mel Pearce to contact Redcycle to:
 - a. Query whether a collection could now be provided to IGA Supermarkets;
 - b. Understand the process for posting soft plastics for recycling; and
 - c. Determine whether there is an opportunity for the CCWMG to assist with marketing the service to the community.
2. Mel Pearce to locate the 2013/14 Best Practice Guide for Sustainable Procurement in Councils, review and forward to Councils for consideration for implementing into Council Procurement Policies.

MOTION

That the CCWMG **CONFIRM** and **ACCEPT** the Financial Report & Project Task List as at 31st January 2020.

Moved: Dana Hicks / Seconded: James Brewer / CARRIED

5. FOR DISCUSSION

5.1 CCWMG Waste Levy Funds Tax Status Update

A letter from Accounting Firm Findex, dated 12th February 2020, detailing how the CCWMG might be exempt from income tax was tabled for the CCWMG's information.

Following a discussion it was agreed to amend the draft Terms of Reference (TOR) to reflect the advice received from Findex. The CCWMG also supported the CCWS in seeking an interim ruling from the Australian Tax Office (ATO) to ensure the recommended accounting treatment of the levy funds is appropriate.

**ACTION**

3. Mel Pearce to forward the Findex Report to Greg Preece (GP) and request that GP meet with Findex to understand and incorporate the required changes into the TOR

4. Mel Pearce to request that Findex seek an interim ruling, on behalf of Dulverton Regional Waste Management Authority (DRWMA), from the ATO regarding the accounting treatment of the CCWMG Levy Funds.

MOTION

That the TOR be adjusted in accordance with the Findex Report and that DRWMA seek an interim tax ruling from the ATO to support the decision.

Moved: Adam Gardner / Seconded: Dana Hicks / CARRIED

5.2 DRAFT CCWMG 10 Year Financial Plan

Version 1 of the Draft CCWMG 10 Year Financial Plan was tabled for the CCWMG's information. MG provided an overview of the Plan and explained that the Plan has a heavy focus on providing services to Councils and the community. The Plan will also assist the CCWMG in communicating current and future regional projects to the State Government should a State-wide Waste Levy be introduced. MP advised that the Plan takes into consideration current strategic actions and will provide guidance for future strategic plans. Details on key projects were also discussed including the opportunity to meeting with Waste Transfer Station (WTS) Operators on an annual basis.

The CCWMG requested a number of amendments and that Version 2 be tabled at the next meeting.

The Local Government Association of Tasmania (LGAT)'s request recently forwarded to Councils seeking representatives from each region to form a State-wide Waste Group was discussed. The CCWMG agreed that SA and RS would be the North West Representatives.

ACTION

5. Mel Pearce to make required amendments and forward a Version 2 of the Draft CCWMG 10 Year Financial Plan to the CCWMG and table Version 2 at the next meeting.
6. Mel Pearce to organise a meeting with the CCWMG and key Council Staff / WTS Operators.
7. Sandra Ayton to advise the GM's that RS & SA were nominated by the CCWMG as representatives to attend LGAT's State-wide Waste Group meetings.

5.3 Public Place Recycling Funding Application Form

The draft Public Place Recycling Funding Application Form was tabled for the CCWMG's information. The CCWMG decided that the application process should remain open until the 31st July 2020, to allow Councils to have a clear understanding of their budgets and requirements before making a submission. Some amendments to the form were also requested, including allowing Councils to apply for funding in 2020/21 and 2021/22 as part of their application.

As a consequence of the amendments to the application form, the CCWMG agreed to roll the 19/20 project funding balance of \$40,000 into 20/21 and allocate an additional \$40,000 for funding in 21/22.

**ACTION**

8. Mel Pearce to make amendments to the Public Place Recycling Funding application form before forwarding to Councils.
9. Mel Pearce to update the Draft 10 Year Financial Plan to show the following changes to the Public Place Recycling project: \$0 budget for 19/20, \$40,000 budget for 20/21 and \$40,000 budget for 21/22.

6. FOR NOTING**6.1 CCWWMG Quarterly Waste Reports (Q2)**

The CCWWMG **NOTED** the Quarterly Waste Reports and requested that they be included reminders sent to Council staff to update the data.

7. GENERAL BUSINESS

Nil.

8. NEXT MEETING & MEETING CLOSE

The next meeting will be held at 10:30am on Wednesday, 27th May 2020 at the Central Coast Council Chambers.

Meeting closed at 1:12 pm.

MINUTES AND REPORTS OF COMMITTEES**AO156-20 WESTERN EMERGENCY MANAGEMENT COMMITTEE
UNCONFIRMED NOTES OF MEETING HELD ON 21 MAY 2020****FILE NO: 2/5/39**

RECOMMENDATION:

“THAT the unconfirmed notes of the Western Emergency Management Committee meeting held on 21 May 2020 be received for discussion.”

SUMMARY

The executive of the Western Emergency Management Committee (WEMC) met virtually on 21 May 2020 to discuss a number of matters.

A formal meeting of the committee was not called as the majority of stakeholders were activity engaged in COVID 19 responses.

As such a quorum of the committee was not able to be formed. The notes attached reflect a general discussion on various matters.

Items of note:

- Julie Bernhagen, Executive Officer of the committee, has taken up a role with State Emergency Services and this was her last attendance as a member of the committee. Julie’s significant contribution to the WEMC was noted.
- The Committee’s Terms of Reference were reviewed. A revised document will be presented to the next Committee meeting for consideration.
- Municipal Emergency Management Plan: noted plan with SES for approval since June 2019.
- Mayor Quilliam (Chair) completed his term with the Committee and his leadership over the last 2 years was acknowledged.
- The incoming chair will be an elected member from the Waratah Wynyard Council.

ATTACHMENTS

[1↓](#) Western Emergency Management Committee Notes - 21 May 2020

COUNCIL RESOLUTION

Resolution number: MO174-20

MOVED: *Cr T Bulle*

SECONDED: *Cr D Pease*

“THAT the unconfirmed notes of the Western Emergency Management Committee meeting held on 21 May 2020 be received for discussion.”

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

Against:

CARRIED UNANIMOUSLY



Western Emergency Management Committee

Notes

10.05 am Thursday 21 May 2020

Host – Waratah-Wynyard Council – Via Microsoft TEAMS - Executive Meeting – due to COVID-19

Chair – Mayor Daryl Quilliam

Present

1.	Cr Daryl Quilliam	Mayor Circular Head Council
2.	Gary Neil	MEMC - BCC
3.	Julie Bernhagen	MEMC – CHC & WWC
4.	Michael Foster	DMEMC – BCC
5.	Kevin Maguire	DMEMC – CHC
6.	Richard Muir-Wilson	Social Recovery Coordinator - WWC
7.	Wayne Richards	Regional Manager NW - SES
8.	Leanne King	Note Taker WWC

1 Introduction & Welcome – Mayor Daryl Quilliam – final meeting as Chair

2 Apologies

Tracey Bradley WWC

3 Minutes of the previous meeting held on 15 August 2019

No quorum. The Minutes of the previous meeting were unable to be accepted.

4 Matter arising from the previous Minutes - Nil

5 Correspondence Inward

5.1 Nil – any matters can wait until a full meeting in August

5.2 Correspondence Outward

FYI - Due to COVID-19 Julie has cancelled invited guest speakers, Derek from Tas Rail and Anthony Dick – Tas GRN Project. To be rescheduled later.

6 RECC/REMC Report – Wayne Richards

After 2 months in operation the focus of the Regional Coordination Centre has been COVID-19 activities and is the linkage between the State Control Centre. Several people have come on board to assist Wayne in the day-to-day operations. A draft Strategic Plan is being developed which will soon be sent to all Municipal Coordinator's. A FAQ sheet is to be developed, local content required. An Emergency Evacuation guideline is being developed around how we would manage should another emergency occur while still restricted by COVID-19.

7 Municipal Coordinator Reports (including COVID-10 Response & Recovery)

- 7.1 **Burnie City Council (Michael Foster – Gary Neil)**
Riding the COVID-19 wave. Vast majority of indoor and outdoor workforce were stood down. All outdoor staff back on board. Some indoor still working from home. Green waste has been a problem. Not seen as an essential reason to leave home. 4 vehicles allowed in at a time. Now focusing on recovery.
- 7.2 **Circular Head Council (Kevin Maguire)**
Much the same as Burnie. No-one was stood down. Currently working on COVID safe plans to open community buildings etc.
- 7.3 **Waratah-Wynyard Council (Richard Muir Wilson)**
WWC staff are working on reopening a number of reserves, playgrounds and facilities as Stage 1 of Covid 19 restrictions are progressively implemented. Barriers have come down and signage changed.
Correspondence has gone out to all passive recreational and sporting groups who regularly use Council facilities. They are being advised to develop a COVID Safety Plan prior to resuming activities.
- 8 **Appointment of Chairperson**
- Mayor Quilliam (CHC) completes 2 years as chair. WWC to provide next Chairperson, discussions to be had with Mayor Walsh.
- 9 **WEMC Terms of Reference**
- No changes. Last review undertaken in 2018. They may need to be re-formatted. Need to be endorsed by the full committee in August.
- 10 **Municipal Emergency Plan**
- Submitted in June 2019. Not yet approved. There is a new format.
- 11 **Appointment of Executive Officer for WEMC**
- Terms of Reference – the person should come from one of the 3 Councils. Key things to support the group; to have the ability to pull together Minutes, Agendas and be able to liaise with people. In the interim, Mayor Quilliam asked if Gary and Michael would act in this role until the next meeting.

GN will provide interim EO support
 - Michael thanked Julie for her passion and support as her role as Executive Officer. Mayor Quilliam endorsed those sentiments.
- 12 **WEMC Documentation Storage**
- Julie has tidied up the folder which holds all of the documentation. She has uploaded all to WebEOC. Decision to be made on how this is to be shared. Gary will work on a common solution.
- 13 **Tasmanian Municipal Emergency Management Guidelines – Gary Neil**
- Not released as yet. This will provide consistent guidelines, a good framework going forward and a better consistency between the 3 Councils. A good basis for a Work Plan.
- 14 **General Business**
- Julie’s new role – support Councils and EM demands. Develop Emergency Risk Assessments and Guidelines. Help facilitate a Legislative requirement to run a scenario or test EM arrangements every 2 years.
 - Farewell to Julie and all the best.
- 15 **Next Meeting – 29 August 2020 – Circular Head Council**
- 19 November 2020 *Burnie City Council*
18 February 2021 *Waratah-Wynyard Council*

No.	Description	Owner	Date Assigned	Status	Date Closed
5	Letter to be forwarded to appropriate agency regarding ABC radio interference	Julie Bernhagen	24.11.16	<p>Completed 13.02.17 – acknowledgements received.</p> <p>18.05.17: Ongoing matter – Minister considering further information from Commander.</p> <p>17.08.17: Circular Head Council continuing to follow up matter.</p> <p>16.08.18: In discussions with Gary Baxter (ABC) re Lileah station.</p> <p>15.11.18 Letter received from ABC advising of changes to Lileah broadcast. To review during summer conditions.</p> <p>21.02.19 Julie Bernhagen & Wayne Richards to liaise to address this issue.</p> <p>15.08.19 CHC now liaising with LGAT.</p>	
20	EM Coordinators to develop combined Risk Register to bring to WEMC	EM Coordinators	17.08.17	<p>17.08.07 EM Coordinators/Deputies present met following WEMC meeting. BCC & WWC to format current registers to new style and forward to Julie Bernhagen to collate. Julie forwarded CHC register and blank register to BCC & WWC.</p> <p>16.11.17 Michael Foster to collate registers. MEMCs to meet and finalise register which will be brought to next meeting.</p> <p>12.08.18 Met to combine risk registers – further analysis required.</p> <p>15.11.18 Ongoing. Coordinators to meet to continue development.</p>	

No.	Description	Owner	Date Assigned	Status	Date Closed
23	Determine if there is appetite for TasRail to attend WEMC meetings.	??????	16.11.17	Julie Bernhagen contacted Shannon Cox who was to attend meetings. Advised 08.08.18 he has left organisation. 15.08.19 TasRail advised will have representative for future meetings.	
24	Determine if there is a TasPorts representative in the north west who may be able to attend WEMC meetings.	Julie Bernhagen	16.11.17	15.11.18 Anna Flower from TasPorts advise a person has been appointed to work in Emergency Coordinator role and should attend meetings commencing 2019.	
28	Work plan on Risk Register to become an Agenda item.	Committee	21.02.19		
30	WEMC Executive Officer to write letter of appreciation and acknowledgement to Chris Fagg for his service to the Committee and EM in the region	Julie Bernhagen	16.05.19	15.08.19 Completed.	
31	Bass Hwy/Cam River Bridge transport study and associated federal election funding pledges – update at next WEMC meeting	Gary Neil	16.05.19		

AO157-20 NON AGENDA ITEMS

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

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

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

There were no non agenda items.

There being no further business the Mayor declared the Meeting closed at 7.35pm.

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 16 June 2020.

Confirmed:



Andrew Wardlaw, GENERAL MANAGER

Confirmed:



Steven Kons, MAYOR