



BURNIE
CITY COUNCIL

MINUTES

Ordinary Meeting

TUESDAY, 19 MAY 2020

7.00PM

MEETING HELD REMOTELY AND ELECTRONICALLY

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO120-20	COUNCILLOR DECLARATIONS OF INTEREST	8
AO121-20	CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 28 APRIL 2020	9
<i>MOTIONS ON NOTICE</i>		
AO122-20	MOTION ON NOTICE - PARKING IN THE MULTI STOREY CAR PARK	10
AO123-20	MOTION ON NOTICE - COUNCIL MEETINGS - LIVE STREAMING	16
<i>PUBLIC QUESTION TIME</i>		
AO124-20	PUBLIC QUESTION TIME	18
<i>OFFICERS' REPORTS</i>		
<i>WORKS AND SERVICES</i>		
AO125-20	POLICY REVIEW - INFRASTRUCTURE ASSETS - STANDARD REQUIREMENTS CP-CBS-SG-031	19
AO126-20	PROPOSAL TO TRANSFER (LEASE) A PORTION OF PUBLIC LAND TO THE BURNIE GEMSTONE CLUB INC. GEORGE SORELL PAVILION, WIVENHOE SHOWGROUND, 1-7 PEARL STREET, WIVENHOE (CT VOLUME 152607 FOLIO 1)	25
<i>GENERAL MANAGER</i>		
AO127-20	GENERAL MANAGER'S REPORT - OPEN SESSION	32
AO128-20	GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES APRIL 2020	44
AO129-20	GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES APRIL 2020	55
AO130-20	GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT APRIL 2020	65
AO131-20	GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES APRIL 2020	73

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
<i>COUNCIL COMMUNICATIONS</i>		
AO132-20	COMMUNICATIONS JOURNAL MAY 2020	89
AO133-20	COMMUNICATIONS JOURNAL - BURNIE EMU BAY LIONS CLUB - GIANT BOOKFAIR	93
<i>MINUTES AND REPORTS OF COMMITTEES</i>		
AO134-20	CRADLE COAST WASTE MANAGEMENT GROUP UNCONFIRMED MINUTES OF MEETING HELD ON 11 MARCH 2020	97
AO135-20	UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 16 MARCH 2020	104
<i>NON AGENDA ITEMS</i>		
AO136-20	NON AGENDA ITEMS	107

**MINUTES OF THE OPEN SESSION ORDINARY MEETING
OF THE BURNIE CITY COUNCIL
HELD REMOTELY AND ELECTRONICALLY ON TUESDAY, 19 MAY 2020**

HOUR: 6.30pm - 6.31pm
7.07pm – 7.50pm

TIME OCCUPIED: 44 minutes

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

Officers in Attendance:

General Manager (A Wardlaw), Director Community and Economic Development (R Greene), Director Land and Environmental Services (P Earle), Director Works and Services (G Neil), Executive Manager Corporate Finance (M Smith), Executive Manager Corporate Governance (M Neasey), Governance Officer (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
AC054-20 COUNCILLOR DECLARATIONS OF INTEREST	15(2)(g)
AC055-20 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 28 APRIL 2020	15(2)(g)
AC056-20 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC057-20 BURNIE AIRPORT CORPORATION PTY LTD - QUARTERLY REPORT	15(2)(g)
AC058-20 TAS COMMUNICATIONS PTY LTD - QUARTERLY REPORT	15(2)(g)
AC059-20 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC060-20 PERSONNEL REPORT APRIL 2020	15(2)(a)
AC061-20 OUTSTANDING DEBTORS	15(2)(j)
AC062-20 RECONSIDERATION OF DEFERRED MATTER COMMUNICATIONS JOURNAL - 1 MARINE TERRACE, BURNIE	15(2)(g)
AC063-20 COMMUNICATIONS JOURNAL - 1 MARINE TERRACE, BURNIE	15(2)(g)
AC064-20 CRADLE COAST AUTHORITY BOARD MEETING UNCONFIRMED MINUTES OF MEETING HELD ON 16 APRIL 2020	15(2)(g)
AC065-20 NON AGENDA ITEMS	15(2)(f)
AC066-20 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC067-20 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 AC054-20 to AC067-20 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

COUNCIL RESOLUTION**Resolution number: MO133-20****MOVED:** Cr G Simpson**SECONDED:** Cr A Boyd

“THAT the meeting be closed to the public to enable Council to consider agenda items AC054-20 to AC067-20 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*.

AO120-20 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.

**AO121-20 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING
OF COUNCIL HELD ON 28 APRIL 2020****RECOMMENDATION:**

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held electronically and remotely on 28 April 2020, be confirmed as true and correct.”

COUNCIL RESOLUTION

Resolution number: MO134-20

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 28 April 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

MOTIONS ON NOTICE**AO122-20 MOTION ON NOTICE - PARKING IN THE MULTI STOREY CAR PARK**

FILE NO: 15/5/2, 955923

PREVIOUS MIN:

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

- 1) *“THAT Council introduce the first hour free in the MSCP starting immediately for a minimum period of one year. Council can, at that time, review the benefits, cost, and occupancy rates of the MSCP to measure the effectiveness of this decision.*

- 2) *That Council introduce Early Bird Parking in the MSCP.”*

COUNCILLOR’S COMMENTS

The motion passed, to provide 2 hours free parking in the MSCP, at the last Council meeting was premature and was based on incomplete information re the severity, the length and effect of the pandemic on the community.

I have argued for the past 5 years for the first hour free in the multi-story carpark for a multitude of reasons that include:

1st Hour Free

1. The MSCP has a considerable vacancy rate 350 days per year
2. Increases utilization of a major asset
3. Changing the behaviors of Burnie residents making street parking more available to those with short term needs
4. Attracting people to town (people are more likely to attend town if there is not a cost associated)
5. Assisting CBD businesses (refer 3 & 4)
6. The carpark is well and truly paid for
7. It assists workers on short hours
8. It is what the populace want

Early Bird Parking

1. Loss of parking availability due to the UTAS Burnie Campus removing numerous spaces that are used by Burnie workers
2. The MSCP has a considerable vacancy rate 350 days per year
3. Increases utilisation

4. It keeps workers in town for extended periods (not having to walk to the end of West Park to collect car)
5. Assist with creating a vibrant city – you need people in town for vibrancy

I appreciate the sentiment of past members of the Council and officers that we are quibbling over less than \$2 per vehicle. I fully understand the implications of lost income from every car that enters

Whilst we continue to argue over the lost income from parking, those in the CBD pay the highest rates and their customer base is disadvantaged by having to pay for parking. BCC allowed Wivenhoe developments to take place that did not meet the required number of parking spaces as per the planning scheme. Subsequently the BCC installed parking to assist them at no cost to the businesses nor the people that attend those businesses.

Following the pandemic and the hit to small businesses that virtually lost 2 months trading, has and will see business closures, it imperative for Council to step up and create an environment that enhances our CBD and breathes life into the city.

GENERAL MANAGER'S COMMENTS

Free parking in MTCP

The Council decided at its meeting of 28 April 2020 (Item AO111-20 Phase One – Covid 19 Community Support Package) to allow use of the Marine Terrace Car Park for an initial period of two hours without payment of a parking charge effective from when the current Stay at Home and Gathering Directions issued under the *Public Health Act 1997* are revoked completely.

The initiative is part of the local COVID-19 community support package, and has the objective to encourage a return of people into the Burnie town centre to re-engage with local businesses and services.

The concession on payment of parking fees will apply for an initial period of three (3) months to address the immediate aftermath of the public health emergency; and may be reviewed subject to need and effect.

It would be irresponsible for the Council to initiate any arrangement intended to invite and retain greater numbers of people into the Burnie town centre or to entice people to stay for a longer period than is necessary to undertake essential business while primary measures to reduce the spread of the COVID-19 remain in force.

The Tasmanian government announced a road map to recovery on Friday 9 May 2020. The plan intends that restriction on freedom of movement and the operation of specific business and services, and a limit on the number of people at a gathering or premises, are to remain in effect until Stage 3 of the plan, which is not to occur before 13 July 2020.

It is appropriate and consistent with the language of the Council's decision of 28 April 2020 that the free parking period in the MTCP be implemented from the day on which the

recovery plan has advanced to Stage 3 and the government has confirmed restrictions on movement and gatherings no longer apply.

Council must be cautious not to conflate actions specific to purpose of the local COVID-19 community support package with a review of general principles for the conduct of Council business in the provision and management of parking.

The reasons stated in support of the Motion address considerations additional to or separate from purpose of the COVID-19 community support package.

The need for rapid and changing response to the COVID-19 disease has generated considerable uncertainty and confusion within communities. Closure of the MTCP and suspension of parking enforcement during the northwest lockdown, and the prospect of free parking has fueled ambiguity on the Council's intentions.

It is important that Council provide clarity and certainty for when and what it will provide in terms of any concession on payment of parking fees.

The Council has agreed upon and announced an arrangement under which free parking will be provided within the Marine Terrace Car Park for a period after COVID-19 restrictions are lifted.

Any change in that arrangement to reduce the free period to one (1) hour or to extend operation of the concession for a longer period is likely to further confuse the community.

The Council has in recent years conducted protracted challenge and debate on the fairness and relevance of the long-established practice to apply a parking charge for use of a Council provided and manager parking space. Council has not settled on an agreed position. It is foreshadowed that further discussion and review of the current position on parking charges will continue as part of subsequent policy and budget considerations independent of any response to COVID-19.

Early-Bird in MTCP

The ability to operate an early-bird parking scheme in the MTCP was discussed at the Council's meeting of 18 February 2020 (AO036-20 Question on Notice – Marine Terrace Car Park – Early Bird Parking).

It was then reported in part –

“Council does not currently operate an “early bird” parking arrangement in the Marine Terrace Car Park.

The following considerations are relevant to possible operation of an early bird scheme –

- a) The MTCP is intended to provide the premium short-term parking option in the Burnie town centre, and is managed to maximise the availability of parking space for such use.

User data indicates the majority of users park for less than 1.5 hours.

Early bird discounts may increase occupancy rates to the exclusion of short-term users, particularly during peak demand periods.

Effective management may require the number of spaces available for early bird use be restricted so as to retain a specified capacity for shorter term users.

There are difficulties in identifying the number of early bird occupants because eligibility will not be determined until the user presents for payment immediately prior to exit.

The operating system does not enable issue of an early bird ticket at point of entry.

- b) Discount parking options are available in the MTCP under the reserved parking scheme.

A dedicated parking space is provided upon payment in advance of a fixed charge calculated as 40% of the standard hourly charge if applied for a 9-hour stay over 5-days per week and 50 weeks per year for a permit term of 3, 6 or 12 months.

The arrangement allows Council to manage the proportion of long-stay parking space to protect availability of space for shorter-stay occasional users.

Council has set a limit of 200 or a little under 1/3rd of total parking space, as available under the reserved parking scheme. Approximately half of these spaces are currently reserved.

- c) The MTCP is the only Council car park to operate a pay on exit system.

The system does not allow payment of a fixed charge when a space is first occupied - as is required for the other car parks in Burnie where early bird schemes operate.

Pay on exit parking facilities in other locations who operate a form of early bird scheme require that a vehicle must enter the car park before a specified time and must stay for not less than a specified period or until after a specified time.

For example - an early bird scheme may provide that a vehicle is eligible on exit to pay the fixed parking charge if it enters a car park before 9.00 am and stays for either a minimum of 8-hours or does not depart before 5.00 pm. Under such a scheme the vehicle must pay the standard hourly parking charge based on the period of use if it stays for less than 8-hours or the departure is before 5.00 pm.

The car park operator must determine cut off-time for entry and the minimum occupation period or the specified earliest departure time.

The conditions of use must be set so as not to operate as a general discount for longer stay parking. The entry cut-off time must avoid extending into the higher demand

period by short-term users, and the minimum duration of stay or earliest exit time must create a parking period of a length that is of no benefit for short to medium term users.

The car park operating system must be calibrated on the eligibility criteria for access to the early bird scheme in order apply the fixed charge on exit.”

It is not possible to implement an early-bird scheme without significant change in the current operational arrangements for the car park, including in capabilities of the current pay-on-exit operating system.

Alternate Recommendation

“THAT Council:

- 1) Make no change to the arrangements agreed at the meeting of 28 April 2020 to provide the first two (2) hours of use in the Marine Terrace Car Park without payment of the applicable parking charge for a period of three (3) months from the day on which the Tasmanian Government revokes restrictions on the movement and gathering of people; and that such day be clarified to be the day on which Stage 3 of the Tasmanian COVID-19 recovery plan becomes effective; and***
- 2) That Council defer consideration on the introduction of an early-bird parking scheme within the Marine Terrace Car Park to form part of any general review of the arrangements for management of Council provided parking space within the Burnie town centre.”***

COUNCIL RESOLUTION**Resolution number: MO135-20****MOVED:** Cr K Dorsey**SECONDED:** Cr D Pease

- 1) *“THAT Council introduce the first hour free in the MSCP for a period of one year starting from the day on which the Tasmanian Government revokes restrictions on the movement and gathering of people; and that such day be clarified to be the day on which Stage 3 of the Tasmanian COVID-19 recovery plan becomes effective. Council can, at that time, review the benefits, cost, and occupancy rates of the MSCP to measure the effectiveness of this decision.*
- 2) *That Council defer consideration on the introduction of an early-bird parking scheme within the Marine Terrace Car Park to form part of any general review of the arrangements for management of Council provided parking space within the Burnie town centre.”*

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

Against: Cr C Lynch, Cr T Bulle.

CARRIED

MOTIONS ON NOTICE**AO123-20 MOTION ON NOTICE - COUNCIL MEETINGS - LIVE STREAMING****FILE NO:** 15/5/2; 955978**PREVIOUS MIN:**

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

“THAT Council provide on-line real time open session council meetings via a visual format such as zoom or a more advanced video conferencing package.”

COUNCILLOR’S COMMENTS

Due to the pandemic, rate payers are not being provided real time access to Council decisions. They are not able to watch democracy at work, they are unable to see the debate and decisions of Council.

As I have noted previously, through crisis opportunities arise. The way in which we do business, social distancing, hygiene, gatherings and events are changing – we should do the same.

This is another example of how Council can lead the way in providing every rate payer the opportunity to watch Council meetings and see the views of their representatives.

GENERAL MANAGER’S COMMENTS

A motion and action is already current on this matter, relating to investigating livestreaming of council meetings, and will be pursued in coming months.

In relation to the current COVID-19 arrangements, Council is conducting the meeting via Zoom, and placing an audio recording of meeting onto its website immediately following the meeting. In April, the recording was available to the public within approximately half an hour of the meeting, allowing the public to listen to the meeting and debate of all matters.

The zoom platform for Council Meetings is a temporary arrangement only while current directives prevent gatherings for Councillors and public in the Chambers.

Under the Roadmap to Recovery, it is anticipated that the Council Meetings will resume in the Chambers, open to the public in either Stage Two (potentially June) or Stage Three (potentially July), subject to public health advice at that time and the ability to provide a COVID-Safe environment for all attendees.

Prior to COVID-19, Council had two motions already passed in relation to this matter:

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

AO154-19, 18 June 2019.

This has been implemented since July 2019 and is made available the day following the meeting.

The second motion passed was:

“That Council investigate livestreaming of council meetings.”

AO158-19, 18 June 2019.

This is still a current action to be completed. Priority was given to first establishing the audio recording before investigating options for livestreaming. More recently the action has been deferred due to the impacts of COVID-19 and other pressures taking priority during this time. This action will again be pursued in coming months.

There is not really a need for the additional motion as a current resolution exists and a response to Council will be provided.

Alternative Recommendation

“That the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO136-20

MOVED: Cr K Dorsey

SECONDED: Cr G Simpson

“THAT Council provide on-line real time open session council meetings via a visual format such as zoom or a more advanced video conferencing package.”

For: Cr S Kons, Cr K Dorsey.

Against: Cr A Boyd, Cr T Brumby, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.

LOST

PUBLIC QUESTION TIME**AO124-20 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

Keith Price, of Burnie, asked:

- 1) At the CCA Representatives Committee meeting held in February this year at which all member councils were asked to report on the Coastal Pathway development: the BCC General Manager stated that currently it does not have the internal capacity to meet set deadlines and they are currently in discussions with CCA about this. Can you please advise where these discussions got to? What steps have been taken to rectify this situation?

The Mayor replied that at the CCA representatives Meeting the General Manager was referring to the planning work associated with the Coastal Pathway east of Burnie from the Emu River to the Blythe River. The Burnie and Waratah-Wynyard Councils' are continuing to work with the Department of State Growth with regard to the issues associated with works on the Coastal Pathway from Cooe to Wynyard.

The Mayor also noted that a written response will be provided to Mr Price.

WORKS AND SERVICES**AO125-20 POLICY REVIEW - INFRASTRUCTURE ASSETS - STANDARD REQUIREMENTS CP-CBS-SG-031****FILE NO:** 4/14/2 & 5/3/1**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT Council adopt the revised policy CP-CBS-SG-031 Infrastructure Assets – Standard Requirements, as presented.”

2.0 SUMMARY

Council’s current policy *CP-CBS-SG-031 Infrastructure Assets – Standard Requirements* has been reviewed and Officers present a revised copy of the policy to Council for adoption.

The purpose of this policy is to identify industry specific standards that Council relies upon in the construction of infrastructure and will apply to third parties in the construction of new infrastructure.

Having a policy is of particular relevance in the setting of conditions associated with new subdivisions and ensuring that the infrastructure constructed is of a suitable quality and performs as expected.

Section 4.1 has been reworded to reflect the hosting of some documents by LGAT, however the overall content has not changed.

3.0 BACKGROUND

Councils Policy CP-CBS-SG-031 Infrastructure Assets – Standard Requirements is due for review in June 2020.

The purpose of the policy is to identify infrastructure construction standards that Council applies in the construction of its own infrastructure and to be specified where a subdivision is to be constructed and the infrastructure passed to Council.

The policy is a tool to provide guidance in exercising a range of powers under the *Local Government (Highways Act) 1982*, *Local Government (Building and Miscellaneous provisions) Act 1993* and the *Urban Drainage Act 2013*.

In adopting this policy, Council is able to demonstrate a foundation for the setting of conditions for development and subdivision approvals related to infrastructure provision.

This report discusses the outcome of a review of the policy which was conducted by Officers.

4.0 LEGISLATIVE REQUIREMENTS

This report presents no legislative implications for Council.

The policy does though support Council is applying the provisions of relevant legislation.

5.0 POLICY CONSIDERATIONS

Revisions to Council policies are made on an on-going basis in order to meet Strategy 7.1.1 of the Corporate Plan:

“Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.”

6.0 FINANCIAL IMPACT

There are no financial impacts associated with this policy.

7.0 DISCUSSION

Council Officers undertook a review of the current policy *CP31 Infrastructure Assets – Standard Requirements*.

The review process considered the manner in which the current policy is applied, current work practices and procedures and changes in relevant legislation and related Council policies and by-laws.

The content of the policy has been reviewed and the reference documents noted within reflect the current infrastructure standards applied.

Section 4.1 of the policy has been reworded as follows:

In the maintenance, design and construction of infrastructure assets Council will have regard to and comply with the requirements of:

- *Relevant legislation and regulations.*
- *Australian Standards.*
- *National guidelines including Austroads publications.*

Council has endorsed the Department of Local Government document “Local Government Road Hierarchy.”

LGAT host a number of technical resources associated with infrastructure design and construction, which inform the requirement of Council.

The resources include:

- *Tasmanian Councils Standard Drawings.*
- *Tasmanian Subdivision Guidelines.*

From time to time other relevant technical resources may be endorsed by LGAT.

Such documents shall form the suite of references included in the policy.

The content of this section is unchanged. The role of LGAT in hosting various documents is noted, as is the potential for additional reference materials to be endorsed by that organisation on behalf of Local Government as an industry.

A copy of the revised policy *CP-CBS-SG-031 Infrastructure Assets – Standard Requirements* is **attached** for Council’s consideration.

8.0 RISK

This policy provides direction and guidance to Council staff in relation to the management of infrastructure under Council control.

The adoption of industry wide accepted standards lessens risks (e.g. quality, durability, performance) associated with infrastructure constructed by third parties, and which will be passed on to Council.

In adopting the policy, Council demonstrates a consistent approach, internally and externally, in respect to infrastructure requirements.

9.0 CONSULTATION

Discussions have occurred with relevant Council Officers in regard to the policy review.

ATTACHMENTS

1. [DRAFT Infrastructure Assets - Standard Requirements Policy CP-CBS-SG-031](#)

COUNCIL RESOLUTION

Resolution number: MO137-20

MOVED: *Cr A Keygan*


SECONDED: *Cr D Pease*

“THAT Council adopt the revised policy CP-CBS-SG-031 Infrastructure Assets – Standard Requirements, 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	
	Infrastructure Assets – Standard Requirements Draft	
Approved By: Council	Document Code: CP-CBS-SG-031	
Doc Controller: General Manager	Version: 4.0	
File: 4/14/2	Approved Date: XX	
	Next Review Date: XX	

1 PURPOSE

To identify design and construction standards applicable to infrastructure assets that are managed by Council or may be transferred to Council by third parties.

2 OBJECTIVE

To document technical standards for private sector designers, contractors and public utilities to follow when undertaking works on infrastructure assets managed by Council or in the construction of infrastructure assets that will become the responsibility of the Council.

And ensure works are conducted to an appropriate standard and provide the required level of service over the life of the asset.

3 SCOPE

The Policy applies to all private sector designers, contractors and public utilities when undertaking works on, or which impact, infrastructure assets or where new infrastructure is constructed that will become an asset of Council. The policy is applicable to Council infrastructure development or works it carries out in the care and maintenance of infrastructure.

4 POLICY

4.1 Standard Requirements for infrastructure assets

In the maintenance, design and construction of infrastructure assets Council will have regard to and comply with the requirements of:


- Relevant legislation and regulations.
- Australian Standards.
- National guidelines including Austroads publications.

Council has endorsed the Department of Local Government document "Local Government Road Hierarchy."

LGAT host a number of technical resources associated with infrastructure design and construction, which inform the requirement of Council.

The resources include:

- Tasmanian Councils Standard Drawings.
- Tasmanian Subdivision Guidelines.

	COUNCIL POLICY		Infrastructure Assets – Standard Requirements Draft	
	Approved By: Council	Document Code: CP-CBS-SG-031	Version: 4.0	Approved Date: XX
Doc Controller: General Manager	File: 4/14/2	Next Review Date: XX		

From time to time other relevant technical resources may be endorsed by LGAT.

Such documents shall form the suite of references included in the policy.

4.2 Infrastructure Assets Construction by the Private Sector

Council will permit suitably qualified persons to design and construct infrastructure assets that will become Council assets subject to complying with the requirements of section 4.1 and in accordance with the relevant provisions of the *Local Government (Highways Act) 1982* and the *Urban Drainage Act 2013*.

4.3 Requirement to obtain other approvals

Prior to work on infrastructure being carried out in the highway reservation or associated with Council stormwater systems, the project proponent or his agents must obtain separate approval from the Council or other applicable authority.

5 LEGISLATION

Local Government (Highways) Act 1982

Urban Drainage Act 2013

Local Government (Buildings and Miscellaneous Provisions) Act 1993

Policy Endorsement	
Responsibility:	It is the responsibility of the Director Works and Services to implement and ensure compliance to this policy. It is the responsibility of the Governance unit to maintain this policy in the corporate document framework.
Minute Reference:	
Council Meeting Date:	
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	This policy replaces the previous Infrastructure Assets – Standard Requirements Policy CP-CBS-SG-031 version 3.0 dated 21 June 2016, Item Number AO144-16.
Date of Commencement:	
Publication of policy:	Members of the public may inspect this policy at the City Offices where copies can be obtained free of charge. Alternatively it can be accessed on Council's website (www.burnie.net)

WORKS AND SERVICES**AO126-20 PROPOSAL TO TRANSFER (LEASE) A PORTION OF PUBLIC LAND TO THE BURNIE GEMSTONE CLUB INC.
GEORGE SORELL PAVILION, WIVENHOE SHOWGROUND, 1-7 PEARL STREET, WIVENHOE
(CT VOLUME 152607 FOLIO 1)****FILE NO: 5/2/5; 7721484
PREVIOUS MIN: AO079-20**

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 Council:***

- 1) Determines to dispose (via a lease) of a portion of public land, located at 1-7 Pearl Street, Wivenhoe, being part of CT Volume 152607 Folio 1, the area identified on the plan attached, to the Burnie District Gemstone Club Inc; and***
- 2) Authorises the General Manager to execute a community lease agreement with the Burnie District Gemstone Club Inc. in accordance with the Community Leases Policy.”***

2.0 SUMMARY

There being no representations made in regard to this public land disposal process, it is recommended to Council that the disposal (via a lease) of the respective portion of public land be supported.

This report recommends the disposal of public land and authorisation of the General Manager to execute a lease.

3.0 BACKGROUND

At the Council Meeting held on 17 March 2020, Council considered a report recommending that a public land disposal process be commenced in regard to the disposal (via a lease) of a portion of land contained within *CT Volume 152607 Folio 1*, located at 1-7 Pearl Street, Wivenhoe.

In that matter (Item AO079-20), Council determined:

“THAT Council determines its intention to dispose (via a lease) of a portion of public land, located on 1-7 Pearl Street, Wivenhoe, being part of Certificate of Title, Volume 152607 Folio 1, the area identified on the plan attached, to the Burnie District Gemstone Club Inc. and that a further report be presented to Council as to the outcome of the submission process.”

In implementing this determination, a public notice was published twice in The Advocate newspaper on Saturday 21 March 2020 and on Wednesday 25 March 2020 (copy **attached**) and notices placed on the property boundaries contained the same information as the public notice.

Submissions in respect to the public land disposal process were required to be received by Council, no later than 21 days from the publication of the initial public notice.

At the completion of that period no submissions were received.

4.0 LEGISLATIVE REQUIREMENTS

The *Local Government Act 1993* intends that a Council may own and deal with land in the same manner as any private corporation or individual.

A Council may purchase, lease or compulsorily acquire land for any reason which it considers of benefit to the Council or the community.

A Council may also sell, lease, donate, exchange or otherwise dispose of land owned by it in any manner it considers appropriate subject only to first obtaining a valuation.

However, the *Act* recognises a Council may own land for purposes specifically intended to allow public access and use, including for development of health, recreation, amusement or sporting facilities, to gain access to water, to create a public park or garden, or to provide public open space for a residential estate.

The *Act* in *Section 178* instructs that if a Council has acquired or declared land to be available for public access and use, it must not make a decision to dispose of the land unless first providing an opportunity for the community to consider and make comment on the proposal.

A determination on whether to dispose of the land must take into account any submission received from the community.

Section 178A provides that any person who made an objection and is dissatisfied with the decision of the Council may appeal to the Resource Management and Planning Appeals Tribunal, on grounds that disposal of the land is not in the public interest in that:

- a) The community may suffer undue hardship due to the loss of access to, and the use of, the public land; or

b) There is no similar facility available to the users of the facility.

There have been no representations received in respect to this public land disposal process.

5.0 POLICY CONSIDERATIONS

The public land disposal process is a statutory process and in itself has no policy implications for Council.

The Burnie District Gemstone Club Inc. have recently commenced occupation of the subject land and building.

The proposed lease with the Club will be in accordance with Council's *Community Leases Policy*.

6.0 FINANCIAL IMPACT

Section 177 of the Local Government Act 1993 requires that a valuation for land be obtained before Council disposes of the land through a lease.

Council previously engaged a company to provide valuations for Council's buildings for building assets revaluation and insurance purposes.

As part of this valuation process, lease values for various premises have been sought.

The Valuers have indicated an annual rental figure of \$8,736 for the George Sorell Pavilion as at 30 June 2019.

However, it is noted that the proposed lease arrangement with the Burnie District Gemstone Club Inc. would be in accordance with the Council's *Community Leases Policy*.

The lease fee payable by an eligible community organisation is specified in the policy. For 2019-2020 the applicable annual lease fee is \$369.35, including GST.

In addition, the organisation must reimburse Council the cost of the building insurance premium associated with the facility occupied.

7.0 DISCUSSION

The Burnie District Gemstone Club Inc. are in current occupation of the George Sorell Pavillion. Both Council and the Club wish to execute a lease to formalise the occupation.

The plan **attached** shows the footprint of the land occupied, including building and common area.

The land occupied by the Burnie District Gemstone Club Inc. can be designated as public land under the relevant provisions of the *Local Government Act 1993* and the land is listed as such on Council's Public Land Register.

Council has followed the prescribed processes under the *Local Government Act 1993* associated with the disposal of public land, including the lease of land, where the period of the lease term is greater than five years.

No representations were made in respect to this public land disposal process.

8.0 RISK

The primary risk in the public land disposal process is not following the procedural requirements as detailed within *Section 178* of the *Local Government Act 1993*.

The actions taken by Officers to progress the public land disposal process have been compliant with the *Act*.

9.0 CONSULTATION

The *Act* does not require that a specific consultation process occur in regard to the disposal of public land.

It does require that Council advise the community of its intention to dispose of public land, seek submissions in regard to the disposal, and consider any objections lodged in its further deliberation of the disposal.

This notification process was implemented as per the requirements of the *Act*.

The Burnie District Gemstone Club Inc. were advised of Council's intention to commence a public land disposal process.

ATTACHMENTS

1↓. Plan of Leased Area - George Sorell Pavilion

2↓. Public Notice in the Advocate Newspaper

COUNCIL RESOLUTION**Resolution number: MO138-20****MOVED:** Cr C Lynch**SECONDED:** Cr K Dorsey**“THAT Council:**

- 1) Determines to dispose (via a lease) of a portion of public land, located at 1-7 Pearl Street, Wivenhoe, being part of CT Volume 152607 Folio 1, the area identified on the plan attached, to the Burnie District Gemstone Club Inc; and**
- 2) Authorises the General Manager to execute a community lease agreement with the Burnie District Gemstone Club Inc. in accordance with the Community Leases Policy.”**

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**NOTICE OF DISPOSAL (LEASE) OF PUBLIC LAND**

Burnie City Council determined at its meeting on 17 March 2020 its intention to dispose by a lease a portion of land contained within Certificate of Title, Volume 152607 Folio 1, allocated on 1-7 Pearl Street, Wivenhoe to the Burnie Gemstone Club Inc. This process supports the renewal of an existing lease. The land is "public land" for the purposes of Section 178 *Local Government Act 1993*.

A plan detailing the land can be viewed at Customer Services at the City Offices, 80 Wilson Street, Burnie or online at www.burnie.net. Submissions regarding the disposal of the land by a lease are to be made in writing to the General Manager, Burnie City Council, PO Box 973, Burnie 7320 or burnie@burnie.net to be received no later than 4pm on **Wednesday, 15 April 2020**. Council will consider submissions before making a final decision on disposing of the land.

Dated: 25 March 2020

Gary Neil

ACTING GENERAL MANAGER

www.burnie.net



TA5632011

GENERAL MANAGER**AO127-20 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
22 April	Fair Work Commission
23 April	Virtual Café – Regional Tourism
28 April	TasWater Owners' Representatives Group Information Session
	Cradle Coast - General Manager’s Meeting
4 May	Meeting with Minister Shelton, LGAT and Councils

2.2 COUNCIL MEETING ACTION LIST

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

ATTACHMENTS

1. [All Actions for Council Meeting of 28 Apr 2020](#)
2. [Outstanding Actions for Open Sessions Jan 2018 to Mar 2020](#)

COUNCIL RESOLUTION

Resolution number: MO139-20

MOVED: *Cr A Keygan*

SECONDED: *Cr G Simpson*

“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 All Actions for Open session of 28 Apr 2020				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 28/04/2020 Date To: 28/04/2020 Printed: Friday, 8 May 2020	
Item Number	Report Title	Action	Department	Completed
AO104-20	MOTION ON NOTICE - SUSPENSION OF CRUISE SHIP VISITATION FOR 2020/2021 SEASON	29 Apr 2020 RES: Prepare a letter to State Government seeking assurances around safety protocols for resumption of any cruise ship visits to Burnie Port; and to State Government and Tasports seeking support toward a covered walkway from port to CBD, as per the resolution of Council AO104-20. 4 May 2020 Action complete: Letter sent to Premier regarding Cruise Ships.	Community and Economic Development	4/05/2020
Council 28/04/2020				
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				
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Oversee implementation of 2 hour free parking in MSCP after the lifting of relevant COVID-19 restrictions, for a period of 3 months, to be reviewed at the end of this time, in accordance with the resolution of Council AO111-20.	Land and Environmental Services	
Council 28/04/2020				
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: 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 North West notified of Councils decision.	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 ACT: Prepare letters to all community lease tenants advising of Council's waiver of 2020-21 lease fees, and waiving of property insurance charges for 2019-20 and 2020-21. 4 May 2020 Action complete: Letters issued on 1 May 2020	Corporate and Business Services	4/05/2020
Council 28/04/2020				

Council Meeting Action Report				
All Actions for Open session of 28 Apr 2020				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 28/04/2020	Date To: 28/04/2020
			Printed: Friday, 8 May 2020	
Item Number	Report Title	Action	Department	Completed
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 ACT: Finalise the Financial Hardship Assistance Policy in the corporate document framework and make available to the public. 29 Apr 2020 Action complete: Updated and published to web 29/4/20	Corporate and Business Services	29/04/2020
Council 28/04/2020				
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 ACT: Update the General Manager's Delegations relating to the condition for write off of bad debts, per AO111-20. 29 Apr 2020 Action complete: Updated and published to web 29/4/20	Corporate and Business Services	29/04/2020
Council 28/04/2020				
AO111-20	PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE	29 Apr 2020 RES: Advise relevant sports groups of the waiving of winter sports fees for 2020, in accordance with the resolution of Council AO111-20. 4 May 2020 Action complete: Winter sporting groups advised of Council's decision to waive fees	Community and Economic Development	4/05/2020
Council 28/04/2020				
AO117-20	COMMUNICATIONS JOURNAL MARCH 2020	29 Apr 2020 ACT: Coordinate a response from the Mayor to Mr McCarthy for his letter tabled in AO117-20 regarding the Health Information / Wellbeing Hub. 8 May 2020 Action complete: DOC ID 955566	Office of the General Manager	8/05/2020
Council 28/04/2020				
AO117-20	COMMUNICATIONS JOURNAL MARCH 2020	29 Apr 2020 ACT: Coordinate a response to the Burnie Historical Society for letter of 31 March and detailed information, per AO117-20. 8 May 2020 Action complete: DOC ID 955545	Office of the General Manager	8/05/2020
Council 28/04/2020				

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Mar 2020		Date To: 31/03/2020	
		Printed: Friday, 8 May 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
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			
AO198-18	MOTION ON NOTICE - SINGLE USE PLASTICS	23 Aug 2018 RES: Develop and communicate a council-wide approach to the banning of single use plastics at all Council-run events, and encourage the same by external events on council property in accordance with the resolution of Council AO198-18. 5 Sep 2018 NOTE: Initial discussion of ban workshopped with Aldermen 28 August. Council officers to present draft policy in early 2019. 18 Jan 2019 – NOTE: A working group established to develop policy 27 Sep 2019 NOTE: Policy being completed. To be presented to a Workshop of Council in February 2020 5 Mar 2020 NOTE: Workshop scheduled for 7 April	Community and Economic Development
Council 21/08/2018			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Mar 2020		Date To: 31/03/2020	
		Printed: Friday, 8 May 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
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>	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			
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			

Council Meeting Action Report		Outstanding Actions for Open Sessions Jan 2018 to Mar 2020		
Item Number	Report Title	Action	Department	Completed
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				
AO158-19	MOTION ON NOTICE - VIDEO RECORDING OF MOTIONS ON NOTICE AND PUBLIC QUESTION TIME AT COUNCIL MEETINGS	<p>19 Jun 2019 RES: Investigate livestreaming of Council Meetings, in accordance with resolution of Council AO158-19.</p>	Corporate and Business Services	
Council 18/06/2019				
AO159-19	MOTION ON NOTICE - CITY AND SUBURB INFRASTRUCTURE 2019-20	<p>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.</p> <p>5 Jul 2019 NOTE: Officers working on a consultation framework.</p> <p>30 Apr 2020 NOTE: Paper prepared for a future workshop.</p>	Works and Services	
Council 18/06/2019				

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Mar 2020		Date To: 31/03/2020	
		Printed: Friday, 8 May 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
AO161-19	MOTION ON NOTICE - AURORA BOXES ARTWORK	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. YDO taken carriage of painting of cabinets in the CBD 4 May 2020 NOTE: To be reviewed as part of Street Art Working Group.	Community and Economic Development
Council 18/06/2019			
AO189-19	MOTION ON NOTICE - FOOD ORGANICS AND GARDEN ORGANICS (FOGO) COLLECTION	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 an 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
Council 16/07/2019			
AO218-19	MOTION ON NOTICE - STREET ART WORKING GROUP	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 of Council 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 20/08/2019			

Council Meeting Action Report		Outstanding Actions for Open Sessions Jan 2018 to Mar 2020	
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		Date From: 30/01/2018 Date To: 31/03/2020 Printed: Friday, 8 May 2020	
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 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 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.	Works and Services
Council 17/09/2019			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Mar 2020		Date To: 31/03/2020	
		Printed: Friday, 8 May 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			

Council Meeting Action Report		Date From: 30/01/2018	
Outstanding Actions for Open Sessions Jan 2018 to Mar 2020		Date To: 31/03/2020	
		Printed: Friday, 8 May 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
AO343-19	BURNIE PROMOTIONS COMMITTEE	12 Dec 2019 RES: Advise discontinuation of the Local Traders Marketing Program as at 31 December 2019 in accordance with the resolution of Council AO343-19. 12 Dec 2019 RES: Prepare a Partnership Agreement with Business North West to establish a Burnie Promotions Committee in accordance with the resolution of Council AO343-19. 5 Mar 2020 NOTE: Partnership Agreement drafted.	Community and Economic Development
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.	Community and Economic Development
Council 18/02/2020			
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.	Works and Services
Council 17/03/2020			

Council Meeting Action Report**Outstanding Actions for Open Sessions Jan 2018 to Mar 2020**

Date From: 30/01/2018
Date To: 31/03/2020
Printed: Friday, 8 May 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
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				
AO079-20	LAND DISPOSAL PROPOSAL TO DISPOSE (VIA LEASE) OF A PORTION OF LAND TO BURNIE DISTRICT GEMSTONE CLUB INC - GEORGE SORRELL PAVILION, WIVENHOE SHOW GROUND	24 Mar 2020 RES: Commence proposal to dispose public land for the George Sorrell Pavilion in accordance with the resolution of Council AO09-20. 7 Apr 2020 NOTE: Advertising process in train. Report to future meeting of council.	Works and Services	
Council 17/03/2020				

GENERAL MANAGER**AO128-20 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES APRIL 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 April 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) Quotation 2647 – Alterations and Additions to the Burnie Netball Centre Clubrooms

Officers are seeking a State Government grant extension, which is expected to be approved to undertake the works (reduced scope) by Depot staff during July/August 2021.

b) Quotation 2643 – Burnie Tennis Centre – Walkway Areas Acrylic Resurfacing

The resurfacing works are complete. Depot staff will be undertaking remediation works to a small area of asphalt surface that has pre-existing cracking during May 2020.

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

CBB Contracting will commence works on 18 May 2020 and are expected to take approximately five weeks.

3.1.3 Tenders

No information to report.

3.1.4 Contracts

a) Contract 2646 – Brickport Road Retaining Wall

Works are complete.

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

Construction of the Talunah Road culvert upgrade by Treloar Transport is complete.

Construction of the West Ridgley Road culverts upgrade is progressing well and all culvert units are now operational. Remaining minor works, including safety barrier installation, fencing, road surfacing and re-vegetation are aimed for completion by mid May 2020.

c) Contract 2633 – Bitumen Surfacing Services 2019-2020

Works completed in April 2020 include:

- View Road – Ladbrooke Street to Little Bird Street.
- Clarkes Road (Lottah Road to 78 Clarkes Road).

- Penima Road, Ridgley (sprayed seal).

Works to be completed in May 2020 include:

- Mount Street between Federal Street and Roslyn Avenue.
- Hodgman Street and Charles Street.
- West Mooreville Road (at Penima Road, Ridgley).
- All line marking on reseal site, subject to weather.

d) Contract 2629 – West Park Grandstand Facilities Upgrade

All works are complete. A Practical Completion inspection of the new doorway into the Burnie Athletic Club was conducted on 8 May 2020.

e) Contract 2613 – Waterfront Eastern Promenade

The project is complete. Officers are developing a scope of works to complete minor landscaping and some fence repairs at the interface between the works and existing surfaces, which will include some sand re-shaping around the stairway to the beach, so as to cover some of the surface rock.

3.2 Civil Construction and Stormwater

- Driveway crossover upgrade program – 95% complete.
- Stormwater flooding hotspot improvement works (Aileen Crescent) – Completed.
- Maydena Place stormwater upgrade – 95% complete.
- Gully pit upgrades – 90% complete.
- Alexander Street gross pollutant trap (GPT) lid replacement – 95% complete.
- Studholme Street retaining wall – 90% complete.
- Havenview stormwater upgrade – Completed.
- CBD paver replacements – 70% complete.
- Pedestrian kerb ramp upgrades – 60% complete.

3.3 Buildings

- Trade waste compliance works (various facilities) – 30% complete.
- Montello Soccer Ground Upgrade – 40% complete (scope of works expanded).
- Multistorey car park motorcycle parking bays – 5% complete.
- Portside kitchen upgrade (new tenant) – 60% complete.
- BAFC Manager's Office dividing wall – 60% complete.

3.4 Parks, Reserves, Sporting Grounds and Cemeteries

- Wiseman Street car park extension landscaping works – Completed.
- 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 – 5% complete.
- Burnie Park car park additional landscaping works – Completed.

3.5 Waste Management

- Wetlands road resurfacing works are well progressed with millings from Mount Street resurfacing delivered to site for spreading to occur during May 2020.
- Perimeter drain erosion control and other drainage works are largely complete, with minor works to be carried out concurrent with road resurfacing works.
- Design work is being finalised on several projects at the Burnie Waste Management Centre, including the Street Sweeper Dump Point, Resource Recovery Loop Storage Area Extension and the Wetlands Operations Shed. Construction work will commence during May 2020.

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.
- Annual urban and rural roadside spraying program – second spray (May) due to commence 18 May 2020.
- Roadside slashing program – Completed.

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.
- Acton Sports Centre gutter and fascia replacement – 60% complete.
- West Park Oval cycling track fence painting – 10% complete.
- Wivenhoe toilet ceiling installation – 35% complete.
- SES Burnie Unit sewer valve replacement – 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.
- Coastal Pathway rail corridor weed spraying (Camdale to Hilder Parade) – Completed.
- Cricket pitch covers installed – Wivenhoe, Ridgley, Montello and Natone – Completed.
- Round Hill communication tower buffer zone vegetation clearing – 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 – 80% 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.

The following graphs and figures report activities for the quarter to the end of April 2020.

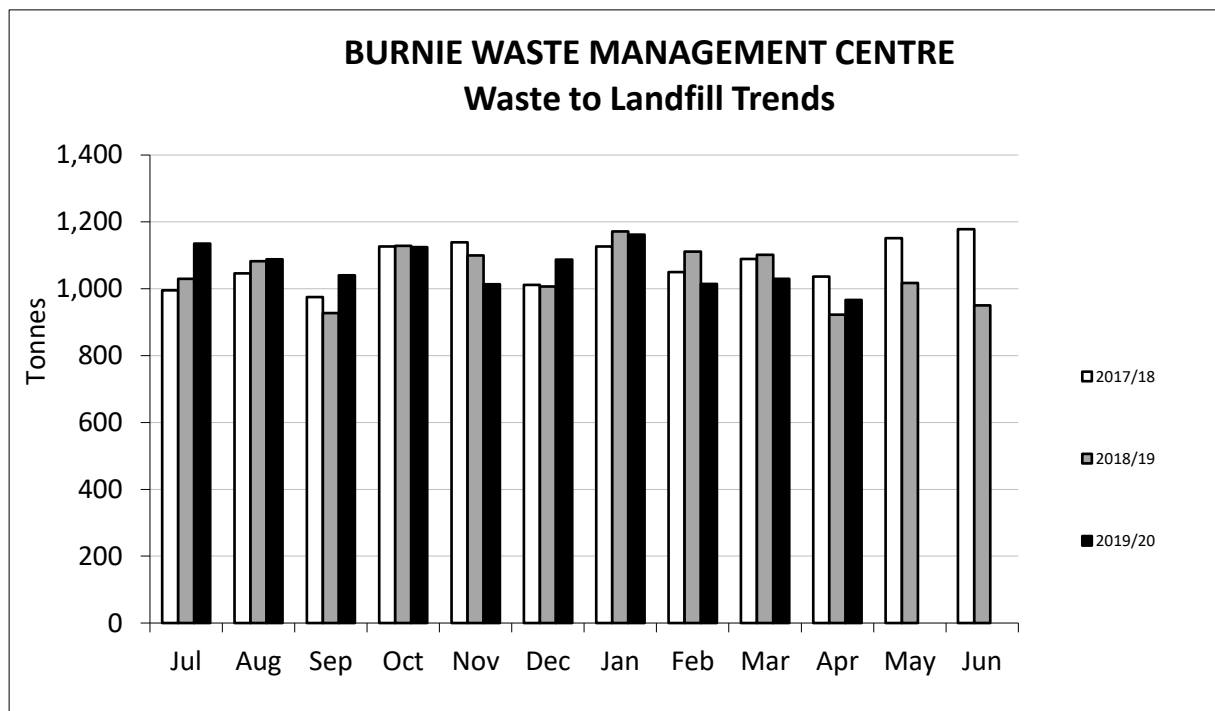
Awaiting data from Veolia for kerbside recycling, cardboard collection and public place recycling. Recycling services have continued as usual. Data will be reported on once supplied.

Overall, all reportable materials from both landfill and recovery, are down on average from other months. This may be due to less activity in community and industry, while following COVID-19 restrictions.

Cardboard, timber and steel recovery remains steady. However, there is significantly less green waste due to restriction on domestic green waste.

MUNICIPAL WASTE DIVERSION FROM LANDFILL (tonnes)														
	2018/19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	2019/20
Waste Transported to Landfill	12,548	1,135	1,088	1,040	1,124	1,014	1,088	1,161	1,015	1,030	967			10,662
BCC Recovery	5,030	278	305	304	380	419	391	494	452	411	136	-	-	3,569
Cleanaway Recovery	1,197	174	62	108	62	161	76	94	91	138	72	-	-	1,038
Recyclables Collected Kerbside	1,117	99	100	153	102	94	96	106	-	-	-	-	-	750
Total Municipal Waste	19,892	1,686	1,555	1,605	1,669	1,687	1,650	1,855	1,558	1,578	1,175	-	-	16,019
% diverted from Landfill	37%	33%	30%	35%	33%	40%	34%	37%	35%	35%	18%	-	-	33%

Note: Figures are displayed to nearest whole number.

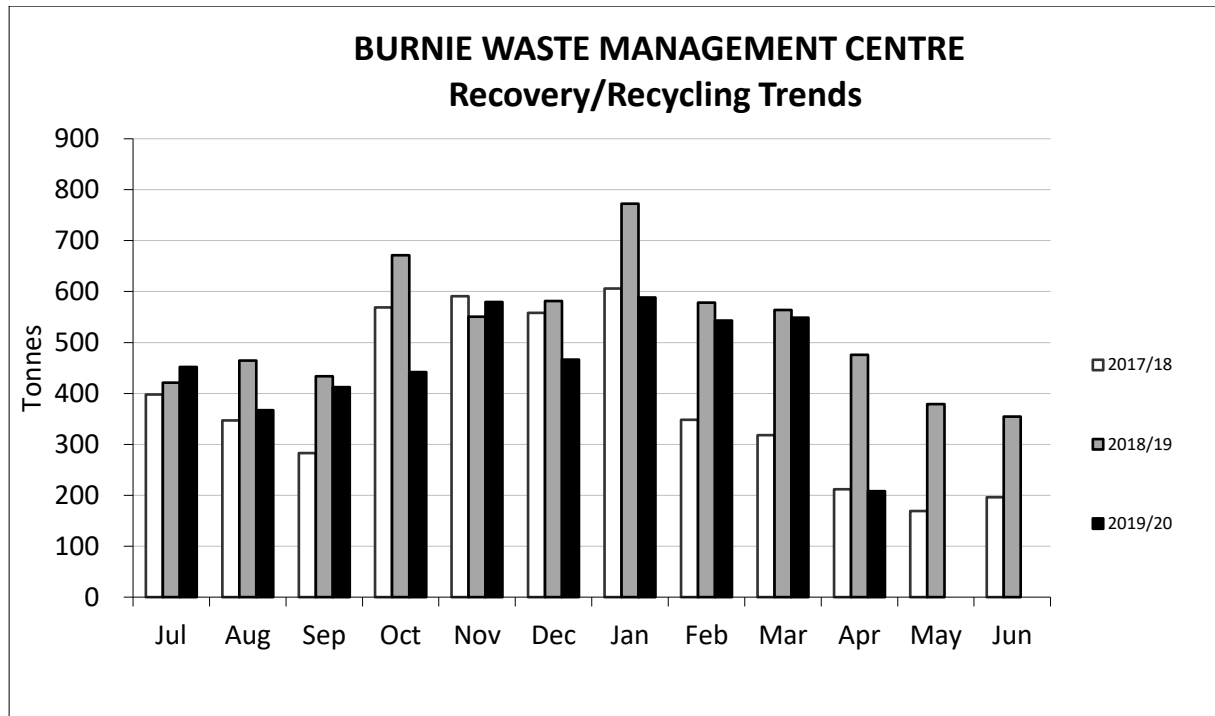


BURNIE WASTE MANAGEMENT CENTRE						
WASTE TO LANDFILL						
Summary Table (tonnes)						
Month	2017/18	YTD	2018/19	YTD	2019/20	YTD
Jul	995	995	1,029	1,029	1,135	1,135
Aug	1,046	2,041	1,082	2,111	1,088	2,223
Sep	975	3,016	927	3,038	1,040	3,263
Oct	1,126	4,142	1,128	4,167	1,124	4,388
Nov	1,139	5,281	1,099	5,266	1,014	5,402
Dec	1,011	6,292	1,007	6,273	1,088	6,489
Jan	1,126	7,418	1,172	7,445	1,161	7,651
Feb	1,050	8,468	1,111	8,555	1,015	8,665
Mar	1,089	9,557	1,102	9,657	1,030	9,695
Apr	1,036	10,593	922	10,580	967	10,662
May	1,151	11,744	1,018	11,597	0	0
Jun	1,178	12,922	950	12,548	0	0
TOTAL	12,922		12,548		10,662	

Note: Figures are displayed to nearest whole number.

BURNIE WASTE MANAGEMENT CENTRE RECOVERY/RECYCLING																
BCC ACTIVITIES		MONTH														YTD
	Units	2018/19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	2019/20	
Recyclables	t	86	7	6	5	6	10	8	8	6	7	2			65	
Cardboard	t	121	9	7	9	9	8	12	8	26	9	6			103	
E-Waste	t	23	-	-	-	-	-	-	9	-	-	-			9	
Oil	L	13,600	1,190	750	1,220	1,000	1,370	660	790	900	920	-			8,800	
	t	11.97	1.05	0.66	1.07	0.88	1.21	0.58	0.70	0.79	0.81	-			7.74	
Green Waste	m3	23,927	1,304	1,455	1,446	1,824	1,995	1,849	2,345	2,095	1,970	642			16,924	
	t	4,806	261	291	289	365	399	370	469	419	394	128	-	-	3,385	
Total BCC Activities	t	5,049	278	305	304	380	419	391	494	452	411	136	-	-	3,569	
CLEANAWAY ACTIVITIES		2018/19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	2019/20	
Cardboard	t	82	8	4	5	9	5	1	3	2	2	2			42	
Steel	t	309	42	21	18	24	67	16	17	14	15	19			252	
NonFerrous Metals	t	47	5	2	3	4	2	0	3	2	4	0			24	
Timber	t	34	30	1	1	0	0	0	18	6.2	1	5			63	
Concrete	t	10	-	1	2	-	-	5	5	1	0.0	0			14	
<i>Total Transfer Shed Recovery:</i>		481	85	29	29	37	73	22	46	26	22	26	-	-	395	
Skip Bin Steel	t	314	13	23	16	14	1	22	17	22	29	18			175	
Skip Bin Tyres	No.	452	67	27	45	46	34	35	35	31	40	26			386	
	t	2.5	0.37	0.15	0.25	0.25	0.19	0.19	0.19	0.17	0.22	0.14	-	-	2.1	
Skip Bin Timber	t	46	2	0	2	3	5	3	2	2	2	0			22	
Concrete Stockpile	t	354	74	10	61	8	81	29	29	41	84	27			443	
Total Cleanaway Activities		1,197	174	62	108	62	161	76	94	91	138	72	-	-	1,038	
TOTAL RECOVERY	t	6,246	452	367	412	442	579	467	588	543	549	208	-	-	4,607	

Note: Figures are displayed to nearest whole number.



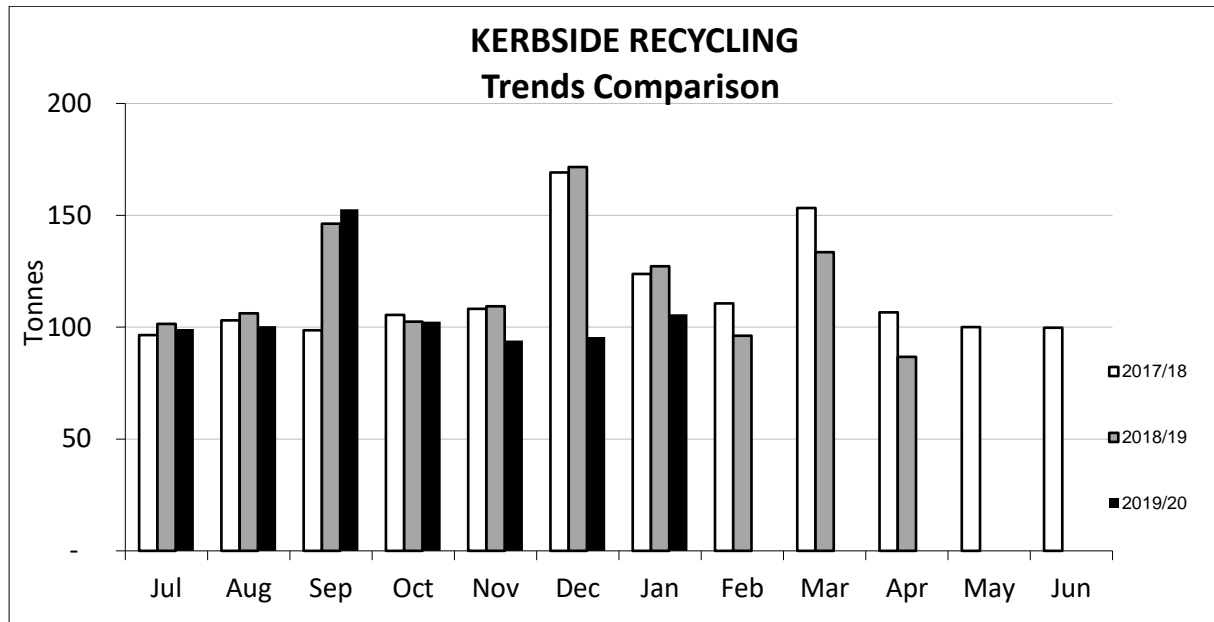
Note: Green waste input trend continues to be lower than recent years.

BURNIE WASTE MANAGEMENT CENTRE						
RECOVERY/RECYCLING						
Summary Table (tonnes)						
Month	2017/18	YTD	2018/19	YTD	2019/20	YTD
Jul	398	398	421	421	452	452
Aug	347	745	465	886	367	819
Sep	283	1,028	434	1,320	412	1,231
Oct	569	1,597	671	1,991	442	1,673
Nov	591	2,188	550	2,541	579	2,253
Dec	558	2,746	581	3,122	467	2,719
Jan	606	3,352	772	3,895	588	3,307
Feb	348	3,700	578	4,473	543	3,851
Mar	318	4,018	564	5,036	549	4,399
Apr	212	4,230	476	5,512	208	4,607
May	169	4,399	379	5,891	0	0
Jun	196	4,595	354	6,246	0	0
TOTAL	4,595		6,246		4,607	

Note: Figures are displayed to nearest whole number.

KERBSIDE RECYCLING														
RECYCLABLES COLLECTED	YTD 2018/19	MONTH (tonnes)												YTD 2019/20
		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	
Kerbside Recycling	1,062.2	83.1	85.6	130.2	88.5	94.0	95.6	105.7						682.6
CBD Cardboard	42.0	12.7	12.7	19.9	12.4									57.7
Outer BD Cardboard	22.0	-	-	-	-									0.0
Council/Public Place Recyclables	54.8	3.4	2.2	2.7	1.5									9.7
TOTAL	1,181.0	99.2	100.5	152.7	102.4	94.0	95.6	105.7	0.0	0.0	0.0	0.0	0.0	750.0

Note: Figures are displayed to nearest whole number. Outer BD Cardboard figures combined with CBD Cardboard.



Note: Generally two fortnightly kerbside recyclables collections fall within a monthly reporting period, occasionally three fortnightly kerbside collections occur.

KERBSIDE RECYCLING						
Summary Table (tonnes)						
Month	2017/18	YTD	2018/19	YTD	2019/20	YTD
Jul	96	96	101	101	99	99
Aug	103	199	106	208	100	200
Sep	99	298	146	354	153	352
Oct	105	404	102	456	102	455
Nov	108	512	109	566	94	549
Dec	169	681	172	737	96	644
Jan	124	805	127	865	106	750
Feb	111	915	96	961	-	-
Mar	153	1,068	134	1,094	-	-
Apr	107	1,175	87	1,181	-	-
May	100	1,275	-	1,181	-	-
Jun	100	1,375	-	1,181	-	-
TOTAL	1,375		1,181		750	

Note: Figures are displayed to nearest whole number.

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
APRIL								
	Facilities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$300.00	
	Parks and Reserves (including Cemeteries)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$500.00	
	Sports Grounds	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$100.00	
	Transport Services	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired, replaced or repainted as necessary	\$400.00	
3/04/20	Museum	Graffiti on Building	No	Yes	No	Remove/Paint Out Graffiti	\$200.00	
6/04/20	BAFC	Smashed Window in Bar Area	n	Yes	No	Replace Glass	\$1,400.00	
TOTAL							\$2,900.00	\$25,182.00

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.
- North Western Regional Emergency Management Committee (NWREMC) – next meeting 13 May 2020 at Ulverstone Fire Station. Held online instead.
- Western Emergency Management Committee (WEMC) – meeting scheduled for 19 March 2020 at Burnie City Council was deferred due to the COVID-19 pandemic.

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

- 2020/21 budget preparations are underway.

8 ENERGY MANAGEMENT

No information to report.

COUNCIL RESOLUTION

Resolution number: MO140-20

MOVED: *Cr A Boyd*

SECONDED: *Cr T Brumby*

“THAT the General Manager’s Information Report for Works and Services April 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**AO129-20 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES APRIL 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 April 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	
	April 2020	YTD Total
Air	3	11
Water	1	7
Noise	4	15
Solid Waste	2	7
Other	0	3

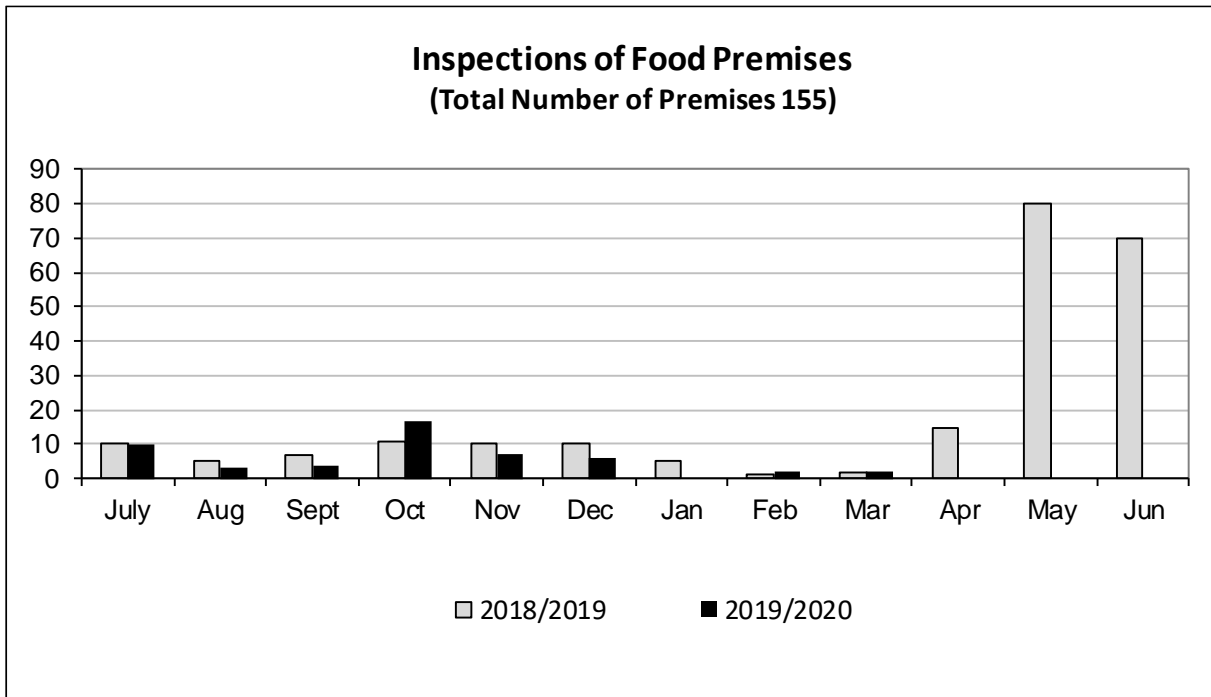
YTD is measured from 1 July each year.

2.1.2 Environmental Sampling

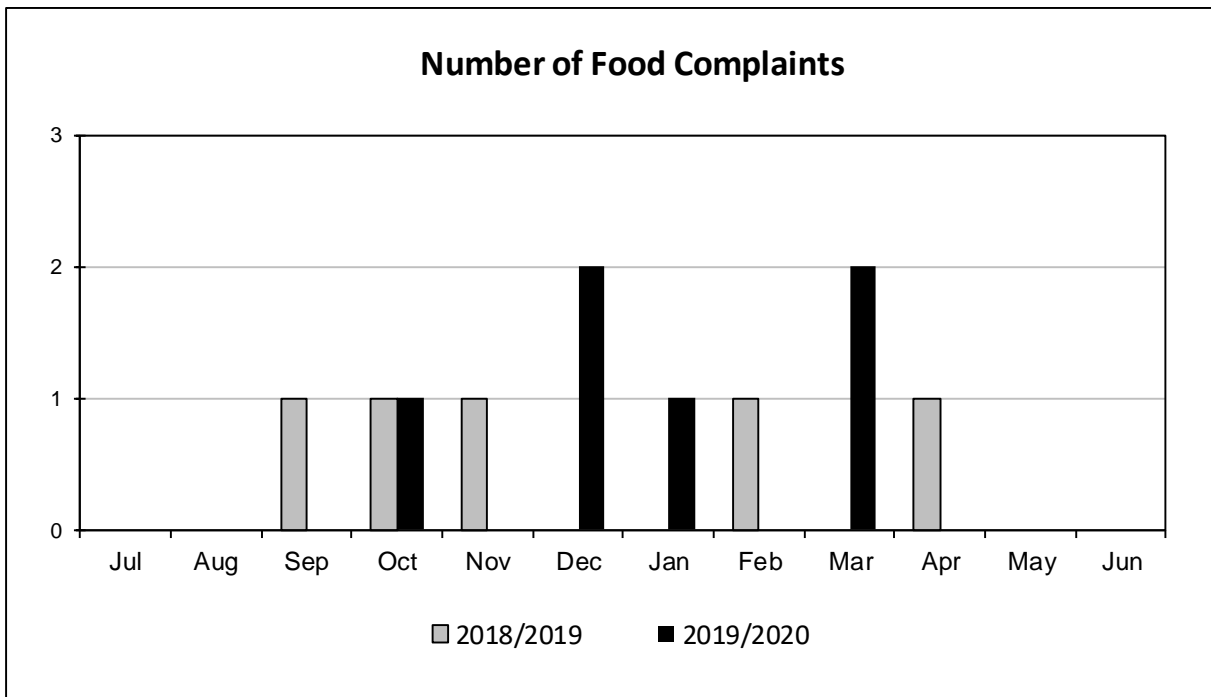
Type	Number of Samples Taken	
	April 2020	YTD Total
Beach Water Samples (summer months only)	0	35
Public Swimming Pool samples	0	45

YTD is measured from 1 July each year.

2.1.3 Food



Zero food premises inspections for January and April 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								
Notifiable Building	11	14	8	8								
Permit Plumbing	5	2	3	3								
Permit Building	4	2	4	7								
Substantial Compliance	1	2	1	0								
Notifiable Demolition	0	0	0	0								
Permit Demolition	0	0	0	0								
Permit Refused	0	0	0	0								
Application Value \$	4,249,070	1,802,493	2,455,260	30,777,166								
Cumulative Total \$	4,249,070	6,051,563	8,506,823	39,283,989								

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

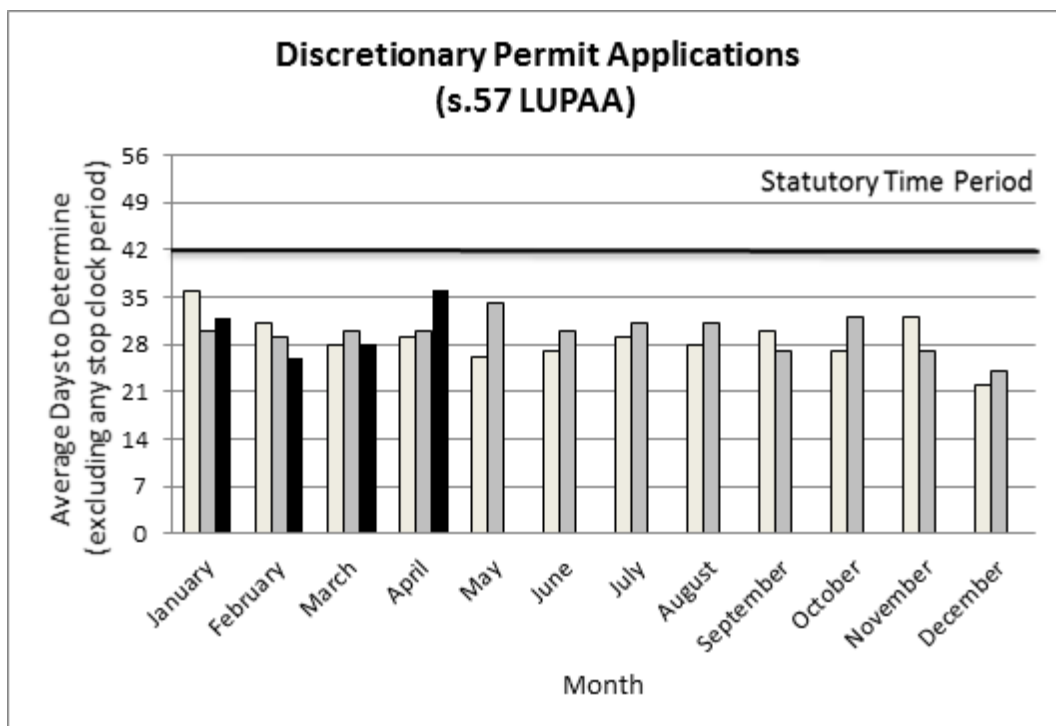
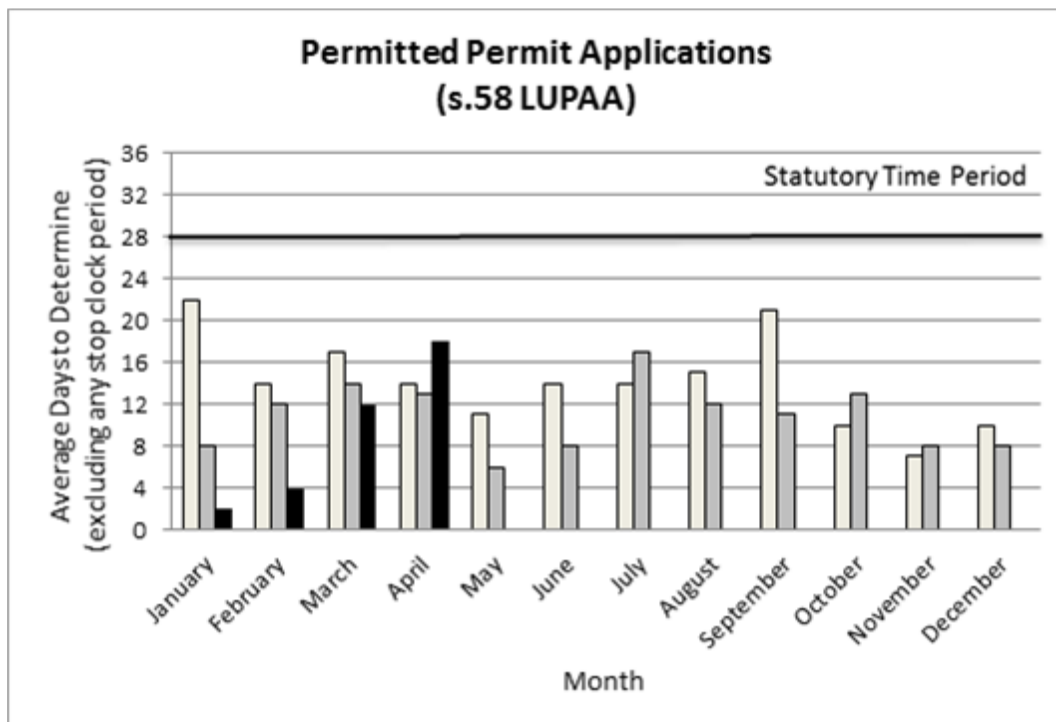
LAND USE AND DEVELOPMENT APPLICATIONS	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20
Permitted Use & Development	5	5	7	4	9	9	11	7	5	1	5	5	3
Discretionary Use & Development	5	4	2	7	5	8	8	11	6	5	6	6	7
Subdivisions	1	0	1	1	3	2	1	0	1	0	0	1	0
TOTAL APPLICATIONS	11	9	10	12	17	19	20	18	12	6	11	12	10
Determined by Delegation	14	18	6	8	10	16	20	17	16	10	5	9	6
Determined by Council	1	0	1	0	1	0	1	0	0	1	0	0	0
Withdrawn	0	3	2	2	0	1	1	2	2	0	0	0	0
Applications Cancelled by Planning Authority	0	0	2	0	0	0	0	0	0	0	0	0	0
Consent Decisions	0	0	0	0	0	0	0	0	0	0	0	0	0
Application Approved by Tasmanian Planning Commission	0	0	0	0	0	0	0	1	0	0	0	0	0
Applications Appealed and Approved by Resource Management & Planning Appeals Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	0
PLANNING SCHEME AMENDMENTS													
Amendment requests	0	0	0	0	0	0	0	1	0	0	0	0	0
Amendment finally approved	0	0	0	0	0	0	1	0	0	0	0	0	0
Amendment Refused by Tasmanian Planning Commission	0	0	0	0	0	0	0	1	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
20/11/19	2019/134	1-3 Mount Street, Burnie	Removal and decommissioning of underground fuel storage tanks and demolition of service station structures. Reliant on Special Provision Clause 9.4 – Demolition for grant of Permit	14/3/20	30/3/20	Approved 2/4/20
24/2/20	2020/16	939 Ridgley Highway, Ridgley	Dwelling Extension and new Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 26.3.3 (P1) and Clause 26.4.3 (P1)	7/3/20	24/3/20	Approved 6/4/20
25/2/20	2020/17	271 East Cam Road, East Cam	Single Dwelling and Outbuilding. Reliant on assessment against Performance Criteria for grant of a Permit – Clause 13.4.3 (P2)	14/3/20	30/3/20	Approved 17/4/20
3/3/20	2020/19	63 Cunningham Street, South Burnie	Remediation works within a watercourse. Reliant on Performance Criteria for grant of a Permit – Clause E10.6.1 (P1)	14/3/20	30/3/20	Approved 9/4/20
13/3/20	2020/21	46-48 West Mooreville Road, Park Grove	Multiple Dwellings (x2)	N/A	N/A	Approved 1/4/20
27/3/20	2020/27	17A Scarfe Street, Camdale	Establish a multiple use of the land by introduction of a new Storage use in addition to the existing Manufacturing and Processing use and carry out development for two (2) new Storage Units Buildings	N/A	N/A	Approved 21/4/20

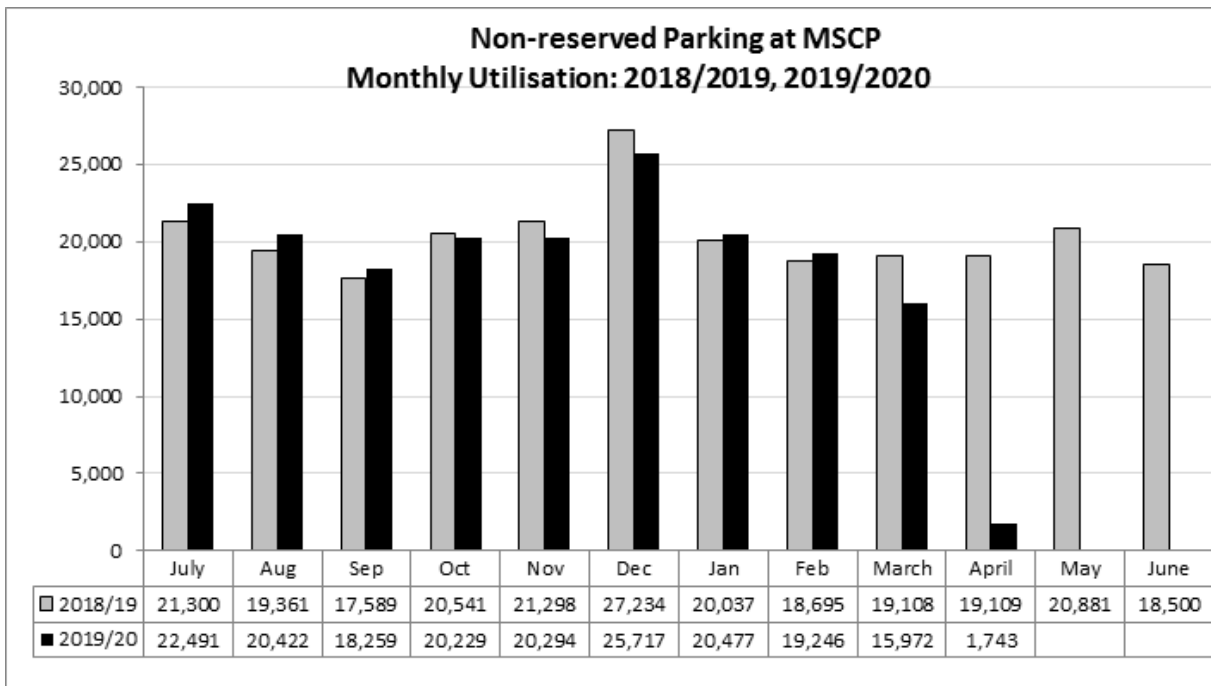
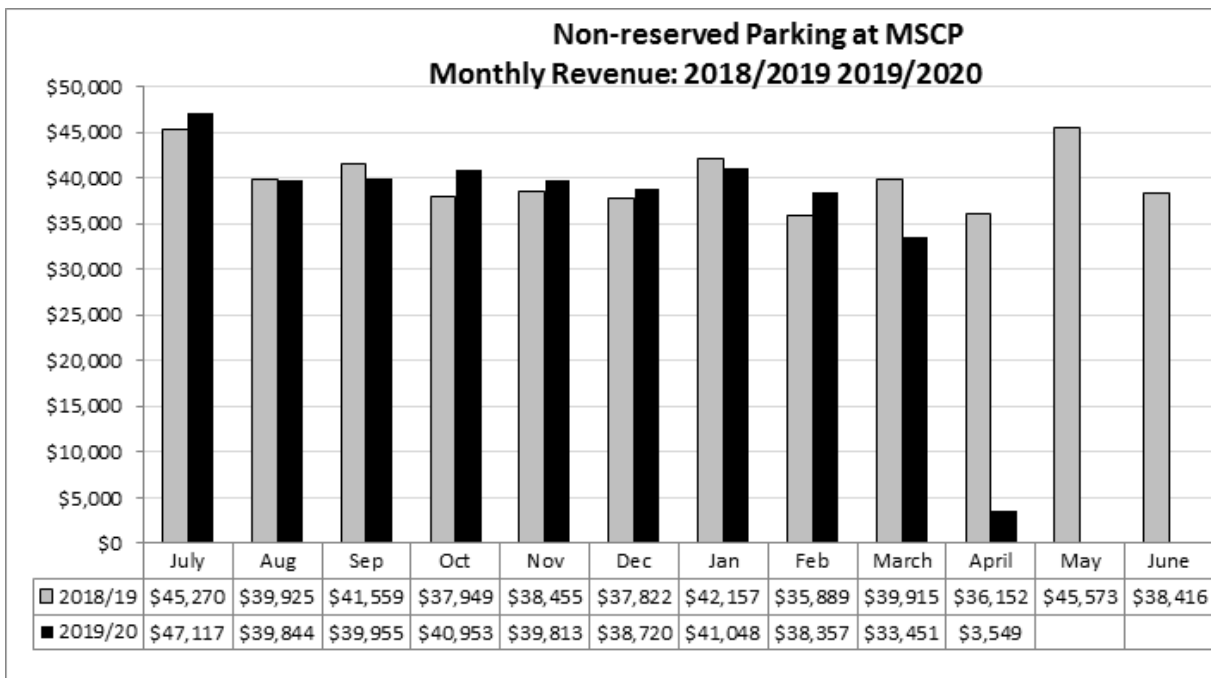
2.3.3 Subdivision Applications

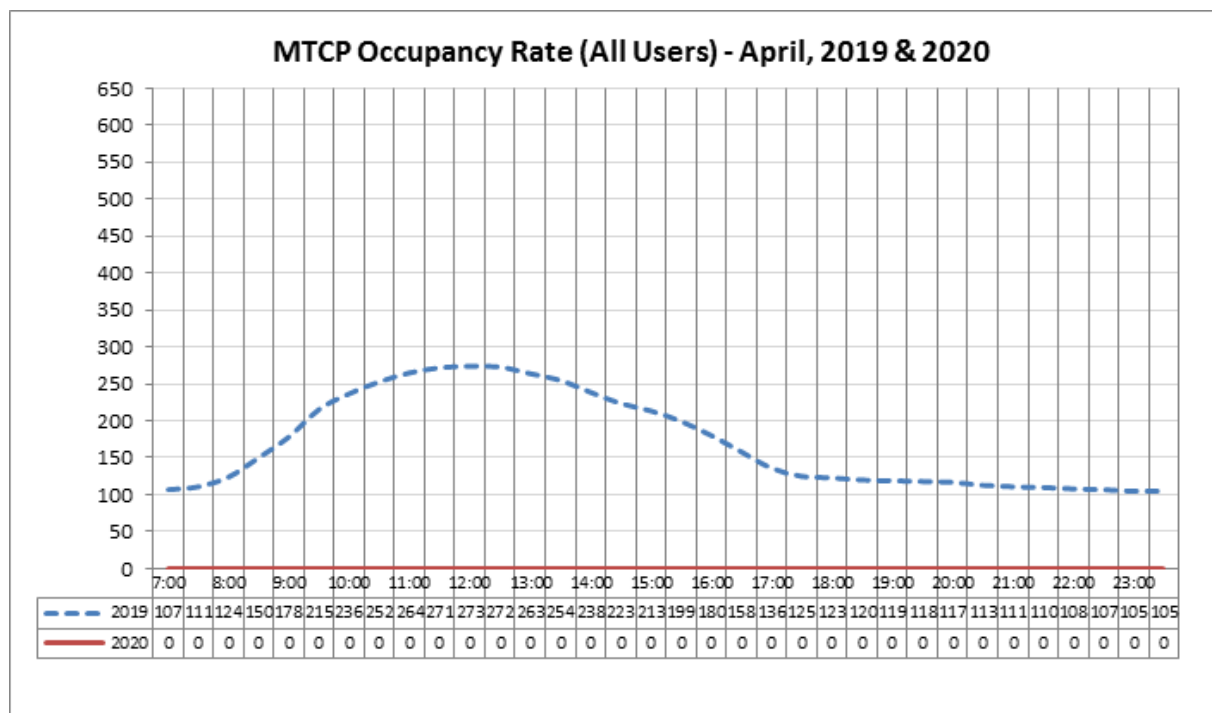
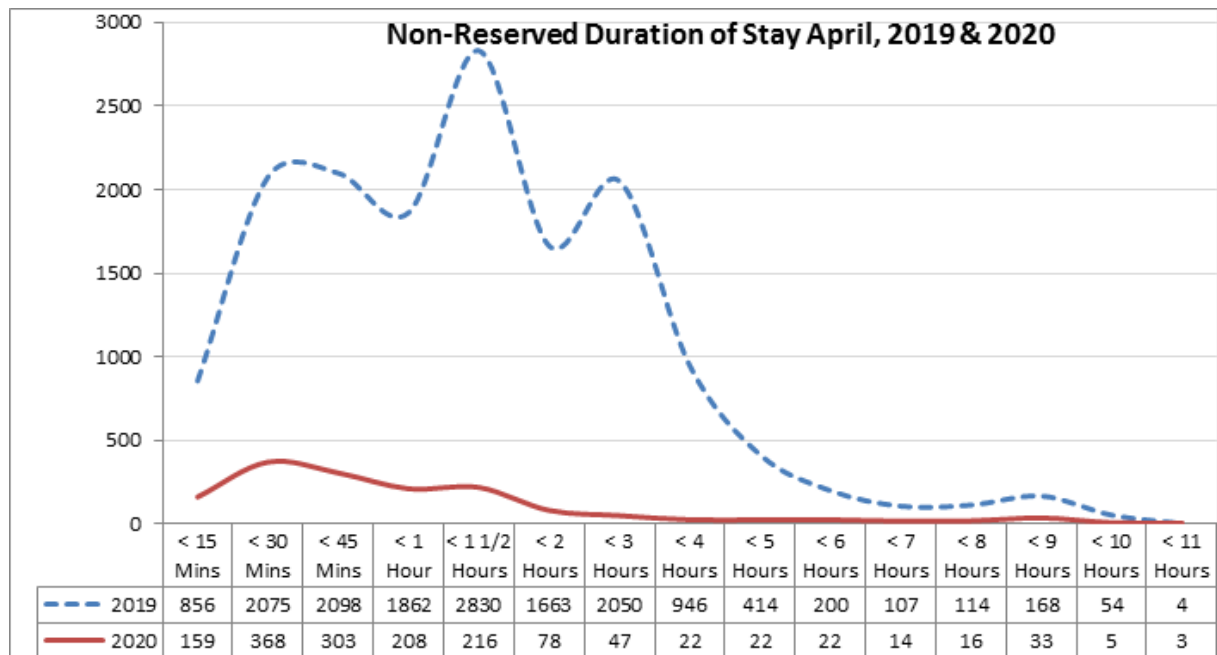
Nil.



Average time for determination of permit applications decided by month.

2.4 PARKING





Calculated on remaining spaces – 99 Reserved spaces for 2019, Car Park closed 10/04/2020-04/05/2020.

2.5 CEMETERY STATISTICS

Burials	April 2020	YTD Total
Lawn Cemetery	8	78
Wivenhoe / Ridgley	1	2
Other	0	0
Total	9	80

YTD is measured from 1 July each year.

Ashes Interred	April 2020	YTD Total
Lawn Cemetery	3	29
Wivenhoe / Ridgley	0	0
Total	3	29

YTD is measured from 1 July each year.

COUNCIL RESOLUTION

Resolution number: MO141-20

MOVED: Cr T Bulle

SECONDED: Cr G Simpson

“THAT the General Manager’s Information Report for Land and Environmental Services for April 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**AO130-20 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT APRIL 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 April 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 continued development on The Heritage Burnie Ten website project in respect of meeting Milestone 5 – Implement new solution and undertake testing (to be complete by May 31, 2020).

This project incorporates the Health Care Insurance 321-GO! website and involves contributions from Strategic and Governance and Tas Communications.

Business and Recreation also began consultation with Ian Jones, President of Business North West, about development of a plan relating to promoting the City of Burnie retail sector once Covid-19 restrictions ease – most likely at the commencement of Stage Three on July 13.

2.2 COMMUNITY / CULTURAL DEVELOPMENT

Burnie Farmers Market

The State Government COVID-19 restrictions at the beginning of April resulted in part closure of the Burnie Farmers Market, allowing only ‘open air’, fresh food sellers at Farmers Markets to continue.

Council Officers contacted all stallholders and a notice was posted on the Burnie Farmers Market Facebook page advising of the State Government’s decision.

On 7 April, Council closed the Burnie Farmers Market indefinitely. The relevant stallholders were called and a notice was posted on the Burnie Farmers Market Facebook page.

NW Regional Social Recovery Meeting

Regular weekly meetings are being held with Council Social Recovery Officers and Agencies providing COVID-19 updates and emerging issues from their areas. Each Council is responsible for developing a Social Recovery Plan.

New Burnie Sports Centre

Council Officers assisting consultants throughout April by providing contact lists and other information when requested.

2019/2020 Financial Assistance Grants (as at 5/5/20)**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	\$0	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	\$0	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	\$12,873	

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	\$473	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	\$675	

Committed Three Year Sponsorship (2019-2022)

Coose to Camdale Coastcare (\$7,410 over 3yrs)	\$2,470	\$645	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	\$5,240	

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		\$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	\$12,873
Financial Assistance Grants Round 2		\$28,665	\$26,480
Committed Three Year Sponsorship (2017-2020)		\$774	\$675
Committed Three Year Sponsorship (2019-2022)		\$6,955	\$5,240
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	\$57,601
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

The Museum and Art Gallery were closed to the public due to the State Government orders for Gatherings, and staff were stood down during the period of North West COVID-19 restrictions.

Staff are working on cataloguing and cleaning of Collections in both areas.

2.4 BURNIE ARTS AND FUNCTION CENTRE

The Burnie Arts and Function Centre was closed to the public due to the State Government orders for Gatherings, and staff were stood down during the period of North West COVID-19 restrictions.

Staff have been undertaking useful work, including some planning for possible reopening, as well as processing refunds of shows. Staff will shortly be redeployed to assist in cleaning and cataloguing of the Museum collection.

2.5 MAKERS' WORKSHOP – VISITOR INFORMATION CENTRE

The Makers' Workshop closed to the public due to the State Government orders for Gatherings, and staff were stood down during the period of North West COVID-19 restrictions.

Work is being completed on developing a new Discover Burnie website, and developing plans for a "Holiday a Home" campaign once restrictions on intrastate movement are lifted.

2.6 MARKETING AND EVENTS

Removal, cleaning, rationalisation and relocation of all Marketing and Events equipment from the storage shed at Montello to the Wivenhoe shed has commenced, in preparation for handover of shed to soccer club.

2.7 COLLECTIVE IMPACT

Burnie Works

The Local Enabling Group has commenced work on a new governance structure and developing a formal agreement with Council.

The Backbone Team is undertaking work on developing a Measurement, Evaluation and Learning Plan, community engagement and communication planning and refreshing the Burnie Works Agenda.

Dream Big

Dream Big is currently on hold due to COVID-19.

Employment Partnership Group

The Transport to Work Regional Employment Trial is currently on hold due to COVID-19.

BIG

BIG is currently investigating online delivery options for its school activities.

Local Drug Action Team

The Local Drug Action Team is currently exploring alternative delivery methods for Community Action Plan activities.

2.8 YOUTH DEVELOPMENT**Burnie Youth Council (BYC)**

Burnie Youth Council has been suspended.

NWAY

The meeting of NWAY held on 23 April via video conference was facilitated by Burnie City Council.

Discussions included:

COVID-19 and its impact on NW young people.

NWAY members have noted that at risk and young people with anxiety issues are coping better than expected. A new cohort of vulnerable young people is emerging. Students with social anxiety have demonstrated better attendance and participation at online school than physical school.

Engagement with a new and emerging cohort of young people has been noted. Young people who would not have previously engaged with services are coming forward and it is noted that they do not know how to navigate the world of services and interacting with them. Hence an information sheet explaining what help is available and how to make contact is going to be produced and circulated, particularly with the schools/teachers, who under normal circumstances would not have observed issues with these young people and who themselves are not necessarily aware of how best to direct these students.

Young people are not using their mobile device to engage with services as expected.

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 and provide access to regular meetings held on video conference.

The *Discord* social media platform has been identified as an engagement tool to run major events online that can be accessible to young people via a phone, tablet, or computer.

Discord is a free service that was aimed at voice conferencing during gaming, and has extended into a full blown platform for text and voice chat. It is very popular amongst young people 14+. Council has implemented a Discord server that can be accessed via <https://nwtassie.com> and started promotions online. This project aims to provide access to cohorts that youth services have identified as 'hard to reach' of young isolated people

(gamers and others) and connect them to services. People using the Discord platform include services as well as young people.

Advertising will start from 1 May to encourage both community and services to utilise the platform as a means of engagement across the North West coast.

YMCAB 'chill out' sessions will be starting in May, with regular Friday get togethers on Discord from 3pm to 5pm to encourage young people to come together, and hopefully join and organise projects. Guest speakers will be invited to speak from services, along with the Councillors when a number of young people are regularly attending.

A project to deliver a Minecraft server that is accessible across phones, tablets, PC's and gaming consoles has been started. A 4km² to scale map of Burnie has been commissioned. Council's GIS officer is supporting with mapping information of Burnie.

The map will be a basic representation of the area with placeholder buildings that will allow creative community members to 'build' a more accurate representation of Burnie.

Whereas Minecraft requires people to purchase one of the many versions of the game across devices, Council is implementing a map that will allow the broader community to view the region in Minecraft much like Google maps, see players and the development of the map in real time.

COUNCIL RESOLUTION

Resolution number: MO142-20

MOVED: *Cr T Brumby*

SECONDED: *Cr G Simpson*

"THAT the General Manager's Information Report for Community and Economic Development April 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**AO131-20 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES APRIL 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 April 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 30 April 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	22,796	22,894	⊗ 99	22,923	22,890	⊙ 33	U
Statutory fees and fines	826	853	⊙ 27	1,024	961	⊗ 63	U
User fees	3,469	3,958	⊗ 489	4,732	4,388	⊗ 344	U
Grants	1,907	2,833	⊗ 926	3,399	3,386	⊙ 13	U
Reimbursements	511	279	⊙ (232)	323	606	⊙ (282)	F
Other income	637	752	⊗ 115	902	761	⊗ 141	U
Investment income	469	764	⊗ 295	917	525	⊗ 392	U
Total recurrent income	30,615	32,332	⊗ 1,718	34,221	33,518	⊗ 703	U
Recurrent Expenses							
Employee benefits	9,441	10,012	⊙ (571)	12,210	12,045	⊙ (165)	F
Materials and services	8,389	8,995	⊙ (606)	10,786	10,603	⊙ (183)	F
Depreciation and amortisation	6,356	6,471	⊙ (115)	7,765	7,766	⊙ 1	U
Finance costs	31	48	⊙ (17)	57	57	⊙ -	F
Other expenses	2,671	2,917	⊙ (246)	3,400	3,393	⊙ (7)	F
Total recurrent expenses	26,887	28,443	⊙ (1,556)	34,219	33,864	⊙ (355)	F
Operating surplus/(deficit)	3,727	3,889	⊗ 162	2	(347)	⊗ 349	U
Capital Items							
Capital grants	1,262	1,802	⊗ 539	2,163	2,481	⊙ (318)	F
Expenditure on assets not owned by Council	-	-	⊙ -	-	-	⊙ -	F
Contributions - non-monetary assets	1,872	-	⊙ (1,872)	-	18	⊙ (18)	F
Net gain/(loss) on disposal of assets	(128)	-	⊗ 128	(250)	(250)	⊙ -	F
	3,006	1,802	⊙ (1,205)	1,913	2,249	⊙ (336)	F
Surplus/(deficit)	6,733	5,691	⊙ (1,043)	1,915	1,902	⊙ 13	U
Operating Margin	1.14	1.14		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 \$347k as at the end of April 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	4,631	4,096	3,509
Trade and other receivables	4,557	1,492	1,492
Inventories	138	139	139
Other assets	15	34	34
Total current assets	9,341	5,761	5,174
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	341,171	342,869	343,243
Total non-current assets	422,256	423,955	424,329
Total assets	431,598	429,716	429,503
Liabilities			
Current liabilities			
Trade and other payables	685	2,347	2,347
Trust funds and deposits	132	138	138
Interest-bearing loans and borrowings	326	329	329
Employee provisions	2,380	2,411	2,411
Total current liabilities	3,522	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	4,463	7,199	7,199
Net Assets	427,135	422,517	422,304
Equity			
Accumulated surplus	274,147	274,348	274,148
Surplus/(deficit)	6,733	1,915	1,902
Reserves	146,255	146,254	146,254
Total Equity	427,135	422,517	422,304
CURRENT RATIO	3	1.10	0.99

Statement of Cash Flows

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

Council's cash and investments balance as at 30 April 2020 is \$4.631m.

Burnie City Council
Statement of Cash Flows

	Actual 2020 \$'000	Budget 2020 \$'000	Forecast 2020 \$'000
Cash flows from operating activities			
Rates and charges	19,697	22,923	22,857
Statutory fees and fines	826	1,023	961
User fees	3,469	4,679	4,388
Grants	1,907	3,399	3,386
Reimbursements	511	323	606
Other income	2,509	925	761
Payments to suppliers	(11,538)	(10,731)	(13,531)
Payments to employees	(9,618)	(12,357)	(12,192)
Other payments	(2,671)	(3,400)	(3,393)
Net cash provided by (used in) operating activities	5,093	6,784	3,844
Cash flows from investing activities			
Payments for property, infrastructure, plant and equip	(6,872)	(11,970)	(9,030)
Dividends and distributions	469	917	525
Capital grants	1,262	2,163	2,481
Net cash provided by (used in) investing activities	(5,140)	(8,890)	(6,024)
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	(239)	(1,284)	(1,361)
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	4,631	4,096	3,509

2.2 SCHEDULE OF INVESTMENTS

A schedule of Council's investments is provided as at 30 April 2020:

Investments Schedule as at 30/04/2020							
Institution	Term	Rate	S&P Rating	Lodgement Date	Maturity	Amount	Total
ANZ	At Call	1.15%	A1+			203,527	203,527
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
							3,703,527

Investment Allocation by Credit Rating

Credit Rating	%	Amount	WAIR
A1+	5%	\$203,527	1.15%
A1	0%	\$0	
A2	95%	\$3,500,000	1.66%
	100%	\$3,703,527	

Investment Allocation by Bank

Bank	%	Amount
ANZ	5%	\$203,527
MyState	81%	\$3,000,000
BOQ	14%	\$500,000
	100%	\$3,703,527

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 30 April 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	288,180	60,317	9,451	9,616	208,795
Reserved Parking Spaces	4,507	(59)	2,108	606	1,852
Burnie Venues & Catering	1,160	247	580		333
Lease Debtors	73,084	70,498	2,586	688	(688)
Business & Recreation Debtors	1,230				1,230
Waste Debtors	39,623	38,663	823	432	(295)
Total Trade Debtors	407,782	169,667	15,547	11,342	211,227
Goods & Services Tax	(825)				
Infringements & Parking	1,315,225				
Other Receivables	422,767				
Rates & Charges	3,504,889				
Allowance for Impaired Debts	(1,091,745)				
Total Receivables	4,558,093				

Infringements & parking

	Apr-20		Apr-19		Movement	
	Count	Balance	Count	Balance	Count	Balance
Issued 2020	2,254	182,351			2,254	182,351
Issued 2019	1,301	121,753	2,534	177,576	(1,233)	(55,823)
Issued 2018	984	68,356	1,276	102,433	(292)	(34,077)
Issued 2017	1,641	52,243	1,689	67,758	(48)	(15,515)
Issued 2016	974	37,060	1,010	44,343	(36)	(7,283)
Issued 2015	574	35,895	620	40,560	(46)	(4,665)
Issued 2014	507	32,846	560	37,726	(53)	(4,880)
Issued 2013	615	36,800	663	40,661	(48)	(3,861)
Issued 2012	518	32,007	553	35,145	(35)	(3,138)
Issued 2011	515	31,238	570	34,991	(55)	(3,753)
Issued 2010	637	23,312	675	25,686	(38)	(2,374)
Issued 2009	754	52,298	782	54,231	(28)	(1,933)
Issued 2008	1,432	70,745	1,461	73,343	(29)	(2,598)
Issued Pre-2007	11,888	545,400	11,914	549,836	(26)	(4,436)
	24,594	1,322,304	24,307	1,284,289	287	38,015

2.5 RATES ANALYSIS

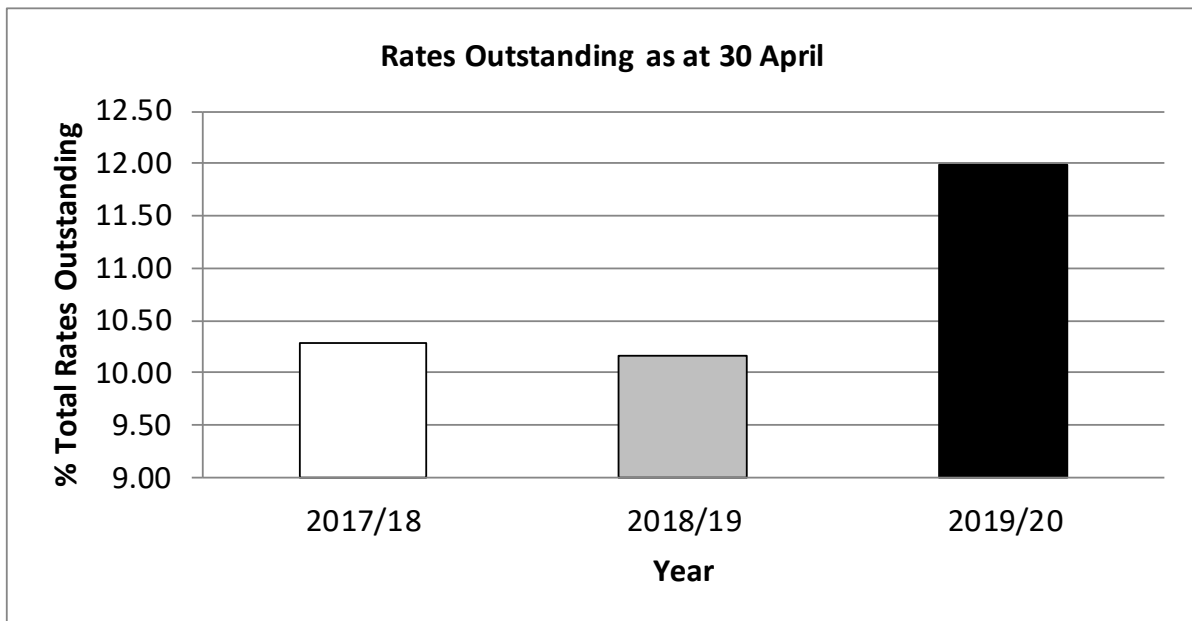
The rates analysis contains a summary of rating transaction movements for 2019/20 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

Rates Outstanding as at 30/04/2020

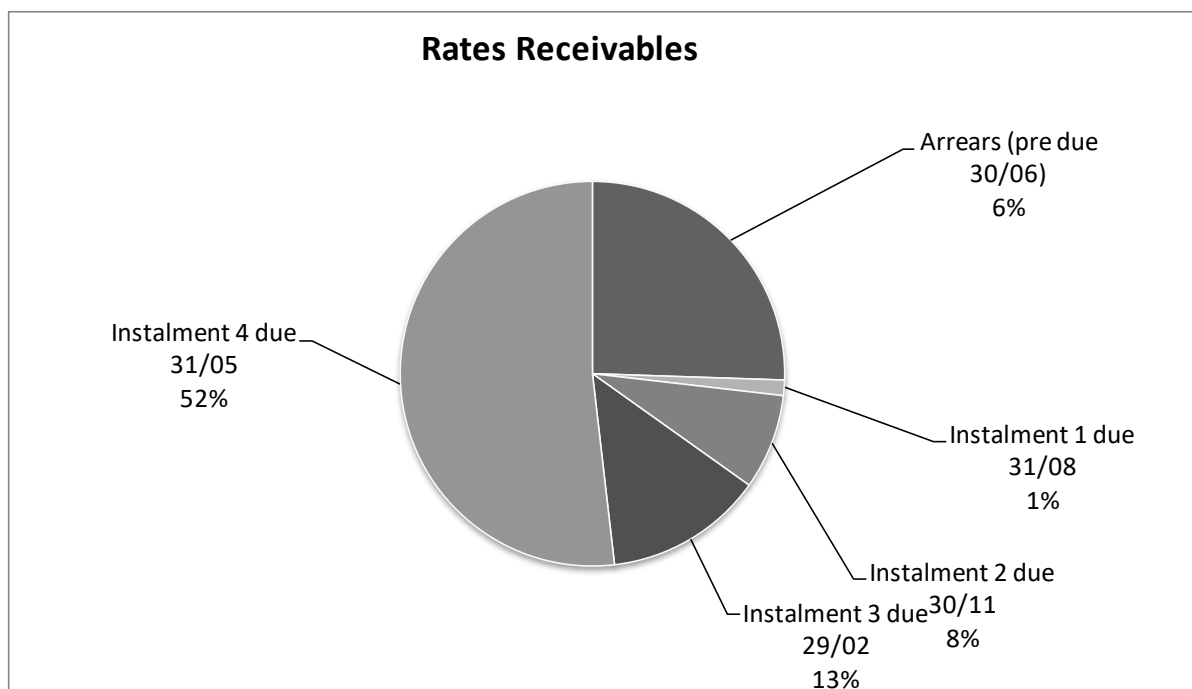
	This Financial Year 30 Apr 2020		Last Financial Year 30 Apr 2019		Change
		\$		\$	\$
Arrears Brought Forward as at July	2.88%	674,513	5.30%	1,239,630	(565,117)
Credit Brought Forward	-0.44%	(103,929)	-2.96%	(692,968)	589,039
Add Current Rates & Charges Levied	96.95%	22,716,267	95.86%	22,432,054	284,213
Penalty	0.30%	69,161	0.32%	75,580	(6,419)
Supplementary Rates	0.31%	73,725	1.48%	345,598	(271,873)
Gross Rates and Charges Demanded	100.00%	23,429,737	100.00%	23,399,895	29,842
Less: Rates & Charges Collected	83.34%	19,527,288	84.84%	19,851,662	(324,374)
Pension Remission	3.08%	720,829	3.01%	705,175	15,654
Residential Waste Remission	0.08%	19,008	0.08%	18,144	864
Hardship Interest Remission	0.00%	76	0.00%	329	(253)
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%	345,123	1.80%	422,178	(77,055)
- Roundings/Adjustments	0.00%	101	0.00%	(2)	103
Sub Total	88.01%	20,621,055	89.84%	21,022,245	(401,190)
Unpaid Rates & Charges as at 30/04	11.99%	2,808,682	10.16%	2,377,650	431,032

	<u>2019/2020</u>		<u>2018/2019</u>	
Outstanding as at 30 April		3,435,012		2,936,175
Rates in credit		(626,330)		(558,525)
		2,808,682		2,377,650
Total number of assessments		10,067		10,038
Assessments outstanding	35.73%	3,597	43.3%	4,349
Credit Rates	-22.3%	(626,330)	-23.5%	(558,525)
Arrears (pre due 30/06)	31.2%	876,889	18.4%	438,028
Instalment 1 due 31/08	1.6%	44,641	5.8%	137,413
Instalment 2 due 30/11	9.8%	275,249	8.7%	206,678
Instalment 3 due 29/02	16.3%	457,737	16.2%	384,281
Instalment 4 due 31/05	63.4%	1,780,496	74.4%	1,769,775
	100.00%	2,808,682	100.00%	2,377,650

There were 3,597 assessments outstanding as at 30 April 2020 compared to 4,349 as at 30 April 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 30 April 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	589,297	888,920	299,623	759,412	● (129,508)	1
Rural Roads Resealing	88,618	86,700	(1,918)	179,562	⊕ 92,862	2
Rural Roads Major Patching & Resealing	178,219	146,120	(32,099)	193,271	⊕ 47,151	3
Rural Roads Bridges Programme	211,195	362,900	151,705	400,495	⊕ 37,595	4
TOTAL RURAL ROADS	1,067,328	1,484,640	417,312	1,532,740	⊕ 48,100	
URBAN ROADS						
Car Parking Improvements	173,932	151,710	(22,222)	191,031	⊕ 39,321	5
Driveways, Footpaths and Channel	87,781	221,120	133,339	228,983	● 7,863	
Retaining Walls	283,539	450,817	167,278	362,735	● (88,082)	6
Urban Infrastructure	144,554	409,920	265,366	434,612	⊕ 24,692	7
Urban Road Renewal & Upgrades	141,869	520,160	378,291	162,669	● (357,491)	8
Urban Road Resealing	487,227	985,823	498,596	791,985	● (193,838)	9
TOTAL URBAN ROADS	1,318,900	2,739,550	1,420,650	2,172,015	● (567,535)	
TOTAL ROADS	2,386,229	4,224,190	1,837,961	3,704,755	● (519,435)	
STORMWATER						
Storm Water Upgrades & Replacements	346,817	652,389	305,572	670,091	● 17,702	
TOTAL STORMWATER	346,817	652,389	305,572	670,091	● 17,702	
PARKS, RESERVES AND SPORTING FACILITIES						
General Parks and Reserves	954,025	3,080,893	2,126,868	1,338,378	● (1,742,515)	10
Cemeteries	36,709	218,480	181,771	37,608	● (180,872)	11
Sporting Grounds & Facilities	201,280	237,076	35,796	201,279	● (35,797)	12
TOTAL PARKS, RESERVES & SPORTING FACILITIES	1,192,013	3,536,449	2,344,436	1,577,265	● (1,959,184)	
WASTE						
Garbage and Recycling	1,930	42,045	40,115	42,045	● -	
Waste Management Centre	76,560	300,179	223,619	285,665	● (14,514)	
TOTAL WASTE MANAGEMENT	78,489	342,224	263,735	327,710	● (14,514)	
BUILDINGS						
Sporting Facilities	533,582	656,336	122,754	669,786	● 13,450	
Public Amenities	201,494	474,670	273,176	201,494	● (273,176)	13
Burnie Arts & Function Centre	54,827	328,240	273,413	59,387	● (268,853)	14
Burnie Regional Museum	-	-	-	-	● -	
Other Buildings	890,904	1,077,419	186,515	1,107,309	⊕ 29,890	15
TOTAL BUILDINGS	1,680,806	2,536,665	855,859	2,037,976	● (498,689)	
PROPERTY, PLANT & EQUIPMENT (PPE)						
Computer Equipment	28,796	438,050	409,254	438,050	● -	
Vehicles	106,301	134,600	28,299	134,600	● -	
Plant	780,265	960,976	180,711	960,976	● -	
Other	181,758	246,416	64,658	273,223	⊕ 26,807	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	4,949	11,860	6,911	5,000	● (6,860)	
TOTAL PLANT/EQUIPMENT/VEHICLES	1,168,389	1,878,397	710,008	1,912,406	⊕ 34,009	
TOTAL	6,852,744	13,170,314	6,317,570	10,230,203	● (2,940,111)	

Note 1 – Upgrade Programme

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Mooreville Road Widening - Stage 3	580,399	711,600	580,399	-131,201	-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	83,564	0	83,564	83,564	0%
Clarkes Rd - Lottah Rd to No.78 Clarkes Rd	4,215	25,500	18,998	-6,502	-25%
West Mooreville Road – Penima Road Intersection	838	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	400	40,800	400	-40,400	-99%
West Mooreville Rd - From Multicap south to No 220	130,026	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	1,355	52,500	1,355	-51,145	-97%
Talunah Road/Guide River Tributary Culvert	35,037	30,400	35,491	5,091	17%
West Ridgley Road Culvert Upgrade	174,803	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	104,896	71,160	108,000	● 36,840	52%

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	7,987	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 Infrastructure

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
CBD Arch Refurbishment	38,524	26,420	38,524	● 12,104	46%
Replace Footpath - Princes St	25,221	14,232	25,221	● 10,989	77%

CBD Arch Refurbishment - Budget estimate was inadequate and did not cover additional paint preparation works required

Replace Footpath - Princes St - Approved variation to scope of works for extra concreting and road pavement preparation for sealing

Note 8 – 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)	40,658	194,560	40,658	● -153,902	-79%
Linton St Reconstruction - Cabot St to Mount Street	66,408	304,000	66,408	● -237,592	-78%

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 9 Urban Road Resealing

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	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	1,374	67,932	25,513	● -42,419	-62%
Mount St Parking Lanes - (Federal to Roslyn Ave)	4,933	265,200	185,000	● -80,200	-30%
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.

West Park Grove Reseal - Contingency provision and pavement renewal not required.

Note 10 – General Parks & Reserves

Project Description	YTD	Annual		Forecast	%
	Actual	Budget	Forecast	Variance	Variance
Burnie Park - Foot Bridge Replacement	4,511	23,051	4,511	● -18,540	-80%
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%
Cooee Point Truck Wash Decommissioning (Provisional)	2,400	64,800	2,400	● -62,400	-96%
Oakleigh Park Fountain Replacement	5,764	102,000	5,764	● -96,236	-94%
Public Art Program	0	40,000	0	● -40,000	-100%
South Burnie Bowls Club - New Fence	25,259	42,560	25,259	● -17,301	-41%
Montello Soccer Ground Upgrade Management Plan & Stage 1	70,633	205,862	70,633	● -135,229	-66%

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.

Cooee 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 11 – 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 12 – Sporting Grounds & Facilities

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
McKenna Park - J League Support Facilities	0	90,000	0	-90,000	-100%
Tennis Club Remediation	123,822	75,000	123,822	48,822	65%
Ridgley Bowls Club - Fencing	29,726	17,790	29,726	11,936	67%
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

Note 13 – Public Amenities

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Waterfront Playground Toilet	120,253	66,170	120,253	54,083	82%
South Burnie Beach - Toilet and Changerooms	14,803	306,000	14,803	-291,197	-95%
Barker St Reserve - Toilet	66,438	102,500	66,438	-36,062	-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 14 – Burnie Arts & Function Centre

Project Description	YTD Actual	Annual Budget	Forecast	Forecast 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 15 – Other Buildings

Project Description	YTD	Annual	Forecast		%
	Actual	Budget	Forecast	Variance	Variance
City Offices - Carpet and Repaint Customer Service (Provisional)	100	10,200	100	●	-10,100 -99%
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	3,986	30,600	20,000	●	-10,600 -35%

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 16 – Other PPE

Project Description	YTD	Annual	Forecast		%
	Actual	Budget	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 -	62,963	51,000	62,963	●	11,963 23%
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 April 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 April 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	33,345	B	Capital Works Allocation	No
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

7 April 2020	Contract 2605 Provision of Cleaning Services for Public Amenities
--------------	---

COUNCIL RESOLUTION

Resolution number: MO143-20

MOVED: Cr G Simpson

SECONDED: Cr D Pease

“THAT the General Manager’s Information Report for Corporate and Business Services for April 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

AO132-20 COMMUNICATIONS JOURNAL MAY 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:

- Meeting with Minister Shelton, LGAT and Councils
- Virtual Café - Regional Tourism
- Meeting with Minister Shelton, COVID-19 Local Government Recovery Planning
- WxNW May Board Meeting

4.0 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	12 May 2020 (conducted remotely)	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies	Cr Bulle	
Items Discussed	Capital Works Budget	Councillor Briefing

	Rates and Charges	Councillor Briefing
--	-------------------	---------------------

5.0 CORRESPONDENCE FOR NOTING

A number of community lease tenants have acknowledged receipt of Council's letter regarding the community lease waivers, and noting their appreciation. Those addressed to Council with additional information have been **attached** for noting.

ATTACHMENTS

1. [Zodiacs Gymnastics Club Inc - Thank you for Community Lease Tenant Support Package](#)
2. [Western Division Badminton - Thank you for Community Lease Tenant Support Package](#)

COUNCIL RESOLUTION

Resolution number: MO144-20

MOVED: *Cr A Keygan*

SECONDED: *Cr T Brumby*

"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



6th May, 2020

Burnie City Council
PO Box 973
BURNIE TAS 7320

Attention: Andrew Wardlaw, General Manager

Dear Andrew,

Re: 5/7/2; AO111-20
COVID-19 SUPPORT PACKAGE – COMMUNITY LEASE TENANTS

Zodiacs Gymnastics Club would sincerely like to thank Burnie City Council for the generous COVID-19 Community Lease support. This financial support is greatly appreciated and will assist our Club to navigate through this very difficult time. We will endeavor to communicate this generous support provided by Council to our members. It is greatly appreciated and will definitely help our Club immensely.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'L. Lakin', with a small dot at the end.

Mrs Louise Lakin
Club President
Zodiacs Gymnastics Club Inc.

From: Bev Robotham
Sent: Friday, 1 May 2020 3:27 PM
To: Karen Kelly
Subject: Re: Burnie City Council: COVID-19 Support Package - Information for Community Lease Tenants

TO THE BURNIE CITY COUNCIL

Thankyou for your support for Western Division Badminton in helping with the costs Of the insurance . Those costs will help our club to operate.

Kind Regards
Bev Robotham

Sent from my iPad

On 1 May 2020, at 2:44 pm, Karen Kelly wrote:

Good afternoon
Please find attached correspondence from Burnie City Council in relation to Community Leases.
Kind Regards
Karen Kelly
Personal Assistant to General Manager and Mayor | Burnie City Council
80 Wilson Street (PO Box 973) Burnie TAS 7320
P: (03) 6430 5705 | www.burnie.net
We value your feedback on our service

AO133-20 COMMUNICATIONS JOURNAL - BURNIE EMU BAY LIONS CLUB - GIANT BOOKFAIR**FILE NO: 2/17/3; 954242****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	7.5.1	Strategies and plans are well-developed and guide the future allocation of resources.

1.0 RECOMMENDATION:

“THAT Council advise the Burnie Emu Bay Lions Club of its willingness to assist the Club in relocating to Wivenhoe, with an appropriate building to be allocated for the Giant Bookfair subject to an amendment to the Burnie Planning Scheme, and the completion of a Master Plan for the precinct.”

2.0 SUMMARY

Correspondence was received from Burnie Emu Bay Lions Club requesting consideration to use building at the Wivenhoe Showgrounds for the Giant Bookfair.

3.0 GENERAL MANAGER'S COMMENTS

The Burnie Emu Bay Lions Club has identified a building at the Wivenhoe site for use as storage and to run its annual Bookfair.

Unfortunately; this building is now used to store all of Council's events equipment, so as to free up the shed at Burnie United Football Club in Montello.

There are a number of other large sheds on the Wivenhoe Precinct that may also be suitable for use by the Burnie Emu Bay Lions Club, however Council is awaiting a decision from the Tasmanian Planning Commission for an amendment to the Burnie Planning Scheme to allow community use on the site, and then has committed to completing a Master Plan for the site taking into account the needs of all interested community groups. It is hoped that this process will be completed by the beginning of the fourth quarter of this calendar year.

ATTACHMENTS

1↓. Correspondence from Burnie Emu Bay Lions Club

COUNCIL RESOLUTION**Resolution number: MO145-20****MOVED:** *Cr A Keygan***SECONDED:** *Cr C Lynch*

“THAT Council advise the Burnie Emu Bay Lions Club of its willingness to assist the Club in relocating to Wivenhoe, with an appropriate building to be allocated for the Giant Bookfair subject to an amendment to the Burnie Planning Scheme, and the completion of a Master Plan for the precinct.”

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 EMU BAY LIONS CLUB



PO Box 478, BURNIE, Tasmania 7320
burnieemubay@lionstasmania.org

22nd April 2020

Mayor and Alderman
Burnie City Council
80 Wilson Street
Burnie TAS 7320

Dear Mayor and Alderman,

The Burnie Emu Bay Lions Club has been actively involved in the local community since 1987. We raise our funds locally and pride ourselves in spending most of those funds to assist our community. As well as fundraising, members are always ready & willing to get in and lend a hand in the local community when required.

Our Lions Club raises money from a number of activities but our major fundraiser each year is our Giant Bookfair, which we hold in conjunction with Burnie Shines. People come from far and wide to seek a bargain or find a rare book, and this event brings a number of people into Burnie on the two days in October when we open the doors. We also provide a service to the community and the council by recycling a large number of books, dvd's, records etc. which would otherwise be sent to landfill and also creating an opportunity for people to come along and stock up on items at very reasonable prices.

The Club is currently using some of the classrooms in the old Catholic Primary school, behind the Catholic church in Burnie but the building is very old, not maintained and leaks. There is no power to the property which is also a problem, especially during the shorter months and on the days we open to the public. We are also having ongoing problems with break-ins and some theft and damage to the buildings and our property. The car park is also very unsatisfactory, due to the lack of available parking spaces and it presents issues every year, especially for people with mobility problems.

Our Lions club is writing to ask if the Burnie City Council would consider allowing us to use one of your buildings as a base for the club, storage of club property and a new home for our Book Fair. We understand the Council has a large empty building at the Show Grounds, on the corner of Pearl & Anglesea Streets in Wivenhoe, which is currently being used to store Council property. We feel our Club could do much better use of that space or in fact any other vacant buildings that may suit our needs.

Emu Bay Lions Club
Meet 1st and 3rd Tuesdays of the month
Burnie Greens 6.30pm
burnieemubay@lionstasmania.org

President: Alan Berechree



We would welcome the opportunity to meet with a council representative to discuss this request. We have met with council staff several time without success and have now decided to write directly to the Councillors to put our case in the hope you will better understand our situation.

Members of the Burnie Emu Bay Lions Club are hopeful the council may give our request serious consideration and help us find a long-term solution to our ongoing problem.

Sincerely,

Alan Berechree

President

Emu Bay Lions Club
Meet 1st and 3rd Tuesdays of the month
Burnie Greens 6.30pm
burnieemubay@lionstasmania.org

President: Alan Berechree

MINUTES AND REPORTS OF COMMITTEES**AO134-20 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 the Cradle Coast Waste Management Group meeting 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 include:

- A draft 10 year Financial Plan was presented for consideration by the Group. Some revision of the plan required. To be tabled at next meeting.
- Public Place Recycling Program. Funding program to assist Council’s to implement and expand upon public place recycling opportunities in their community. Applications close 21 July 2020.

ATTACHMENTS

1. [Unconfirmed Minutes from the Cradle Coast Waste Management Group meeting held on 11 March 2020](#)

COUNCIL RESOLUTION

Resolution number: MO146-20

MOVED: *Cr A Keygan*

SECONDED: *Cr T Brumby*

“THAT the unconfirmed minutes of the Cradle Coast Waste Management Group meeting 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**AO135-20 UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED
MINUTES OF MEETING HELD ON 16 MARCH 2020**FILE NO: 2/5/16; 3383617

RECOMMENDATION:

“THAT the Unconfirmed Minutes of meeting of the Upper Natone Reserve Special Committee held on 16 March 2020, be received for discussion.”

SUMMARY

The minutes record the discussions of the most recent Upper Natone Reserve Special Committee meeting.

The committee noted a need to restore some areas damaged by vandalism earlier in the year using a contract resource. Council is to support the committee in funding this work.

A gate has been erected to restrict access to the areas being restored.

Various activities undertaken at the reserve were noted.

The Committee has postponed further meetings until the COVID 19 restrictions are relaxed.

Urgent maintenance will be carried out by the Committee if required.

ATTACHMENTS

- 1↓. [Unconfirmed Minutes of the Upper Natone Reserve Special Committee Meeting - 16 March 2020](#)

COUNCIL RESOLUTION

Resolution number: MO147-20

MOVED: *Cr K Dorsey*

SECONDED: *Cr A Keygan*

“THAT the Unconfirmed Minutes of meeting of the Upper Natone Reserve Special Committee held on 16 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:

a *CARRIED UNANIMOUSLY*

Minutes of the Upper Natone Reserve Special Committee
16th March 2020

Meeting opened 7.54pm

Attendance: Fiona Tustian (President), *Phil Tustian (Secretary), Dianne Cripps, Gary Watts, & Ivan Caston*

Apologies: Gary Neil (BCC) Heather Ross & Arthur Bryan

Declaration of Interest – Nil Declarations

Minutes of previous Meeting (20th January 2020) were read.

Moved Pili Tustian & seconded Ivan Caston the Minutes be accepted as read. **Carried**

Business arising: Nil

Correspondence: (Inwards)

Gary Neil - Apology inability to attend Meeting & sign for toilets

(Outwards) email (phone) Notice of Meeting 16th March 2020

Treasurer's Report: Balance as per email of Gary Neil is around \$400. Tustian's expenses of \$183-10 authorised for reimbursement at last Meeting. Current expenses of \$92-35 (\$70-85 for meat, \$8-90 bread for Working Bee BBQ & \$12-60 toilet rolls) moved Phil Tustian & seconded Gary Watts the Tustian's be reimbursed **Carried**

General Business

1. Report given of proposed remediation work over the bridge, with Wayne Bramich to provide soil & carry out work.
2. Discussion on further "fire pit" with no decision made
3. Brochures to advertise the Reserve – Fiona Tustian to follow up
4. No date set for "Working Bee"
5. As meat was left over from last "working bee" the Tustian's will provide for the next "working bee"
6. Gary Neil to be requested to provide "Toilets" sign at his discretion
7. A "Security Gate" has been erected and a decision made it will be locked once the remedial work is completed
8. Decision made not to set a date for the next Meeting, but will be advised.

Meeting Closed 8.07pm

AO136-20 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 7.50pm.

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 19 May 2020.

Confirmed:



Andrew Wardlaw, GENERAL MANAGER

Confirmed:



Steven Kons, MAYOR