



**BURNIE**  
CITY COUNCIL

## **MINUTES**

# **Ordinary Meeting**

**TUESDAY, 28 APRIL 2020**

**7.00PM**

**MEETING HELD REMOTELY AND ELECTRONICALLY**



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# ORDER OF BUSINESS

## OPEN SESSION

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# ORDER OF BUSINESS

## OPEN SESSION

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**MINUTES OF THE OPEN SESSION ORDINARY MEETING  
OF THE BURNIE CITY COUNCIL  
HELD REMOTELY AND ELECTRONICALLY ON TUESDAY, 28 APRIL 2020**

**HOUR:** 6.00pm – 6.01pm  
7.02pm – 8.17pm

**TIME OCCUPIED:** 1 hour 16 minutes

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

**Officers in Attendance:**

General Manager (A Wardlaw), Director Community and Economic Development (R Greene), Director Land and Environmental Services (P Earle), Director Works and Services (G Neil), Executive Manager Corporate Finance (M Smith), Executive Manager Corporate Governance (M Neasey), Governance Officer (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
AC040-20 COUNCILLOR DECLARATIONS OF INTEREST	15(2)(g)
AC041-20 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 17 MARCH 2020	15(2)(g)
AC042-20 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC043-20 QUESTION ON NOTICE - LEAVE ENTITLEMENTS	15(2)(e)
AC044-20 BURNIE AIRPORT CORPORATION PTY LTD - NOTIFICATION	15(2)(g)
AC045-20 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC046-20 PERSONNEL REPORT MARCH 2020	15(2)(a)
AC047-20 OUTSTANDING DEBTORS	15(2)(j)
AC048-20 COMMUNICATIONS JOURNAL - 1 MARINE TERRACE, BURNIE	15(2)(g)
AC049-20 BURNIE CITY COUNCIL AUDIT COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 26 FEBRUARY 2020	15(2)(g)
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AC051-20 NON AGENDA ITEMS	15(2)(f)
AC052-20 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC053-20 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 AC040-20 to AC053-20 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

**COUNCIL RESOLUTION****Resolution number: MO103-20****MOVED:**            *Cr A Boyd***SECONDED:**      *Cr D Pease*

***“THAT the meeting be closed to the public to enable Council to consider agenda items AC040-20 to AC053-20 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 7.02pm 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*.

## AO097-20 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.



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**AO098-20 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING  
OF COUNCIL HELD ON 17 MARCH 2020****RECOMMENDATION:**

*“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at City Offices on 21 March 2020, be confirmed as true and correct.”*

**COUNCIL RESOLUTION**

Resolution number: MO104-20

**MOVED:** Cr A Keygan

**SECONDED:** Cr D Pease

*“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at City Offices on 21 March 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**

**TRIBUTE TO BURNIE CITIZENS**

The Mayor began the meeting by expressing the Council’s deep sorrow for those members of the community that have passed away as a result of the Coronavirus. The Mayor acknowledged that our thoughts are with their families during this difficult time. The Mayor said that as a Council and a community, we are in mourning, and we hope that no others are impacted.

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**QUESTIONS ON NOTICE****AO099-20 QUESTION ON NOTICE - CODE OF CONDUCT**

FILE NO: 15/5/5; 953175  
PREVIOUS MIN:

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**THE GENERAL MANAGER** referred to Councillor Ken Dorsey's Question on Notice which asked:

- 1) *Since the commence of the Burnie City Council Code of Conduct how many Code of Conduct complaints have been initiated; how many investigated and how many referred to the Code of Conduct Panel;*
- 2) *What were Councils legal costs in relation to investigation of Code of Conduct complaints and separately to any matters referred;*
- 3) *Do legal costs incurred in relation to Code of Conduct matters appear in the Annual report;*
- 4) *In order for a complaint to be investigated by the General Manager what information is considered to be required to be included in the Code of Conduct complaint as per the Local Government Act 1993 and by what means has the General Manager been informed of these matters;*
- 5) *An explanation of the role of the General Manager on receiving a Code of Conduct complaint and how is the General Manager informed on how to assess the complaint to determine whether it meets the requirements of the Local Government Act 1993?*

**COUNCILLOR'S COMMENTS**

A question was recently asked at a Council meeting which was not answered and presumably taken on notice to determine the process and undertaken and the costs of any Code of Conduct complaints at Council.

For the public to be aware of any such costs so that Council remains transparent to the community in any legal actions it takes part in.

**GENERAL MANAGER'S COMMENTS**

The details of a Code of Conduct complaint under s28V of the *Local Government Act 1993* is to remain confidential until such time that a Determination Report has been issued by the Code of Conduct Panel and tabled in an open agenda of the Council.

When the General Manager receives a Determination Report a copy of the Determination Report is to be included on the agenda of the first meeting of the Council at which it is practicable to do so and which is open to the public. If the Determination Report includes an addendum this is to be included in the closed session agenda of Council.

With respect to the earlier comments it is not possible to disclose details of any information associated with any active Code of Conduct complaints and the General Manager is not in possession of any Determination Reports that he is obliged to include on a Council agenda.

- *Since the commence of the Burnie City Council Code of Conduct how many Code of Conduct complaints have been initiated; how many investigated and how many referred to the Code of Conduct Panel;*

The Council adopted its first Code of Conduct at its meeting on 27 June 2006. Since 2006 there was one investigation that was lodged in October 2010 and determined by a local Panel consisting an independent chair and an elected member. The full determination report was received by Council 15 March 2011 in closed session and an abridged version tabled in open session.

Note: All Code of Conduct complaints are now referred to the State Panel and local panels have all been disbanded.

There remains one active complaint.

- *What were Councils legal costs in relation to investigation of Code of Conduct complaints and separately to any matters referred;*

Council's expenses in dealing with an active code of conduct complaint has been the payment of an insurance excess of \$5,000 towards legal costs.

- *Do legal costs incurred in relation to Code of Conduct matters appear in the Annual report;*

It is a requirement to report all costs in the Annual report associated with any code of conduct complaints, including the State Code of Conduct Panel cost of the members and the executive officer that are payable by the relevant Council.

The 2019 Annual reports disclosed the following information regarding Code of Conduct complaints:

*In accordance with section 72(1) (ba)(bb) of the Local Government Act 1993, Council is required to report the number of code of conduct complaints that were received, and the number that were upheld or partially upheld throughout the financial year, and the total costs met by the council during the financial year in respect of all code of conduct complaints dealt with.*

*In 2018-19 one code of conduct complaint was received. A Determination Report for this complaint was received by the General Manager in December 2018, however this report has not been tabled in accordance 28ZK(4) due to an Order from the*

*Magistrates Court (Administrative Appeal Division). Council's expenses in dealing with code of conduct complaints during 2018-19 was payment of an insurance excess of \$5,000 towards legal costs.*

- *In order for a complaint to be investigated by the General Manager what information is considered to be required to be included in the Code of Conduct complaint as per the Local Government Act 1993 and by what means has the General Manager been informed of these matters;*

On receiving a code of conduct complaint the General Manager is to assess the complaint to determine whether it meets the requirements of s28v of the *Local Government Act 1993*. s28V states:

**28V. Making code of conduct complaint against councillor**

- (1) *A person may make a complaint against one councillor in relation to the contravention by the councillor of the relevant council's code of conduct.*
  - (2) *A person may make a complaint against more than one councillor in relation to the contravention by the councillors of the relevant council's code of conduct if all the councillors complained against behaved on a particular occasion in such a manner as to commit the same alleged contravention of the code of conduct.*
  - (3) *A complaint is to –*
    - (a) *be in writing; and*
    - (b) *state the name and address of the complainant; and*
    - (c) *state the name of each councillor against whom the complaint is made; and*
    - (d) *state the provision of the relevant code of conduct that the councillor has allegedly contravened; and*
    - (e) *contain details of the behaviour of each councillor that constitutes the alleged contravention; and*
    - (f) *be lodged with the general manager of the relevant council within 6 months after the councillor or councillors against whom the complaint is made allegedly committed the contravention of the code of conduct; and*
    - (fa) *be accompanied by a statutory declaration, signed by the complainant or by each complainant, verifying the accuracy of the information contained in the complaint; and*
    - (fb) *contain details of all efforts made by the complainant to resolve the issue that is the subject of the complaint; and*
    - (g) *be accompanied by any prescribed fee.*
  - (4) *If the subject matter of a complaint by its nature consists of a series of separate incidents that, taken together, form the subject matter, the period referred to in [subsection \(3\)\(f\)](#) runs from the most recent of the incidents mentioned in the complaint.*
  - (5) *A complaint may not be made by more than 2 complainants jointly.*
- *An explanation of the role of the General Manager on receiving a Code of Conduct complaint and how is the General Manager informed on how to assess the complaint to determine whether it meets the requirements of the Local Government Act 1993?*

On receiving a complaint the General Manager reviews the complaint to ensure that it meets the criteria prescribed in s38V(3) of the Act. If it complies it is referred to the Code of Conduct Panel or the Director of Local Government if it is against half or more of the councillors of the Council.

If the complaint does not comply with the criteria the complainant is notifying with supporting reasons why it does not comply.

**RECOMMENDATION:**

*“THAT the information be noted.”*

**COUNCIL RESOLUTION**

**Resolution number: MO105-20**

***MOVED:***            *Cr K Dorsey*

***SECONDED:***      *Cr G Simpson*

*“THAT the information be noted.”*

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

**Against:**

***CARRIED UNANIMOUSLY***

**QUESTIONS ON NOTICE****AO100-20 QUESTION ON NOTICE - COST OF CRUISE SHIPS**

FILE NO: 15/5/5, 953777  
PREVIOUS MIN:

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**THE GENERAL MANAGER** referred to Councillor Ken Dorsey's Question on Notice which asked:

*Can the GM advice what the true cost of cruise ships to the BCC? This includes buses, staff, planning, EMT, advertising, travel and all associated cost.*

*Have we broken this down to a per ship cost? If so what is the per ship cost?*

**COUNCILLOR'S COMMENTS**

No comments provided.

**GENERAL MANAGER'S COMMENTS**

Council has budgeted \$154,360 in the 2019/20 Financial Year towards the support of Cruise Ships. This includes the cost of shuttlebus service, staff wages, advertising and other associated costs.

It is expected that due to the cancellation of a number of cruise ships late in the season, that the final cost will be under budget.

The budgeted cost per ship was \$3,958.

**RECOMMENDATION:**

*"THAT the information be noted."*

**COUNCIL RESOLUTION**

**Resolution number: MO106-20**

***MOVED: Cr K Dorsey***

***SECONDED: Cr A Boyd***

***“THAT the information be noted.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

**QUESTIONS ON NOTICE****AO101-20 QUESTION ON NOTICE - SHUTDOWN OF COUNCIL FACILITIES**

FILE NO: 15/5/5, 953777  
PREVIOUS MIN:

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**THE GENERAL MANAGER** referred to Councillor Ken Dorsey's Question on Notice which asked:

*Can the GM detail the savings to the people of Burnie with regards to the shutdown of all Council facilities?*

**COUNCILLOR'S COMMENTS**

No comments provided.

**GENERAL MANAGER'S COMMENTS**

As Council has responded to the COVID-19 crisis a number of decisions have been made that have resulted in closure of facilities, modifications to services and the employment arrangements of the workforce. These have been documented in the COPVID-19 report to Council in this agenda.

As we are still in the midst of the crisis it is not possible to detail any savings and/or costs associated with the effects COVID-19 is placing on Council operations.

As management confirm the budget costs and/or savings they will be included in forecasting that is provided to Council on a monthly basis.

**RECOMMENDATION:**

*"THAT the information be noted."*



**COUNCIL RESOLUTION**

**Resolution number: MO107-20**

**MOVED:**            *Cr K Dorsey*

**SECONDED:**      *Cr A Keygan*

***“THAT the information be noted.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

**QUESTIONS ON NOTICE****AO102-20 QUESTION ON NOTICE - CRADLE COAST AUTHORITY - PAYMENT OF FUNDS**

FILE NO: 15/5/5, 953777

PREVIOUS MIN:

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**THE GENERAL MANAGER** referred to Councillor Ken Dorsey's Question on Notice which asked:

*Can the GM advise why no action was taken or consideration given to withholding funds to the CCA during the pandemic? The organisation has gone into hibernation, why did we pay them?*

**COUNCILLOR'S COMMENTS**

No comments provided.

**GENERAL MANAGER'S COMMENTS**

Burnie is a participating council of the Cradle Coast Authority and has an obligation under the Rules to pay financial contributions in accordance with the agreed proportion that is determined by a majority of all participating councils.

Under the Rules if a participating council does not pay any instalment by the due date it must pay interest to the Cradle Coast Authority on any outstanding amounts. In the event that a participating council is overdue for any instalment by more than 14 days it would not be entitled to vote at representative meetings until such time that the instalment and any interest is paid in full.

**RECOMMENDATION:**

*"THAT the information be noted."*

**COUNCIL RESOLUTION**

**Resolution number: MO108-20**

***MOVED:***            *Cr K Dorsey*

***SECONDED:***      *Cr D Pease*

***“THAT the information be noted.”***

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

**Against:**      Cr T Brumby.

***CARRIED***

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**MOTIONS ON NOTICE****AO103-20 MOTION ON NOTICE - MEMBERSHIP WITH CRADLE COAST  
AUTHORITY****FILE NO: 15/5/2, 953699****PREVIOUS MIN:**

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

***“THAT Council:***

- 1) Resolve to rescind our membership with the Cradle Coast Authority effective immediately.***
- 2) That the % of funding provided to the CCA for Tourism be refunded to the people of Burnie.***
- 3) Resolve to build closer ties with W/W and the Murchison “group”.***

**COUNCILLOR’S COMMENTS**

We will enter a new world order following the pandemic. In periods of upheaval and crisis, opportunities for change abound. The rules change. This is the time to look at what is necessary, what is working and what isn't. This is the time to streamline and throw away the status quo for a new order that focuses on, for us, Burnie.

We need to change the paradigm. 20 years of CCA has provided us with questionable benefits. The tide is out, we are grounded, the deckhands have gone to shore – when they return, do we need them? This is the best opportunity for Councils to have the CCA disembark. They cannot “right” the ship. We need to batten down the hatches, determine a course to reach the destination we seek.

I am personally disappointed the GM didn't consider, discuss or withhold the \$40,000 paid to the Authority at the beginning of April. The idea that we provided funding to an organization that is non-operational, for all intents and purposes, during a pandemic was throwing away rate payers money. We could have provided them rent relief for the corresponding period and they make the decision that staff be stood down as was true with local businesses.

The CCA is a parasitic organization that feeds from every municipality, their main purpose is self-perpetuation as is true with all funded organisations. Self-perpetuation is founded on the belief that they can continue to show value. The best reasons that have been given for their existence is that they provide the potential to accomplish something (?). When anything positive happens in the region, they take credit, when activity is slow, they have

solutions that they cannot provide. At some point in time the actual may match the plan; at that juncture, they claim clairvoyant and mystic abilities.

As a source of comradeship and open discussion amongst the Mayors and Council representatives at the CCA can be worthwhile; however, discussions can be held by anyone at any time at their own discretion. At no time is a Mayor or Councilor not able to speak or communicate openly with another from any Council.

We now have the Murchison Plan and I would suggest Murchison “group”. This relates directly to our needs. The Murchison group does not work together and are not singularly and cohesively focused, this is the time we open discussions with the Murchison Group and try to accomplish measurable benefits for our rate payers. This is the time to change the paradigm from talking, planning, funding, formulating and meeting to doing.

Tourism operators were dissatisfied with CCA approach and formed another group West by Northwest Tourism. This is funded by Tourism Tas. A portion of the funding provided to CCA was for Tourism, as they no longer provide this by request of Tourism Tas and local operators, why hasn't our funding been reduced by the % paid? All member Councils should expect a funding refund that can be used to assist our ratepayers.

#### **Conclusion:**

We continue to live in the hope that the CCA will benefit the region (Burnie), that their grand plans amount to something, that given time we will see the value. 2 years ago, our acting GM suggested that we leave the organisation only to be drawn back into the web of hopefulness. Living in hope is the premise of many. Some people live in hope that they will win tattsлото, gambling will eventually pay, that smoking will not damage their health; but the reality is, that is “wishful thinking”. Believing that the CCA will provide meaningful benefits and solutions for Burnie is just that, “wishful thinking”.

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

It is not possible for Council just to rescind its membership of Cradle Coast Authority as it must follow the withdrawal provisions in the Cradle Coast Authority Rules. This includes providing the CEO with a Withdrawal Notice to the CEO notifying of its intention to withdraw, specifying a withdrawal date not less than 18 months after the date of notice and specifying in detail the reasons why Council is proposing to withdraw.

The financial contribution to the Cradle Coast Authority does not specify any amount allocated specifically for tourism and is a contribution that has been made in accordance with the adoption of the 2019-20 Budget. If Council was of a mind to receive a reduction in financial contribution its representatives would need to advocate for this in the approval of the CCA Budget and garner the support of the majority of participating councils.

Council has established ties with the Waratah-Wynyard and Circular Head Councils in implementing the initiatives in the Sustainable Murchison Plan. Council has also been working closely with the newly formed WxNW tourism body.

**COUNCIL RESOLUTION****Resolution number: MO109-20****MOVED:**            *Cr K Dorsey***SECONDED:**      *Cr D Pease****“THAT Council:***

- 1) Resolve to rescind our membership with the Cradle Coast Authority effective immediately.***
- 2) That the % of funding provided to the CCA for Tourism be refunded to the people of Burnie.***
- 3) Resolve to build closer ties with W/W and the Murchison “group”.***

**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***

**MOTIONS ON NOTICE****AO104-20 MOTION ON NOTICE - SUSPENSION OF CRUISE SHIP VISITATION FOR 2020/2021 SEASON**

**FILE NO:** 15/5/2, 953699  
**PREVIOUS MIN:**

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

***“THAT Council suspend Cruise Ship visitation for the 2020/2021 season.”***

**COUNCILLOR’S COMMENTS**

I do not like to act out of fear and stop activity due to perceived future issues; however, we are all aware of the issues with Cruise Ships. We are all painfully aware of the ships being denied entrance to ports and being stranded at sea due to the current pandemic.

We are also painfully aware that disease and sickness spreads through Cruise Ships requiring the isolation of passengers on a regular basis. In the interest of the health of the volunteers and the residents of Burnie, it is a precautionary requirement for this city to act in the best interest of its citizenry.

The cost of Cruise Ships to the people of Burnie in terms of bus hire, staff, planning, travel, promotion and associated activities is substantial. To the best of my knowledge; it is a cost borne solely by Burnie rate payers with no assistance from our “friends” from the CCA.

I do agree that all money spent in the region benefits us all collectively at some point in time; however, our job as representatives is to look after the well-being of the community. Do the benefits outweigh the risk? In my opinion, with the knowledge we have, no. This is putting Burnie first and foremost in all our deliberations.



**GENERAL MANAGER'S COMMENTS**

On 15 March 2020 March Premier Peter Gutwein announced the suspension of Cruise Ship visits to all Tasmanian ports until 30 June 2020.

Given the timing of the cruise ship season, this resulted in the early closure of the 2019-20 cruise ship season and the cancellation of five cruise ships which were scheduled to visit Burnie.

At the time of the announcement, the Premier advised that "Tasmania looks forward to welcoming our cruise visitors back to our state as soon as the time as it is the right time to do so."

Based on the current TasPorts website, there are 34 cruise ships scheduled to visit Burnie in 2020-21.

The Motion appears to indicate that Council has the power to suspend cruise ships visiting Burnie. While it has the opportunity to raise concerns with the State Government, it has no statutory power to suspend any vessel using the Burnie Port.

Council could choose not to support cruise ships visiting Burnie by withdrawing the provision of shuttle buses to take passengers into the city; but it could not stop cruise ship visitors from accessing coach tours to Burnie or the rest of the region.

Tasports currently subsidises the cost of shuttle buses, and there would be nothing to prevent Tasports arranging and meeting the cost of shuttle buses should Council decide not to support.

As is noted in the Motion, the Cruise Ship Industry has been disproportionately impacted by COVID-19. It is doubtful that any national or state government would currently be willing to allow cruise ships to visit until thorough risk management and health and safety processes are in place to prevent further outbreaks. It would also be expected in an effort to regain the confidence of passengers that cruise ship companies will be seeking to develop stringent risk management processes on their ships.

Council is a member of a Tourism Tasmania Cruise Ship Reference Group, and can use this forum to stay abreast of Government planning for the reintroduction of cruise shipping when it is safe to do so.

**ALTERNATIVE MOTION:**

***"That the information be noted."***



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**COUNCIL RESOLUTION****Resolution number: MO110-20****MOVED:** Cr K Dorsey**SECONDED:** Cr D Pease***“THAT Council:***

- 1) Seek iron clad guarantees that the state government will not allow cruise ships to dock in Burnie without adequate safety procedures in place protecting our volunteers, staff and citizenry.***
  
- 2) Seek State Government and Tas Ports funding to build a raised walkway from the ships (if and when they resume) into town eliminating the need for shuttle bus services and increasing business activity in Burnie.”***

**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***

**AO105-20 MOTION ON NOTICE - POTENTIAL PROJECTS AND LOCAL  
GOVERNMENT LOANS PROGRAM**

**FILE NO: 15/5/2, 953891**  
**PREVIOUS MIN:**

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The Mayor advised that Item AO105-20 was withdrawn by the mover Cr K Dorsey.

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**MOTIONS ON NOTICE****AO106-20 MOTION ON NOTICE - SMOKING BAN****FILE NO:** 15/5/2, 953896**PREVIOUS MIN:**

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

***“THAT Council implement a no-smoking ban for Council owned properties, footpaths and roads in the CBD.”***

**COUNCILLOR’S COMMENTS**

This has been debated and discussed for the past 5 years without any definitive action. We are awaiting a report that will advise that we are on our own. No one is coming to help.

The State Government has just shut down the state and countries all over the world are reacting to the COVID 19 virus to save lives. The death rate from COVID 19 is expected to be about 1.6% of those infected.

We have in Australia, to date, 6642 cases of COVID 19 and 71 deaths. For this we have stopped travel amongst states, disallowed cruise ships to dock, shut off international travel, banned people from parks and gatherings and locked down cities.

However, at the same time we allow cigarettes to be smoked freely on our streets without any action. “The Australian Burden of Disease study estimated that smoking caused a total of 20,933 deaths in 2015, or more than one in every seven deaths (13.3%).<sup>1</sup> In 2015, 9.3% of the disease burden in Australia was due to tobacco use, making it the leading risk factor that contributed to disease burden and deaths. This equated to 443,235 years of healthy life lost (‘disability-adjusted life years’, or DALYs) from death and illness due to tobacco use in Australia in 2015”. Statistics from the US estimate that 10% of smoking “Tobacco use was causally linked to the burden of 39 individual diseases including: 19 types of cancer; seven cardiovascular diseases; chronic obstructive pulmonary disease (COPD); and asthma. About three quarters of all DALYs from COPD, lung cancer, and laryngeal cancer were due to tobacco use.”

*Cited from The Cancer Council – Tobacco in Australia, Facts and Issues, A Comprehensive Online Resource: <https://www.tobaccoinaustralia.org.au/chapter-3-health-effects/3-30-total-burden-of-death-and-disease-attributable-to-tobacco-by-disease-category>*

“Tobacco kills up to half of its users. Tobacco kills more than 8 million people each year. More than 7 million of those deaths are the result of direct tobacco use while around 1.2 million are the result of non-smokers being exposed to second-hand smoke. Jul 26, 2019”.

*Cited from the World Health Organization: <https://www.who.int/news-room/fact-sheets/detail/tobacco>*

With the new concentration of concern for people's health, the limited traffic in the CBD, the chance to openly advise and advertise that the CBD is now smoke free: it is an opportune time to ban smoking in the CBD.

We can act or we can delay the inevitable. Smoking will be banned in the CBD sometime in the future, why not now? With upheaval comes opportunities for change. Banning smoking in the CBD is a good place to start.

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

The Council agreed at its meeting of September 2019 to investigate issues associated with introduction of a smoking ban to include all footpath and other public spaces within the Burnie town centre area.

The following decision is recorded in the Minute AO244-19 (Motion on Notice – Smoking Ban in CBD):

**MOVED: Cr T Bulle**

**SECONDED: Cr A Keygan**

***“THAT Council be provided with a report that investigates the matters relevant to a declaration in accordance with section 67B(1)(c) of the Public Health Act 1997 to make the Burnie town centre a smoke free area, such investigation to include –***

- 1) informed consultation with the community to identify relevant issues and ascertain the level of support for designating the Burnie town centre as a smoke free area;***
- 2) consideration of the legal obligations on the Council to monitor and enforce compliance to a prohibition on smoking within the Burnie town centre;***
- 2) the means and measures available to the Council to effectively introduce and operate a smoking ban within the Burnie town centre;***
- 4) the resource and cost implications for Council to implement and operate a designated smoke free area within the Burnie town centre;***
- 5) that the investigation include whether there is any assistance available from the State government to employ a person to enforce compliance to any smoke free area the Council may designate for the Burnie town centre; and***
- 6) that in the event the Council may determine to designate a smoke free area for the Burnie town centre, the Council request the Commonwealth government to consider initiating a pilot project to examine the benefits of a smoke free area on the behaviour of smokers and the general health of the community.”***

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

***Against: Nil***

***Carried Unanimously”***

The purpose of the decision under AO244-19 Motion on Notice – Smoking Ban in CBD is the same as that in the current Motion.

The Council determined at its meeting of 17 February 2020 (Motion on Notice – Cigarette Butts – AO043-20) to refer a Motion by Councillor Dorsey to review the location of cigarette butt bins and to implement a program to promote the proper disposal of cigarette butts for consideration in conjunction with the outcome of the investigation into a possible ban on smoking within the Burnie town centre.

The matter of a town centre smoking ban under Minute AO244-19 is to be the subject of further discussion at a Council workshop.

The priority of other matters following the September 2019 meeting meant the matter was scheduled for workshop discussion on 30 March 2020.

The COVID-19 outbreak has resulted in the suspension of Council workshops, and the matter has not yet been further considered.

### **Additional Advice**

In response to the proposed amended motion, the following advice was provided by the General Manager prior to the meeting:

The only lawful means by which to designate a smoke free area by use of the widely recognised “No Smoking” signs is under the Tasmanian *Public Health Act 1997*.

A smoke free area designation under the *Public Health Act 1997* creates an enforceable obligation on the occupier of the place (a Council in relation to any public road or public area) to ensure all users of the space are aware of the prohibition on smoking, remove all ashtrays, and to monitor and take appropriate action to ensure there is compliance to the ban, including to issue penalties if a person refuses to comply.

An occupier is liable to monetary penalty if they fail to take reasonable measures to create awareness and to enforce compliance.

The Director of Public Health has advised reasonable measures by the occupier include display of approved signs to identify the boundaries and extent of the smoke free area, information on the reasons for and implications of the ban, routine and random patrols to monitor and direct compliance, prompt response to complaints, and a capacity and willingness to issue infringements for non-compliance.

While the Council has sound public health reasons and a proper power under the *Public Health Act* to implement a ban it cannot avoid the statutory responsibility to identify and enforce the ban.

The law of Tasmania does not allow the Council to make a ban and to rely only on signs and self-determination for compliance. It must commit to the cost and resources required to

create and sustain awareness and compliance. Such costs and resources are not provided for in the current budget and staff establishment.

Council has already taken a soft approach to limit smoking in the CBD and has erected signs asking people not to smoke. The request has not been effective in reducing smoking because it is not a statutory and enforceable ban.

#### COUNCIL RESOLUTION

**Resolution number: MO111-20**

**MOVED:** Cr K Dorsey

**SECONDED:** Cr G Simpson

***“That Council implement a no-smoking ban for Council footpaths in the CBD area covering the internal footpaths on the streets between Mount, Cattley, Wilson and Wilmot. That the smoking ban does not include private property.”***

For: Cr K Dorsey.

Against: Cr S Kons, 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*****AO107-20 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.

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**Our Process for Public Questions**

A public question must be provided to Council in writing to [burnie@burnie.net](mailto: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](http://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

Aaron De La Tore, Tasmanian Coordinator of the Australian Services Union - Victorian and Tasmanian Authorities and Services Branch, asked the following questions:



21 April 2020

Gary Neil  
General Manager  
Burnie City Council

By Email: [gneil@burnie.net](mailto:gneil@burnie.net)

**Questions With / Without Notice For Next Council Meeting**

Dear Gary,

As the Tasmanian Coordinator for the Australian Services Union, the union representing the interests of the 4,000 employees in Local Government around the state, I would like to take the opportunity to submit some questions for the next Council meeting.

Given the requisite changes to the way Council meetings are working in light of COVID-19 it would be appreciated if these questions could be taken as Questions on Notice, or if they have been submitted too late for Questions on Notice that they be taken as Questions Without Notice and answered in the Council meeting minutes.

1. I refer to a letter which was sent by Premier Peter Gutwein and Local Government Minister Mark Shelton to all Tasmanian Council Mayors and General Managers, dated 16 April 2020. In this letter the Premier states:

*"It is our expectation that councils should endeavour to retain as many employees as possible during this challenging period and that to do this councils will need to adopt different budget and financial positioning strategies than have traditionally been required. Where appropriate, councils should also redirect staff to support their COVID-19 response measures and community relief and recovery initiatives".*

Can the General Manager provide assurances to Burnie City Council's employees that no employees will have their employment terminated as a result of COVID-19 and that Council will prioritise the maintenance of employment of each of their employees in any budgetary decisions moving forward?

2. Clauses 2.1 and 2.3 of Council's enterprise agreement, the *Burnie City Council Enterprise Agreement No. 9*, and the *Fair Work Act 2009* both provide requirements for consultation in relation to major workplace changes including the need to relocate employees, the alternation of hours of work or regular rosters, or in the extreme the potential termination of employment, amongst others.

The Australian Services Union and our members seek to enter into collaborative consultation in relation to any potential changes in the workplace as a result of COVID-19.

Can the General Manager assure employees of Burnie City Council that the management team will enter into consultation before any major changes are implemented in the workplace?

3. Given that Local Government is not eligible for the federal government's JobKeeper program, the changes which were made to the *Fair Work Act 2009* in relation to COVID-19 stand downs and alternation of an employee's regular hours do not apply to Burnie City Council.

Section 524 of the Act (*Employer may stand down employees in certain circumstances*) requires that an employee only be stood down where they "cannot usefully be employed", that is to say that there is no useful work for employees to undertake.

Can the General Manager provide a guarantee that all possible alternate duties will be explored before considering standing employees down, including things that are usually outside of Council's core business but which assist the community with getting through, and recovering from, COVID-19? The Union can provide further details and suggestions around this matter.

If your next Council meeting is more than two weeks in the future could we please obtain a written response to these questions by email to [adelatorre@asuvictas.com.au](mailto:adelatorre@asuvictas.com.au) within the next week?

Thanks in advance.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Aaron De La Torre', is written over a light blue horizontal line.

**Aaron De La Torre**  
Tasmanian Coordinator  
Australian Services Union  
Victorian and Tasmanian Authorities and Services Branch

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The General Manager replied to the questions as follows:

- 1) The priority of Burnie City Council to keep its employees in useful work wherever possible within the imperative to keep workers safe from risk of infection.

Declarations under the Tasmanian Public Health Act 1997 require that people must stay at home unless they have to leave their primary residence for the purpose of "attending work if they are unable to be performed at the person's primary residence".

Council continues to work with employees to ensure that these declarations are observed, and that as many staff as possible are resourced and supported to work and provide Council services from home.

Burnie City Council stood down a number of employees in response to the mandatory restrictions imposed after Easter by the Tasmanian government on movement and gatherings within the north west region of Tasmania because it was not possible for those employees to undertake useful work from home. Council continues to retain staff within the workplace to provide essential services in, essential administration, waste management, opening and closing graves within our cemeteries, emergency response, and critical maintenance.

There are no plans to terminate any employees as a result of a need to change arrangements for the provision of services in response to COVID-19.

Council will be considering its financial position for the balance of 2019/20 and for 2020/21 in the coming weeks. It is my objective to protect the security of Council employee's in my advice and recommendations to the Council.

- 2) The consultation obligations under the Fair Work Act and the Burnie's Enterprise Agreement continue to apply while responding to COVID-19.

All endeavours have been made to keep all employees informed in a timely manner. However, the rapidly changing public health position in north-west Tasmania and the immediacy of obligations on Council to comply with enforceable government directions has meant the Council has not had the opportunity to give notice and engage in formal consultation on all matters before decisions are made and implemented.

Our response to date on COVID-19 has been to implement temporary emergency management measures. There have been no major and permanent changes to operation of the Council and the manner in which it will do business.

Notwithstanding the current situation, the senior management team at Burnie City Council are committed to:

- Regularly communicating with our employees to keep them advised of the changes required to be made to manage the impacts of COVID-19; and

- in the event there is a need to implement any major change, to provide advance notice wherever possible and provide opportunity to consult on the effect of the changes
- 3) The Burnie City Council is committed to keeping all our employees engaged in useful work during the COVID-19 wherever it is safe and lawful to do so.

Stand downs occurred in some areas of Council's operation in the period immediately following Easter due to the very rapid and immediate implementation of enforceable restrictions on the movement and gathering of people in north-west Tasmania.

However, Council will seek to avoid further stand downs and is currently working to return as many of those who have already been stood down to useful work if possible within the parameters set by government and the requirements for safe work.

In this regard we are willing to deploy Council employees to assist community support and recovery organisations if they advise of a need for additional resources.

The General Manager made note that these questions have been asked of all Councils in Tasmania.

The Mayor noted that a written response will be provided to the Australian Services Union.

**CORPORATE AND BUSINESS SERVICES****AO108-20 BURNIE AUSTRALIA DAY SPECIAL COMMITTEE  
APPOINTMENT OF COMMITTEE**

**FILE NO:** 4/21/1, 29/1/8  
**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**1.0 RECOMMENDATION:**

***“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, appoint the following persons to the Committee for a period of two years, commencing 1 May 2020:***

- 1) Maggie Smith (as nominated by Burnie Victoria League)***
- 2) Carmel White (as nominated by Burnie Victoria League)***
- 3) \_\_\_\_\_ to the position of Musical Coordinator***
- 4) \_\_\_\_\_ to a community member position***
- 5) \_\_\_\_\_ to a community member position***
- 6) \_\_\_\_\_ to a community member position***
- 7) \_\_\_\_\_ to a community member position***
- 8) The 2020 Youth Mayor (if available, once Youth Council is formed); and***
- 9) Cr \_\_\_\_\_ to a Councillor position for the remaining Councillor term until November 2020 [optional – or appoint additional community member]; and***
- 10) Appoints Cr \_\_\_\_\_ as Chair of the Burnie Australia Day Special Committee.”***

## 2.0 SUMMARY

Nominations for persons wishing to serve on the Burnie Australia Day Special Committee were called by public notice on Saturday, 21 March 2020. Nominations closed at 4pm, Friday 3 April 2020.

Six nominations were received by the close of nominations. Three were received after the close, but have been included for potential consideration.

Under the Delegation of Authority and Rules of Operation:

- Two positions are nominated by the Burnie Victoria League
- One position is to be appointed as musical director
- One position is to be offered to the 2020 Youth Mayor
- There are three remaining community member positions to be appointed representing various skills and experience, with nominations exceeding the number of vacancies.

Up to two councillors may be appointed. Cr Ken Dorsey is currently appointed until November 2020. The other councillor position is vacant but is optional to be filled.

Should a second councillor not be nominated, then an additional community member may be appointed, to fill the maximum number of nine members on the committee.

## 3.0 BACKGROUND

The Burnie Australia Day Special Committee is responsible for arranging and managing the Burnie Australia Day Ceremony in Burnie, including the selection and awarding of Burnie Australia Day Awards.

The positions of all committee members are required to be appointed by Council for a two year period, commencing 1 May 2020.

## 4.0 LEGISLATIVE REQUIREMENTS

The Burnie Australia Day Committee is established as a Special Committee of Council under section 24 of the *Local Government Act 1993* which states:

**24. Special committees**

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

## 5.0 POLICY CONSIDERATIONS

No policy considerations have been identified for this matter.

## 6.0 FINANCIAL IMPACT

No financial impacts apply to this report. Committee members participate on a voluntary basis.

## 7.0 DISCUSSION

Clause 2.1 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee state the Committee shall consist of at least six members and a maximum of nine members at any one time.

Clause 2.2 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special states that membership of the committee shall be made up of the following:

*2.2 Membership of the Committee shall be made up of:*

- *Up to two Councillors appointed by Burnie City Council,*
- *One Community Member being the musical coordinator of the Australia Day celebrations,*
- *Up to two Community Members nominated by and representing the Burnie Victoria League,*
- *Up to four Community Members with skills and experience across any of following areas:*
  - *Arts and culture*
  - *Community services*
  - *Business, marketing and/or events*
  - *Sport, leisure and recreation*
  - *Youth (being either the relevant Burnie Youth Mayor for that year or their delegate; or another community member if the Youth Mayor or delegate is not available)*
  - *General interest*

The committee also consists of up to two Councillors appointed by Burnie City Council and one Council Officer as an ex officio member.

Under Clause 3.4 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, it is a requirement for members to have:

*3.4 The Community members are to possess:*

- *A demonstrated interest in community events or community service*
- *Good listening and communication skills*
- *The ability to contribute opinions and ideas effectively and work well within a team*
- *The availability to participate and support the Australia Day event in Burnie on 26 January.*

All candidates have completed nomination forms. This report presents the names of those nominated.

For the positions held by Burnie Victoria League, the two nominations should be appointed. For the position of Musical Director, there are two candidates.

Name	Basis of Application	Receipt of Application
Maggie Smith	Nominated by Burnie Victoria League. Nominee is a current committee member.	Before close of nominations
Carmel White	Nominated by Burnie Victoria League. Nominee is a current committee member.	Before close of nominations
Robert Bentley	Application indicates interests in Arts and Culture, Community Service, Business, Marketing and/or Events and Sport Leisure and Recreation, General Interest and Youth.  Application is for position as Musical Coordinator. Applicant is a current committee member.	Before close of nominations
Marg Leeson OAM	Application outlines extensive experience across Arts and Culture, Community Service, Business, Marketing and/or Events and Sport Leisure and Recreation. Applicant is a current committee member.	Before close of nominations
Elizabeth Singleton	Application details extensive experience in Community Service and Business, Marketing and/or Events, and General Interest. Applicant is a current committee member.	Before close of nominations
Trent Aitken	Application outlines experience in Business, Marketing and/or Events, Community Service, and General Interest. New Applicant.	Before close of nominations
Scott Campbell	Application indicates experience in Arts and Culture and Business, Marketing and/or Events. Application is not completed or signed by the applicant directly but completed by Chair based on discussion with nominee, and nominated by second person. New Applicant.	After close of nominations
Nigel Morgan	Application indicates experience in Arts and Culture, Community Service and Business, Marketing and/or Events. Application is not completed or signed by the applicant directly but completed by Chair based on discussion with nominee, and nominated by second person. New Applicant.	After close of nominations
Bob Tolputt	Application indicates experience in Arts and Culture, Business, Marketing and/or Events and interest as Musical Coordinator. Application is not completed or signed by the applicant directly but completed by Chair based on discussion with nominee, and nominated by second person. New Applicant.	After close of nominations
Not yet determined	An invitation is to be extended to the Youth Mayor 2020, once Youth Council is formed.	

It is recommended that the four undetermined candidates be selected to represent the following areas as listed in Rules of Operation:

- *Arts and culture*
- *Community services*
- *Business, marketing and/or events*
- *Sport, leisure and recreation*

## **8.0 RISK**

There are no significant risks identified in this report.

## **9.0 CONSULTATION**

Council Officers have administered the advertising and nomination process in accordance with the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee.

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**COUNCIL RESOLUTION****Resolution number: MO112-20****MOVED: Cr K Dorsey****SECONDED: Cr D Pease**

***“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Burnie Australia Day Special Committee, appoint the following persons to the Committee for a period of two years, commencing 1 May 2020:***

- 1) Maggie Smith (as nominated by Burnie Victoria League)***
- 2) Carmel White (as nominated by Burnie Victoria League)***
- 3) \_\_\_\_\_ to the position of Musical Coordinator***
- 4) \_\_\_\_\_ to a community member position***
- 5) \_\_\_\_\_ to a community member position***
- 6) \_\_\_\_\_ to a community member position***
- 7) \_\_\_\_\_ to a community member position***
- 8) The 2020 Youth Mayor (if available, once Youth Council is formed); and***
- 9) Cr \_\_\_\_\_ to a Councillor position for the remaining Councillor term until November 2020 [optional – or appoint additional community member]; and***
- 10) Appoints Cr \_\_\_\_\_ as Chair of the Burnie Australia Day Special Committee.”***

*The motion was not put due to the following procedural motion*



**MOVED:**            *Cr K Dorsey*

**SECONDED:**      *Cr G Simpson*

***“THAT the matter be deferred.”***

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

Against:

***CARRIED UNANIMOUSLY***

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**CORPORATE AND BUSINESS SERVICES****AO109-20 ANNUAL PLAN 2019-2020 PROGRESS REPORT**

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

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**1.0 RECOMMENDATION:**

***“THAT Council note the 2019-2020 Annual Plan progress report to 31 March 2020.”***

**2.0 SUMMARY**

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

**71. Annual plan**

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

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

**Strategic Planning Framework**

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

*Making Burnie 2030* is the long term community strategic plan that was developed by Council in strong partnership with the community in 2011 and reviewed in 2016. The plan is

well supported across the community and many sectors have a role to play in working toward the objectives of the plan.

Making Burnie 2030 has six Future Directions.

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

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

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

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

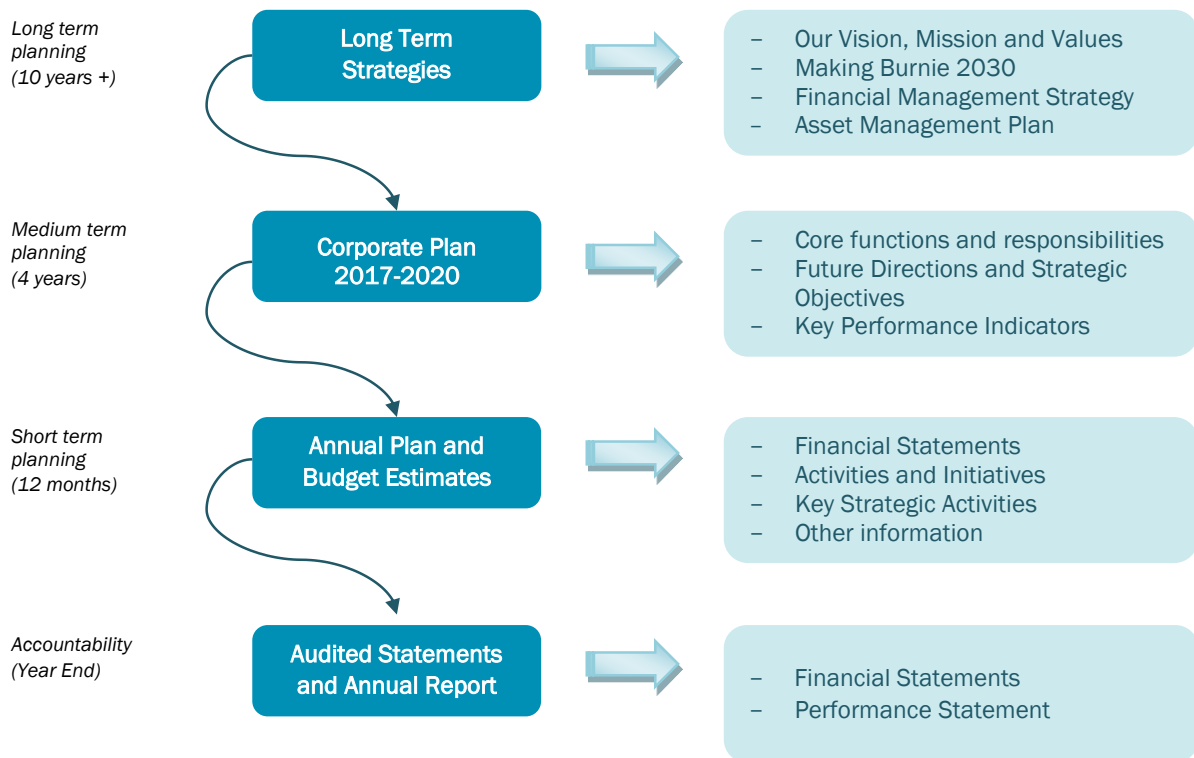


Fig 1: **Strategic Planning Framework.** Source: Annual Plan and Budget Estimates 2019-20

## Annual Plan

The *Annual Plan and Budget Estimates* (APBE) is a comprehensive document developed by Council each year outlining both long and short term strategies and objectives. The Council adopted the 2019-20 APBE on 25 June 2019.

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

Some actions may not have been updated or progressed due to the impacts of the Covid-19 pandemic.

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

## ATTACHMENTS

1 [↓](#). Quarterly Report Annual Plan Jan to Mar 2020

**COUNCIL RESOLUTION**

**Resolution number: MO113-20**

***MOVED: Cr A Keygan***

***SECONDED: Cr D Pease***

***“THAT Council note the 2019-2020 Annual Plan progress report to 31 March 2020.”***

**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

*Burnie City Council*

**Quarterly City Plan**

Period: 01/01/20 - 31/03/20

Quarter: March

V3.2.1



interplan®

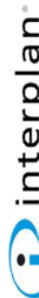
QUARTERLY CITY PLAN (March 19/20)

Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Create and maintain a range of welcoming and attractive spaces across the municipality that foster a sense of community, belonging and pride.						
1.1.1.1	Review playground infrastructure and utilisation, and develop a strategy to prioritise investment and renewal.	Review of a number of reserves underway. Project associated with this action has not progressed past the planning stage. Neighbourhood parks development plan prepared. To be discussed with Council and include in forward works programs. To progress a community conversation to test the proposal (as part of a broader community engagement program of Council).	Technical Services	In Progress	01/07/2018	30/06/2021
1.1.1.2	Develop a park development plan for Edwin Place Reserve in consultation with the community.	Consultation plan being developed. Infrastructure needs assessment carried out to identify base level infrastructure needs for Neighbourhood parks. To be discussed with Council. Once this occurs, will progress a consultation process with residents in the neighbourhood.	Technical Services	In Progress	01/07/2018	30/06/2020
1.1.1.3	Undertake activities to develop a community precinct at Wivernhoe South.	Working to develop appropriate storage spaces for CED. CED working with various interest groups. Proposal to rezone the land to community purposes.	Works and Services Management	In Progress	01/07/2019	30/06/2021



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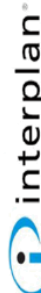
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**Burnie City Council** **QUARTERLY CITY PLAN** (March 19/20)

**Quarterly City Plan**

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

<b>Actions</b>	<b>Progress Comments</b>	<b>Business Activity</b>	<b>Status</b>	<b>Start Date</b>	<b>Comp Date</b>
<b>STRATEGY: Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.</b>					
1.2.1.1 Build the BAFC Subscription Season by maintaining subscribers, developing the sponsorship base and seeking ongoing funding from Arts Tasmania.	A new application has been submitted to Arts Tasmania, and we will find out mid September on this. Unfortunately this application was not successful and a phone meeting has been set up to discuss our application. Phone meeting has been held and now looking into funding options for 2021.	Burnie Arts and Function Centre	Ongoing	01/07/2013	30/06/2020
1.2.1.2 Continue to develop initiatives at the BRAG for young audiences.	Young Audiences and young adults are the focus of many BRAG programs - early years, school holiday programs, free family Fridays and after school programs that are often in association with BCC Youth Officer. Two projects planned in the first half of 2020: Film-making using smart phones and tablets for young people in association with Project O and Wearable Art Workshops with young adults, 22 June 2020 in association with paper on skin festival.	Burnie Regional Art Gallery	Ongoing	01/07/2012	30/06/2020
1.2.1.3 Integrate various community arts groups into the Subscription Season program.	Burnie Musical Society, Encore Performing Arts School and Reflexions Dance Studio will all be a part of next year's season.	Burnie Regional Art Gallery	Ongoing	01/07/2013	30/06/2020
1.2.1.4 Maintain the Arts for the Community program which focuses on community involvement in arts.	Multiple projects delivered and also in planning for the next six months. The Miners Trail community theatre project delivered to five venues and including people from the northwest November 2019 in collaboration with Arts for the community program and DolMaur Productions, Burnie.	Burnie Regional Art Gallery	Ongoing	01/07/2013	30/06/2020
1.2.1.5 Expand the Arts Unearthed, Art for Community program to include theatre skills learning for youth and adults. Meetings with MMG about continuing sponsorship for outreach programs to remote communities and within BRAG.	Multi-year funding has been approved by MMG management for 2019 - end 2021. Tutor engaged from Queenstown to deliver early years and school holiday programs on the west coast in 2020. Second of three-year funding received from MMG Rosebery for Arts Unearthed, Arts for the Community projects.	Burnie Regional Art Gallery	Ongoing	01/07/2015	30/06/2020





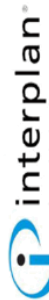
QUARTERLY CITY PLAN (March 19/20)

Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.</b>						
1.2.1.6	Prepare selected works from the Gallery's Permanent Collection, to include in a merchandise strategy to increase awareness of, and promote, the Gallery's Collection.	This action has not yet been achieved, however the Gallery has completed documenting its painting for updating on the database. It is hoped the Gallery will upgrade its collections database to be on the same system as the museum. These steps will assist the Gallery to produce merchandise based on its collection. The major hurdle is obtaining the appropriate permissions and copyright to reproduce images. A review of the collection cataloguing system is underway and will include licence to reproduce information.	Burnie Regional Art Gallery	Not Started	01/07/2015	30/06/2020
1.2.1.7	Support and strengthen engagement with Ten Days on the Island.	30/8/2019 Currently developing proposal for TDOTI Board and Council's consideration 29/11/19 Finalising agreement with TDOTI 23/12/19 TDOTI has advised it is unable to proceed with proposal 17/2/20 TDOTI has now accepted proposal with Agreement to be in place from 1 May 2020	CED Management	Ongoing	01/07/2019	30/06/2020
1.2.1.8	Implement public art projects.	Repairs commissioned for Wayne Hudson benches in Cattle Street and West Beach completed in February 2020. Maintenance schedule prepared for Stephen Walker Pageant of Time bronze sculpture in Wilson Street. Discussions in progress regarding work in Oakleigh Park.	Burnie Regional Art Gallery	In Progress	01/07/2019	30/06/2020
1.2.1.9	Develop concept plan, costings and business case for a Cultural Precinct and advocate for State Government funding.	30/8/2019 Currently engaging architect 29/11/19 Initial Concept Design (30% stage) received for review by Council 23/12/19 Concept Design (50% stage) received for review by Council. Submission made to Tasmanian State Budget 17/2/20 Concept Design (80% stag) to be presented to Council 18/2. Quantity Survey completed. Work on business plan commenced. 15/3/2020 100% concept design and DA documentation submitted to Council	CED Management	Not Started	01/07/2019	30/06/2020



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Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> <i>Promote the value of arts and culture in our community by supporting initiatives and opportunities that grow participation and appreciation of cultural diversity and the arts.</i>					
1.2.1.10	Participate in Australian Research Council (ARC) Linkage Social Impact of Regional Arts research project with QUT.	Burnie Regional Art Gallery	In Progress	01/07/2019	30/06/2022
<p>First meetings with QUT Researchers 25/11/2019. Interviews with Director CED, Events and Director BRAG. Also Telephone conference with artistic coordinator of Paper on Skin and informal meeting with CEO and Artistic Director of Ten Days on the Island Festival. Meeting schedule for 2020 distributed. Researchers will be in Burnie for the Paper on Skin Gala 19 June 2020.</p>					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> <i>Facilitate and support open community events that embrace our values and celebrate our place.</i>					
1.2.2.1	Facilitate the Burnie Shines program of arts, events, performances and exhibitions during October.	Marketing and Events	In Progress	01/07/2013	30/06/2020
1.2.2.2	Facilitate the Night on the Terrace New Year's Eve celebration as a community building event.	Marketing and Events	Completed	01/07/2013	30/06/2020
1.2.2.3	Plan for and hold Kids in the Park as an open event that celebrates children and young families.	Marketing and Events	Not Started	01/07/2013	30/06/2020
1.2.2.4	Explore opportunities for new events for Burnie.	Marketing and Events	Not Started	01/07/2017	30/06/2020
1.2.2.5	Deliver Bite and Brew events.	Marketing and Events	In Progress	01/07/2019	30/06/2020
1.2.2.6	Develop and deliver a Street Art Festival.	Community Development	Completed	01/07/2019	30/06/2020
<p>The October 2019 event was cancelled due to inclement weather. Event was held on 7 February 2020. Proposal discussed at Council workshop on 22 October 2019. The locations, artists and festival entertainment has been identified and the process of locking stakeholders in to a budget is underway. Event was held on 11 January 2020.</p>					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> <i>Support projects and initiatives that promote our cultural heritage and history through a variety of formats.</i>					

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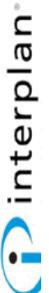
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Support projects and initiatives that promote our cultural heritage and history through a variety of formats.						
<b>Progress Comments</b>						
1.2.3.1 Continue to deliver public programs at the Burnie Regional Museum that encourage repeat visits and community involvement.	Several public programs will be run during the month of October to celebrate Burnie Shines. These programs tie in with the temporary exhibition Landmarks: A photographic journey of local icons. They include a Kids' Workshop: X Marks the Spot! on Wednesday 9th October. Participants are invited to explore map-making and create their own map of real or imagined landmarks to take home. On Wednesday 23rd October, the BRM will host a lunchtime talk Landmarks of the North-West: A Tasmanian Aboriginal Perspective, with a guest speaker from the Tasmanian Aboriginal Centre. Throughout October, the BRM will invite the public to share their favourite landmarks on the BRM Facebook page, with stories and photos of places in the North-West that hold special meaning to them.	Burnie Regional Museum	Ongoing	01/07/2013	30/06/2020	
1.2.3.2 Continue to implement a range of feature exhibitions at the Burnie Regional Museum.	The exhibition entitled Landmarks: A Photographic Journey of Local Icons opened on 10 May 2019 and will be on display until July 2020. The exhibition explores the unique locations that have captured the imagination of travelers far and wide.	Burnie Regional Museum	Ongoing	01/07/2013	30/06/2020	
1.2.3.3 Update interpretation in permanent and semi-permanent exhibition spaces at the Burnie Regional Museum.	Due to the recent plans for a redeveloped North West Museum & Gallery, upgrades to the permanent and semi-permanent exhibition spaces will now be minimal until an exhibition designer is engaged for the new project.	Burnie Regional Museum	In Progress	01/07/2015	30/06/2020	
1.2.3.4 Update interpretation in semi-permanent exhibition spaces at Makers' Workshop.	30/8/2019 Capital works budget allocation made for update of interpretation spaces.	Visitor Information Centre	Not Started	01/07/2019	30/06/2020	

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY:</b> Support civic events within the community.						
<b>Progress Comments</b>						



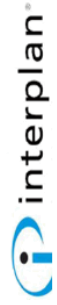
**QUARTERLY CITY PLAN (March 19/20)**

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**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Support civic events within the community.</p> <p>1.2.4.1 Provide support to civic events such as Australia Day Celebrations, Anzac Day, Remembrance Day and Volunteers Events.</p>	<p>Support was provided to RSL for Remembrance Day in November. The Australia Day Ceremony was held on 26 January at the Burnie Arts and Function Centre, with guest artists Shane Howard, and speaker Robyn Moore. Of particular note was the inclusion of the Tasmanian Aboriginal Centre Welcome to Country for the first time. Australia Day is supported through the special committee 'Burnie Australia Day Special Committee'. The traditional Anzac Day service in April has been cancelled due to Covid-19 restrictions on public gatherings.</p>	<p>Strategic and Governance</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>



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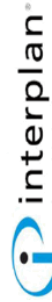
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Maintain and develop recreational and sporting facilities to encourage greater participation and sporting opportunities.</b>						
1.3.2.1	Develop a sports database.	This project was completed and the Sports Club Directory is now maintained on www.burnie.net for public access.	Business and Recreation	Completed	01/07/2016	30/06/2020
1.3.2.2	Develop plans for a future Sports Stadium.	30/8/2019 Working Group membership finalised. First meeting to be held 25/9/2019 27/9/2019 First meeting held. Each stakeholder group compiling needs for their sport. 29/11/19 Second meeting held. now developing concept brief for 6 court stadium 23/12/19 Engaging a recreational planner to firm up scope of facility 31/3/2020 Consultant engaged - stakeholder groups to be interviewed	CED Management	Not Started	01/07/2019	30/06/2020

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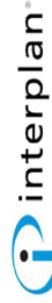
QUARTERLY CITY PLAN (March 19/20)

Burnie City Council

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>1.4.1.1 Explore opportunities to support affordable housing programs and retirement living developments.</p>	<p>A retirement living concept has been included in the Town Centre Master Plan. Council has been in discussions with aged care providers around future retirement living developments. 11/8/17 Work is proceeding on drafting of an Aged Care Prospectus. 30/6/2018 Meeting to be held with Youth Accommodation Service providers in early July to explore opportunity for collaborative project 28/9/2018 Housing Tasmania currently updating the Housing Strategy. Housing Tasmania have advised work is progressing on affordable and support housing for young people in Burnie. 15/3/2019 Premier announced \$10 million in funding for Youth Foyer Accommodation Project. Site to be announced shortly. 29/11/19 Department has advised it is still working through identifying a preferred site for the youth facility. 17/2/20 Councilors received an update from the Minister for Housing on Youth Accommodation projects.</p>	<p>Economic Development</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>



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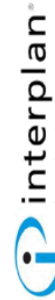
Burnie City Council

**Quarterly City Plan**

Objective: 1.5 A vibrant and progressive central business district.

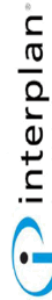
Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Continue to invest in renewal of the CBD as a vibrant, attractive and cohesive retail and business hub.</p>								
1.5.1.1	Undertake a review of the Street Dining By-law.	Tasks outlined and timetables scheduled. Initial workshop discussion with councillors held on 2 April 2019. Council resolution made at April Meeting for intention to make a by-law. Proceeding with drafting by-law and preparation of Regulatory Impact Statement. Following public comment period in Nov-Dec 2019, Council resolved to make the new by-law in Jan 2020. By-law sealed, certified and gazette on 12 February.	Strategic and Governance	Completed	01/11/2018	31/10/2020		
1.5.1.2	Explore opportunities to relocate the Burnie Farmers Market to CBD.	A number of sites have been identified and letters sent out to neighbouring areas seeking feedback on proposed locations. The locations have been considered and the decision is to leave the Burnie Farmers Market at its current location at Wivenhoe.	Community Development	Completed	01/07/2019	30/06/2020		
1.5.1.3	Promote the Local Traders Marketing Program.	30/8/2019 Local traders program promoted through Media Release, Council social media and Business Northwest 27/9/2019 Two applications approved - Halloween event and Excellence Awards 29/11/19 Three applications approved for Christmas Promotions. Report to December meeting of Council to establish Burnie Promotions Committee 23/12/19 New promotions Committee to be established through Business North West. Local Traders program to be dissolved. 17/2/20 New Promotions Committee Agreement drafted. Business NW reviewing. 31/3/2020 Agreement being finalised. Activity suspended due to COVID-19	CED Management	Ongoing	01/07/2019	30/06/2020		

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Burnie City Council  
Quarterly City Plan (March 19/20)

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
<p><b>Objective:</b> 1.7 A road transport system that meets the needs of the community and supports the wider region.</p> <p><b>STRATEGY:</b> Maintain the efficiency and safety of the local road network.</p>					
<p>1.7.1.1 Undertake a road safety audit of the urban road network and develop a plan of action to address deficiencies.</p>	<p>Review of crash data has occurred as part of blackspot program review. Register of traffic and safety issues being developed for inclusion in a forward road strategy. Traffic committee has a summary list of issued identified through customer contact and officer investigation. Annual Budget allocation provided to address issues as they arise. Framework for review process developed and list of candidate projects collated. Officers to review and populate forward works program.</p>	<p>Technical Services</p>	<p>In Progress</p>	<p>01/07/2012</p>	<p>30/06/2020</p>
<p>1.7.1.2 Actively participate in the implementation of the Tasmanian Freight Strategy.</p>	<p>Council received a presentation from key agencies involved in the implementation of the State Integrated Transport Strategy. 25/7/17 Further workshop held with infrastructure Tasmania 08/12/2017 Tasports has advised that it hopes to release long term plan for Burnie Port in first quarter of 2018 28/9/2018 Burnie Port Master Plan released by Tasports. 31/5/2019 Tasmanian Freight Survey, Burnie to Hobart Freight Corridor Strategy and Western Tasmanian Export Corridor Plan reviewed and key issues/opportunities presented to Murchison General Managers. Funding announcements for Bass Highway west of Wynyard and new Burnie Port Shiploader during 2019 Federal election match regional priorities identified in these studies. 29/11/19 The Federal Government has announced that funding for infrastructure has been brought forward.</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2016</p>	<p>30/06/2020</p>





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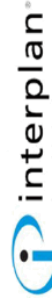
**Objective:** 1.7 A road transport system that meets the needs of the community and supports the wider region.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Maintain the efficiency and safety of the local road network.</b>					
1.7.1.3	Work with the Department of State Growth to develop a plan to improve the appearance of the Bass Highway reservation, eastern approach to the City.	Technical Services	In Progress	01/07/2016	30/06/2020
<p>Contact has been made with the Department of State Growth (DSG) and issues identified. Awaiting DSG to come back to Council with a proposal. Further contact made April 2017 on this matter and meeting planned for July 2017 with local DSG officers. DSG have advised plans to remove pine trees from the Roundhill areas, over time. Funds allocated for first stage of works this financial year. Works progressed from Dec 2017. Further discussion to occur as DSG engages with Council. DSG looking at weed management on seaward side of highway - Wivenhoe. BCC to work cooperatively with DSG when scope of works developed. Awaiting DSG to progress dialogue. DSG have progressed weed management activities and pine tree removal at Round Hill and Wivenhoe (early 2019). To work through a management regime with GSG and DM roads - Council to engage with DSG.</p>					
1.7.1.4	Progress a concept design for a roundabout at the intersection of Futuna Avenue and West Park Grove and seek funding opportunities for the project.	Technical Services	Not Started	01/07/2019	30/06/2021

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Manage the creation and regulation of controlled parking spaces to provide convenience and accessibility.</b>					
1.7.2.1	Provide and manage use of publicly accessible shared parking spaces to service multiple destinations within the CBD and on other Council sites in accordance with Council's Parking Policy.	Compliance Services	Ongoing	01/07/2019	30/06/2020

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Advocate for adequate public transport services to meet community needs within Burnie and improve efficiencies.</b>					
1.7.3.1	Maintain an engagement with the CEO of Metro Tasmania on an annual basis.	Executive Management	In Progress	01/07/2014	30/06/2020
<p>A meeting has been arranged with the CEO and Acting General Manager on 13 March 2020. Deferred due to COVID-19 restrictions.</p>					

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*Burnie City Council*

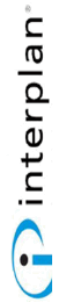
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Objective: 1.7 A road transport system that meets the needs of the community and supports the wider region.

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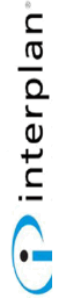
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**Objective:** 2.1 Well-developed health infrastructure and programs respond to and meet regional needs.

<b>Actions</b>		<b>Business Activity</b>	<b>Status</b>	<b>Start Date</b>	<b>Comp Date</b>
<b>STRATEGY:</b> Continue to advocate for Burnie to be the north west centre for health services.					
2.1.1.1	Maintain an engagement with the Minister for Health on an annual basis.	CED Management	Completed	01/07/2013	30/06/2020
	26/3/2019 Minister for Health has been invited to a Workshop of Council in third quarter of the year 29/11/19 Minister attended a Workshop to brief Council on relocation of Rehabilitation Beds. Minister to provide regular updates to Council on future changes.				



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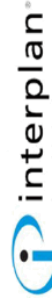
**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Facilitate a suite of family-focused activities that promote well-being and healthy lifestyles.</b>						
2.2.1.1	Run the Burnie Ten and 321Go children's footrace event.	Burnie Ten and 321Go were held in October.	Business and Recreation	Completed	01/07/2013	30/06/2020
2.2.1.2	Run the Burnie Challenge as an annual event.	The Burnie Challenge has been scheduled for March. Event cancelled due to COVID-19 restrictions on gatherings.	Business and Recreation	In Progress	01/07/2013	30/06/2020

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Encourage community-driven initiatives that focus on developing healthier lifestyles and improved emotional wellbeing.</b>						
2.2.2.1	Assist in development and implementation of a Local Drug Action Plan.	<p>The Community Action Plan has been completed and submitted to the Alcohol and Drug Foundation for assessment.</p> <p>6/2/2019 Services and Organisation training will be held 25-26 March 2019. Planning is underway for parent training.</p> <p>8/7/2019 Parent Training is scheduled to be held on 8, 15, 22, 29 August 2019. Planning is underway for Parent Training to support the roll-out of RULER at Burnie Primary School. The Local Drug Action Team is currently developing a new Community Action Plan.</p> <p>2/10/2019 Parent Training was held 8, 22, 29 August and 5 September. Work on a new Community Action Plan is continuing.</p> <p>13/2/2020 The LDAT has received \$16 490 to roll their second Community Action Plan "Know the Risks". The funding will support community members to update the Know the Risks booklet with information about how to talk to young people and loved ones about alcohol and drugs.</p> <p>7/04/2020 The LDAT has requested an extension to complete activities under the first Community Action Plan with Burnie Primary School, Parents and to commence activities under the "Know the Risks" Community Action Plan. The extension was requested due to COVID-19 social distancing measures to allow the LDAT to undertake planning and investigate online delivery options.</p>	Burnie Works	Ongoing	01/07/2017	30/06/2020

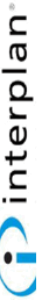
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Objective:		Progress Comments		Business Activity		Status	Start Date	Comp Date
Actions		Progress Comments		Business Activity		Status	Start Date	Comp Date
2.2 The importance of physical and emotional wellbeing is valued and actively adopted by the community.								
<b>STRATEGY:</b> Encourage community-driven initiatives that focus on developing healthier lifestyles and improved emotional wellbeing.								
2.2.2.2	Participate in the North West Suicide Prevention trial.	30/8/2019 New Working group formed. Council CDO participating.		CED Management		Ongoing	01/07/2001	30/06/2021



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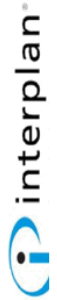
**Quarterly City Plan**

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

<b>Actions</b>		<b>Business Activity</b>	<b>Status</b>	<b>Start Date</b>	<b>Comp Date</b>
<b>STRATEGY: Promote the improvement of equal access across various types of barriers that prevent participation.</b>					
2.3.1.1	Explore a partnership program that provides opportunities for young people to participate in an activity of their choice where affordability is a limiting factor.		Not Started	01/07/2012	30/06/2020
2.3.1.2	Implement the Building Bridges program.	Business and Recreation	Ongoing	01/07/2019	30/06/2020
2.3.1.3	Implement the Stronger Places Stronger People program.	CED Management	Ongoing	01/07/2019	30/06/2020

30/8/2019 In final stage of recruiting program coordinator.  
27/9/2019 Program coordinator commenced. Flyer for Job Seekers produced. Launch event and Community campaign being organised.  
29/11/19 Launch event and first networking event conducted.  
23/12/19 Further two networking events held in December.  
17/2/20 First networking event for 2020 conducted. Mayor's Business Dinner being organised for March.  
31/3/2020 Exploring opportunities for on-line engagement due to COVID-19

30/8/2019 "Learning Circle" held and outcomes distributed. All parties to signal their intention to participate by 13 September. Collaboration and Funding agreement being drafted.  
27/9/2019 Draft Collaboration Agreement received and response provided. All parties have signalled intent to be part of the initiative.  
29/11/19 Invitation to Enter into Funding Agreement accepted. Meeting with all state agencies arranged for 12 December. Individual tele-meetings held with each agency. Currently exploring Investment Reform with Department.  
23/12/19 Meeting held with State Government agencies. Funding received. Staff for Backbone Team recruited.  
17/2/20 New staff have commenced. LEG Planning Day held. Four month Action Plan and Budget completed.  
31/3/2020 Progressing with on-line community engagement, planning workshops, governance development and measurement and evaluation plan.



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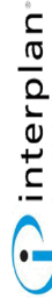
**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Promote the improvement of equal access across various types of barriers that prevent participation.					
2.3.1.4	Implement the Regional Employment Trial.	CED Management	Ongoing	01/07/2019	30/06/2020
	29/11/19 Training component of RET to commence 9 December. Job placements to commence in mid-January. 23/12/19 Training component delivered. Planning job placements for participants. 17/2/20 Placements underway 31/3/2020 Program suspended due to COVID-19				

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.					
2.3.2.1	Partner with service clubs and agencies to identify projects that will target special needs in the community.	Community Development	Ongoing	01/07/2013	30/06/2020
	Working with representatives from Care Beyond Care to work on building Compassionate Communities. The aim is to promote and integrate social approaches to dying, death and bereavement in the everyday life of individuals and communities.  Working with Umina Park on Seniors Week 2019, assisting with holding an Art & Craft Exhibition of the nursing home residents and also a part of the initial stages of opening something similar to a 'Dementia Cafe' at the Umina Park site.				

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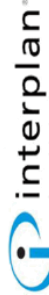
Quarterly City Plan

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

Actions	Business Activity	Status	Start Date	Comp Date
<p>2.3.2.2 Work with our community through a Collective Impact Framework to remove obstacles that prevent participating in opportunities for training and employment.</p>	<p>Burnie Works</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>

Progress Comments  
**STRATEGY:** Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.

11/8/17 Exploring opportunities for a coordinated jobs pathway program through Department of Employment and State Government's Training and Work Pathways program.  
 29/09/2017 Work has commenced to form a Local Drug Action Team to develop a Community Action Plan for a preventative campaign around substance abuse in the workplace  
 29/9/2017 Burnie selected as a pilot site to develop a Suicide Prevention program across the community  
 08/12/2017 The Director of Community and Economic Development has been invited to be a member of the Suicide Prevention Working Group  
 21/12/2017 The Department of Employment has advised it will partner with Burnie to implement a pilot Jobs Pathway program for young people.  
 21/12/2017 The Department of Social Services has expressed an interest in partnering with Burnie to pilot a Data Exchange program  
 31/03/2018 The Department of Social Services held an Ideas Exchange Workshop in late March under the Try test and Learn Fund to develop responses to Mature Age Unemployment  
 27/04/2018 The first LDAT Working Group meeting held. To focus Community Plan on raising Emotional Intelligence of school students and their families.  
 30/6/2018 Waiting on release of Grant Guidelines by DSS. North West region has been announced as a region for Regional Employment Trial.  
 Discussions being held with Dept. Jobs and Small Business for Youth Employment Pathways Project.  
 Working with services and schools to complete plan to role out RULER emotional intelligence program in schools and community.  
 28/9/2018 DSS Funding program delayed due to change of Minister. LDAT funding application successful.  
 8/7/2019 Burnie Works is currently undertaking a



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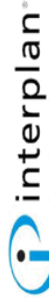
Burnie City Council

**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.</p>	<p>partnership exploration process with DSS and the State Government for Stronger Places, Stronger People, which would provide backbone funding and support to Burnie Works.</p> <p>2/10/2019 Burnie Works is participating in the joining up process for Stronger Places, Stronger People with the Department of Social Services (Commonwealth). Burnie Works has completed progress mapping and participated in a Learning Circle with partners, with work currently underway on a Collaboration Agreement.</p> <p>13/2/2020 Burnie Works has received funding through Stronger Places, Stronger People. The backbone team has scaled up and the Burnie Local Enabling Group Inc is undertaking work to create an action plan.</p> <p>7/2/2020 The Burnie Local Enabling Group Inc is currently reviewing its governance arrangements. The Action Plan for Stronger Places, Stronger People was approved on 19 February 2020. The plan is subject to change due to COVID-19 restrictions, and is moving to online delivery where possible. Community engagement activities commenced on 30 March 2020 with advertising on metro buses and an online survey for community members. The Regional Employment Trial has requested a suspension of activities due to COVID-19 restrictions.</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>29/07/2015</p>	<p>30/06/2020</p>
<p>2.3.2.3 Provide support to local and regional events that provide positive social and economic benefits to Burnie.</p>	<p>27/9/2019 Working closely with organisers of Paper on Skin for the 2020 event. Support provided for Buskers Festival in February 2020.</p> <p>29/11/19 Support provided for National Archery Championships</p>				

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote volunteerism as a lifestyle choice.</p>					



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**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Promote volunteerism as a lifestyle choice.</b>					
2.3.3.1	Acknowledge the role of volunteers and their contribution towards social capital and community wellbeing by coordinating the Volunteers Awards every two years (due 2020-21).	Community Development	Not Started	01/07/2013	30/06/2021
2.3.3.2	Host a Volunteers Thank You event.	Community Development	Completed	01/07/2018	30/06/2020

**Progress Comments**

The Volunteer Awards will next be held in 2020-21.

The third annual volunteer thank you dinner was held at the Town Hall on Saturday 24 August. Ms Penny Egan CEO of Cancer Council was guest speaker. Approximately 100 people attended including volunteers from VIC, Cruise ships, BRM, BRAG, Burnie Challenge, Burnie 10, 321 GO, Dream BIG.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Promote inclusiveness and participation within identifiable groups.</b>					
2.3.4.1	Implement the Youth Development Strategy.	Community Development	In Progress	01/07/2017	30/06/2021
2.3.4.2	Develop activities with the local aboriginal community to support the aims of Reconciliation Australia.	CED Management	Ongoing	01/07/2019	30/06/2020

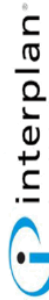
**Progress Comments**

Implementation of the Youth Strategy is underway, stakeholders and Council are collaborating and working groups are being built as well as various projects underway that include young people.

30/8/2019 First meeting with TAC organised for 4/9/2019  
27/9/2019 Draft signature block received from TAC. Workshops on culture, language and dual naming scheduled for February and March 2020.  
Third flag pole erected. Activities being organised.  
TAC introduced to Building Bridges Coordinator.  
17/2/20 Councilors visited TAC and discussed current opportunities and challenges with TAC representatives.  
31/3/2020 Councilors participated in Cultural Competency Workshop delivered by TAC.

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Assist those who assist the community</b>					

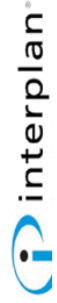
**Progress Comments**



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

Actions		Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Assist those who assist the community</p> <p>2.3.5.1 Facilitate engagement between Councillors and at least one community group per quarter.</p>		<p>A list of community groups has been created for 2019/2020. Engagement with community groups during the 19-20 year has included: Jul - Sep 2019: Friends of the Burnie Penguins, Emu Valley Rhododendron Garden Oct - Dec 2019: Samuel Johnson (Love Your Sister), Ten Days on the Island Jan - Mar 2020: Tasmanian Aboriginal Centre, North West Car Club Apr - Jun 2020: Workshops deferred during COVID-19 pandemic</p>	Not Started	01/07/2013	30/06/2020



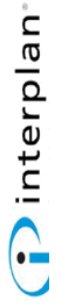
Burnie City Council  
**Quarterly City Plan** (March 19/20)

**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote learning pathways.</p> <p>3.2.1.1 Facilitate collaboration between education providers to strengthen learning pathways.</p>	<p>08/09/2017 Following advice from TasTAFE, work has commenced on a sub-regional Workforce Development Plan to provide strategic direction to education and training providers.</p> <p>15/9/2017 Working with CCA on proposal to Skills Tasmania to develop a Regional Workforce Development Plan</p> <p>29/9/2017 Proposal on RWDP submitted to Skills Tasmania</p> <p>20/10/2017 Proposal lodged but now advised a funding application will need to be made to Skills Tasmania</p> <p>08/11/2017 Working Group being established to develop funding application. Gap Analysis being undertaken to identify opportunities for funding</p> <p>31/3/2018 Education and training entities from across the region currently completing a survey of workforce initiatives</p> <p>27/4/2018 Most education and training providers have completed Survey.</p> <p>30/6/2018 Waiting for completion of Regional Futures Plan to complete application for funding for Workforce Development Plan.</p> <p>7/04/2020 The Cradle Coast Authority has established an Education and Training working group.</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Encourage opportunities that optimise the use of assets and resources for education.</p>					

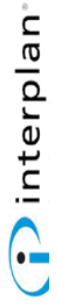


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Objective:	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>3.2 The education providers work together and are responsive in meeting the learning needs of the community.</b></p> <p><b>3.2.2.1</b> Implement the progressive stages under the Heads of Agreement with UTAS on the land at West Park.</p>	<p>Survey work has been completed and conveyancing work under way to consolidate the two titles to the south of the rail line.</p> <p>30/7/2017 Final consolidation of the titles will require the issuing of a permit for a new Campus development.</p> <p>08/12/2017 Fortnightly meetings held with project team regarding the proposed development</p> <p>31/1/2018 UTAS have advised a new Project team has been formed to progress a Development Application for the new campus</p> <p>27/4/2018 Organising for representatives from UTAS to brief Aldermen on current status of the Campus development</p> <p>30/6/2018 DCED part of Working Group to assist in selection of architect. DA expected to be lodged last quarter of 2018.</p> <p>UTAS attending Workshop in early July to discuss proposed solution for relocation of Band Rooms.</p> <p>28/9/2018 Council has agreed in-principle to lease new band room facility from UTAS and sub-let to bands. UTAS have provided initial concept design for West Park campus to Aldermen and to Working Group</p> <p>31/12/2018 DA submitted for West Park development. Working with UTAS team to develop alternative location for band facilities.</p> <p>26/3/2019 Working with UTAS to resolve issues of carparking</p> <p>28/3/2019 Meeting with UTAS held and an agreed way forward developed</p> <p>31/5/2019 Permit granted for West Park campus, working group commencing</p> <p>30/8/2019 Working Group meeting on a regular basis. A number of issues have been resolved.</p> <p>29/11/2019 Revised DA being advertised. Design and Construct tender to be called for Bands facility. Covered carports for students to be installed soon. Subdivisions and new title will be able to proceed once this work is completed.</p>	<p>CED Management</p>	<p>Ongoing</p>	<p>01/07/2013</p>	<p>30/06/2020</p>

**Strategy:** Encourage opportunities that optimise the use of assets and resources for education.

**Actions**



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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Encourage opportunities that optimise the use of assets and resources for education.</p>	<p>Council running an EoI process on King Street Carpark after receiving proposal from UTAS for further student accommodation.</p> <p>23/12/2019 EOI Process completed. Proceeding with drafting Sale Agreement with UTAS.</p> <p>17/2/2020 Site works have commenced at West Park. Construction of carparks about to commence which will allow new titles to be created and transferred</p> <p>24/3/2020 Surveyors finalising plans for subdivisions and title transfers</p> <p>31/3/2020 Final plans for Band Rooms have been endorsed by Bands and quotes being gained from local contractors</p>				

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Encourage partnerships between education providers and industry that ensures training is matched to the employment needs of the region.</p> <p>3.2.3.1 Support the development of BIG educational / business events.</p>	<p>8/7/2019 Up Close and BIG with Ginna Webster is scheduled to be held on 30 July 2019.</p> <p>8/10/2019 Up Close and BIG with Bess Clarke 4 June 2019 and Up Close and BIG with Mark Littler was held on 16 September 2019.</p> <p>13/2/2020 BIG is collaborating with Burnie City Council to hold Up Close and BIG and an International Women's Day Luncheon on 6 March 2020. Ginna Webster is the Secretary of the Department of Justice, Tasmania.</p> <p>7/4/2020 Up Close and BIG with Ginna Webster on 6 March 2020 was attended by 27 students.</p> <p>The International Women's Day Luncheon held in collaboration with BIG was attended by 135 community members including 23 senior students.</p> <p>All future BIG events for 2020 have been put on hold due to COVID-19. BIG is investigating online options.</p>	<p>Burnie Works</p>	<p>Ongoing</p>	<p>01/07/2014</p>	<p>30/06/2020</p>

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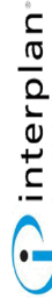
**Quarterly City Plan**

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

Progress Comments		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Invest in programs that develop the potential of our children.					
3.3.1.1 Actively participate with UTAS on Science Week activities.	8/7/2019 Burnie City Council is provided support for MakerX Burnie on Sunday 18 August 2019 11:00am - 3:00pm at the Burnie Arts and Function Centre, during National Science Week.	CED Management	Completed	01/07/2017	30/06/2020

Progress Comments		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Encourage initiatives to improve our education retention rates and promote the value of education.					
3.3.3.1 Provide support to the Dream Big project being undertaken by local schools introducing children to careers in local industry.	8/7/2019 Jobs Brainstorming sessions were held with schools in Term 1-2. Natone, Cooeee, Montello and Havenview are currently participating in business visits. 2/10/2019 2019 Business Visits are complete, with planning for 2020 commencing in Term 4. 7/04/2020 2020 Higher Education Visits were planned for 19, 23 and March 2020 and Jobs Brainstorming sessions to commence the week beginning 30 March 2020. Due to COVID-19 restrictions on school excursions, visits and assemblies announced on 16 March 2020, all Dream Big activities were cancelled.	Burnie Works	Ongoing	01/07/2013	30/06/2020

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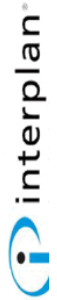


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Objective	Progress Comments	Status	Start Date	Comp Date
<p><b>3.4</b> Our community is skilled and able to manage change and meet global, regional and local challenges.</p> <p><b>3.4.2.1</b> Advocate for extension of associate degree, under-graduate and post-graduate offerings at the Cradle Coast Campus that are relevant to the region's industry needs.</p>	<p>Council and other stakeholders have developed an MoU for the future development of pre-degree courses at West Park. The uncapping of associate degree places was announced by the Liberal Party during the Federal Election and confirmed in the Federal budget. UTAS has developed a number of associate degrees for the 2017 year. 29/9/2017 Submission made to the UTAS Green Paper on Reimagining and Revitalising Communities through Higher Education 17/11/2017 UTAS to participate in the development of a Regional Workforce Development plan. 31/3/2018 Each of the seven UTAS colleges currently completing RWDP Survey. 28/9/2018 The UTAs Vice Chancellor provided an update on work to date on expanding north west offerings at a Workshop on 25 September. 31/12/2018 Pro Vice Chancellor David Adams announced new degree courses to be operating from Cradle Coast campus at Council's AGM 26/3/2019 Potential new courses have been discussed with UTAS 29/3/2019 Work has commenced on an application to Skills Tasmania to fund a RWDP due by 30 April 31/5/2019 Application by Cradle Coast Authority for RWDP unsuccessful 30/8/2019 Working with University College to explore courses around renewable energy and Collective Impact 29/11/2019 UTAS is currently exploring a suite of regionally-distinctive courses which would be place-based, leveraging the strengths of the North-West, and align with workforce requirements. This includes 30 courses and 10 short courses.</p>	Ongoing	01/07/2013	30/06/2020

**STRATEGY:** Advocate for access to relevant professional development and up-skilling opportunities.





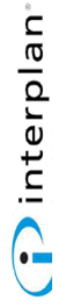
Burnie City Council  
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**Objective:** 3.4 Our community is skilled and able to manage change and meet global, regional and local challenges.

Actions	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Advocate for access to relevant professional development and up-skilling opportunities.</p> <p>3.4.2.2 Work with University College and TAFE to develop courses to build capacity of Local Government and Community.</p>	CED Management	Ongoing	01/07/2019	30/06/2021

17/2/20 UTAAS has developed a proposal for a number of short courses on Place Based approaches and governance of community organisations to support the work of Burnie Works and the Local Enabling Group.



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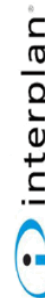
Burnie City Council

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

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Support the growth of the Burnie economy through the principles of the Burnie Economic Development Strategy and the Settlement and Investment Strategy.						
4.1.1.1	Support new and expanding businesses through the application of the Assistance to Industry and Business Policy.	30/8/2019	Business assistance provided as per policy	Ongoing	01/07/2013	30/06/2020
4.1.1.2	Explore opportunities to drive strategic outcomes from the CBD Masterplan and Settlement and Investment Strategy.	27/9/2019	Working Group to be formed to explore specific projects for the Town Centre	Not Started	01/07/2018	30/06/2020

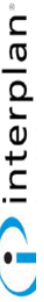
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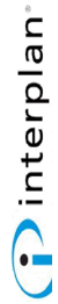
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<b>Objective:</b> 4.2. A highly skilled workforce with a focus on innovation and entrepreneurship.					
<b>STRATEGY:</b> <i>Build opportunities for innovation and entrepreneurship to flourish.</i>					
<b>Actions</b>		<b>Progress Comments</b>			
4.2.1.1 Develop a strategic link with TMEC - Advance Manufacturing Centre of Excellence.	29/11/19 Working with TMEC to deliver a Year 12 leavers Regional Employment Trial.	Economic Development	Ongoing	01/07/2017	30/06/2020



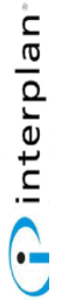
Burnie City Council		QUARTERLY CITY PLAN		(March 19/20)			
Quarterly City Plan							
Objective:	4.3 A five-star visitor experience on the edge of adventure.	Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b>	Promote Burnie as a hub for a diverse range of tourism experiences within the region.						



**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote Burnie as a hub for a diverse range of tourism experiences within the region.</p> <p>4.3.1.1 Develop a Cruise Ship Strategy.</p>	<p>Council is working with a small statewide working group to develop a strategy to attract more cruise ships to Tasmania. Council is also working with the Cradle Coast Authority to develop a strategy to increase the number of shorex visitations and to secure support from regional councils towards cruise ship visitation. Tourism Tasmania has conducted a survey of cruise ships visitors over the summer season to inform further development of the state cruise ship market.</p> <p>30/7/2017 Motion for regional funding model to support cruise ships forwarded for consideration at CCA Rep's meeting</p> <p>1/8/2017 Major survey of visitor trends released by State Government</p> <p>11/8/2017 Tourism Tasmania to hold a north west stakeholders forum prior to commencement of next season</p> <p>15/9/2017 Tourism Tasmania holding a Workshop on infrastructure/product development in late September</p> <p>29/9/2017 Regional Workshop conducted by Tourism Tasmania</p> <p>17/11/2017 Draft workshop summary circulated and response made</p> <p>31/3/2018 Council officers have worked with CCA to develop a paper for presentation to other regional Councils benefitting from cruise ship visitation.</p> <p>27/4/2018 CCA Paper now being circulated to other regional councils</p> <p>30/6/2018 CCA Reps meeting voted against regional contributions for Cruise Ships</p> <p>31/12/18 Draft Action Plan developed with key stakeholders in response to statewide Review of Cruise Shipping.</p> <p>15/3/2019 Action Plan workshopped with councillors. Meeting held with TasPorts reviewing shuttle bus arrangements.</p> <p>30/8/2019 Action Plan endorsed by Council and</p>	<p>Economic Development</p>	<p>Completed</p>	<p>01/07/2015</p>	<p>30/06/2020</p>



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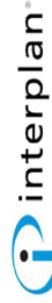
Burnie City Council

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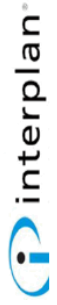
Objective: 4.3 A five-star visitor experience on the edge of adventure.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote Burnie as a hub for a diverse range of tourism experiences within the region.</p> <p>4.3.1.2 Assist the implementation of the Burnie Destination Action Plan.</p>	<p>sent to Tourism Tasmania and other stakeholders 11/8/2017 Report to August meeting endorsing DAP and the establishment of a Leadership Group. 15/9/2017 First meeting of DAP Leadership Group. To focus on building the ten top Burnie attractions 29/9/2017 Survey underway to identify 10 top Burnie visitor attractions 20/10/17 Application lodged under regional Jobs and Investment Program to complete Waterfront Eastern Promenade 17/11/2017 DAP leadership Group have identified 10 major attractions. Needs analysis to be conducted on brand alignment, infrastructure, marketing and promotion, and customer service. Group to also explore development of entry points and major highway signage 08/12/2017 DAP Leadership Group undertaking interviews of 10 major attractions 31/3/2018 DAP Leadership Group are focussing on highway signage at its key focus for funding 30/6/2018 Meeting held with State Growth. To develop proposal for highway signage for submission to Department. 28/9/2018 Currently working on design for signage which can be incorporated into a regional design.</p>	<p>CED Management</p>	<p>In Progress</p>	<p>01/07/2017</p>	<p>30/06/2020</p>

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Burnie City Council		QUARTERLY CITY PLAN		(March 19/20)	
<b>Quarterly City Plan</b>					
Objective:		Business Activity		Start Date	Comp Date
Actions		Progress Comments		Status	
4.4 The City of Makers renowned for its niche industries, speciality manufacturing and artisanship.		Marketing and Events		01/07/2019	30/06/2020
<b>STRATEGY:</b> Develop initiatives that strengthen the Makers of Burnie brand and align with the Tasmanian brand.		Marketing and Events		Not Started	
4.4.1.1 Work with Steering Committee to deliver Paper on Skin.					



QUARTERLY CITY PLAN (March 19/20)

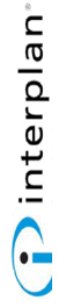
Burnie City Council

**Quarterly City Plan**

**Objective:** 5.1 Our natural resources are protected and enhanced.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>5.1.2.1 Use the Burnie Local Provisions Schedule in the Tasmanian Planning Scheme to recognise land with inherent value for agriculture, forestry and mineral production, water catchment and storage, and as scenic and landscape areas.</p>	<p>Ongoing operational requirement to recognise land with inherent value for agriculture, forestry and mineral production, water catchment and storage and as scenic and landscape areas.</p>	<p>Development Services - Management</p>	<p>In Progress</p>	<p>01/07/2019</p>	<p>30/06/2020</p>

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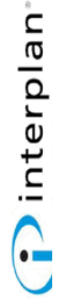


**Burnie City Council**      **QUARTERLY CITY PLAN**      (March 19/20)

**Quarterly City Plan**

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

Actions		Business Activity		Start Date	Comp Date
STRATEGY: Support communities that care for and protect our environment.		Progress Comments	Status		
5.3.1.1 Support community environmental groups such as Friends of Little Penguins, Bushwatch, Burnie Coastal Care Group, Upper Natone Reserve Committee, Friends of Fernglade, and Clean Up Australia.	Assisting the Friends of Burnie Penguins with their Penguin Rehab Project, this will ensure that all birds requiring water proofing or fitness exercise will remain in Burnie and not have to be transferred to Hobart. Assisting the new coordinator of the Cooeee to Camdale Coastcare in setting up procedures for volunteers and assisting with grant applications. Environmental groups are included in a group email in which regular information about funding/grants is sent out. Assistance is provided to these groups with applying for funding grants.	Community Development	Ongoing	01/07/2013	30/06/2020



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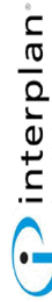
Burnie City Council

**Quarterly City Plan**

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

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Support the State and regional strategies in waste reduction.						
5.4.3.1	Identify beneficial and cost effective re-use options for green waste collected at the Burnie Waste Management Centre.	Negotiated incorporation of chipped greenwaste in to Dulverton Waste management composting operation (DWM facilities transport) . A small residual to be retained for BCC operations. Management regime embedded and working satisfactorily.	Technical Services	Completed	01/07/2019	30/06/2021
5.4.3.2	Review Food Organics Garden Organics (FOGO) service delivery model and costs assumptions in concert with the Cradle Coast Waste Management Group.	Discussion paper has been considered by Council in a workshop setting. Further discussions have occurred with CCWVG in regard to a communication / education strategy on FOGO. Council will determine a position once feedback comes from the CCWVG.	Works and Services Management	In Progress	01/07/2019	30/06/2021

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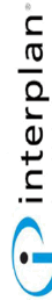
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<p><b>STRATEGY:</b> <i>Ensure the use and development of land enables communities to provide for their social, economic and cultural well-being and for their health and safety, while maintaining the potential for land to meet reasonably foreseeable needs, without risk to the life supporting capacity of land, air and water.</i></p>						
5.5.1.1	Use the Burnie Local Provision Schedule within the Tasmanian Planning Scheme to apply zone and other controls that will provide for the sustainable use and development of land.	Ongoing operational requirement to recognise use and development of land enables communities to provide for their social, economic and cultural well-being and for their health and safety, while maintaining the potential for land to meet reasonably foreseeable needs, without risk to the life supporting capacity of land, air and water.	Development Services - Land Use Planning	In Progress	01/07/2019	30/06/2020

Actions		Business Activity		Status	Start Date	Comp Date
<p><b>STRATEGY:</b> <i>Ensure the form and layout of settlement provides attractive, convenient, efficient, healthy, pleasant and safe urban and rural places in which people live, work or visit.</i></p>						
5.5.2.1	Use the Burnie Local Provision Schedule within the Tasmanian Planning Scheme to apply zone and other controls in relation to the form and layout of settlements.	Ongoing operational requirement to ensure the form and layout of settlement provides attractive, convenient, efficient, healthy, pleasant and safe urban and rural places in which people live, work or visit.	Development Services - Land Use Planning	In Progress	01/07/2019	30/06/2020



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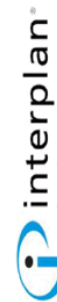
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Promote Burnie as an attractive investment choice.</b>					
6.1.1.1	Develop an Investment Prospectus for the CBD, subject to grant funding.	Economic Development	In Progress	01/07/2016	30/06/2020
21/12/2017 Council currently progressing an initiative to assist in consolidating preferred development sites identified in CBD Masterplan					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Maintain and enhance key community facilities that serve the broader region for cultural recreational and community purposes.</b>					



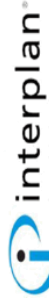
QUARTERLY CITY PLAN (March 19/20)

Burnie City Council

**Quarterly City Plan**

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

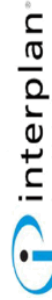
Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>6.1.2.1 Explore the potential for Burnie to become a pre-pilot test site for new government programs and services.</p>	<p>21/12/2017 Burnie has been invited to consider being a pilot test site for Data Exchange Platform with DSS</p> <p>21/12/2017 Department of Employment has advised it will partner with Burnie to roll out a pilot employment pathways program for young people</p> <p>31/3/2018 Department of Social Services are seeking to make Burnie a national pilot for initiatives to address mature age unemployment</p> <p>30/6/2018 Waiting on Grant Guidelines to be released by DSS. Working with Dept. Jobs and Small Business to develop Youth Employment Pathways project.</p> <p>31/12/18 DSS has advised that they are waiting on sign off by the Minister on a national pilot which is expected in January</p> <p>31/12/18 Council advised of success in an application for transport and training program for school leavers under Regional Employment Trial</p> <p>15/3/2019 Council offered and accepted Contract of \$250,000 for a Mature Age Job Seekers initiative</p> <p>26/3/2019 Federal and State Governments in final negotiations for Stronger Places Stronger People initiative to be rolled out in Burnie</p> <p>29/3/2019 Federal Government has confirmed funding for Stronger Places Stronger People</p> <p>31/5/2019 Working through process with Commonwealth and State Governments to progress Stronger Places program</p> <p>30/8/2019 Discussions with Commonwealth and State Governments and UTAS occurring regarding Placed Based Funding and Systems reform</p> <p>27/9/2019 Presentation to be made to Tasmanian Government Heads of Agencies in early October</p> <p>23/12/19 Further work undertaken on Systems and Funding Reform with both Federal and State governments.</p>	<p>Economic Development</p>	<p>Ongoing</p>	<p>01/07/2012</p>	<p>30/06/2020</p>



**Burnie City Council**      **QUARTERLY CITY PLAN**      **(March 19/20)**

<b>Quarterly City Plan</b>			
<b>Objective: 6.2 Effective, efficient and integrated transport linkages service and connect Burnie with the state, region and world.</b>			
<b>Actions</b>	<b>Progress Comments</b>	<b>Business Activity</b>	<b>Comp Date</b>
<b>STRATEGY: Advocate for retention of a regular air passenger and freight service from Burnie to the mainland and to King Island.</b>			
6.2.2.1 Maintain a majority ownership in the Burnie Airport Corporation.		Executive Management	30/06/2020
		Ongoing	01/07/2013

<b>Actions</b>	<b>Progress Comments</b>	<b>Business Activity</b>	<b>Status</b>	<b>Start Date</b>	<b>Comp Date</b>
<b>STRATEGY: Advocate for the planning and development of strengthened strategic transport linkages to other major centres in the region.</b>					
6.2.3.1 Advocate for the development of a long-term plan for the Bass Highway link between Burnie and Wynyard.	<p>The Joint Councils' forum identified the Bass Highway between Rocky Cape and Wiltshire as the highest priority project for the further development of the Bass Highway. A submission was made under the state Major Roads Fund for funding to undertake this work. An announcement was made in the 2016 Federal election for funding towards a study on the Burnie-Wynyard section of the Bass Highway.</p> <p>11/8/2017 The Department of State Growth has advised it is working with the Federal government in developing a brief for the Project.</p> <p>30/6/2018 Funding for Bass Highway west of Burnie announced as part of State Budget and Braddon By-election</p> <p>28/9/2018 DSG currently undertaking investigation of options for Bass Highway between Cooeee and Wynyard.</p> <p>26/3/2019 State Government has engaged GHD to develop plan of works for \$100 million investment in Bass Highway west of Wynyard</p> <p>29/3/2019 First Working Group meeting to be held 16 April</p> <p>31/5/2019 Planning workshop and community consultation underway</p> <p>23/12/19 Masterplan for Bass Highway released. Design for Cooeee to Doctors Rocks now being completed.</p>	Economic Development	Ongoing	01/07/2012	30/06/2020



QUARTERLY CITY PLAN (March 19/20)

Burnie City Council

Quarterly City Plan

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

Actions		Business Activity		Status	Start Date	Comp Date
STRATEGY: Encourage initiatives to promote regional cooperation for both regional benefits and maximising efficiencies.						
Progress Comments						
6.3.2.1	Meet at least annually with the Cradle Coast Authority to maintain dialogue on matters of regional significance.	CCA Chairperson and CEO attended workshop with councillors on 24.9.2019.	Executive Management	Completed	01/07/2013	30/06/2020
6.3.2.2	Provide technical tasks and support services in school and community based immunisation programs to adjacent municipal districts under resource sharing arrangements.	Burnie City Council conducts school based immunisation programs in schools within the Burnie, Waratah Wynyard, Circular Head and West Coast municipal areas. 2020 program commenced in late February 2020.	Land and Environmental Services Management	Ongoing	01/07/2014	30/06/2020
6.3.2.3	Participate in the Tasmanian Visitor Information Network.		Visitor Information Centre	Ongoing	01/07/2013	30/06/2020
6.3.2.4	Provide support to implement the Sustainable Murchison 2040 Plan.	30/8/2019 First Reference Group meeting held. Focus on Land Conversion, VET support, NBN/mobile coverage and population attraction and retention 23/12/19 Work proceeding on Land Conversion, mobile coverage, VET support.	CED Management	Ongoing	01/07/2019	30/06/2020
6.3.2.5	Provide support to implement the Cradle Coast Regional Futures Plan.	30/8/2019 Council officer supporting Renewable Energy and Population Working groups 23/12/19 Renewable Energy Comm's Strategy and Action Plan developed. Choose Cradle Coast Action Plan drafted.	CED Management	Ongoing	01/07/2019	30/06/2020
6.3.2.6	Support the development and implementation of the Cradle Coast Regional Events Strategy.	30/8/2019 "Paper on Skin" identified as one of nine regionally significant events	CED Management	Ongoing	01/07/2019	30/06/2020



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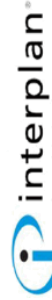
**Quarterly City Plan**

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

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.</b>						
7.1.1.1	Plan for disposal of Council land at Coosee Point.	<p>Council has considered this matter at a Workshop. It is seeking an understanding of the timing of the relocation of the truck wash facility from the State Government. A contamination assessment will be required to be completed before going to market. 11/8/2017 Council considered the future of Coosee Point at July meeting. Consultant engaged to undertake contamination assessment</p> <p>Letter sent to DPIPWWE requesting expediting relocation of Coosee Truck wash to new regional facility</p> <p>27/10/2017 Meeting organised with Secretary of DPIPWWE to discuss expediting regional truckwash</p> <p>17/11/2017 Meeting held with DPIPWWE. Department to advise next steps to implement north west stage of regional truckwash strategy.</p> <p>21/12/2017 DPIPWWE has advised it will be undertaking a review of north west truck wash facilities in early 2018.</p> <p>22/1/2018 Contamination Assessment completed.</p> <p>Minor issue and associated management plan identified</p> <p>28/9/2018 Currently exploring opportunity to jointly market properties on Coosee Point.</p>	Economic Development	In Progress	01/07/2016	30/06/2020

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY: Ensure effective operation and support for Council entities, authorities and special committees.</b>						
7.1.2.1	Ensure a Letter of Expectation is in place for entities Tas Communications and Burnie Airport Corporation and that an Annual Statement of Corporate Intent is received from each entity.	<p>Tascom - A new Shareholders Letter of Expectation from Council has been confirmed for 2019-20 - 2021-22.</p> <p>BAC - Reported to Council in AC017-20 to remain with quarterly reporting to Council under Local Government Act provisions.</p>	Corporate Governance Management	Completed	01/07/2015	30/06/2020

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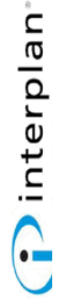


**Burnie City Council**      **QUARTERLY CITY PLAN**      (March 19/20)

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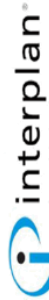
**Objective:** 7.1 A Council that provides engaging and effective leadership to Burnie.

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Ensure effective operation and support for Council entities, authorities and special committees.</p> <p>7.1.2.2 Host a series of Community Ideas Forums.</p>	<p>30/8/2019 First Ideas Forum postponed due to the Bank of Useful Ideas initiative. 29/11/19 Bank of Ideas have shortlisted projects for community voting 23/12/19 Planning has commenced for Ideas Forums in 2020 17/2/20 First Ideas Forum to be held on 5 March 31/3/2020 First Ideas Forum held. On-hold due to postponement of Councilor Workshops.</p>	<p>CED Management</p>	<p>Not Started</p>	<p>01/07/2019</p>	<p>30/06/2020</p>



Burnie City Council  
Quarterly City Plan (March 19/20)

Quarterly City Plan		Business Activity	Status	Start Date	Comp Date
Progress Comments					
Business Activity					
Status					
Start Date					
Comp Date					
<p><b>Objective:</b> 7.3 Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.</p> <p><b>STRATEGY:</b> Ensure Council remains compliant with all its statutory and regulatory obligations and contributes to the regulatory environment which affects our community.</p>					
<p>7.3.1.1 Monitor proposed new or changing legislation and regulations and contribute to their formation where possible.</p>	<p>Legislative Bills are tabled at EMT meetings when issued by State Government. Aldermen are provided with opportunity to comment on legislation where the local government sector is invited to participate in consultation. Feedback opportunities in 2019-20 to date have included: Local Government Reform - Phase Two in developing a new legislative framework. New Street Dining By-Law developed. Local Planning Schedule (LPS).</p>	<p>Corporate Governance Management</p>	<p>Ongoing</p>	<p>01/07/2012</p>	<p>30/06/2020</p>
<p>7.3.1.2 Monitor development of amended land use legislation and complete preparation of the Burnie Local Provisions Schedule to enable application of the Tasmanian Planning Scheme to land within the Burnie municipal area.</p>	<p>Council has prepared a draft Local Provisions Schedule for lodging with the TPC to become part of the Tasmanian Planning Scheme. Council continues to monitor and provide response on proposed changes in regulatory and procedural requirements. Draft BUR LPS submitted to TPC on 18 April 2019. discussion with TPC has followed in relation to compliance matters under LUPAA. final draft submitted under s35(6) LUPAA on 11 October 2019. awaiting approval to commence public exhibition of draft BUR LPS. Draft BUR LPS on public exhibition from October until December 2019. A report was provided to the Tasmanian Planning Commission on 29 January 2020 setting out the opinions and recommendations of the planning authority in relation to each of the matters in each of the representations received on the draft BUR LPS as a result of the exhibition period. A supplementary report was provided to TPC in response to late representation by Department of State Growth. TPC held a public hearing on the draft BUR LPS on 17 and 18 March 2020. Awaiting decision from TPC.</p>	<p>Land and Environmental Services Management</p>	<p>In Progress</p>	<p>01/07/2015</p>	<p>30/06/2020</p>



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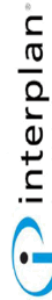
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> 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.					
7.3.2.1	Implement the Weed Management Plan.	On-going operational requirement consistent with requirement to assist control of declared weeds under weed management Act, and to assist understanding of weed management requirements and techniques by landowners and occupiers in Burnie municipal area. Arrangements in place with Devonport City Council to resource share a 0.5 FTE Weed Officer position from them.	Ongoing	01/07/2012	30/06/2020
7.3.2.2	Maintain parking control, animal control, by-laws and cemetery management compliance systems.	Ongoing operational requirement to maintain facilities and enforce compliance to all relevant regulatory requirements.	Ongoing	01/07/2012	30/06/2020
7.3.2.3	Maintain land use, building and health monitoring regulatory systems.	Ongoing operational requirement to administer and enforce applicable regulations and processes in relation to the use, development, protection and conservation of land, and for all building, demolition and plumbing work on a building.	In Progress	01/07/2012	30/06/2020

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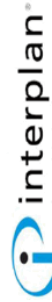
Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Ensure a long term strategic focus drives financial policy and decisions.</b>						
7.4.1.1	Ensure Council's Financial Management Strategy continues to be aligned with Asset Management Plans and the five year capital works program.	Corporate Finance Management		Ongoing	01/07/2014	30/06/2020
7.4.1.2	Review and update Council's Financial Management Strategy to support continued sound financial decisions.	Corporate Finance Management	The Financial Management Strategy was updated on 18 Feb 2020.	Not Started	01/07/2014	30/06/2020

Actions		Business Activity		Status	Start Date	Comp Date
<b>STRATEGY: Demonstrate financial accountability and ensure strong internal controls underpin performance.</b>						
7.4.2.1	Develop an annual budget in accordance with Council's long term Financial Management Strategy.	Corporate Finance Management		Not Started	01/07/2014	30/06/2020
7.4.2.2	Implement the endorsed recommendations of the Audit Committee.	Corporate Finance Management	Work ongoing from the Schedule of Recommendations.	Ongoing	01/07/2012	30/06/2020



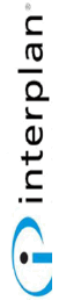
**Burnie City Council** **QUARTERLY CITY PLAN** (March 19/20)

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Strategies and plans are well-developed and guide the future allocation of resources.					
7.5.1.1	Undertake a benchmarking exercise to compare cost and services levels associated with delivering park and roads maintenance activities.	Works Depot	In Progress	01/07/2018	30/06/2021
Review of Service level delivery has been carried out as part of FMS. Target benchmarking areas identified. However no implementation of benchmarking activities has occurred. Seeking BM information from other councils in regard to sports grounds					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Ensure assets are adequately developed, maintained and renewed.					



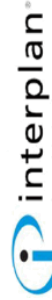
Burnie City Council  
Quarterly City Plan (March 19/20)

**Quarterly City Plan**

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

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p>7.5.2.1 Complete and implement a Cemetery Strategy to inform the future design of the cemetery, considering contemporary cemetery management practices and service levels.</p>	<p>Draft strategy document under final review prior to consideration by EMT and presentation for Council. Council workshop in April 2017. Decision to investigate opportunities to include a dedicated natural burial area within the Burnie Lawn Cemetery if retained by the Council and as part of any redirection in cemetery style and presentation (support for natural burial from Groundbreakers - a sub-regional advocacy group for low impact disposal of human remains) Strategic framework decisions made at Council meeting of 19 September 2017 - no decision on whether to assign dedicated area at Burnie Lawn Cemetery until public engagement on attitudes and options for re-imagining the BLC have been completed and a preliminary master plan developed.</p> <p>Progress deferred pending outcome of stage 1 and stage 2 review of Burial and Cremation Act 2002 by the State Government during 2018 and 2019 respectively - due to implications in proposed statutory changes to extend period during which a closed cemetery must be maintained from 30 to 100 years following last burial, and for prohibition on further burial in a closed cemetery, including under a valid exclusive right of burial.</p> <p>Council has determined by decision dated 15 October 2019 not to provide a dedicated natural burial area within the Burnie Lawn Cemetery or to acquire land for purpose of creating a natural burial cemetery within Burnie municipal area.</p> <p>Burial and Cremation Act 2019 became effective from 25 December 2019 - Burial and Cremation Regulations currently being updated - further work on Strategy to be deferred pending outcome of Regulation Review.</p>	<p>Land and Environmental Services Management</p>	<p>In Progress</p>	<p>01/07/2013</p>	<p>30/06/2020</p>
<p>7.5.2.2 Burnie Lawn Cemetery - undertake a community consultation process associated with proposed retro-fit of memorial plaque plinths in the early stages of the lawn cemetery.</p>	<p>Developing a methodology for the plinth retrofit process with depot staff. Once complete will liaise with LES as to a consultation methodology</p>	<p>Technical Services</p>	<p>In Progress</p>	<p>01/07/2019</p>	<p>30/06/2020</p>

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*Burnie City Council*

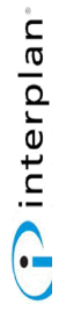
***Quarterly City Plan***

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

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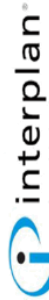
Burnie City Council  
Quarterly City Plan (March 19/20)

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

**Quarterly City Plan**

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Provide a high standard of service to all customers in terms of timeliness, consistency and quality.</p> <p>7.6.1.1 Develop a summary of infrastructure services provided by Council, how they are prioritised, programmed and delivered, and seek community feedback on the current service provision arrangements.</p>	<p>Service level documents under review to identify correlation between actual activity and specified activity. Review of priorities underway. SLD to be reformatted. Review linked now to the Financial Management Strategy project. Detailed review planned Sep 2018. FMS review progressed and opportunities to better manage service levels identified.</p> <p>Improved method to communicate SL still to be progressed. Changes to CBD cleaning service regime to be added to Waste SLD. Reviewing FMS actions. Some modification to SL will occur. Ongoing project.</p>	Works Depot	Ongoing	01/07/2016	30/06/2020

Actions	Progress Comments	Business Activity	Status	Start Date	Comp Date
<p><b>STRATEGY:</b> Promote a culture of continuous improvement that encourages innovation and contemporary practice.</p> <p>7.6.2.1 Continue implementation of the Burnie Continuous Improvement Program.</p>	<p>First B-CIP team meeting was December 2017. Team has rolled out visual messages across the workplace and focused on learning principles of continuous improvement.</p> <p>Sept 2018 - Team working through proposal for continuous improvement boards to generate ideas for safety and efficiency.</p> <p>March 2019 - CI Board installed at City Offices and training undertaken.</p> <p>Feb 2020 - CI Board is continuing to operate effectively.</p>	Corporate Governance Management	Ongoing	01/07/2017	30/06/2021
<p>7.6.2.2 Pursue shared services initiatives of mutual benefit, focusing on innovative solutions for customer service delivery into the future.</p>		Executive Management	Ongoing	01/07/2019	30/06/2021





QUARTERLY CITY PLAN (March 19/20)

Burnie City Council

**Quarterly City Plan**

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

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Attract and retain good staff by providing strong HR practices, learning opportunities and a positive work culture.						
7.7.1.1	Promote and integrate a positive behaviours framework.	Framework has been reviewed and material being developed to support rollout to the workforce. Booklets printed.	People and Safety	In Progress	01/07/2013	30/06/2020
7.7.1.2	Invest in the development of people by providing training and support in leadership and management skills, for emerging and middle managers.	Training in performance management was provided on 2-3 October 2019.	People and Safety	Ongoing	01/07/2019	30/06/2021

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Continually explore opportunities and strategies that reinforce Council's status as an Employer of Choice.						
7.7.2.1	Maintain membership to the Employer of Choice (EOC) knowledge centre and participate in EOC programs and networking groups as they arise.	Information received from EOC with regards to application for renewal of membership. Meeting Brief to be provided to EMIT by MPS on 7th October 2019. Renewal submitted Dec 2019, awaiting outcome.	People and Safety	In Progress	01/07/2012	30/06/2020

Actions		Progress Comments	Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Provide support to elected members to assist them to fulfil their roles effectively.						
7.7.3.1	Provide opportunities for Aldermen to undertake professional development.	The commitment to professional development has been included in the new Council's Declaration of Office, under the Local Government Act 1993 as from 1 August 2018. Development opportunities are provided in a weekly email sent to Councilors. A PD allowance per Councilor has been provided in the 19-20 budget.	Corporate Governance Management	Ongoing	01/07/2012	30/06/2020

QUARTERLY CITY PLAN (March 19/20)

Burnie City Council

**Quarterly City Plan**

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

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Develop an integrated approach to risk management from the strategic level through to activity level.					
7.8.1.1	Maintain and support the systems and processes included in the Risk Framework.	Corporate Governance Management	Ongoing	01/07/2016	30/06/2020
Updated risk context has been developed, identifying major controls systems. Risk Committee is being updated in 2020 to a broader group and will focus on reviewing each of the major control systems.					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Provide a safe work environment for all employees.					
7.8.2.1	Maintain a Work Health and Safety Management System in accordance with AS 4801.	People and Safety	Ongoing	01/07/2014	30/06/2020
New MPS has reviewed the WHSMS at BCC. System has been aligned with AS4801. Identified areas for improvement.					

Actions		Business Activity	Status	Start Date	Comp Date
<b>STRATEGY:</b> Work with other agencies to ensure our community is well prepared and able to respond to disaster.					
7.8.3.1	Ridgley Drainage Study - progress a concept design for Ridgley Highway culvert upgrade, consultation with stakeholders and seek grant funding towards the project.	Works and Services Management	In Progress	01/07/2019	30/06/2021
Council to engage with DSG as to interest in contributing to the upgrade of the Murchison highway culvert. Concept for the culvert upgrade in development.					
7.8.3.2	Emu River flood study - advocate with the State Government to install rainfall measurement and stream gauging stations to support flood warning systems in the north west rivers.	Works and Services Management	Ongoing	01/07/2019	30/06/2021
Emu river identified as a high risk catchment for a flood warning system. Monitoring funding opportunities					

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**GENERAL MANAGER****AO110-20 COVID-19 - UPDATE REPORT**

**FILE NO:** 27/19/11  
**PREVIOUS MIN:**

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.8	A best practice approach is taken to managing risk in the community and providing a safe work environment.
Strategy	7.8.3	Work with other agencies to ensure our community is well prepared and able to respond to disaster.

**1.0 RECOMMENDATION:**

***“THAT Council:***

- 1) Note the response to COVID-19 by the Executive Management Team;***
- 2) Defer the adoption of the 2020-21 Annual Plan and Budget until August 2020 or by no later than 31 October 2020 if an emergency notice is issued by the State Government;***
- 3) Authorise the General Manager to make an application under the Local Government Loan Stimulus package up to \$10m to support eligible capitals works and allowable community support package arrangements; and***
- 4) Authorise the General Manager, by absolute majority, to negotiate a \$10 million loan for a term of no longer than 3 years.”***

**2.0 SUMMARY**

This report summarises the Council’s role in a pandemic; actions taken to date in response to the latest information; advice and directives from the Federal and State Governments and seeks authorisation for some immediate actions to assist with the Council’s response.

The Council has a critical role to play in the overall response to the COVID-19 crisis, however its immediate response needs to be measured as Council will also have an important role to play once the curve flattens and the crisis moves to the recovery phase. It is necessary that Council ensure it has the resources in place to provide the community the best chance to recover as quickly possible.

The Council needs to be mindful of the fact that the Federal and State Governments have implemented stimulus packages that are targeting the broader community and directed towards those businesses and residents that are suffering the most. A table of stimulus

measures from other tiers of government was provided to Councillors at the workshop on 24 March 2020; they are far greater than the resources that are available to the Council. However, Council will need to consider implementing measures within its resource capacity to support the community and take its share of the load alongside the Federal and State Government.

Given both the uncertainty due to timeframes of spread around COVID-19 and its social and economic impact, the report also recommends a delay in the adoption of the Annual Plan and Budget 2020-21 to August 2020.

### **3.0 BACKGROUND**

On 19 March 2020 the State Government declared a State of Emergency in response to COVID-19.

Under a State of Emergency, the State Controller assumes state level coordination and whole of government and community consequence management. The State Controller is the Commissioner for Police.

The lead agency responding to COVID-19 in Tasmania – known as the Response Management Authority – is the Tasmanian Department of Health (DoH).

The State Controller has a number of powers under a State of Emergency. In terms of council resources these include, but are not limited to:

- Directing that the resources of the State and any council or other person be made available for emergency management as specified in the direction; and
- Requiring the owner (including a council) of, or the person for the time being in charge of, any resources to surrender the resources and place them under the control of any person involved in emergency management.

Regional activities continue through Regional Emergency Coordination Centres. Municipal Emergency Management Coordinators are engaged at this level.

Key roles for councils during the emergency include:

- Business continuity planning for their council, manage service provision, closure of council facilities, council staffing etc;
- Bring incident management teams together to implement and coordinate business continuity and contingency planning;
- Provision of public information to the community on council service provision and other broader messaging as determined and aligned with information from the state Public Information Unit;

- Municipal Emergency Management Coordinators may participate in regional emergency coordination centres;
- From time to time councils may be requested to provide physical assets to support state run respiratory clinics;
- Support other government agencies to manage the impact as requested;
- Short term relief and recovery activities are underway with a number of Federal and State stimulus packages announced;
- Work is underway in developing individual and collective council stimulus packages.

This is likely to be a prolonged event so relief and recovery is beginning during the response phase. A formal transition to longer term recovery is not likely to occur until the emergency response winds up.

#### Recovery

- A key role for Local Government is likely to be in the recovery phase;
- Councils will work closely with the state in a state led recovery.

In addition to its emergency management role, the Council also has public health responsibilities, must support government in implementation of response measures, and ensure it complies with any notices it issues on the facilities that it manages.

#### **4.0 LEGISLATIVE REQUIREMENTS**

The *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020* has been enacted by the State Government, which received Royal Assent on 27 March 2020.

The *Act* is to make provision to deal with certain risks, arising from the disease, known as coronavirus disease 2019 (COVID-19), to the effective performance and exercise of judicial, administrative or legislative functions and powers in relation to the State, to mitigate in certain circumstances the financial and social effects related to those risks, to amend the *Emergency Management Act 2006* and the *Residential Tenancy Act 1997* and for related purposes. Council is required to comply with notices issued by the State Government.

In the management of employees, it is a requirement to ensure that compliance is maintained under the *Fair Work Act 2009*.

The *Local Government Act 1993*, in s82, requires that the General Manager must prepare estimates of Council revenue and expenditure in each financial year by 31 August.

Both the Federal and State Governments have deferred their budget to October 2020. LGAT is having discussions with the sector as to whether this is an option for local government and

this will require an emergency order. The Council could defer the budget by two months to 31 August 2020 under the exiting legislation.

## 5.0 POLICY CONSIDERATIONS

As Council responds to COVID-19 it will need to be mindful of the policies and delegations that are in place. As part of the response and recovery there will be a need to modify the policies and review the delegations with the view of streamlining decisions that need to be made.

The Executive Management Team has been focussed on making effective and rapid decisions since the COVID-19 crisis hit the Tasmanian community. In making these decisions it has been considerate of its scope of power and kept the Mayor informed of the decisions that have impacted on the broader community.

## 6.0 FINANCIAL IMPACT

COVID-19 is likely to have an immediate impact on Council's financial position in the 2019-20 and 2020-21 financial years, with the financial impact of COVID-19 being felt by Council for a number of years.

Early work indicates that Council is likely to have a deficit of between \$0.5 million and \$1 million for the 2019-20 financial year. Due to the fluid nature of the COVID-19 pandemic the impact for the 2019-20 financial year is hard to predict with accuracy and could change if increased movement restrictions are implemented by the Government.

The important challenge for Council will be to manage its cash flows over the next 12 months to ensure it can meet its ongoing obligations and maintain liquidity. Early forecasting is indicating that Council's cash position at 30 June 2020 may be as little as \$1.3m against a budget of \$4.1 million. Council will need to borrow funds for cash flow purposes to ensure it has sufficient funds to meet commitments as they fall due. Current modelling predicts that Council's cash flow deficits will peak in September/October 2020.

The State Government, in response to COVID-19, initially provided the sector with \$50m in interest free loans over three years to encourage local government to upgrade, renovate and to do necessary maintenance to improve tourism and other assets. This was later increased to \$150m and extended to include support with some eligible stimulus arrangements. Officers will explore options under the Local Government Loan Program to reduce the likely interest burden to Council.

It is recommended that Council authorise the General Manager to negotiate an interest free loan up to \$10 million for eligible capital works and allowable community support package arrangements.

It is recommended that Council seek approval of a \$10 million loan facility in order to manage its cash flows over the next 12 months. The indicative interest rate on a fixed term loan of 12 months is 1.48%. This may not be drawn down to its full extent if the full \$10 million concessional loan is approved by State Government.

The Federal Government in its response to COVID-19 announced the JobSeeker Payment to assist workers that lose their job amongst other stimulus measures in Package Two. In Package Three a JobKeeper Wage Subsidy was provided to employers who have been adversely affected by COVID-19.

The local government sector through ALGA had been advocating for the JobKeeper Subsidy, however the Prime Minister made it clear on 3 April 2020 that: *“local government workers are not eligible and should rely on support by state and territory governments”*.

The Premier responded to the Prime Minister’s position on JobKeeper for local government in a media Statement on 4 April 2020:

*“We will continue to do everything we can to limit the impact of COVID-19 on our economy and provide the necessary supports for workers. In regards to local government, the Federal Government’s JobSeeker payment could apply for employees who have lost their jobs because of the COVID-19 pandemic. In our second social and economic support package that we announced last week, we extended the \$50 million interest free loan scheme for local government to \$150 million. We will also be broadening the criteria for the scheme to provide local government with more flexibility with how the loans are utilised.”*

It is unlikely that Council will need to obtain \$1.2m in loan borrowings for capital works that Council authorised in adopting the 2019-20 Annual Plan and Budget Estimate as the proposed works have been deferred.

## **7.0 DISCUSSION**

### Council Arrangements

It is proposed that Council will continue to meet monthly during the response to COVID-19. However, while the community is under movement restrictions Council Meetings will be conducted by video conference. The agendas will be restricted to matters that are statutory, contractual or for public safety purpose, or related to COVID-19. During this period the General Manager will work closely with the Mayor in the compilation of the agenda.

The State Government, through the Office of Local Government, formalised lawful arrangements for local councils to assist their operation during the COVID-19 emergency.

The notice allows Council to:

- meet via teleconference and videoconference;
- ensure that councils can authorise and sign certain documents electronically; and
- allow for documents that would ordinarily need to be publicly available at council offices in hard copy to instead be accessible online.

It is intended that the Council monthly meetings will use Zoom technology with an electronic recording of meetings available on websites for the community to view within 24 hours.

While the community will not be able to view the meeting concurrently, arrangements will be established to allow the community to continue to submit public questions to the meeting.

Council Workshops have been suspended until further notice and communication between councillors and management is limited to emails, unless another format is considered necessary.

All Special Committee and Working Group meetings have been cancelled for the time being and will not recommence until it is safe to do so.

### Social Distancing

Customer facing areas of the organisation are using the guidelines prepared by the Australian Government Department of Health at the following link.

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing>.

Appropriate signage has been placed in public areas. Non-essential meetings are being deferred or conducted by video conferencing or other means wherever possible.

Customer facing employees have continued their interactions with the community while it is safe to do so. Messaging encourages the public to use telephone and online platforms as much as possible. For the safety of employees and in line with the message from the Premier that local government must discontinue face-to-face services, a decision was made to close Council offices and the Multi Story Car Park from 15 April to 26 April.

Management will continue to monitor the decisions and messaging from the Federal and State Government making any necessary changes to the Council operations for the safety of employees and the community.

### Employee Working and Leave Arrangements

Central to decision making is the key principle of ensuring that Council can meet its obligation to maintain a safe workplace. There remains a demand for Council services to support many aspects of the community, including business and industry that remains in operation.

Communications and updates on a range of relevant matters, including provision and protection of a safe work environment, business continuity planning, leave arrangements, and links to information and support in relation to the COVID-19 issues are being provided daily to all staff by a number of means.

Council is being guided by advice from both the Federal and State Departments of Health in relation to measures to protect staff from exposure.

The current objective has been to continue the business of the Council with minimum disruption to service provision and workforce numbers. This is in line with key messaging



from the Prime Minister and Premier that it is essential that workers continue to work, although from home where possible.

Staff had been requested to minimise the need for personal contact with the public and colleagues while undertaking work duties. Use of telecommunication and digital systems is encouraged in preference to face to face meetings, and social distancing is required where meetings are necessary. Discretionary meetings and training sessions have been cancelled for the interim.

The Premier advised on the 12 April 2020 that the Acting Director of Public Health will be issuing a direction on 12 April 2020 to place greater restrictions on the North West municipalities, (with exception of King Island), that included the closure of many retail and commercial premises that are not providing essential services. This order is in place until 11.59pm on 26 April 2020.

In support of the Premier's directives on 12 April, the General Manager notified the workforce on 14 April that Council will shut down its non-essential local government services which normally involve working in the community, to assist in restricting the movement of employees.

This notification advised that Council will be moving to this phase from Wednesday 15 April until Sunday 26 April inclusive. This arrangement will be reviewed and may be extended or modified as the COVID-19 environment evolves.

During this period Council will continue to provide essential services to ensure the safety of the community. The community will be able to contact Council during normal business hours.

This resulted in 79 employees that could not be immediately provided with useful work being stood down without pay. Employees are able to elect to take any available leave entitlements at full or half pay. A COVID-19 Support Package has been established for any employees that have exhausted all RDO and TOIL entitlements and have not more than 10 days annual leave. The Package will support employees with a payment of \$20 per hour to a maximum of \$750 per week in line with the general provisions of JobKeeper.

Council has an obligation, in line with Fair Work requirements, to keep as many workers engaged in useful work where their role could be done from home. During this period assessments will be undertaken with the view of getting as many employees as possible doing useful work from home. The reality is that some tasks are not able to be performed from home, and some employees will be affected by this stand down for longer than others.

#### Council Services and Events

Council's business continuity plan is being implemented, with work occurring on managing the resources for the provision of business critical services. Where circumstances change, consideration will be given to reallocating resources to best meet specific needs at any particular time.

The Council is following Australian Government requirements around services and events. This includes closure to date of the following facilities have closed:

- Burnie Aquatic Centre
- Burnie Arts and Function Centre
- Burnie Regional Art Gallery
- Burnie Regional Museum
- Makers Workshop and VIC
- Cooe Point Camping Ground
- Fernglade Reserve and Guide Falls
- Playgrounds and Skate Park
- Waste Transfer Station – partial closure
- Multi Story Car Park – closure to 26 April

A number of events including the Burnie Challenge, Kids in the Park, Family Fun day and Youth Week have been cancelled. Other events such as the Burnie10, 3-2-1 Go and Burnie Shines are being continually monitored; recognising that the long lead times in planning some of these events may mean they will not proceed if the current social isolation protocols are still in place in July.

#### Cleaning

The Council parking machines are being regularly cleaned and disinfected with messaging encouraging the public to move to contactless payment using the EasyPark parking app.

Council has increased the frequency and service level of cleaning in public spaces, including public toilets.

#### Annual Plan and Budget 2020-21

The work on preparing the 2020-21 Annual Plan and Budget has been disrupted by COVID-19 and will result in the need to revise the budget timetable. A revised timetable for the budget will be prepared in early May.

As mentioned earlier there is currently a legislative requirement to adopt the budget by 31 August 2020, however there may be an emergency notice issued allowing Councils to defer the adoption of the budget to October 2020 in line with the Federal and State budgets.

It is recommended that Council accepts that the 2020-21 Annual Plan and Budget will not be adopted until 31 August 2020 and that this maybe later if an emergency notice order allows.

A major impact of a late adoption will be the delay in setting of rates, and the distribution of rates notices to rate-payers. This will further impact Council's cash flow situation.

#### Capital Works

Prior to the crisis planning for the 2020/21 capital works program was well underway. A review needs to be undertaken of program and consideration given in the first instance to preserve cash by undertaking projects that utilises the capacity of Council's own workforce.

The State Government has offered to provide \$150m interest free loans to local government and this stimulus initiative could be used for identified capital works projects. The use of these funds may be advantageous to do projects using contract labour to stimulate the local economy. While access to the concessional loan for capital works will be considered, on 3 April 2020 the Premier gave an indication that the criteria to access the interest free loan may be relaxed and it may be more prudent to use this to support cash flow or a combination of both.

Council's capacity to undertake additional capital works is limited due to internal resourcing in getting projects to a "shovel ready" stage. While it may be possible to bring some capital works forward by accelerating the design and planning process this would require additional staffing at a time when the operational budget will be under considerable pressure from a loss of revenue.

The 2019-20 Capital Works Program is being reviewed with the view to identifying projects that can be placed on hold. There are projects in progress and these will need to be completed.

Capital works projects inject much needed investment in to our local economy through:

- Direct employment
- Purchase of materials and services
- Utilise contractors of various types

The Director Works and Engineering Services is developing a package of capital projects to lodge under the \$150m Stimulus Loan Package.

The nature of projects to be supported by the stimulus package, while focused on tourism, appears quite wide, aimed at getting visitors back to communities post the current challenges ahead of us.

A review of the current, draft 2020-21 and forward works program was carried out to identify that the following projects have potential:

Project	Description	Status of Project	Project Cost	Comment
South Burnie Foreshore Upgrade	A current project to develop new toilets (to be carried forward) and upgrade parking arrangements and address erosions control	Designed work complete – close to tender.	\$350,000 toilets. \$175,000 erosion control. \$200,000 car parking.  <b>\$725,000</b>	Enhances the precinct for visitors and locals alike and supports greater use of this area.

Project	Description	Status of Project	Project Cost	Comment
Pump Track and Loop Trail	Develop a pump track and loop trail at View Road. Proposed 20/21 project	Concept design in progress for a loop trail and pump track at View Road in progress.	Pump Track \$250,000.  Loop Trail \$150,000.  <b>\$400,000</b>	The facilities would be one of many cycling facilities across the coast. Draw visitation from many sources but also support the community needs for recreation.
Waterfront Integration and Improvement	To utilise the rail corridor and further enhance the appearance of the waterfront. Council has noted a proposed project to install additional shade facilities at the waterfront.	Shade arrangement would be consistent with current shelters. Require approval from state to occupy rail corridor. Discuss in past passive recreation and provisions of storage facilities for BSLSC.	\$75,000 shelter  \$40,000 storage areas (screened areas).  \$150,000 integration of rail corridor.  <b>\$265,000</b>	Implement actions already identified as enhancing the waterfront and support improved visitor experiences.
BAFC – Upgrades and Renovations	Various improvements have been identified in past budget processes. Upgrading amenities improving facilities for DDA compliance.  There is a broader need to update décor in the facility.	At present main projects identified are related to DDA compliance.  Upgrade of toilets.  Lift (project on hold).	<b>\$500,000</b> (notional figure at present)	Plan was previously in development by BAFC staff.  Centre has been hit by performance and function cancellations. Enhancing the facility encourages people to return as programs are reinstated.
Upper Burnie lookout redevelopment	Carry forward project 19/20. Enhance the lookout and incorporate interpretative elements to support the tourist experience	Concept design has progressed	<b>\$100,000</b>	Support improved visitor experience

Project	Description	Status of Project	Project Cost	Comment
Oakleigh park fountain and precinct upgrade	Carry forward project. Upgrade the existing fountain , incorporate public art elements , improve footpaths and enhance existing memorial and other features	Concept design completed. Detailed design for fountain in progress.	<b>\$200,000</b>	Enhance a popular community space. Park is heritage listed due to VDL connections.
CBD upgrade project	Enhance the existing streetscape through provision of new waste receptacles and street lighting. Replace existing street trees	Bin renewal program scoped (was to be a ongoing program) , Street lighting upgrade to save energy costs , spares for existing lights difficult to secure and new lights improve the street aesthetic	\$400,000 Bins \$300,000 lighting \$100,000 trees <b>\$800,000</b>	Streetscape improvements noted as part of CBD master plan. Initial works noted in 19/20 program

It is recommended that the Director of Works and Services finalise an eligible list of capital works under the Local Government Loan Stimulus package and authorise the General Manager to lodge an application.

The Federal Government is calling for applications under the Local Government Land Transport Infrastructure Project. The Director Works and Services has applied for an Australian Government contribution of \$1.072 million towards \$1.884 million of capitals works that can commence in the next six months. The projects are:

- Circular Road – Darling River bridge replacement
- Guide Road – upgrades and resurfacing
- Mooreville Road – widening
- Mount Street – roundabout (current blackspot application) – State Government Road

The Director will keep Council informed on the success of this application.

#### Procurement/support to local businesses

Council recognises the importance of supporting local businesses. The Code of Tenders and Contracts provides for engagement of the local market through actively seeking quotes from local business and industry. While a reasonable proportion of its contract spend already goes to local businesses, this will be more of a priority when making procurement decisions.

#### Rebate of Commercial Rates

The State Government is intending to draft legislation to support the decision of National Cabinet that Councils waive six months of rates to any business that has experienced more

than 30% downturn. The details associated with this are sketchy and will significantly impact the cash flows of the Burnie City Council with a significant CBD.

The Launceston City Council has already provided a rebate to certain commercial business that they have deemed to be affected by COVID-19. Their decision was to provide a rebate of three months in 2019-20 and three months in 2020-21.

In the case of Burnie 30% of the general rate is generated from commercial properties. If there is a reduction of the commercial properties to align with the rebate provided by Launceston City this relates to 20% of the general rate. It has been estimated that a six month general rate remission for Burnie commercial properties directly impacted (30% downturn rule) by COVID-19 in Burnie is estimated at \$1.5 million.

It is proposed that Council consider this matter in the Phase Two – COVID-19 Community Support Package, taking into consideration any legislation that is passed by the State Government. Early indications are that if it is mandated the State Government will allow access to the Local Government Loan Program (interest free loan), however this would need to be repaid in ensuing years.

## **8.0 RISK**

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

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

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

It is a document that is being continually reviewed as changes occur and actions continue to be put in place to further manage risks.

The Risk Management Plan is an internal document not for publication, and a copy of the latest version has been provided to Councillors under separate cover.

## **9.0 CONSULTATION**

COVID-19 is a significant global event and in the early stages of the response by the Federal and State Government, things were changing daily and in some cases many times in a day.

As the Executive Management Team made decisions and implemented changes in the organisation, it followed a communications strategy to keep the community, employees and councillors informed.

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**COUNCIL RESOLUTION****Resolution number: MO114-20****MOVED:** *Cr D Pease***SECONDED:** *Cr A Keygan****“THAT Council:***

- 1) Note the response to COVID-19 by the Executive Management Team;***
- 2) Defer the adoption of the 2020-21 Annual Plan and Budget until August 2020 or by no later than 31 October 2020 if an emergency notice is issued by the State Government;***
- 3) Authorise the General Manager to make an application under the Local Government Loan Stimulus package up to \$10m to support eligible capitals works and allowable community support package arrangements; and***
- 4) Authorise the General Manager, by absolute majority, to negotiate a \$10 million loan for a term of no longer than 3 years.”***

**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***

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**GENERAL MANAGER****AO111-20 PHASE ONE - COVID-19 COMMUNITY SUPPORT PACKAGE****FILE NO: 27/19/11****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 agree to the delivery of the following actions as part of a Phase One - COVID-19 Community Support Package to assist our community to both manage and recover from the impacts of the COVID-19 Pandemic by:***

- 1) Delivering the Annual Plan and Budget for 2020/2021 financial year based on a 0% general rate increase;***
- 2) Suspend section 3.5.3 “Defaults and Penalties” of the 2019-20 Rates Resolution from 1 March 2020 to 30 June 2020;***
- 3) Ratify the decision of the General Manager to waive the default interest for March 2020;***
- 4) Providing an early payment discount of 2.5% in 2020-21 if rates and charges are paid in full by the 31<sup>st</sup> October 2020;***
- 5) Deferring the 2020-21 rates to be paid in the following instalments on the following dates:***
  - 30 November 2020***
  - 31 January 2021***
  - 31 March 2021***
  - 31 May 2021;***
- 6) Adopting the Financial Hardship Assistance Policy CP-CBS-SG-049 to support ratepayers that are in serious financial hardship associated with COVID-19, and review by June 2021;***
- 7) For a limited time, amend the limitation of its existing delegation to the General Manager for writing off bad debts, with the following delegation:***
  - That Council delegate its powers and functions under s76 of the Local Government Act 1993 to the General Manager, with a limit of \$5,000 per debt, in place until 30 June 2021, after which time the limit will return to \$500 or any other value as determined by Council at that time.***



- 8) *Waiving all winter sport fees on community groups for the 2020 winter season;*
- 9) *Waiving of community lease payments in 2020-21;*
- 10) *Suspending the provision in the Community Lease Policy to reimburse Council for insurances charges for 2019-20 and 2020-21;*
- 11) *Conversion of the Zodiacs Gymnastics Club to a community lease and apply the above community lease support arrangements;*
- 12) *Waiver of fees associated with registering food shop licences for 2020-21;*
- 13) *Providing a two month period of two hour free parking in the Multi Story Car Park to promote a return to business in the town centre and to commence once government social distancing restrictions are lifted; and*
- 14) *Developing a promotions and events program to support the community in its recovery from COVID-19."*

## 2.0 SUMMARY

This report has been prepared in response to COVID-19, allowing Council to provide Burnie residents and businesses with a local stimulus package in addition to the support of significant stimulus arrangements provided by the Federal and State Government. This is a Phase One – COVID-19 Community Support Package and it is proposed that the Council consider a Phase Two – COVID-19 Community Support Package at its June 2020 meeting.

This report proposes the following Phase One - Community Support Package Measures:

<b>Community Support Measure</b>	<b>Estimated Value</b>
A rates freeze for the 2020-21 financial year (0% rate increase).	\$270k
An interest suspension on outstanding rates from 1 March 2020 to 30 June 2020.	\$40k
The continuation of the early payment discount in the 2020-21 Annual Plan and Budget.	\$260k
The deferral of instalment dates in the 2020-21 Annual Plan and Budget.	*
The provision of support for businesses and residents that are in serious financial hardship due to the effects of COVID-19.	\$100k
The waiver of all winter sports fees for the 2020 winter season.	\$16k
The waiver of community lease payments in 2020-21, insurance reimbursement for 2019-20 and 2020-21, and reimbursement of service and utilities charges along with the conversion of Zodiacs Gymnastics Club to a community lease.	\$63k
The deferral of commercial lease and reimbursement payments for affected commercial tenants without penalty.	*
The waiver of the fees associated with registering Food Shop Licences for 2020-21.	\$15k
The provision of two-hour free parking for two months at the Multi Story Car Park.	\$80k
The provision of a promotion and events program to support the community in its recovery from COVID-19.	\$125k

Community Support Measure	Estimated Value
<b>Total Phase One – Community Support Package</b>	<b>\$969k</b>

*\*Value not yet determined*

### 3.0 BACKGROUND

As at 31 March 2020 the cost of all economic stimulus measures by the Federal Government in response to the COVID-19 pandemic crisis amounts to \$323b. This includes:

- First Federal Support Package \$17.6b
- RBA – Balance Sheet Support \$105b
- Second Federal Support Package \$66.1b
- Federal Wage Subsidy Package \$130b
- Other Announcements \$4.3b

This information has been extracted from the report prepared by KPMG – “The Federal Government’s Wage Subsidy – A review of measures announcements as of 30 March 2020”.

Since this report the Federal Government announced a \$1.3billion package to support private hospitals and a \$3billion Childcare Support Package on 2 April 2020.

The KPMG report also states that the Tasmanian Government has provided a mix of fiscal and balance sheet stimuli of \$1billion. The details of this stimuli have been circulated to Councillors.

The measures in these packages have been targeted at residents and businesses and while some are broad based, many are aimed towards the people and organisations that are most directly affected by the crisis.

LGAT held its General Meeting on 24 March 2020 and at this meeting the local government sector agreed that each Council would consider the following relief mechanisms:

1. *No penalties, charges, interest or debt collection for late rates payments and extended payment periods (with such measures in place) until 30 June 2020.*
2. *Rent relief on council owned buildings where tenants are experiencing financial hardship until 30 June 2020.*
3. *A common approach to hardship/assistance policies with LGAT to develop a model policy based on engagement with councils.*
4. *a. Community grants to be refocussed as appropriate to support local business and not for profit recovery or conversion to a digital environment or circular economy until 30 June 2021.*  
*b. As a means of supporting local business recovery and injecting funds into communities in a timely manner, councils be encouraged to settle creditor invoices within a maximum 14-day timeframe (or sooner), irrespective of normal trading terms.*

5. *A 0% increase on general rates for 2020-21 but fees and charges may be indexed by CPI.*
6. *Seek the option of relaxing depreciation requirements or extending standard asset life for 2020-21 upon agreed criteria with the Auditor General (including asset condition) and subject to the Auditor General adjusting financial indicators accordingly.*

The decision taken by the sector at the LGAT General Meeting has been taken into account when developing the Community Support Package for Burnie.

#### **4.0 LEGISLATIVE REQUIREMENTS**

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

#### **5.0 POLICY CONSIDERATIONS**

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

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

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

#### **6.0 FINANCIAL IMPACT**

The financial impact of the proposed support package will have both direct and indirect impacts of Council's financial position. The estimated direct impact of the package is \$969,000, being the cost of the support measures included in this report.

There will also be an indirect cost of a number the deferral of payment of a number of Council's revenue streams including:

- Deferral of Council's rates discount date until the 31<sup>st</sup> October 2020
- Deferral of Council's rates and charges instalment dates
- Deferral of rental payments for a number of commercial lessees

These measures will have a significant impact on Council's cash flows and it is expected Council's interest revenues on term deposits will be reduced and Council will be required to borrow up to \$10 million to help fund its cash flow over the next 12-18 months. The exact

costs of these measures are unknown, but Council is likely to incur \$100-200k in lost interest revenue on term deposits and interest on additional loan funding.

## 7.0 DISCUSSION

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

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

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

It is necessary for the Council to provide a community support package to assist in the time of crisis. This package is looking at supporting ratepayers, facility users, community and commercial tenants. It is also important that local government takes its fair share in the economic stimulus measures that are provided across all three spheres of government.

It is critical that relief is directed where it is needed most, however some measures will be broader allowing the whole community to receive some relief from the Council initiatives.

Specific areas where the Council could deliver a COVID-19 Community Support Package are:

- Rates
  - Rates Freeze
  - Suspension of Interest
  - Deferral of 2020-21 rates instalments
  - Early Payment Discount
  - Financial Hardship Policy
- Fees and charges for use of Council facilities
- Community leases
- Rents paid by tenants in Council premises
- Procurement/support to local businesses
- Capital works

### 7.1 Rates

#### Rates Freeze

The fourth instalment of rates is due on 31 May 2020 and has a value of \$1.848 million. A total of \$3.035 million remains unpaid as at 31 March 2020. A total of 6,293 of the Council's ratepayers have already paid their rates in full for 2019-20.

At its meeting on 18 February 2020, Council adopted the Financial Management Strategy (FMS) 2030. At its meeting on 17 March 2020, Council then considered a Motion on Notice

that proposed the overturning of elements of the decision in February. The Motion on Notice was deferred and is currently in abeyance.

The adopted FMS proposed that Council apply a rate increase of 1.77% across all rates and charges in 2020-21.

LGAT is currently seeking a sectoral response to a proposed rate freeze on the general rate and that any increases in charges be limited to CPI.

In line with the position of LGAT it is recommended that Council provide assurance to ratepayers that when framing the 2020-21 Annual Plan and Budget it will adopt a general rate increase of 0%. Service charges will increase by no more than CPI.

***This COVID-19 Community Support Package measure will provide a benefit to the community of \$270k.***

- ***A rates freeze for the 2020-21 financial year (0% rate increase).***

#### Suspension of Penalty Interest on Rates and Charges

The LGAT General Meeting also suggested that no penalty and interest be charged or debt collection occur until 30 June 2020.

Council does not charge a penalty, however interest is charged on any outstanding rates each month in accordance with s128(1) of the *Local Government Act 1993*.

It is recommended that Council suspend section 3.5.3 “Defaults and Penalties” of the 2019-20 Rates Resolution from 1 March 2020 to 30 June 2020 in line with the decision of the sector.

A default interest freeze on outstanding rates balances from 1 March 2020 until the 30 June 2020 will provide relief to ratepayers of around \$10k per month or \$40k. There were 1,021 properties that are currently not meeting rating obligations.

***This COVID-19 Community Support Package measure will provide a benefit to the community of \$40k.***

- ***An interest suspension on outstanding rates from 1 March 2020 to 30 June 2020.***

Considering the situation and the decision taken by the sector, default interest at the end of March 2020 were not raised and Council will need to ratify this decision as it is outside the delegation provided.

It is proposed that the suspension of interest charges on outstanding rates be reviewed again in June 2020 and considered in an extension of this in the Phase Two – COVID-19 Community Support Package.

### Early Payment Discount

The adopted 2030 FMS sought the abolishment of the 2.5% early payment discount which was overturned by a Motion on Notice at the March meeting. No action is required as Resolution MO067-20 ensures the discount will remain for rates paid in full. It is suggested that to obtain the discount rates should be paid in full by 30 November 2020.

***This Community Support Package measure will provide a benefit to the community of \$260k.***

- ***The continuation of the early payment discount in the 2020-21 Annual Plan and Budget.***

### Deferral of 2020-21 rates instalments

With the deferral of the 2020-21 Annual Plan and Budget to August 2020 or possibly October 2020, there is a need to review the instalment dates for rate notices and while this will have a cash flow issue for Council it will provide relief to ratepayers, who will hopefully have had some opportunity to have some cash flow back into their businesses or households.

It is proposed that the instalment dates set in the 2020-21 Annual Plan and Budget be:

- 30 November 2020
- 31 January 2021
- 31 March 2021
- 31 May 2021

***This COVID-19 Community Support Package measure will impact Council's cash flow contribute to the requirement for Council to borrow funds. The full cost of this measure is not known at the time of writing the report.***

- ***The deferral of instalment dates in the 2020-21 Annual Plan and Budget.***

### Hardship Policy

The current Rates and Charges Policy has a provision for the General Manager to provide a freeze on interest penalties, however this is only available for rates on properties that is the principle place of residence. To allow Council to assist more than residential properties this would need to be extended to support businesses that can demonstrate they are affected by COVID-19. The current hardship provision within the Rate and Charges Policy states:

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

In responding to COVID-19 the sector, through LGAT, has prepared a Model Policy for Financial Hardship on Local Government Rates.

It is proposed that Council adopt the **attached** Financial Hardship Assistance Policy CP-CBS-SG-049 for a sunset period of twelve months. The attached Policy has been drafted using the principles in the Model Policy prepared by LGAT, with modifications to suit the governance arrangement at Burnie. The Policy should be limited to financial hardship associated with COVID-19.

In twelve months, or sooner, this Policy should be reviewed: for either adoption as a permanent hardship policy for ratepayers; imbedded within the Rate and Charges Policy; or reverted to the existing policy.

The Policy is designed to provide support to ratepayers experiencing genuine and serious financial hardship and needing assistance to meet both their basic needs and their rate payment obligations to Council. It is not intended to be used to maintain financial positions for those who do not need it and are not genuinely impacted by serious financial hardship.

While the preferred option will be the deferral of rates and charges, without penalty, until reasonable cash flow return to the households and businesses this will allow Council to be sympathetic to any ratepayers that are at risk of serious financial hardship due to the effects of COVID-19.

As part of the suite of changes to delegations a review of the delegation to the General Manager limit in providing a remission should be considered with an increase from \$500 to \$5,000 per rate notice.

The current delegation to the General Manager is for the powers under s76 of the Local Government Act 1993, with a limit of \$500 per debt. The recommendation in this report provides for a temporary delegation up to \$5,000 per debt, up to 30 June 2021 after which time the limit will return to \$500 or any other amount determined by Council at that time. In exercising this power, the General Manager must meet the requirements of section 76 and take into account Council's proposed Financial Hardship Assistance Policy, attached to this report.

**76. Writing off bad debts**

- (1) A council may write off any debts owed to the council –
  - (a) if there are no reasonable prospects of recovering the debt; or
  - (b) if the costs of recovery are likely to equal or exceed the amount to be recovered.
- (2) A council must not write off a debt unless the general manager has certified –
  - (a) that reasonable attempts have been made to recover the debt; or
  - (b) that the costs of recovery are likely to equal or exceed the amount to be recovered.

***This COVID-19 Community Support Package measure is estimated to provide benefit to the community up to \$100k.***

- ***The provision of support for businesses and residents that are in serious financial hardship due to the effects of COVID-19.***

### Overview of Rates Measures

The aim of the rate measures is to provide targeted one-off relief and allow deferral of 2019-20 rates and charges to 30 June 2020 without penalty; together with deferral of 2020-21 rates and charges to the second half of the 2020-21.

While these measure are put in place to assist the Burnie community as it responds and recovers from COVID-19, there will be ratepayers that will not feel the same financial pressures as the directly affected businesses and residents. The key message needs to be if ratepayers are able to meet their rates and obligations as they fall due, they should meet this commitment for the good of the whole community.

### **7.2 Fees and Charges for use of Council Facilities**

There are numerous sporting and community groups that use council facilities for sport and recreation.

The Council has fees and charges associated with the use of sporting grounds and sporting facilities. Most of the summer sports were concluded at the time the first social distancing measures were introduced, however there was some minor disruption to their season. In contrast, the winter sports have been and will continue to be drastically impacted by COVID-19. While some groups had commenced training very few if any had commenced their winter season. Council should be supportive of their predicament and waive all winter fees and charges regardless as to whether their season is able to commence if the social distancing measures are lifted to allow a limited season.

It should be noted that all public halls have closed due to the restrictions and all bookings have been cancelled.

The Council has a schedule of fees and charges for winter sports listed on p105 of the Annual Plan and Budget Estimate 2019-2020. All ground hire for the winter period have been cancelled and this has resulted in lost revenue from winter bookings of \$15,721.

It is recommended that Council waive all winter sports fees for the remainder of 2019-20.

***This Community Support Package measure is estimated to provide benefit to the community up to \$16k.***

- ***The waiver of all winter sports fees for the 2020 winter season.***

It is proposed that consideration be given to summer sports in future phases of Community Support Package, if it becomes clear that their season is significantly impacted by COVID-19.



### 7.3 Leases

#### Community Leases

The Council's Community Leases Policy includes a schedule for lease fees at \$369.35 per tenant in 2019-20 increasing to \$387.80 in 2020-21. In addition to lease fees community tenants reimburse Council for property insurance charges, and electricity charges in a minority of cases where the electricity remains in Council's name for that premises.

There are many community and sporting groups that have community leases under the Council Community Lease Policy. All these groups have been impacted by the restrictions imposed by COVID-19 as their capacity to generate income has evaporated.

It is proposed that Council look to redirect the Community Financial Assistance Grants for 2020-21 towards supporting community groups and waive the community lease charge in 2020-21. This will provide a benefit of approximately \$9k to community groups.

Community Groups leasing facilities also reimburse the Council for insurance charges associated with the council facilities that they occupy. The reimbursement of insurance from community groups for 2019-20 have not been sent and total \$24k. It is recommended the \$24k be waived in 2019-20 and again in 2020-21 to assist in their return to normal operations.

The Burnie Gymnastic Club is currently on a commercial lease (carry over from BAPS land purchase) and is currently paying rental of \$6,000 per annum. It is recommended that this lease should revert to a community lease as part of our support package for consistency.

It is recommended that Council set aside the provisions in the Community Lease Policy to charge a community lease fee in 2020-21, and reimburse Council for insurance charges in 2019-20 and in 2020-21. The Policy is to be set aside for services and utilities while the forced closure of Council facilities is in place.

***This COVID-19 Community Support Package measure is estimated to provide benefit to the community groups of \$63k.***

- ***The waiver of community lease payments in 2020-21, insurance reimbursement for 2019-20 and 2020-21, and reimbursement of service and utilities charges along with the conversion of Burnie Gymnastics Club to a community lease.***

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

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

The Federal Government has developed a Mandatory Code of Conduct for "SME Commercial Leasing Principles During COVID-19". The Code imposes a set of good faith leasing principles

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for application to commercial tenancies (including retail, office and industrial) between owners/operators/other landlords and tenants, where the tenant is an eligible business for the purpose of the Commonwealth Government's JobKeeper program.

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

The Code will require landlords to offer tenants proportionate reductions in rent payable in the form of waivers and deferrals of up to 100% of the amount ordinarily payable, on a case-by-case basis, based on the reduction in the tenant's trade during the COVID-19 pandemic period and a subsequent reasonable recovery period.

Council has informed affected commercial tenants that it will defer the requirement to pay lease and associated reimbursement costs from 1 April 2020 and will negotiate payment terms and any concessions once their business is back in full operation.

Once the Code is in place each commercial lease will be assessed "in good faith" with a support package developed in compliance with the guidelines established by government. As the arrangements with commercial tenants is confidential, the General Manager will work directly with affected commercial tenants and present a confidential report to Council.

The total value of income from commercial rents is \$478k per annum. The total lease payments by commercial restaurants directly affected by the recent restrictions amount to \$12k per month. In addition there are also reimbursement of services and utilities charges estimated at \$2k per month. At this point the cost to Council is a reduction in income received and therefore impacts Council's cash flow.

***This COVID-19 Community Support Package measure will defer commercial lease liabilities until a payment plan is negotiated on resumption of business deferring commercial lease payment of an estimated \$60k.***

- ***The deferral of commercial lease and reimbursement payments for affected commercial tenants without penalty.***

#### **7.4 Food Premise Licenses**

Under the *Food Act 2003*, the Council issues a food licence to all premises that sell and manufacture food. The invoices are sent in June each year and the rate is currently \$145 per premises. There are approximately 100 premises.

The food industry is a significantly affected sector in the community and it is recommended that Council provide additional support by waiving the food licence for 2020-21. This measure will provide a benefit of \$15k targeted directly towards many that are incurring direct financial loss.

***This COVID-19 Community Support Package measure is estimated to provide benefit to food premises of \$15k.***

- ***The waiver of the fees associated with registering Food Shop Licences for 2020-21.***

## **7.5 Parking**

The current parking controls support the efforts of the Federal and State Government for people to stay at home. In response to the restrictions placed on the community there has been a significant reduction in parking revenue. With the reduction in usage the Council has been more liberal on its applications of parking infringements and been generous providing a grace period up to 15 minutes before issuing a notice.

The parking arrangements are constantly under review and arrangements at the Multi Story Car Park modify to reflect the usage and to assist in controlling the cost to maintain the facility. Except for some relaxation on issuance of infringement notices there has been no changes to date implemented for on-street parking.

The Council currently has a Motion on Notice to consider the introduction of one (1) hour free parking period on Council provided parking space within the Burnie CBD during the 2020-21 Budget process.

It is recommended that Council introduce a program to provide two-hour free parking in Multi Story Car Park once restrictions have been removed and the community is able move freely around the CBD. It may take up to 72 hours for Council to make the necessary technical adjustments to parking equipment to support such a promotion, however it is expected that the Federal and State Governments will provide some notice before lifting restrictions.

This measure has been costed at providing 9,000 users per month, or an average 300 per day.

***This COVID-19 Community Support Package measure is estimated to provide benefit to CBD users of approximately \$80k - \$100k.***

- ***The provision of two-hour free parking for two months at the Multi Story Car Park.***

## **7.6 Promotion and Events**

As part of the response to COVID-19 Council will need to work proactively with Business North West to develop a promotion and events program to support the business community in its recovery from COVID-19.

This program should be focussed on the period that Council provides the two month, two-hour free parking at the Multi Story Car Park.

It is recommended that Council allocates \$125k in the 2020-21 Annual Plan and Budget, in addition to the support of Council employees, and that the program should be balanced between promotion and some community events.

The majority of this allocation would be spent on targeted promotional and marketing initiatives to “buy local” and “visit Burnie”.

Any promotional and marketing campaigns and events would be developed in consultation with Business North West. Following a recent Motion of Council, the recruitment of a part-time Promotions Officer had been underway, but following consultation with Business North West, has been suspended until restrictions have been lifted.

Council Officers have already been planning a number of community events so that they can be delivered as soon as possible after restrictions have been lifted. Depending on when restrictions are lifted, these may include a mini-Burnie Shines, a Burnie Bite and Brew, a Family Fun Day and some form of Burnie10 and 3-2-1-Go.

***This COVID-19 Community Support Package measure is to provide benefit to businesses in Burnie and cost Council \$125k.***

- ***The provision of a promotion and events program to support the community in its recovery from COVID-19.***

## 8.0 RISK

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

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

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

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

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	Cash flow may be affected if rates revenues are deferred (eg delayed budget) or severe community hardship experienced	Securing of overdraft and/or loan facility Cash flow modelling to forecast shortages Potential for sectorial response to rates and/or government Directive on rates freeze and budget timeframes

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

## 9.0 CONSULTATION

The COVID-19 Community Support Package has been prepared taking into consideration the decision of the LGAT at the General Meeting on 24 March 2020.

Councillors at their workshop on 24 March 2020 received a paper from the General Manager that covered elements of this report, and the General Manager gave the Councillors a briefing in a Zoom Meeting on 7 April 2020.

**Additional Advice**

In response to the proposed amended motion, the following advice was provided by the General Manager prior to the meeting:

Add a point 15) Receive green waste free of charge at the Waste Management Centre from the easing of Government social distancing restrictions until 1st November.

Officers are supportive of this proposal as a means to encourage the appropriate disposal of green waste post the removal of COVID-19 restrictions on movement in the community. It is recommended that only green waste from residents of Burnie be accepted free of charge and that the volume of green waste not be greater than 3m<sup>3</sup> per visit in line with the existing fees and charges schedule.

Commercial operators should continue to pay the appropriate green waste disposal fee, however noting that some residents do pass on their vouchers to their gardeners to use for disposal of the green waste.

It is proposed that the existing vouchers (both waste and green waste) continue to be available for use until the new allowance is issued with the rate demand.

A suggested modification to the proposed amendment is provided for consideration.

That Council receive at the Waste Management Centre domestic quantities of green waste (less than 3m<sup>3</sup>) deposited by residents of Burnie free of charge, from the easing of Government social distancing restrictions until 1st November 2020.

Amendment to point 13) Providing a period of 2 hour free parking in the Multi Story Car Park to promote a return to business in the town centre and to commence once Government social distancing restrictions are lifted and to extend his period until at least 31st January 2021.

The MTCP is the principal short-term off-street parking facility within the Burnie town centre.

Patterns of use for the last several years indicate on average 72% of users park in the MTCP for less than two (2) hours.

The proposed COVID-19 recovery free parking period will therefore enable the majority of motorists to complete their town centre business without paying for parking.

Implementation and duration of the free parking initiative, and the level of return attendance into the Burnie Town Centre, is uncertain.

Application of pre-COVID-19 user patterns to income from MTCP parking fees indicate foregone revenue in the order of \$32,000 per month under a first 2 -hour free arrangement.

It is also reasonable to expect from experience with a free 90-minute parking period during Christmas 2017 that there will be some drift from other parking spaces into the MTCP, with a corresponding lost in revenue in the order of 5%.

A total revenue loss of some \$33,500 per month may be anticipated relative to the situation pre-march 2020 while the scheme is in effect.

Council must be cognisant of the effect restrictions on income will have on other Council operations during the period in which it is seeking to provide support to the community.

## ATTACHMENTS

[1↓](#) Draft Policy - Financial Hardship Assistance Policy

## COUNCIL RESOLUTION

**Resolution number: MO115-20**

**MOVED:** Cr D Pease

**SECONDED:** Cr A Keygan

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

- 1) Delivering the Annual Plan and Budget for 2020/2021 financial year based on a 0% general rate increase;***
- 2) Suspend section 3.5.3 “Defaults and Penalties” of the 2019-20 Rates Resolution from 1 March 2020 to 30 June 2020;***
- 3) Ratify the decision of the General Manager to waive the default interest for March 2020;***
- 4) Providing an early payment discount of 2.5% in 2020-21 if rates and charges are paid in full by the 31<sup>st</sup> October 2020;***
- 5) Deferring the 2020-21 rates to be paid in the following instalments on the following dates:***
  - 30 November 2020***
  - 31 January 2021***
  - 31 March 2021***
  - 31 May 2021;***
- 6) Adopting the Financial Hardship Assistance Policy CP-CBS-SG-049 to support ratepayers that are in serious financial hardship associated with COVID-19, and review by June 2021;***
- 7) For a limited time, amend the limitation of its existing delegation to the General Manager for writing off bad debts, with the following delegation:***

- *That Council delegate its powers and functions under s76 of the Local Government Act 1993 to the General Manager, with a limit of \$5,000 per debt, in place until 30 June 2021, after which time the limit will return to \$500 or any other value as determined by Council at that time.*

- 8) *Waiving all winter sport fees on community groups for the 2020 winter season;***
- 9) *Waiving of community lease payments in 2020-21;***
- 10) *Suspending the provision in the Community Lease Policy to reimburse Council for insurances charges for 2019-20 and 2020-21;***
- 11) *Conversion of the Zodiacs Gymnastics Club to a community lease and apply the above community lease support arrangements;***
- 12) *Waiver of fees associated with registering food shop licences for 2020-21;***
- 13) *Providing a period of 2 hour free parking in the Multi Story Car Park to promote a return to business in the town centre and to commence once the State Government's 'Gatherings' restrictions are lifted, to run for a period of three months, to be reviewed at the conclusion of this time;***
- 14) *Developing a promotions and events program to support the community in its recovery from COVID-19; and***
- 15) *Receive residential green waste free of charge (to a maximum of 3m<sup>3</sup> per resident) at the Waste Management Centre from the easing of Government social distancing restrictions for a period of 3 months, to be reviewed at the conclusion of this time."***

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**



 <b>BURNIE</b> CITY COUNCIL	COUNCIL POLICY	
	<b>Financial Hardship Assistance (DRAFT)</b>	
	Approved By: <b>Council</b>	Document Code: <b>CP-CBS-SG-049</b>
	Doc Controller: <b>Executive Manager</b>	Version: <b>1.0</b>
	<b>Corporate Governance</b>	Approved Date: <b>Not yet approved</b>
File: 4/14/2		Next Review Date: <b>31 May 2021</b>

## 1 PURPOSE

The purpose of this policy is to enable Council to provide assistance to community members who are suffering financial hardship by providing an appropriate level of relief from rates and charges.

## 2 OBJECTIVE

This policy was developed and implemented during the 2020 COVID-19 coronavirus pandemic that is spreading across the world. To respond to the disease, governments around the world are shutting down social activities and interaction to prevent transmission, which is necessarily causing significant impacts on many economic activities and transactions. As a result, many people have lost jobs, their clients or their business, destroying incomes and spending. Council is determined to assist those most critically impacted by the economic slowdown caused by the pandemic with a robust and fair hardship policy.

## 3 SCOPE

This policy applies to ratepayers experiencing genuine and serious financial hardship and needing assistance to meet both their basic needs and their rate payment obligations to Council.

This policy applies only to Council rates and charges levied in accordance with Part 9 – Rates and Charges of the *Local Government Act 1993*. This policy does not apply to rates or fees collected on behalf of other authorities in accordance with Section 88 of the *Local Government Act 1993*, such as fire service contributions collected pursuant to Section 79B of the *Fire Service Act 1973*.

## 4 POLICY

### 4.1 Genuine Financial Hardship

In assessing financial hardship Council will use the definition of serious financial hardship used by the Australian Taxation Office (ATO). The ATO define an individual to be in serious hardship when they are unable to provide the following for themselves, their family or other dependants:

- Food;
- Accommodation;
- Clothing;
- Medical treatment;
- Education;
- Other basic necessities.

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A number of factors can contribute to or trigger serious financial hardship, including:

- Loss of employment of the property owner, family member or household primary income earner;
- Serious illness, including physical incapacity, hospitalization, or mental illness of the property owner or family member;
- A natural disaster;
- A public health emergency or declared state of emergency;
- Family tragedy;
- Family breakdown;
- Financial misfortune;
- Other serious or complicating circumstances.

Community wide issues and circumstances, such as the COVID-19 pandemic, may impact financial hardship, but hardship should be assessed at an individual level, and requires reviewing personal circumstances.

Serious financial hardship involves both low income/cash flow and a low asset base. Applications for assistance on residential investment properties or properties which are not a business's primary operating premises will not be considered under this policy.

## 2.2 Evidence of Financial Hardship

Applicants will need to provide evidence of their circumstances of financial hardship to justify Council's special consideration of their case. The type of evidence required will depend on your circumstances and may include, for example, one or more of the following:

- Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment;
- A statutory declaration from an appropriate and independent professional, familiar with the applicant's circumstances (e.g. a family doctor for health-related evidence, a bank official, insurance policy manager, etc.);
- Pending disconnection of essential services, like water, electricity, gas (does not include mobile phone or internet bills);
- Notice of impending legal action;
- Letter from charitable organisation regarding loss of employment or inability to provide for basic necessities;
- Bank notice for example, overdraft call or mortgaged property repossession;
- Employer notice of redundancy or termination of employment;
- Letter from doctor verifying the inability to earn an income due to illness or caring for a sick family member;
- Repossession notice of essential items, like a car or motorcycle.

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### 2.3 How Council can help

The *Local Government Act 1993* provides Council with three methods of rate relief:

- Postponing rate payments (Sections 125-127)
- Remission of late payment penalties or interest (Section 128)
- Remission of rates (Section 129)

#### 2.3.1 Postponing Rate Payments – Deferral Arrangements

In confirmed cases of financial hardship, Council may choose deferral of individual rates payments within a defined period, in whole or in part, to be paid back at a later date, subject to any conditions Council determines.

The terms of rate deferral arrangements will be proportionate to the applicant's demonstrated financial hardship circumstances, so supplying sufficient evidence of these circumstances is important for developing the appropriate terms.

Rate payment deferrals approved under this section are typically deferred by 3 months. However, rate deferral arrangements can only defer individual payments up to a maximum of two (2) years and only in the most serious circumstances.

All deferred payments must be repaid as specified in accordance with the deferral arrangement, otherwise regular late payment penalties and/or interest will apply.

Ratepayers who are subject to a deferral arrangement who overcome their financial hardship circumstances are encouraged to begin repaying their deferred rates payments as early as they are able.

Note that Council may revoke any postponement of rates payments at any time, in accordance with section 127 of the *Local Government Act 1993*, by giving 60 days' notice in writing to the ratepayer.

#### 2.3.2 Remitting Late Payment Penalties and Interest

For typical circumstances that are not of financial hardship, rates must be paid by the due date and Councils charges daily interest on the outstanding balance each month. However, for confirmed cases of financial hardship, Council may waive interest charges for a specified period that relates to the period of financial hardship.

Council will not charge any late payment penalties or interest for late rate payments during the 2020 COVID-19 state of emergency until 30 June 2020.

 <b>BURNIE</b> CITY COUNCIL	COUNCIL POLICY	
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### 2.3.3 Remitting Rates

Remission of any rates, late payment penalties or interest, in part or in full, is reserved only for the most serious and exceptional of financial hardship cases. Even in these cases, deferral of rate payments must be applied for and granted first, before an application for rates remission will be considered.

After the applicant has entered into a deferral arrangement with Council, the applicant may apply for remission of rates. The application must demonstrate:

- Financial hardship;
- Exceptional and serious circumstances;
- How the applicant's exceptional financial hardship circumstances make the maximum term deferral arrangement under section 2.3.1 unfeasible and unreasonable to fulfil; and
- How enforcing fulfilment of the maximum term deferral arrangement would only deepen the seriousness of applicant's financial hardship and critically impact their ability to provide for the basic living necessities (food, accommodation, clothing, and medical treatment) of the applicant and dependents.

In the interests of community fairness and equity, wherever possible and appropriate in determining rates remission applications:

- Deferral arrangements are preferable to rates remission;
- Amounts or proportions of rates to be remitted are to be minimised, and should not be greater than 50% of the outstanding balance
- Instances of rates remission are to be minimised to no more than one rates remission per applicant.

### 2.4 Applying for Financial Hardship Assistance

To seek financial hardship assistance from Council, an application must be made in writing, addressed to the General Manager, and submitted as follows:

- Emailed to rates@burnie.net or
- Mailed to PO Box 973 BURNIE TAS 7320.

Applications must:

- Demonstrate and provide evidence for financial hardship and circumstances (see section 2.2 – Evidence of Financial Hardship);

 <p><b>BURNIE</b> CITY COUNCIL</p>	COUNCIL POLICY	
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- Describe the type of assistance sought, being:
  - Postponing rate payments (a deferral arrangement);
  - Postponing or waiving late payment penalties or interest;
  - Remitting rates, late payment penalties or interest, in part or in full;
- Address the requirements of the relevant subsections of section 2.3 – How Council can help

## 2.5 Assessing Applications

Applications for deferral arrangements must be decided by:

- For amounts less than \$5,000 the Executive Manager Corporate Finance; or
- For amounts of \$5,000 or greater, the General Manager.

Applications for remission of any late payment interest charges must be decided by:

- For amounts less than \$250 the Executive Manager Corporate Finance; or
- For amounts of \$250 or greater, the General Manager.

Applications for remission of any must be decided by:

- For amounts less than \$500 the General Manager; or
- For amounts of \$500 or greater, Council by absolute majority.

## 5 LEGISLATION

*Local Government Act 1993*

## 6 RELATED DOCUMENTS

Rates and Charges Policy CP-CBS-SG-004

 <p><b>BURNIE</b> CITY COUNCIL</p>	<p>COUNCIL POLICY</p> <p><b>Financial Hardship Assistance (DRAFT)</b></p>	
	<p>Approved By: <b>Council</b> Doc Controller: <b>Executive Manager</b> <b>Corporate Governance</b> File: 4/14/2</p>	<p>Document Code: <b>CP-CBS-SG-049</b> Version: <b>1.0</b> Approved Date: <b>Not yet approved</b> Next Review Date: <b>31 May 2021</b></p>

Policy Endorsement	
Responsibility:	<p>It is the responsibility of the General Manager to ensure Council’s compliance with this policy.</p> <p>It is the responsibility of the Executive Manager Corporate Finance to administer and review this policy as required.</p> <p>It is the responsibility of the Governance Unit to maintain this policy within the Policy Register.</p>
Minute Reference:	<b>To be confirmed</b>
Council Meeting Date:	
Strategic Plan Reference:	<p>Strategy 7.1.1</p> <p>Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.</p>
Date of Commencement:	
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council’s website ( <a href="http://www.burnie.net">www.burnie.net</a> )

**GENERAL MANAGER****AO112-20 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:

<b>Date</b>	<b>Meeting / Function</b>
23 March	BAC – Board Discussion
25 March	CCA – Discussion with Regional General Managers’
26 March	BAC - Board Discussion
27 March	LGAT - General Meeting
31 March	UTAS - West Park Transition Working Group
1 April	LGAT – NW General Managers’ COVID-19 Meeting
2 April	CCA - Audit & Risk Committee Meeting
7 April	CCA - Board Workshop
8 April	UTAS – Cradle Coast Consultative Committee Meeting
15 April	LGAT – NW General Managers’ COVID-19 Meeting
16 April	CCA – Board Meeting

Date	Meeting / Function
17 April	LGAT – Northern General Managers’ COVID-19 Meeting
20 April	BAC – Board Meeting
21 April	UTAS – Cradle Coast Consultative Committee Meeting

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

Date	Meeting / Function
13 March	Meeting with Megan Morse and Stephen Halls, Metro Tasmania
24 March	LGAT General Managers and Mayors Meeting

## 2.2 COUNCIL MEETING ACTION LIST

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

### ATTACHMENTS

1. [Open Session - All Actions Mar 2020](#)
2. [Open Session - Outstanding Actions Jan 2018 to Feb 2020](#)

### COUNCIL RESOLUTION

**Resolution number: MO116-20**

**MOVED:** *Cr G Simpson*

**SECONDED:** *Cr A Keygan*

***“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**



<b>Council Meeting Action Report</b>		<b>Date From:</b> 17/03/2020		
<b>All Actions for Open Session of 17 Mar 2020</b>		<b>Date To:</b> 17/03/2020		
		<b>Printed:</b> Thursday, 9 April 2020		
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;				
QON = Question on Notice; NOTE = Progress Note				
Item Number	Report Title	Action	Department	Completed
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				
AO066-20	MOTION ON NOTICE - RECYCLING DEPOSIT STATION	24 Mar 2020 RES: Investigate the installation of a recycling deposit system to be considered in the 2020-21 budget deliberations in accordance with resolution of Council AO066-20. 7 Apr 2020 Action completed. Included on forward works program.	Works and Services	7/04/2020
Council 17/03/2020				
AO068-20	MOTION ON NOTICE - CHANGE OF DATE FOR AUSTRALIA DAY	24 Mar 2020 RES: Submit a motion for consideration at the LGAT conference for a change of date for Australia Day in accordance with the resolution of Council AO068-20.	Corporate and Business 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				
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				
AO083-20	GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT FEBRUARY 2020	24 Mar 2020 RES: Circulate list of recipients of the State Representatives Funding for 2019-20 to Councillors. 9 Apr 2020 Action completed. List emailed to Councillors 8/4/2020.	Community and Economic Development	9/04/2020
Council 17/03/2020				

<b>Council Meeting Action Report</b>				
<b>All Actions for Open Session of 17 Mar 2020</b>				
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note				Date From: 17/03/2020 Date To: 17/03/2020 Printed: Thursday, 9 April 2020
Item Number	Report Title	Action	Department	Completed
AO085-20	COMMUNICATIONS JOURNAL MARCH 2020	24 Mar 2020 RES: Send letter of acknowledgement of correspondence received to JV Anderson regarding removal of tree. 30 Mar 2020 Action completed. Correspondence sent - DOC ID 952313	Office of the General Manager	30/03/2020
Council 17/03/2020				
AO086-20	COMMUNICATIONS JOURNAL - NOTICE OF LGAT ANNUAL GENERAL MEETING AND GENERAL MEETING ON 22 JULY 2020	24 Mar 2020 RES: Submit a motion for consideration at the LGAT conference to request the State Government to endorse a five (5) year strategy in accordance with the resolution of Council AO086-20.	Corporate and Business Services	
Council 17/03/2020				
AO087-20	COMMUNICATIONS JOURNAL - HON ROGER JAENSCH MP, MINISTER FOR PLANNING - NORTH-WEST TASMANIA TRANSMISSION UPGRADES PROJECT	24 Mar 2020 RES: Provide a response to the Minister for Planning in relation to the assessment of the North West Tasmania Transmission Upgrades Project as per AO087-20. 6 Apr 2020 Action completed. Response provided in writing and no further action required.	Land and Environmental Services	6/04/2020
Council 17/03/2020				
AO088-20	COMMUNICATIONS JOURNAL - CRADLE COAST AUTHORITY - WELCOMING CITIES	24 Mar 2020 RES: Provide a response to the Cradle Coast Authority regarding the Welcoming Cities Network in accordance with the resolution of Council AO088-20. 8 Apr 2020 Action completed. Letter sent to CCA notifying of Councils decision.	Community and Economic Development	8/04/2020
Council 17/03/2020				
AO094-20	PUBLIC ART PROJECTS SPECIAL ADVISORY COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 26 FEBRUARY 2020	24 Mar 2020 RES: Prepare correspondence to the Public Art Projects Special Advisory Committee providing advice following their meeting held on 26 February 2020 as per the resolution of Council AO094-20. 8 Apr 2020 Action completed. Committee notified.	Community and Economic Development	8/04/2020
Council 17/03/2020				
AO094-20	PUBLIC ART PROJECTS SPECIAL ADVISORY COMMITTEE UNCONFIRMED MINUTES OF MEETING HELD ON 26 FEBRUARY 2020	24 Mar 2020 RES: Allocate the 2019-20 Public Art funds of \$40,000 towards the fountain refurbishment at a later time as per the resolution of Council AO094-20. 8 Apr 2020 Action completed. Public Art Committee notified.	Community and Economic Development	8/04/2020
Council 17/03/2020				

<b>Council Meeting Action Report</b>		<b>Date From:</b> 30/01/2018	
<b>Outstanding Actions for Open Sessions Jan 2018 to Feb 2020</b>		<b>Date To:</b> 29/02/2020	
		<b>Printed:</b> Thursday, 9 April 2020	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO011-18	MOTION ON NOTICE - PROPOSED RECREATIONAL PIER	31 Jan 2018 RES: Write to the State Government to request financial support to complete a feasibility study for a recreational pier at West Beach, in accordance with the resolution of Council AO011-18. 7 Feb 2018 NOTE: Letter prepared for Minister Hidding. Awaiting comment from State Government. 11 May 2018 NOTE: Awaiting response from the State government. 25 Jun 2018 NOTE: Awaiting advice from SG. 2 Oct 2018 NOTE: Follow up letter sent to Minister's office. 14 Dec 2018 NOTE: No response to date. 4 Mar 2019 NOTE: No response received as at 4 March. 26 Nov 2019 NOTE: Further correspondence drafted to new minister in regard to this matter.	Works and Services
Council 30/01/2018			
AO074-18	CONTROLLED ENTITIES - AUDIT REQUIREMENT	21 Mar 2018 RES: Write to the Auditor-General and request dispensation from the requirement for an audit for BAC and TC, in accordance with the resolution of Council AO074-18.	Corporate and Business Services
Council 20/03/2018			
AO105-18	COMMUNICATIONS JOURNAL - BURNIE ATHLETIC CLUB INC - WEST PARK CLUB ROOMS	17 Apr 2018 RES: Work with the appointed interim Working Group for West Park Sports Ground to develop the draft Terms of Reference for a West Park Special Advisory Committee, incorporating members as per the resolution of Council AO105-18. 3 Aug 2018 NOTE: To be considered at next Working Group meeting in late August. 9 Nov 2018 NOTE: Funding application submitted for BAC Clubroom extension and other improvements at West Park.	Community and Economic Development
Council 17/04/2018			
AO126-18	BURNIE LOOP TRAIL	18 May 2018 RES: Progress signage and marketing collateral and implement the Burnie Loop Trail as endorsed by Council resolution AO126-18. 14 Dec 2018 NOTE: Route identified. Signage plan in development.	Works and Services
Council 15/05/2018			

**Council Meeting Action Report****Outstanding Actions for Open Sessions Jan 2018 to Feb 2020**Date From: 30/01/2018  
Date To: 29/02/2020  
Printed: Thursday, 9 April 2020Key: RES = Action arising from Resolution; ACT = Action required in addition;  
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Item Number	Report Title	Action	Department	Completed
AO198-18	MOTION ON NOTICE - SINGLE USE PLASTICS	<p>23 Aug 2018 RES: Develop and communicate a council-wide approach to the banning of single use plastics at all Council-run events, and encourage the same by external events on council property in accordance with the resolution of Council AO198-18.</p> <p>5 Sep 2018 NOTE: Initial discussion of ban workshopped with Aldermen 28 August. Council officers to present draft policy in early 2019.</p> <p>18 Jan 2019 NOTE: A working group established to develop policy.</p> <p>27 Sep 2019 NOTE: Policy being completed. To be presented to a Workshop of Council in February 2020.</p> <p>5 Mar 2020 NOTE: Workshop scheduled for 7 April.</p>	Community and Economic Development	
Council 21/08/2018				
AO237-18	MOTION ON NOTICE - BIKE TRACK VIEW ROAD	<p>21 Sep 2018 RES: Arrange a workshop visit to View Road Bike Track and seek interest in a working group for improvements in 2019-20 budget, in accordance with the resolution of Council AO237-18.</p> <p>9 Nov 2018 NOTE: To be arranged for a workshop in the new year.</p> <p>19 Jun 2019 NOTE: Workshop scheduled for 22 October 2019.</p> <p>23 Oct 2019 NOTE: Council visited site, Pump track concept to be explored and further briefing provided to Council.</p> <p>26 Nov 2019 NOTE: Council further discussed project at 26 November workshop.</p> <p>15 Dec 2019 NOTE: Working group to be established.</p> <p>19 Feb 2020 NOTE: Working group formed. Concept plan in development. Aim for end March concept plan.</p>	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				

<b>Council Meeting Action Report</b>		<b>Date From:</b> 30/01/2018	
<b>Outstanding Actions for Open Sessions Jan 2018 to Feb 2020</b>		<b>Date To:</b> 29/02/2020	
		<b>Printed:</b> Thursday, 9 April 2020	
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Item Number	Report Title	Action	Department Completed
AO335-18	MOTION ON NOTICE - UPPER BURNIE SPORTS CENTRE	<p>13 Dec 2018 RES: Undertake a review of the Upper Burnie Sports Centre building in terms of current and future needs and a comparison of costs for upgrading versus replacing the facility, in accordance with the resolution of Council AO335-18.</p> <p>20 Feb 2019 RES: Incorporate subsequent resolution AO031-19 on 19 Feb 2019 to explore requirements, benefits, cost and location for an indoor multi-sport facility prior to the federal election.</p> <p>4 Mar 2019 NOTE: Developing an improvement plan discussed as part of 25 Feb workshop.</p> <p>26 Nov 2019 NOTE: Working group established to consider new stadium project.</p> <p>7 Apr 2020 NOTE: Work progressing on recreational needs analysis. Will inform review of the sports centre.</p>	Works and Services
Council 11/12/2018			
AO086-19	MOTION ON NOTICE - INVESTIGATION INTO INDUSTRIAL NOISE	<p>18 Apr 2019 RES: Investigate the cause of industrial noise from the port that can be heard over large areas of Burnie and provide options to resolve the issue, in accordance with the resolution of Council AO086-19.</p> <p>3 Jun 2019 Revised Target Date changed to 26 Sep 2019. Reason: waiting on public to provide information; and for Toll to complete environmental survey on impact of new vessel.</p> <p>4 Jul 2019 NOTE: Burnie Port Authority has advised results of a noise study conducted at a residential premises in Princes Street. General noise from atmospheric, ocean and other activities does not exceed thresholds for noise emissions. Low frequency hum audible in residence - does not exceed thresholds, but may be considered a nuisance. However, noise detectable during periods when Toll ship not in port. Further analysis required.</p>	Land and Environmental Services
Council 16/04/2019			
AO088-19	MOTION ON NOTICE - REEVES STREET	<p>18 Apr 2019 RES: Write to Metro to consider the possibility of a bus shelter in the vicinity of the Reeves St - Bunnings connection, in accordance with the resolution of Council AO088-19.</p> <p>5 Jul 2019 NOTE: Department of State Growth are reviewing bus routes in Burnie. Opportunity to include stops on Reeve street under consideration by DSG and Metro.</p> <p>19 Feb 2020 NOTE: Department has finalised review. Revised routes to be released.</p> <p>7 Apr 2020 NOTE: DSG has put new bus routes implementation on hold due to COVID 19.</p>	Works and Services
Council 16/04/2019			

<b>Council Meeting Action Report</b>		<b>Date From:</b> 30/01/2018	
<b>Outstanding Actions for Open Sessions Jan 2018 to Feb 2020</b>		<b>Date To:</b> 29/02/2020	
		<b>Printed:</b> Thursday, 9 April 2020	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO158-19	MOTION ON NOTICE - VIDEO RECORDING OF MOTIONS ON NOTICE AND PUBLIC QUESTION TIME AT COUNCIL MEETINGS	19 Jun 2019 RES: Investigate livestreaming of Council Meetings, in accordance with resolution of Council AO158-19.	Corporate and Business Services
Council 18/06/2019			
AO159-19	MOTION ON NOTICE - CITY AND SUBURB INFRASTRUCTURE 2019-20	19 Jun 2019 RES: Prepare a framework for a city and suburb infrastructure plan that addresses the matters put forward in the resolution of Council AO159-19. 5 Jul 2019 NOTE: Officers working on a consultation framework.	Works and Services
Council 18/06/2019			
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.	Works and Services
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			

<b>Council Meeting Action Report</b>		<b>Date From:</b> 30/01/2018	
<b>Outstanding Actions for Open Sessions Jan 2018 to Feb 2020</b>		<b>Date To:</b> 29/02/2020	
		<b>Printed:</b> Thursday, 9 April 2020	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
AO242-19	MOTION ON NOTICE - CITY REVITALISATION PLAN	30 Sep 2019 RES: Prepare a report to Council with proposed Terms of Reference for a CBD Revitalisation Working Group, in accordance with the resolution of Council AO242-19. 1 Oct 2019 NOTE: Listed for discussion at Workshop on 8.10.2019. 9 Oct 2019 NOTE: The establishment of a terms of reference was discussed at Council workshop on 8.10.2019. The consensus of the discussion was that this matter be deferred for six months. This will be discussed further with Council in April 2020. 13 Jan 2020 Revised Target Date changed to 30 Apr 2020. Reason: Councillors to review in April 2020. 2 Apr 2020 NOTE: This will be a matter that will be considered as part of the response to COVID-19. The action has been deferred to July 2020. 2 Apr 2020 Revised Target Date 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.	Works and Services
Council 17/09/2019			
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			

<b>Council Meeting Action Report</b>		<b>Date From:</b> 30/01/2018	
<b>Outstanding Actions for Open Sessions Jan 2018 to Feb 2020</b>		<b>Date To:</b> 29/02/2020	
		<b>Printed:</b> Thursday, 9 April 2020	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department Completed
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			
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			



<b>Council Meeting Action Report</b>		<b>Date From:</b> 30/01/2018	
<b>Outstanding Actions for Open Sessions Jan 2018 to Feb 2020</b>		<b>Date To:</b> 29/02/2020	
		<b>Printed:</b> Thursday, 9 April 2020	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;			
QON = Question on Notice; NOTE = Progress Note			
Item Number	Report Title	Action	Department
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			

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**GENERAL MANAGER****AO113-20 GENERAL MANAGER'S INFORMATION REPORT FOR WORKS AND SERVICES MARCH 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 March 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***

One (1) quotation was received which was significantly over the project budget. Officers in consultation with the Burnie Netball Association are currently reviewing a reduced scope of works to be re-priced.

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

The resurfacing works are now complete.

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

Three (3) quotations were received and the project was awarded to CBB Contracting for preparation and Hardings Hotmix for the sealing works. Work is expected to be undertaken from late April to mid-May.

###### ***d) Contract 2646 – Brickport Road Retaining Wall***

CBB Contracting Pty Ltd have progressed well and the project is expected to be near complete by Easter.

##### **3.1.3 Contracts**

###### ***a) Contract 2648 – Supply and Delivery of one (1) 5 Yard Tip Truck***

The successful tenderer was CJD Equipment P/L. Contract was awarded on 17 March 2020 and delivery is expected by 31 May 2020.

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

Construction of the Talunah Road culvert upgrade by Treloar Transport is 95% complete. A new safety barrier to be installed in early April will complete the project.

Construction of the West Ridgley Road culverts upgrade is progressing well with 16 of the 22 culvert units now placed. It is expected that the main culverts will be in complete and that West Ridgley Road will be reinstated as a two lane road prior to Easter. Practical completion of the project is expected by mid-late April.

**c) Contract 2633 – Bitumen Surfacing Services 2019-2020**

Works planned for April/May 2020 include:

- Mount Street between Federal Street and Roslyn Avenue – service works complete.
- Hodgman Street and Charles Street.
- West Mooreville Road (Penima Road, Ridgley).
- Clarkes Road (Lottah Road to 78 Clarkes Road).

**d) Contract 2629 – West Park Grandstand Facilities Upgrade**

Works to install a new double door and stair entry to the Burnie Athletic Club has been delayed and are expected to be complete by the end of April.

**e) Contract 2613 – Waterfront Eastern Promenade**

The project has been completed and a Certificate of Completion has been received. Unfortunately the official opening to be held on the 21 March did not proceed due to COVID-19 restrictions.

**3.2 Civil Construction and Stormwater**

- Driveway crossover upgrade program – 95% complete.
- Stormwater flooding hotspot improvement works (Aileen Crescent) – 99% complete.
- 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 – 70% complete.
- Havenview stormwater upgrade – 70% complete.
- CBD Paver Replacements – 60% complete.
- Pedestrian ramp upgrades – 60% complete.

**3.3 Buildings**

- Trade waste compliance works (various facilities) – 30% complete.
- Montello Soccer Ground Upgrade – 30% complete (scope of works has been expanded).
- Multi-storey car park motorcycle parking bays – 5% complete.
- Portside kitchen upgrade (new tenant) – 45% complete.

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

- Barker Street Reserve toilet landscaping works – complete.
- Wiseman Street car park extension landscaping works – 10% complete.
- 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 waking track upgrade – 5% complete.
- Burnie Park car park additional landscaping works – 10% complete.

### **3.5 Waste Management**

- Wetlands road resurfacing works are well progressed, millings from State Roads Mount Street resurfacing project will be delivered to site in mid-April to complete the project.
- Perimeter drain erosion control and other drainage works are well progressed and expected to be completed during April.
- 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 is expected to commence in mid-April.

## **4 OPERATIONS AND MAINTENANCE**

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 – 60% complete.
- Road shoulder grading program – 80% complete.
- Annual urban and rural roadside spraying program – first spray (spring) – complete.
- Roadside slashing program – Complete.

### **4.1 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.
- Upper Burnie Memorial Hall gutter replacement – complete.
- CBD parking ticket machine symbols painting – 70% complete.
- Annual Building Maintenance Inspections – complete.
- Acton Sports Centre gutter and fascia replacement – 40% complete.

- West Park Oval cycling track fence painting – 10% complete.
- Wivenhoe toilet ceiling installation – 35% complete.
- SES Burnie Unit sewer valve replacement – 5% complete.
- COVID-19 – Installation of public warning signage on BBQ shelters and other public facilities.

#### **4.2 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.
- Annual Broadleaf spraying (contracted service) – complete.
- Annual (summer) sand sifting at West Beach – concluded 15 March (early finish due to Coronavirus).
- Coastal Pathway rail corridor weed spraying (Camdale to Hilder Parade) – complete.
- Cricket pitch covers installed – Wivenhoe, Ridgley, Montello and Natone – complete.
- Round Hill communication tower buffer zone vegetation clearing – complete.
- COVID-19 – Closure of playgrounds, exercise equipment and skate park (signage and barrier tape).

#### **4.3 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 – 75% complete (next mulching to start on 26 March).
- Extended summer opening hours at the Waste Management Centre have concluded. Visitation rates and waste volumes during the extended opening hours are being reviewed.
- Waste data and information is reported quarterly and due next in the May 2020 agenda.
- Rutherford Road illegal dumping clean-up (grant funding) – deferred subject to adequate resources availability.
- COVID-19 – The Tip Shop operated by City Mission closed temporarily on 31 March 2020.
- COVID-19 – A temporary closure of the green waste drop-off area to domestic customers was implemented on 6 April 2020.

- COVID 19 – Advisory signage installed to assist the public to comply with social distancing, hygiene and public gathering rules.

## 5 VANDALISM AND REPORTED INCIDENTS

Vandalism and reported incidents to Council property are as follows:

No specific vandalism reports were received for March however, 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
<b>MARCH</b>								
	Facilities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	N/A	N/A	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$650.00	
	Community Amenities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	N/A	N/A	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$0.00	
	Parks and Reserves (including Cemeteries)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	N/A	N/A	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$350.00	
	Sports Grounds	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	N/A	N/A	No	Damage made good and surfaces cleaned, repaired and repainted as necessary	\$280.00	
	Transport Services	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	N/A	N/A	No	Damage made good and surfaces cleaned, repaired, replaced or repainted as necessary	\$320.00	
	Combined Other Areas (Incidental Damage)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs	N/A	N/A	No	Repairs carried out as necessary	\$0.00	
						<b>TOTAL</b>	<b>\$1,600.00</b>	<b>\$22,282.00</b>

## 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.
- North Western Regional Emergency Management Committee (NWREMC) – next meeting 13 May 2020 at Ulverstone Fire Station.

- 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 plan fuel reduction burns to Round Hill and Havenview high-risk areas.

**c) SES Burnie Unit Activity Report**

- 2020-2021 Budget preparations are underway.

**8 ENERGY MANAGEMENT**

No information to report.

**COUNCIL RESOLUTION**

**Resolution number: MO117-20**

**MOVED:** Cr T Bulle

**SECONDED:** Cr C Lynch

***“THAT the General Manager’s Information Report for Works and Services March 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***



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**GENERAL MANAGER****AO114-20 GENERAL MANAGER'S INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES MARCH 2020**

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

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

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**1.0 RECOMMENDATION:**

***“THAT the General Manager’s Information Report for Land and Environmental Services for March 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	
	March 2020	YTD Total
Air	0	8
Water	1	6
Noise	2	11
Solid Waste	1	5
Other	0	3

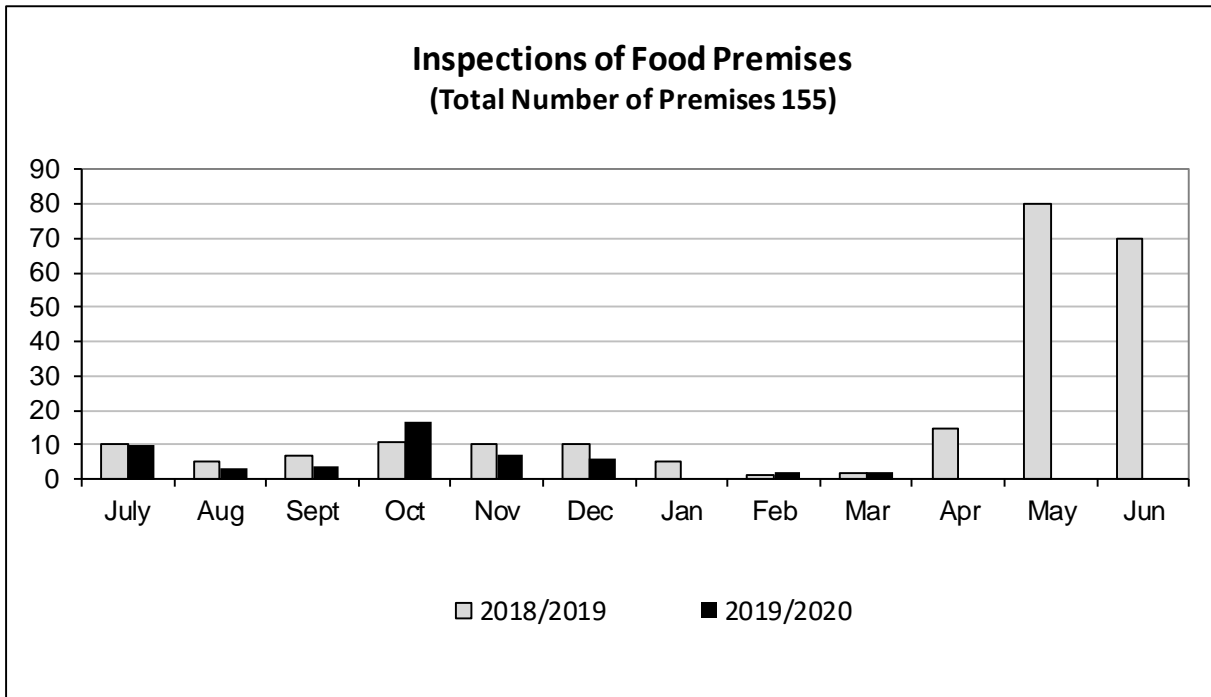
*YTD is measured from 1 July each year.*

**2.1.2 Environmental Sampling**

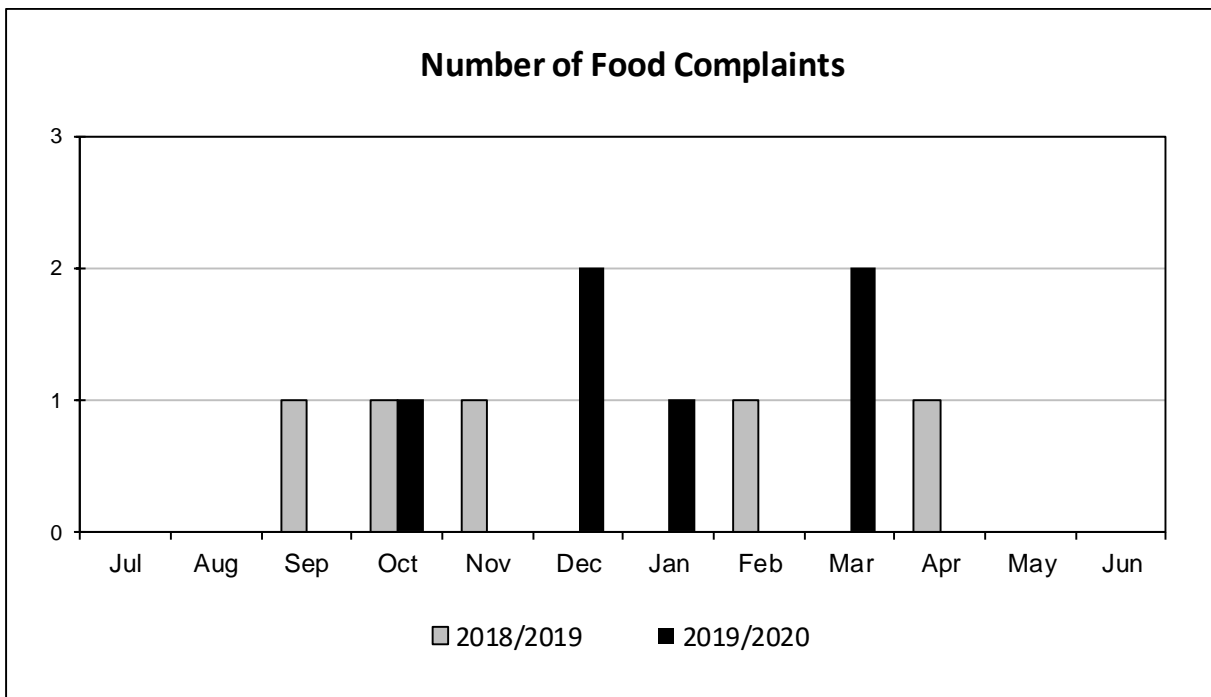
Type	Number of Samples Taken	
	March 2020	YTD Total
Beach Water Samples (summer months only)	10	35
Public Swimming Pool samples	0	45

*YTD is measured from 1 July each year.*

2.1.3 Food



Zero food premises inspections for January 2020.



Zero food complaints in January, March, May, June, July, August, September and November 2019. Nil food complaints in February 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									
Notifiable Building	11	14	8									
Permit Plumbing	5	2	3									
Permit Building	4	2	4									
Substantial Compliance	1	2	1									
Notifiable Demolition	0	0	0									
Permit Demolition	0	0	0									
Permit Refused	0	0	0									
Application Value \$	4,249,070	1,802,493	2,455,260									
Cumulative Total \$	4,249,070	6,051,563	8,506,823									

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

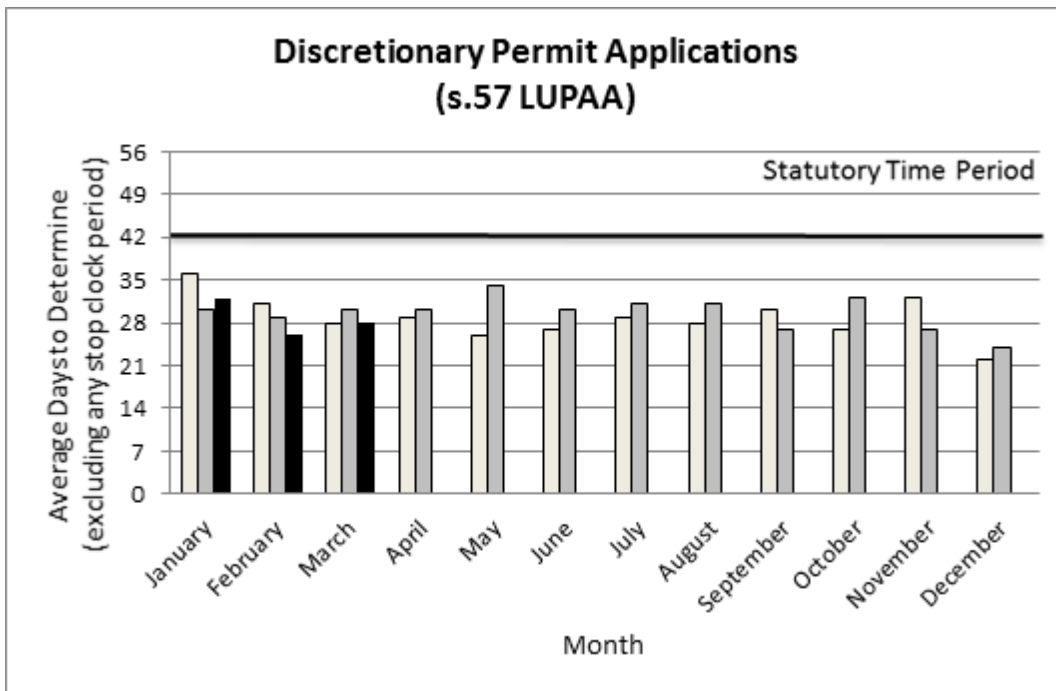
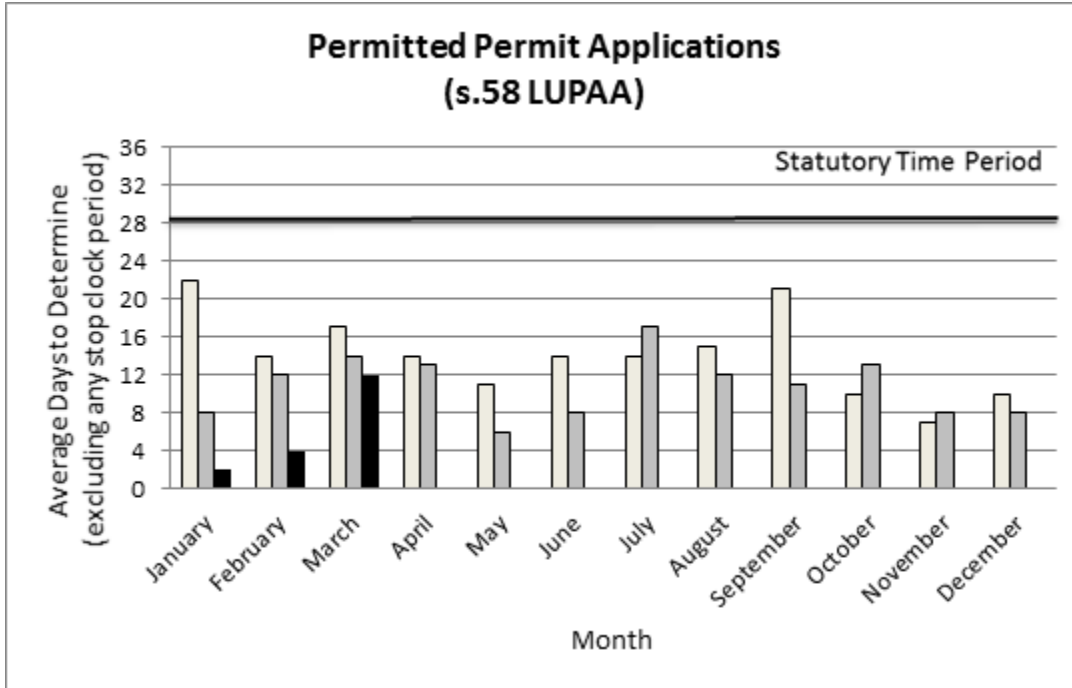
<b>LAND USE AND DEVELOPMENT APPLICATIONS</b>	<b>Mar 19</b>	<b>Apr 19</b>	<b>May 19</b>	<b>Jun 19</b>	<b>Jul 19</b>	<b>Aug 19</b>	<b>Sept 19</b>	<b>Oct 19</b>	<b>Nov 19</b>	<b>Dec 19</b>	<b>Jan 20</b>	<b>Feb 20</b>	<b>Mar 20</b>
Permitted Use & Development	6	5	5	7	4	9	9	11	7	5	1	5	5
Discretionary Use & Development	8	5	4	2	7	5	8	8	11	6	5	6	6
Subdivisions	1	1	0	1	1	3	2	1	0	1	0	0	1
<b>TOTAL APPLICATIONS</b>	<b>15</b>	<b>11</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>17</b>	<b>19</b>	<b>20</b>	<b>18</b>	<b>12</b>	<b>6</b>	<b>11</b>	<b>12</b>
Determined by Delegation	12	14	18	6	8	10	16	20	17	16	10	5	9
Determined by Council	0	1	0	1	0	1	0	1	0	0	1	0	0
Withdrawn	4	0	3	2	2	0	1	1	2	2	0	0	0
Applications Cancelled by Planning Authority	1	0	0	2	0	0	0	0	0	0	0	0	0
Consent Decisions	0	0	0	0	0	0	0	0	0	0	0	0	0
Application Approved by Tasmanian Planning Commission	0	0	0	0	0	0	0	0	1	0	0	0	0
Applications Appealed and Approved by Resource Management & Planning Appeals Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>PLANNING SCHEME AMENDMENTS</b>													
Amendment requests	1	0	0	0	0	0	0	0	1	0	0	0	0
Amendment finally approved	0	0	0	0	0	0	0	1	0	0	0	0	0
Amendment Refused by Tasmanian Planning Commission	0	0	0	0	0	0	0	0	1	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
28/11/19	2019/141	6 Hilder Street, Parklands	Dwelling Extensions. Reliant on Performance Criteria for grant of Permit – Clause 10.4.2 (P3), Clause 10.4.9 (P1) and Clause 10.4.12 (P2)	8/2/20	24/2/20	Approved – Council 17/3/20
10/12/19	2019/146	20 Janet Drive, Park Grove (Lot 59)	Single Dwelling and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 12.4.1 (P1) and Clause 12.4.3 (P2)	29/2/20	17/3/20	Approved 26/3/20
16/12/19	2019/149	37 Janet Drive, Park Grove	New residential use as a three bedroom single storey Dwelling and a free-standing 9m x 6m Outbuilding	N/A	N/A	Approved 10/3/20
29/1/20	2020/5	22 Minna Road, Heybridge	Establish a new use for Manufacturing & Processing and Development of a building for Furniture Making and associated storage of timber. Reliant on Performance Criteria for grant of Permit – Clause 26.3.1 (P1), Clause 26.4.1 (P2 & P4), Clause E9.5.1 (P1) and Clause E9.5.2 (P1)	8/2/20	24/2/20	Approved 3/3/20
4/2/20	2020/7	7 Janet Drive, Park Grove	Dwelling Extension (Carport) and Outbuilding. Reliant on Performance Criteria for grant of Permit – Clause 12.4.3 (P1, P2, P4 & P5)	19/2/20	4/3/20	Approved 10/3/20
18/2/20	2020/10	313 Bass Highway, Ocean Vista + Road Lot CT 197329/1	Change in Natural Ground Level and Install Retaining Walls in association with road construction associated with a Subdivision to create five lots approved under SD 2017/1269	N/A	N/A	Approved 19/3/20
19/2/20	2020/11	289 Mooreville Road, Mooreville	Operations Shed, Covered Areas x 2 and Covered Discharge Facility. Reliant on Performance Criteria for grant of Permit – Clause E10.6.1 (P1)	26/2/20	12/3/20	Approved 27/3/20
19/2/20	2020/12	4 Metaira Road, Ridgley	Kitchen Storage Extension. Reliant on Performance Criteria for grant of Permit – Clause 26.4.1 (P1) and Clause 26.4.2 (P2)	26/2/20	12/3/20	Approved 19/3/20
20/2/20	2020/14	171 Upper Natone Road, Natone	Re-development of Single Dwelling (with associated demolition work). Reliant on Performance Criteria for grant of Permit – Clause 26.4.2 (P1)	4/3/20	19/3/20	Approved 24/3/20
2/3/20	2020/18	1/8 Garner Court, Shorewell Park	Development for a 6.0m x 3.1m Outbuilding associated with an existing Residential use (multiple dwelling)	N/A	N/A	Approved 18/3/20
20/3/20	2020/24	21 Kentish Drive, Shorewell Park	Outbuilding (Garage)			Withdrawn 24/3/20

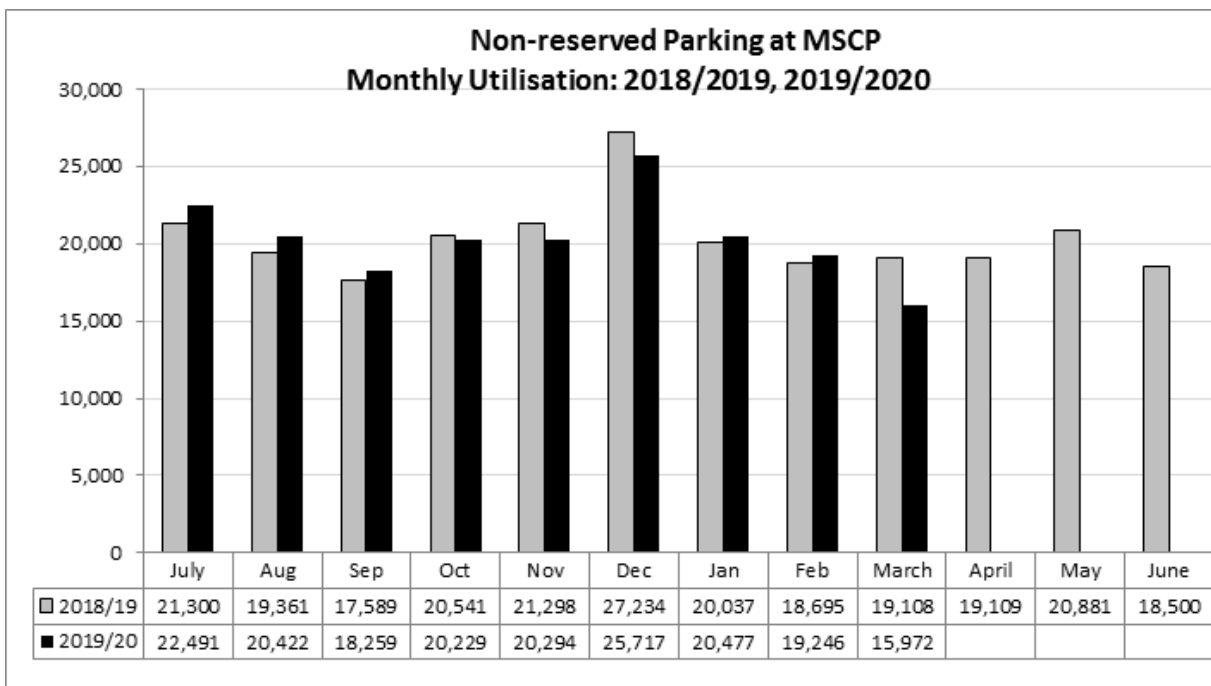
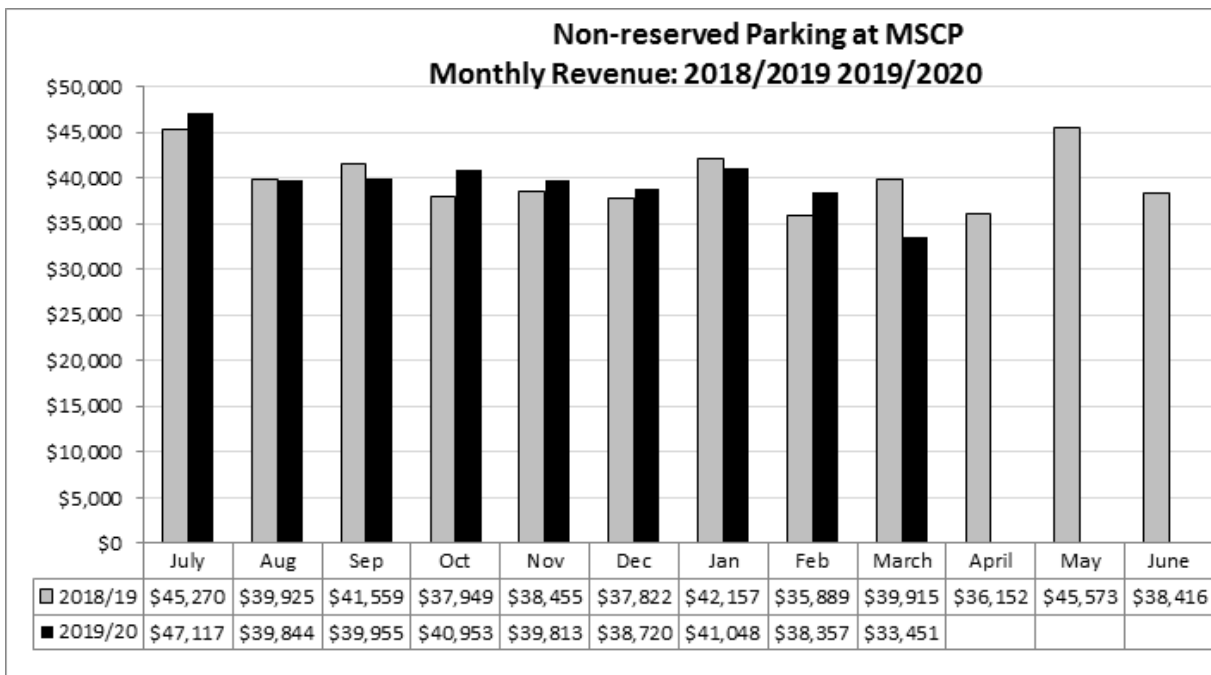
**2.3.3 Subdivision Applications**

Nil.

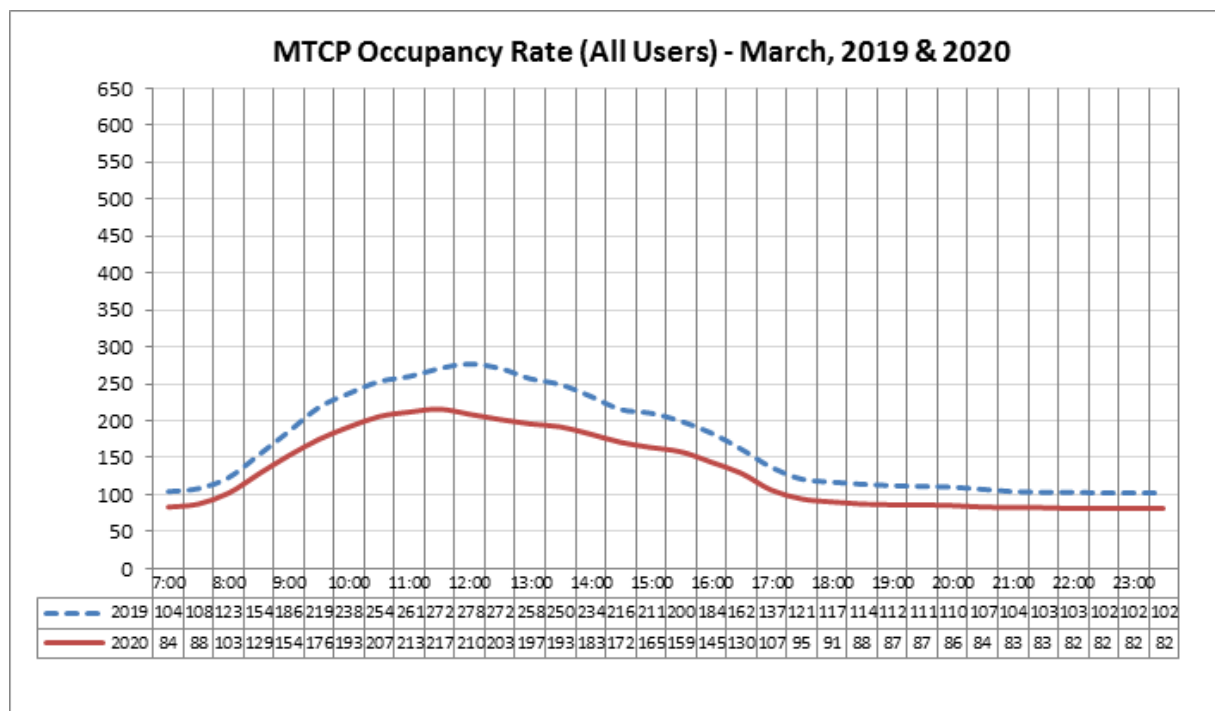
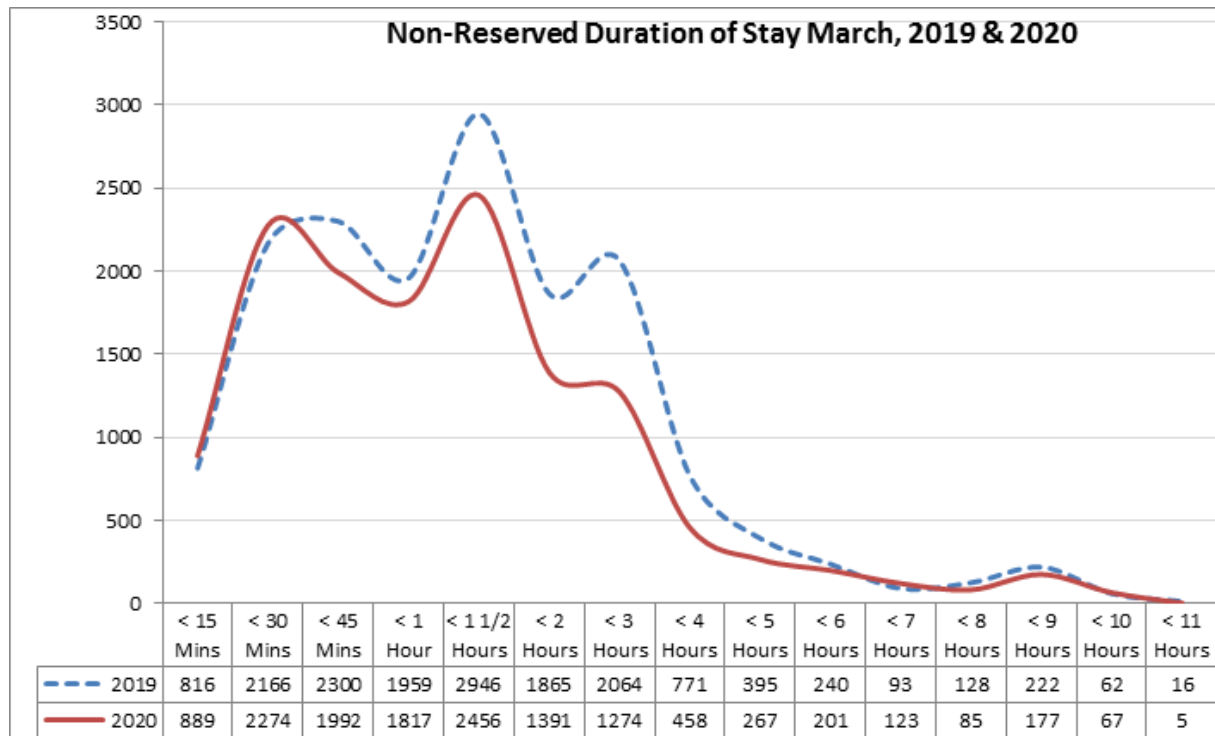


Average time for determination of permit applications decided by month.

2.4 PARKING







Calculated on remaining spaces – 96 Reserved spaces for 2019, 77 Reserved spaces for 2020

**2.5 CEMETERY STATISTICS**

<b>Burials</b>	<b>March 2020</b>	<b>YTD Total</b>
Lawn Cemetery	5	70
Wivenhoe / Ridgley	0	1
Other	0	0
<b>Total</b>	<b>5</b>	<b>71</b>

*YTD is measured from 1 July each year.*

<b>Ashes Interred</b>	<b>March 2020</b>	<b>YTD Total</b>
Lawn Cemetery	4	26
Wivenhoe / Ridgley	0	0
<b>Total</b>	<b>4</b>	<b>26</b>

*YTD is measured from 1 July each year.*

**COUNCIL RESOLUTION**

**Resolution number: MO118-20**

**MOVED:**            *Cr T Brumby*

**SECONDED:**      *Cr D Pease*

***“THAT the General Manager’s Information Report for Land and Environmental Services for March 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***

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**GENERAL MANAGER****AO115-20 GENERAL MANAGER'S INFORMATION REPORT COMMUNITY AND ECONOMIC DEVELOPMENT MARCH 2020****FILE NO: 4/18/2****PREVIOUS MIN:**

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	2	AN INCLUSIVE AND HEALTHY COMMUNITY
Objective	2.3	A place where everyone feels accepted and participates freely in community activities.
Strategy	2.3.4	Promote inclusiveness and participation within identifiable groups.

**1.0 RECOMMENDATION:**

***“THAT the General Manager’s Information Report for Community and Economic Development March 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

The Burnie Challenge which was scheduled for Sunday 2 April 2020 was cancelled. It was to be the tenth anniversary of the event with special guest Commando Steve in attendance. Steve had been special guest at the first Burnie Challenge and was looking forward to returning to Burnie for the tenth anniversary event.

## 2.2 COMMUNITY / CULTURAL DEVELOPMENT

### **Free Adventure Fun Day - Postponed Indefinitely**

The event was to be held Sunday 1 March, then late May and now has been postponed indefinitely.

### **Burnie Senior Citizens Club**

Council Officers met with the new Executive Committee and discussed what Council has to offer, the financial assistance grants and Seniors Week activities.

### **New Burnie Sports Centre**

Council Officers assisting consultants by providing information about local sporting clubs including contact details.

### **Community Health and Wellbeing Information Hub**

Council officers assisted the Steering Committee by performing secretary duties which ceased when the executive committee was formed at a meeting on 16 March, 2020.

### **Financial Assistance Round One**

Council's Financial Assistance Round one for 2020/2021 opened Monday 3 February and closed Wednesday 25 March.

Promotion of the Financial Assistance Grants included emails, social media and newspaper.

Seven applications for financial assistance were received seeking a total of \$23,074 and one application for Waste Disposal Assistance totalling \$702.

**2019/2020 Financial Assistance Grants (as at 8/4/20)****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	<del>-\$3,000</del>	\$0	Withdrawn request for funding. To assist with the costs of producing a Penguin Tourism Viewing Translation Website.
<b>Total</b>	<b>\$24,877</b>	<b>\$12,873</b>	

**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	\$0	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.
<b>Total</b>	<b>\$28,665</b>	<b>\$21,480</b>	

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

Burnie Men's Shed (\$1,716 over 3yrs)	\$572	\$381	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.
<b>Total</b>	<b>\$774</b>	<b>\$583</b>	

**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	\$990	To off-set costs associated with access across the rail corridor at Wivenhoe.
<b>Total</b>	<b>\$6,955</b>	<b>\$4,635</b>	

**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
<b>Total</b>	<b>\$3,360</b>	<b>\$3,279</b>

**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
<b>Total</b>		<b>\$354</b>

**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)	<del>\$2,500</del>	\$0
City of Burnie Brass Band	\$2,500	\$0
EMUsicians	\$2,500	\$2,500
Stringalong Music Programme	\$2,500	\$1,686
<b>Total</b>	<b>\$15,000</b>	<b>\$6,686</b>

**Other - Annual Assistance**

Name/Organisation	Committed	Paid
Carols by Candlelight	\$4,500	\$4,500
<b>Total</b>	<b>\$4,500</b>	<b>\$4,500</b>

**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
<b>Total</b>	<b>\$1,720</b>	<b>\$30</b>

**YTD Totals**

Name/Organisation	Budget	Committed	Paid
Financial Assistance Grants Round 1		\$24,877	\$12,873
Financial Assistance Grants Round 2		\$28,665	\$21,480
Committed Three Year Sponsorship (2017-2020)		\$774	\$583
Committed Three Year Sponsorship (2019-2022)		\$6,955	\$4,635
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
<b>Total Financial Assistance Grants</b>	<b>\$70,500</b>	<b>\$78,131</b>	<b>\$51,904</b>
Community Bands		\$15,000	\$6,686
Other – Annual Assistance		\$4,500	\$4,500
Waste Disposal Costs for Charitable & NFP Organisations	<b>\$5,000</b>	\$1,720	\$30

**2.3 BURNIE REGIONAL MUSEUM and BURNIE REGIONAL ART GALLERY**

BRAG Attendance Figures up to 23 March

Month	2019	2020
Mar	2,154	888

No attendance figures are available for March for the BRM.

The Gallery and Museum cancelled or postponed all public programs from 16 March. Both venues closed to the public from 23 March.

Cancellations for March included:

- 20 March – Curious Kids (in assoc. with Burnie Library) activities and story time and all Curious kids programs at BRAG and also outreach at Zeehan and Rosebery throughout March and April
- 20 March - Travellers Cloaks – opening event
- 20 March – CLAUDIO POLES – opening event
- 21 March – Floor talk with Claudio Polles
- 22 March – Jazz afternoon Gallery Friends fundraiser with Viktor Zappner Swing Set and Sophie Lesley guest musician.
- 24 March 1000 Hearts workshop
- Wednesday Art Group – cancelled from 18 March until further notice
- 25 March – Burnie Arts Council Meeting
- 26 March – Youth Council Meeting at Gallery
- Planned demonstrations of weaving/spinning by HWSD Guild members throughout March and April have been cancelled
- School visits to both the Museum and Gallery
- Hellyer College Tourism students March 30

BRM and BRAG continue to keep our community informed through social media.

**2.4 BURNIE ARTS AND FUNCTION CENTRE**

Cancellations at the BAFC during March are:

March 17: Disability Royal Commission

March 18: Mayors Dinner

March 19: Professional Learning Institute  
Housing Industry Association

March 20-  
April 4: Burnie Musical Society shows x10

March 20 and  
April 4 Opening/closing suppers for BMS



- March 25: Youth family & Community Connections  
Primary Health Care
- March 26: Professional Learning Institute
- March 27: Burnie Yeoman Cricket Club Finals Dinner
- March 30: RACT Advocacy Meeting
- March 31: RACT 50 Year Club Dinner  
Cliftons central bookings  
Professional Learning Institute

## **2.5 MAKERS' WORKSHOP – VISITOR INFORMATION CENTRE**

Makers' Workshop Door Count	10 397 - closed 22/3
Visitor Information Centre Count	1 035 people (VIC engagement not counted on cruise ship days)
Cruise ships	8 Ships

### **Cancellations due to Covid19**

- March 17 – Volunteers Suspended
- March 17 – Cruise Ship Pacific Aria visit cancelled
- March 18 – Cruise Ship Sun Princess visit cancelled
- March 23 – Makers Building Closed to Public
- March 27 – Cruise Ship Silver Muse visit cancelled
- March 28 – Cruise Ship Queen Elizabeth cancelled

### ***Creative Paper Tasmania – March 2020***

- Hand Made Paper Tour Experience 505 entries – Tours Suspended 18/3
- Coach/School Groups 10 groups
- Creative Paper Website 4 enquiries / 17 online sales.
- Creative Paper continues to sell paper over the phone, via email and online through its website shop.

### **Cancellations due to COVID19**

- March 25 - Paper tour with Zeehan Primary school class

## **2.6 MARKETING AND EVENTS**

- Kids in the Park 2020, due to be held on Easter Sunday, was cancelled.

## 2.7 COLLECTIVE IMPACT

Dream Big Higher Education Visits scheduled for 19, 23, 24 March 2020 were cancelled.

Dream Big Jobs Brainstorming Sessions scheduled for the week commencing 30 March 2020 were cancelled.

Regional Employment Trial 'Transport to Work' activities have been suspended.

The International Women's Day Luncheon was held on 6 March at the Burnie Arts and Function Centre. Ginna Webster, Secretary of the Department of Justice was guest speaker. 135 people attended the event. \$5 from each ticket sold was donated to the Warrawe Women's Shelter. This donation totalled \$685 and was provided in vouchers at the request of the shelter.

## 2.8 YOUTH DEVELOPMENT

### **Burnie Youth Council (BYC)**

Burnie Youth Council has been suspended. Alternative methods of engaging young leaders is being investigated as there are a number of issues for some schools in being able to facilitate young people attending via video link, with some students remaining at home and a lot of pressure on educators at this time.

The YDO has organised meetings with young people from Natone Primary School and will be looking at running a young leaders meeting online regularly in Term 2 inviting guest speakers. Other school students will be invited to attend.

### **NWAY**

There was no NWAY meeting in March. The next meeting of NWAY is to be held on 23 April via video conference facilitated by Burnie City Council.

Council's partnership with 'Safe In Oz' in the delivery of the accredited training module 'An Introduction To Working With Individuals Who Have Self-Destructive Behaviours' was cancelled due to the coronavirus. This would have seen the second year that this program has run to support youth workers in the region, with Council last year securing the free training of Youth Crisis accommodation workers from YFCC.

### **YMCAB**

Planning the expansion of YMCAB into online meetings of young people is underway. The YMCAB Facebook page will have 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.

Engagement tools are being investigated to run major events online that can be accessible to young people via a phone, tablet, gaming console or computer.

Engagement with youth services has started to look at various platforms for approaching young people online that can provide a way for youth services to interact with young people during the COVID-19 crisis.

A Minecraft server that is accessible across phones, tablets, PC's and gaming consoles is one method that is being investigated. A 4km<sup>2</sup> to scale map of Burnie is being discussed with world leaders in the field of minecraft mapping, GeoBoxers. This would provide a fun way for young people to socialise across as many devices as possible to build up Burnie in competitions. Discussions are already underway with service providers that may wish to engage young people in the 'world' and run their own competitions utilising it.

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+. The YDO has initiated discussions with services and others in the region about creation of a 'one stop shop' for young people to socialise and interact online, and have youth service providers available. It could act as a meeting point for other projects such as the Minecraft server, or other programs that services are providing for young people. Discord can run through a browser, on mobile devices or with a dedicated application. You can find out more about Discord here: <https://discordapp.com>

#### **"Know Your Odds" Skate Scooter and BMX Series – Burnie Competition**

The Burnie skate park event was held on Saturday March 14 starting at 10 am, and saw 32 entrants and about 100 – 120 spectators spread across the day. Many parents and spectators remained in their vehicles at the event. Inline skating was again included as part of the event, and we also added balance bikes.

The competition in Burnie was organised by Burnie City Council, with support from Twenty Five Nine and Know Your Odds.

#### **Tasmanian Youth Week**

Tasmanian Youth Week was cancelled for 8 April due to the coronavirus.

#### **Other**

National Day Against Bullying partnership with Speak Out has been cancelled.

**COUNCIL RESOLUTION**

**Resolution number: MO119-20**

**MOVED:**            *Cr G Simpson*

**SECONDED:**      *Cr C Lynch*

***“THAT the General Manager’s Information Report for Community and Economic Development March 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***

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**GENERAL MANAGER****AO116-20 GENERAL MANAGER'S INFORMATION REPORT CORPORATE AND BUSINESS SERVICES MARCH 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 March 2020 be noted.”***

**2.0 SUMMARY**

The report includes the following items:

**Corporate and Business Services**

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

## 2.1 SUMMARY FINANCIAL STATEMENTS

**Statement of Comprehensive Income**

This report provides the draft YTD operating results for the period ending 31 March 2020.

## YTD Comprehensive Income Statement

	YTD Actual	YTD Budget	YTD Variance to Budget	Annual Budget 2020
	\$'000	\$'000	\$'000	\$'000
<b>Recurrent Income</b>				
Rates and charges	22,796	22,880	⊖ 84	22,923
Statutory fees and fines	790	768	⊕ (22)	1,024
User fees	3,323	3,571	⊖ 248	4,732
Grants	1,903	2,549	⊖ 646	3,399
Reimbursements	500	254	⊕ (246)	323
Other income	578	677	⊖ 99	902
Investment income	469	688	⊖ 219	917
<b>Total recurrent income</b>	<b>30,358</b>	<b>31,386</b>	<b>⊖ 1,028</b>	<b>34,221</b>
<b>Recurrent Expenses</b>				
Employee benefits	8,554	9,073	⊕ (520)	12,210
Materials and services	7,586	8,096	⊕ (510)	10,786
Depreciation and amortisation	5,720	5,824	⊕ (104)	7,765
Finance costs	31	43	⊕ (12)	57
Other expenses	2,107	2,676	⊕ (569)	3,400
<b>Total recurrent expenses</b>	<b>23,998</b>	<b>25,713</b>	<b>⊕ (1,715)</b>	<b>34,219</b>
<b>Operating surplus/(deficit)</b>	<b>6,360</b>	<b>5,673</b>	<b>⊕ (687)</b>	<b>2</b>
<b>Capital Items</b>				
Capital grants	1,250	1,621	⊖ 371	2,163
Expenditure on assets not owned by Council	-	-	⊕ -	-
Contributions - non-monetary assets	1,496	-	⊕ (1,496)	-
Net gain/(loss) on disposal of assets	(70)	-	⊖ 70	(250)
	<b>2,677</b>	<b>1,621</b>	<b>⊕ (1,055)</b>	<b>1,913</b>
<b>Surplus/(deficit)</b>	<b>9,037</b>	<b>7,295</b>	<b>⊕ (1,742)</b>	<b>1,915</b>
<b>Operating Margin</b>	<b>1.27</b>	<b>1.22</b>		<b>1.00</b>

- ⊕ A favourable variance
- ⊖ An unfavorable variance < \$50k
- ⊗ An unfavorable variance > \$50k

F = YTD favourable variance to budget

U = YTD unfavourable variance to budget

The 2020 forecast has been removed from Council's summary financial statements for March as Council officers are still assessing the impact of COVID-19 on the Council's operational forecast. As stated in the COVID-19 update report included in this agenda, Council's forecast is expected to be impacted and is likely to result in Council having an operational deficit for the 2019-20 financial year. A more detailed analysis of the impact of COVID-19 will be included in the May meeting agenda.

**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
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	7,726	4,096
Trade and other receivables	4,596	1,492
Inventories	138	139
Other assets	15	34
<b>Total current assets</b>	<b>12,475</b>	<b>5,761</b>
<b>Non-current assets</b>		
Investment in water corporation	75,672	75,672
Investments in subsidiaries	2,103	2,103
Investment in joint venture	3,311	3,311
Property, infrastructure, plant and equipment	340,213	342,869
<b>Total non-current assets</b>	<b>421,299</b>	<b>423,955</b>
<b>Total assets</b>	<b>433,774</b>	<b>429,716</b>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	547	2,347
Trust funds and deposits	132	138
Interest-bearing loans and borrowings	326	329
Employee provisions	2,389	2,411
<b>Total current liabilities</b>	<b>3,394</b>	<b>5,225</b>
<b>Non-current liabilities</b>		
Interest-bearing loans and borrowings	778	1,811
Employee provisions	164	163
<b>Total non-current liabilities</b>	<b>942</b>	<b>1,974</b>
<b>Total liabilities</b>	<b>4,335</b>	<b>7,199</b>
<b>Net Assets</b>	<b>429,438</b>	<b>422,517</b>
<b>Equity</b>		
Accumulated surplus	274,147	274,348
Surplus/(deficit)	9,037	1,915
Reserves	146,255	146,254
<b>Total Equity</b>	<b>429,438</b>	<b>422,517</b>
<b>CURRENT RATIO</b>	<b>4</b>	<b>1.10</b>

**Statement of Cash Flows**

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

Council's cash and investments balance as at 31 March 2020 is \$7.726m.

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

	Actual 2020 \$'000	Budget 2020 \$'000
<b>Cash flows from operating activities</b>		
Rates and charges	19,658	22,923
Statutory fees and fines	790	1,023
User fees	3,323	4,679
Grants	1,903	3,399
Reimbursements	500	323
Other income	2,074	925
Payments to suppliers	(10,496)	(10,731)
Payments to employees	(8,721)	(12,357)
Other payments	(2,107)	(3,400)
<b>Net cash provided by (used in) operating activities</b>	<b>6,924</b>	<b>6,784</b>
<b>Cash flows from investing activities</b>		
Payments for property, infrastructure, plant and equip	(5,595)	(11,970)
Dividends and distributions	469	917
Capital grants	1,250	2,163
<b>Net cash provided by (used in) investing activities</b>	<b>(3,876)</b>	<b>(8,890)</b>
<b>Cash flows from financing activities</b>		
Finance costs	(31)	(57)
Trust funds & deposits	-	3
New borrowings	-	1,200
Repayment of interest bearing loans and borrowings	(161)	(324)
<b>Net cash provided by (used in) financing activities</b>	<b>(191)</b>	<b>822</b>
Net increase (decrease) in cash and cash equivalents	2,857	(1,284)
Cash and cash equivalents at the beginning of the financial year	4,870	5,380
<b>Cash and cash equivalents at the end of the period</b>	<b>7,726</b>	<b>4,096</b>



**2.2 SCHEDULE OF INVESTMENTS**

A schedule of Council's investments is provided as at 31 March 2020:

<b>Investments Schedule as at 31/03/2020</b>							
<b>Institution</b>	<b>Term</b>	<b>Rate</b>	<b>S&amp;P Rating</b>	<b>Lodgement Date</b>	<b>Maturity</b>	<b>Amount</b>	<b>Total</b>
ANZ	At Call	1.15%	A1+			1,502,833	1,502,833
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
ME Bank	60 Days	1.45%	A2	27/02/2020	27/04/2020	500,000	500,000
Westpac	180 Days	1.61%	A1+	31/10/2019	30/04/2020	500,000	500,000
Suncorp	207 Days	1.65%	A1	30/09/2019	24/04/2020	500,000	500,000
							<b>6,502,833</b>

**Investment Allocation by Credit Rating**

<b>Credit Rating</b>	<b>%</b>	<b>Amount</b>	<b>WAIR</b>
A1+	31%	\$2,002,833	1.26%
A1	8%	\$500,000	1.65%
A2	62%	\$4,000,000	1.64%
	<b>100%</b>	<b>\$6,502,833</b>	

**Investment Allocation by Bank**

<b>Bank</b>	<b>%</b>	<b>Amount</b>
ANZ	23%	\$1,502,833
MyState	46%	\$3,000,000
ME Bank	8%	\$500,000
BOQ	8%	\$500,000
Westpac	8%	\$500,000
Suncorp	8%	\$500,000
	<b>100%</b>	<b>\$6,502,833</b>

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

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

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

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

## 2.3 OPERATIONAL REPORT BY DIRECTORATE/DEPARTMENT

Council officers are currently assessing the impact of COVID-19 on Council's forecast at 30 June 2020, therefore directorate reports have been removed until the full impact on Council's operational forecast is known.

## 2.4 RECEIVABLES ANALYSIS

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

### Receivables Analysis as at 31 March 2020

	<u>Total</u>	<u>Current - 30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120+ Days</u>
<b>Trade Debtors</b>					
Sundry Debtors	263,168	43,935	9,616	200,403	9,214
Reserved Parking Spaces	12,089	8,875	742	982	1,490
Burnie Venues & Catering	3,089	2,757	-		333
Lease Debtors	13,012	11,839	688	1,173	(688)
Business & Recreation Debtors	2,180			750	1,430
Waste Debtors	33,126	32,539	389	450	(252)
<b>Total Trade Debtors</b>	<b>326,663</b>	<b>99,944</b>	<b>11,435</b>	<b>203,757</b>	<b>11,527</b>
Goods & Services Tax	(100,863)				
Infringements & Parking	1,329,085				
Other Receivables	435,665				
Rates & Charges	3,697,584				
Allowance for Impaired Debts	(1,091,745)				
<b>Total Receivables</b>	<b>4,596,390</b>				

### **Infringements & parking**

	<b>Mar-20</b>		<b>Mar-19</b>		<b>Movement</b>	
	Count	Balance	Count	Balance	Count	Balance
<b>Issued 2020</b>	2,561	184,560			2,561	184,560
<b>Issued 2019</b>	1,345	126,282	2,635	168,791	(1,290)	(42,509)
<b>Issued 2018</b>	999	69,907	1,326	110,337	(327)	(40,430)
<b>Issued 2017</b>	1,642	53,065	1,697	69,383	(55)	(16,318)
<b>Issued 2016</b>	976	37,435	1,014	45,328	(38)	(7,893)
<b>Issued 2015</b>	574	36,274	623	40,969	(49)	(4,695)
<b>Issued 2014</b>	510	33,055	563	38,158	(53)	(5,103)
<b>Issued 2013</b>	616	36,830	671	41,283	(55)	(4,453)
<b>Issued 2012</b>	520	32,232	556	35,353	(36)	(3,121)
<b>Issued 2011</b>	519	31,463	575	35,398	(56)	(3,935)
<b>Issued 2010</b>	638	23,432	680	26,125	(42)	(2,693)
<b>Issued 2009</b>	754	52,346	801	55,980	(47)	(3,634)
<b>Issued 2008</b>	1,433	70,767	1,469	74,401	(36)	(3,634)
<b>Issued Pre-2007</b>	11,890	545,553	11,922	551,390	(32)	(5,837)
	<b>24,977</b>	<b>1,333,201</b>	<b>24,532</b>	<b>1,292,896</b>	<b>445</b>	<b>40,305</b>

**2.5 RATES ANALYSIS**

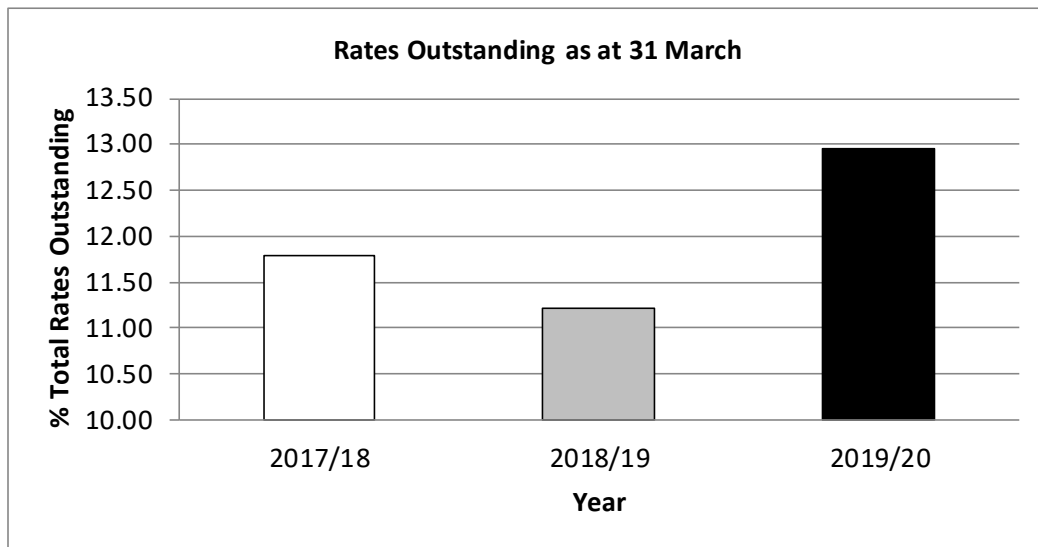
The rates analysis contains a summary of rating transaction movements for 2019/20 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

**Rates Outstanding as at 31/03/2020**

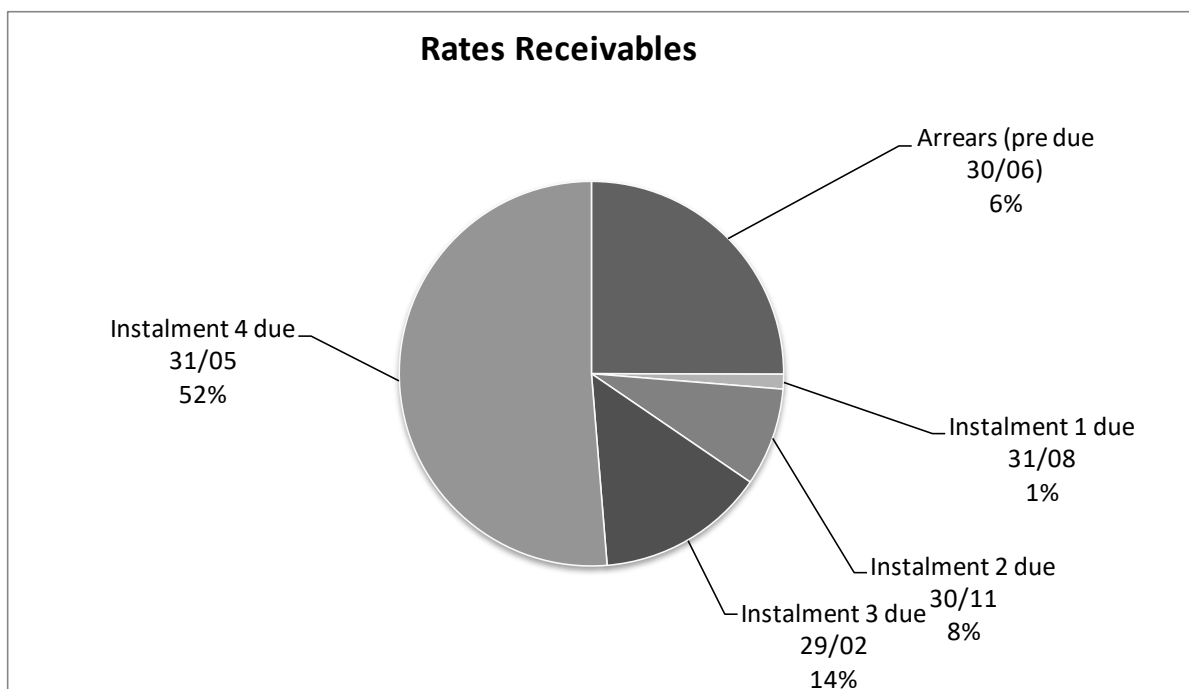
	This Financial Year 31 Mar 2020		Last Financial Year 31 Mar 2019		Change
		\$		\$	\$
Arrears Brought Forward as at July	2.88%	674,513	5.30%	1,239,630	(565,117)
Credit Brought Forward	-0.44%	(103,929)	-2.96%	(692,968)	589,039
Add Current Rates & Charges Levied	96.95%	22,716,267	95.90%	22,431,838	284,429
Penalty	0.30%	69,161	0.29%	67,818	1,343
Supplementary Rates	0.31%	73,725	1.48%	345,598	(271,873)
<b>Gross Rates and Charges Demanded</b>	<b>100.00%</b>	<b>23,429,737</b>	<b>100.00%</b>	<b>23,391,916</b>	<b>37,821</b>
Less: Rates & Charges Collected	82.38%	19,301,293	83.80%	19,601,399	(300,106)
Pension Remission	3.08%	720,490	3.01%	704,565	15,924
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%	345,026	1.80%	421,361	(76,335)
- Roundings/Adjustments	0.00%	26	0.00%	(2)	28
Sub Total	87.05%	20,394,549	88.79%	20,770,554	(376,006)
<b>Unpaid Rates &amp; Charges as at 31/03</b>	<b>12.95%</b>	<b>3,035,188</b>	<b>11.21%</b>	<b>2,621,362</b>	<b>413,827</b>

	<b><u>2019/2020</u></b>		<b><u>2018/2019</u></b>	
Outstanding as at 31 March		3,601,973		3,122,996
Rates in credit		(566,784)		(501,634)
		<b>3,035,188</b>		<b>2,621,362</b>
Total number of assessments		10,068		10,038
Assessments outstanding	37.50%	3,775	44.0%	4,413
Credit Rates	-18.7%	(566,784)	-19.1%	(501,634)
Arrears (pre due 30/06)	29.7%	902,160	17.5%	457,774
Instalment 1 due 31/08	1.5%	44,641	5.6%	147,985
Instalment 2 due 30/11	9.8%	296,989	8.6%	226,449
Instalment 3 due 29/02	16.8%	510,302	16.8%	440,351
Instalment 4 due 31/05	60.9%	1,847,881	70.6%	1,850,437
	<b>100.00%</b>	<b>3,035,188</b>	<b>100.00%</b>	<b>2,621,362</b>

There were 3,775 assessments outstanding as at 31 March 2020 compared to 4,413 as at 31 March 2019.



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



## 2.6 CAPITAL EXPENDITURE REPORT

The following report outlines council's YTD capital expenditure compared to budget as at 31 March 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
<b>ROADS</b>						
<b>RURAL ROADS</b>						
Upgrade Programme	608,112	888,920	280,809	759,412	● (129,508)	1
Rural Roads Resealing	79,966	86,700	6,734	171,522	⊗ 84,822	2
Rural Roads Major Patching & Resealing	49,865	146,120	96,255	193,271	⊗ 47,151	3
Rural Roads Bridges Programme	53,057	362,900	309,843	400,495	⊗ 37,595	4
<b>TOTAL RURAL ROADS</b>	<b>791,000</b>	<b>1,484,640</b>	<b>693,640</b>	<b>1,524,700</b>	⊗ 40,060	
<b>URBAN ROADS</b>						
Car Parking Improvements	169,012	151,710	(17,302)	189,495	⊗ 37,785	5
Driveways, Footpaths and Channel	77,790	221,120	143,330	228,983	● 7,863	
Retaining Walls	125,887	450,817	324,930	362,477	● (88,340)	6
Urban Infrastructure	132,195	409,920	277,725	433,031	⊗ 23,111	7
Urban Road Renewal & Upgrades	135,470	520,160	384,690	156,270	● (363,890)	8
Urban Road Resealing	468,589	985,823	517,234	791,985	● (193,838)	9
<b>TOTAL URBAN ROADS</b>	<b>1,108,944</b>	<b>2,739,550</b>	<b>1,630,606</b>	<b>2,162,241</b>	● (577,309)	
<b>TOTAL ROADS</b>	<b>1,899,944</b>	<b>4,224,190</b>	<b>2,324,246</b>	<b>3,686,941</b>	● (537,249)	
<b>STORMWATER</b>						
Storm Water Upgrades & Replacements	297,577	652,389	354,812	656,587	● 4,198	
<b>TOTAL STORMWATER</b>	<b>297,577</b>	<b>652,389</b>	<b>354,812</b>	<b>656,587</b>	● 4,198	
<b>PARKS, RESERVES AND SPORTING FACILITIES</b>						
General Parks and Reserves	920,103	3,080,893	2,160,790	1,316,392	● (1,764,501)	10
Cemeteries	36,709	218,480	181,771	37,608	● (180,872)	11
Sporting Grounds & Facilities	181,428	237,076	55,648	181,427	● (55,649)	12
<b>TOTAL PARKS, RESERVES &amp; SPORTING FACILITIES</b>	<b>1,138,240</b>	<b>3,536,449</b>	<b>2,398,209</b>	<b>1,535,427</b>	● (2,001,022)	
<b>WASTE</b>						
Garbage and Recycling	1,930	42,045	40,115	42,045	● -	
Waste Management Centre	51,579	300,179	248,600	277,739	● - 22,440	13
<b>TOTAL WASTE MANAGEMENT</b>	<b>53,509</b>	<b>342,224</b>	<b>288,715</b>	<b>319,784</b>	● (22,440)	
<b>BUILDINGS</b>						
Sporting Facilities	488,572	656,336	167,764	656,336	● -	
Public Amenities	200,962	474,670	273,708	200,963	● (273,707)	14
Burnie Arts & Function Centre	52,022	328,240	276,218	59,387	● (268,853)	15
Burnie Regional Museum	-	-	-	-	● -	
Other Buildings	658,702	1,077,419	418,717	1,105,389	⊗ 27,970	16
<b>TOTAL BUILDINGS</b>	<b>1,400,258</b>	<b>2,536,665</b>	<b>1,136,407</b>	<b>2,022,075</b>	● (514,590)	
<b>PROPERTY, PLANT &amp; EQUIPMENT (PPE)</b>						
Computer Equipment	21,615	438,050	416,435	438,050	● -	
Vehicles	83,705	134,600	50,895	134,600	● -	
Plant	459,502	960,976	501,474	960,976	● -	
Other	171,456	246,416	74,960	262,921	⚠ 16,505	
Parking Equipment	51,262	37,200	(14,062)	51,262	⚠ 14,062	
Furniture & Fittings	13,446	49,295	35,849	49,295	● -	
Heritage Assets	4,949	11,860	6,911	5,000	● (6,860)	
<b>TOTAL PLANT/EQUIPMENT/VEHICLES</b>	<b>805,935</b>	<b>1,878,397</b>	<b>1,072,462</b>	<b>1,902,104</b>	⊗ 23,707	
<b>TOTAL</b>	<b>5,595,462</b>	<b>13,170,314</b>	<b>7,574,852</b>	<b>10,122,918</b>	● (3,047,396)	

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	74,913	0	75,524	75,524	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	1,673	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	12,828	30,400	35,491	5,091	17%
West Ridgley Road Culvert Upgrade	38,875	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	102,753	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	18,717	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	14,326	69,776	14,326	-55,450	-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)	40,259	194,560	40,259	-154,301	-79%
Linton St Reconstruction - Cabot St to Mount Street	60,408	304,000	60,408	-243,592	-80%

**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 Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Wiseman St - Armitage Cres to Woniora	95,655	117,701	103,000	● -14,701	-12%
Hodgman St Reseal - View Rd to Jones St	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 Actual	Annual Budget	Forecast	Forecast Variance	% Variance
Burnie Park - Foot Bridge Replacement	3,811	23,051	3,811	● -19,240	-83%
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	49,347	205,862	49,347	● -156,515	-76%

**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
Lawn Cemetery - Upgrade Footpath and Bridge	5,250	35,580	5,250	-30,330	-85%

**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	103,970	75,000	103,970	28,970	39%
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 – Waste Management Centre

Project Description	YTD Actual	Annual Budget	Forecast	Forecast Variance	% Variance
BWMC - Wetlands Roads Resurfacing	12,939	47,440	25,000	-22,440	-47%

**BWMC - Wetlands Roads Resurfacing** - Utilised recovered asphalt millings as pavement has reduced cost.

#### Note 14 – 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	14,272	306,000	14,272	-291,728	-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 15 – 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 16 – Other Buildings

Project Description	YTD Actual	Annual Budget	Forecast	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	3,629	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.

## 2.7 CONTRACTS AWARDED

The following table shows contracts awarded over \$100,000 (full contract value) during March 2020:

Contract Number	Contract Title	Contractor Registered Business Name and Address	Awarded Date	Initial Term / Delivery Date	Value of Contract (Ex GST)
2648	Supply and Delivery of One (1) Five Yard Tipper Truck	CJD Equipment 401 Westbury Road Prospect Vale TAS 7250	17/03/2020	2 months	\$107,842

## 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	No
Mooreville Road Upgrade Stage 3	PDA Surveyors	Detail Land Survey and Structures assessment	16,300	20,708	B	Capital Works Allocation	No
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	No
Sports Centre Planning Study	@Leisure Planners	Planning study	19,765	472,026	B	Strategic project funding	No

## 2.9 GOVERNANCE – USE OF COUNCIL SEAL

4 March 2020	Part 5 Agreement – Grant Street North, Havenview – Stage 1A – SD 2015/1236
5 March 2020	Part 5 Agreement – 10 Dowling Drive, Romaine – DA 2019/131
10 March 2020	Lease Agreement between Burnie City Council and Launceston City Mission Inc – 289 Mooreville Road, Burnie – CT 145841/1
20 March 2020	Final Survey Plan and Schedule of Easements – SD 2015/1236 -Massy-Greene Drive, South Burnie
31 March 2020	Final Survey Plan and Schedule of Easements – SD 2019/1298 – 48-76 Mooreville Road, Shorewell Park

**COUNCIL RESOLUTION**

**Resolution number: MO120-20**

**MOVED:**            *Cr A Keygan*

**SECONDED:**      *Cr D Pease*

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

**AO117-20 COMMUNICATIONS JOURNAL MARCH 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:

- Cruise Ship Welcome on the Wharf – Sea Princess
- Meeting with Jim Cavaye - Pro Vice Chancellor, UTAS
- Meeting with Matthew Degenhardt
- LGAT General Managers and Mayors Meeting
- LGAT General Meeting
- UTAS – Guest Presentation to students
- UTAS - Cradle Coast Consultative Committee

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

- Tasmania Police - Graduation Ceremony of Trainee Course 2 - 2019 - attended by Cr Ken Dorsey

- Order of Australia Luncheon – attended by Deputy Mayor Giovanna Simpson

#### 4.0 NOTIFICATION OF COUNCIL WORKSHOPS

<b>Workshop</b>	<b>17 March 2020 (Special UTAS Briefing)</b>	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Brumby, Cr Bulle, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	UTAS Briefing with Jim Cavaye - Pro Vice Chancellor	Councillor briefing and update

<b>Workshop</b>	<b>24 March 2020</b>	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Brumby, Cr Bulle, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	Capital Works Budget	Discussion with Councillors
	Coronavirus Social Support and Economic Stimulus Package	Discussion with Councillors
	LGAT General Meeting	Discussion with Councillors

<b>Workshop</b>	<b>7 April 2020 (conducted remotely)</b>	
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Brumby, Cr Bulle, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease	
Apologies		
Items Discussed	COVID-19	Councillor Briefing

#### 5.0 CORRESPONDENCE FOR NOTING

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

#### ATTACHMENTS

1. Premier Peter Gutwein MP and Minister Mark Shelton MP - letter to Tasmanian Councils - COVID-19 relief
2. Minister Mark Shelton MP - letter to Tasmanian Councils - Review of Tasmania's Local Government Announcement of Approved Reforms and Project Delays
3. Frankston City Council - Royal Commission Reform
4. TasWater - Notification of adverse development under Section 21.5 of the Shareholders' Letter of Expectations

5. Property Council of Australia - Rates remission for eligible commercial property owners
6. Burnie Historical Society - Relocation of the Old Burnie Inn (attachments provided as a separate document)
7. Tim McCarthy - Health Information / Wellbeing Hub

**COUNCIL RESOLUTION****Resolution number: MO121-20****MOVED:           Cr G Simpson****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***



PREMIER OF TASMANIA

16 April 2020

**A letter to all Tasmanian Councils**

Dear Mayors and General Managers

Our State, like the rest of the world, has been upended by the impact of the novel coronavirus (COVID-19) pandemic. This pandemic has rapidly covered the globe. It has spread suffering, disrupted billions of lives and endangered the global economy.

It has also impacted and changed the lives of all Tasmanian – school children now learn online, our most vulnerable must stay indoors, parents and caregivers are out of work and our borders have been closed. Throughout this crisis the Government has held to one simple principle – that the health, wellbeing and safety of Tasmanians is our highest priority. We are all facing these unprecedented circumstances together, but together we can rise to these new challenges and help each other.

During this time, we need to ensure Tasmania keeps functioning and where we can we need to keep Tasmanians in business and in jobs. The contribution of Local Government to these efforts will be critical to our success and it has been heartening to see so many councils stepping up to play their part in recent weeks. But we need to do more.

Local Governments, like State and Federal Governments are in a unique position to use their balance sheets to support the economy and the community during this time. Local Governments also have a number of tools to hand that can help with local community economic support and we are now seeing a range of these community care packages being released. We strongly encourage all councils to consider their individual packages and provide support to their community as a matter of urgency. It is vital that all councils agree to measures including rate increase freezes and generous hardship policies. These measures will provide much needed relief to Tasmania's local businesses and rate payers and send a strong message that all levels of government are playing their part to support the community at this unprecedented time.

It is our expectation that councils should endeavour to retain as many employees as possible during this challenging period and that to do this councils will need to adopt different budget and financial positioning strategies than have traditionally been required. Where appropriate, councils should also redirect staff to support their COVID-19 response measures and community relief and recovery initiatives.

To support councils, the Tasmanian Government has extended the \$50 million interest free loan scheme for Local Government to \$150 million. The program provides for loan interest rebates for three years to local government authorities to encourage investment in and employment of more Tasmanians to undertake upgrades, renovations and necessary maintenance to improve existing Local Government infrastructure. To ensure the program is flexible and able to more broadly assist councils, we have expanded the criteria of the program to include all measures taken by councils as a response to, or as a result of, the impacts of COVID-19. Our commitment is to work with each council on an individual basis if necessary to ensure that all councils can access this program.

GPO Box 123, Hobart TAS 7001 | Telephone: 61 3 6165 7650 | Email: [peter.gutwein@dpac.tas.gov.au](mailto:peter.gutwein@dpac.tas.gov.au)



In addition, we have ensured that councils with payrolls less than \$5 million per annum that have been impacted by coronavirus will pay no payroll taxes for the entire 2019-20 year. The Government has also frozen, waived or capped fees and charges for small businesses, which includes some councils. These measures mean that:

- o Water and electricity bills will be waived for the first quarterly bill received after 1 April this year for small business customers on Tariff 22, 94, 82 or 75, including those small businesses on market contracts that could access those tariffs.
- o Electricity prices will be capped, and water prices will be frozen next financial year.

National Cabinet recently announced the adoption of a Commercial Tenancy Code of Conduct. The State Government is currently considering options for implementing the Code and it will be important that councils are involved in this process. The Department of Justice will reach out to the Local Government Association of Tasmania (LGAT) to engage on this matter further.

The State Government is committed to working collaboratively and supportively with the Local Government sector throughout the COVID-19 pandemic and beyond, and we must make it clear that the State Government's capacity to provide financial support going forward is now very constrained. We do not envisage any additional direct funding support to councils beyond what has already been offered.

We are aware that councils are currently considering their budget processes for 2020-21 and that this presents a challenge in the current fiscal environment. One of the issues that has arisen is the need for certainty around the Australian Government's Federal Financial Assistance Grant allocations for 2020-21. We will assist the sector by advocating to the Australian Government for clarity in relation to this matter.

Finally, thank you for everything you and your councils have done thus far to assist in supporting Tasmania's local communities to adjust and respond to the COVID-19 pandemic. We are all in this together and our shared efforts going forward will stand us in good stead to recover from this extraordinary challenge.

Yours sincerely



Peter Gutwein MP  
**Premier**



Mark Shelton MP  
**Minister for Local Government**

**Minister for Police, Fire and Emergency Management  
Minister for Local Government**

Level 5, 4 Salamanca Place, Parliament Square Building HOBART TAS 7000 Australia  
GPO Box 123 HOBART TAS 7001 Australia  
Ph: +61 3 6165 7770  
Email: [Mark.Shelton@dpac.tas.gov.au](mailto:Mark.Shelton@dpac.tas.gov.au)

21 APR 2020

**A Letter to All Tasmanian Councils**

Dear Mayors and General Managers

I am writing to provide you with a number of important updates in relation to the State Government's priority work program with the Local Government sector, in particular the review of Tasmania's Local Government Legislative Framework.

**Review of Tasmania's Local Government Legislation - Final Reforms and Project Delays**

As you are aware, the Government engaged extensively with the local government sector and the community throughout 2019, eliciting a high degree of interest and significant feedback on proposed reform options in Phases 1 and 2 of the Review. The most recent consultation period received almost 800 survey responses and 75 written submissions. The process to date has given clear feedback on what is important to Tasmanians in relation to their local councils.

Following the Government's thorough consideration of the feedback received to date, I am pleased to announce the release of the final reforms for the Local Government Legislative Framework Review. The approved reforms can be found on the Review's webpage at [www.dpac.tas.gov.au/lgreview](http://www.dpac.tas.gov.au/lgreview). The final reforms reflect the outcomes of the [extensive consultation](#) process undertaken on the [Reform Directions Paper](#).

The majority of the proposed 51 Reform Directions in the Reform Directions Paper received broad support from stakeholders and were recommended by the Review Steering Committee. The Government subsequently considered and approved the Steering Committee's 48 recommended reforms, and several reforms were amended to reflect consultation feedback.

Only three of the 51 reforms were strongly opposed in the consultation feedback and will not be progressed by the Government. These were:

- changing the way mayors and deputy mayors are elected;
- introducing a candidate nomination fee; and
- establishing Regional Councils.

The Government intends to develop a new Local Government Bill based on the principles of community engagement, good governance, transparency and accountability, efficiency and effectiveness. The new Bill will support the important role and functions of councils and allow them to best serve their local communities. The Government also intends to progress approved electoral reforms through a stand-alone Local Government (Elections) Bill.

20/25203/2

2

The Government has agreed to a staged implementation for these Bills to ensure adequate time for consultation with stakeholders, public awareness measures and implementation of the reforms. This would mean the Bills will be consulted on and introduced into Parliament separately.

The original timeline for the Local Government Legislation Review process set out an anticipated completion date for draft legislation by the end of 2020. As we are all aware, in the current State of Emergency there is the need for all levels of government to prioritise the emergency response to the COVID-19 pandemic to meet this unprecedented challenge. As a result of these circumstances, the Government acknowledges there needs to be an extension to the proposed timeframes for consultation on draft Bills into 2021.

I will provide further advice on the adjusted review timeframes as the management of the COVID-19 pandemic situation unfolds and I want to assure you that the progression of the final Reform Directions will resume as a key strategic priority once our collective COVID-19 pandemic response and recovery efforts are appropriately resolved.

I would like to take the opportunity at this point to sincerely thank the local government sector as a whole for the collaborative approach that it has adopted to date to enable the majority of reforms to be progressed. Developing practical, fit-for-purpose legislation cannot be achieved without the valuable insights and contributions of the sector itself. I thank you and your Council for taking part in shaping a new legislative framework for the future of local government in Tasmania and I look forward to collaborating further with you when we commence the next phase and the drafting of legislation.

#### **COVID-19 pandemic impacts on broader work program**

Further to my comments above regarding resourcing in response to the COVID-19 pandemic, I want to advise that the Local Government Division, like many other areas across Government, is providing significant staff resources to support the Government's emergency response. In this context, the Division is constantly reviewing its ongoing operations and is currently focussing on providing immediate support to councils through the provision of essential services and core functions only.

Councils will, for example, still be able to submit Regulatory Impact Statements for assessment and certification by the Director of Local Government. The Local Government Division will also continue its Regulatory functions to ensure compliance with the *Local Government Act 1993*, and be available to answer queries from councils and the public. Given the current resourcing allocations, there may be some extra time taken to respond to enquiries and we apologise if that is the case.

Please note that a number of strategic policy projects and services that were being undertaken by the Local Government Division will be placed on hold for the immediate future. The deferral of these work areas also reflects the Government's awareness that the capacity of councils to participate in consultation processes and provide input into policy and legislative proposals may be diminished at this time. The following will be impacted:

- Charitable rates – it is acknowledged that councils across Tasmania are taking steps to adjust their rating policies to ease pressure on their communities in light of the pandemic situation. With this in mind, resolution of the charitable rates issue will be placed on hold.
- Remaking of the Dog Control Regulations 2010 (the Regulations) – the expiry of the Regulations will be postponed to 9 June 2021 as part of the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*. This will enable councils and the Local Government Division to recommence the process, including consultation, at a later stage.
- Premier's Local Government Council (the PLGC) – the May 2020 meeting of the PLGC has been cancelled. The next meeting is scheduled for December 2020.

3

- Council performance reporting – the development of the council performance reporting website, in addition to the preparation and release of the local government data snapshots, will be put on hold. Councils will still be asked to report performance information as part of the Consolidated Data Collection process, however the Local Government Division acknowledges that the current emergency response may impact the timeliness and quality of councils' responses.
- Model Financial Statements – the process to implement the model financial statements will be put on hold. Thank you to those councils that provided feedback on the last round of consultation on the draft statements. This feedback will be taken into account when the process recommences. Further consideration will also be given to the timeframe for implementation.

The Local Government Division and I sincerely appreciate your patience and understanding at this challenging time.

#### ***COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020***

On a final note, I wish to highlight that on 26 March 2020 the Tasmanian Parliament passed the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020* (the Act) in order to manage the statutory and operational impacts of the COVID-19 pandemic on councils and other government institutions. Among other provisions, the Act provides that notices may be issued to adjust the technical and regulatory requirements that may otherwise apply under another Act or legislative instrument.

Working in close consultation with the Local Government Association of Tasmania (LGAT), in early April 2020 the Government issued two notices pursuant to the Act that are assisting councils to meet physical distancing requirements associated with COVID-19 response measures, while still enabling elected members and staff to meet and fulfil their statutory requirements under other pieces of legislation.

The notices allow for councils to meet via teleconference and videoconference, authorise and sign certain documents electronically, and display certain documents online rather than in physical office locations. The notices also stipulate that where councils are meeting via electronic and online methods, they will need to make an electronic recording of those meetings available on the Council's website for the community to view.

The State Government will bring a second tranche of COVID-19 emergency legislative measures before Parliament in late April and LGAT will once again be consulted in relation to provisions relevant to the local government sector.

As we journey through this difficult period I want to acknowledge the tremendous effort and contribution councils are making to support their local communities, and to recognise the collective impact the local government sector's COVID-19 response measures will have for Tasmania as a whole, both now and going forward. The Tasmanian Government is pleased to continue working with and supporting councils to do their important work during this time and my teleconference door is always open to discuss any issues or concerns you may have.

Yours sincerely



Hon Mark Shelton MP  
**Minister for Local Government**

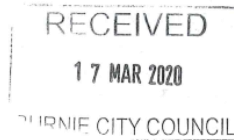
Copy to: CEO, Local Government Association of Tasmania



**Office of the Mayor**

Frankston City Council  
30 Davey Street, Frankston, Victoria, Australia  
Telephone: +613 8773 9529 Mobile: 0400 236 107  
PO Box 490, Frankston VIC 3199  
Website: frankston.vic.gov.au

Reference: A4157559  
Enquiries: Kathryn Renwick  
Telephone: 03) 9784 1014



6 March 2020

Mayor Steve Kons  
Burnie City Council  
PO Box 973  
BURNIE TAS 7320

Dear Mayor Kons

**JOIN THE CALL FOR THE FEDERAL GOVERNMENT ROYAL COMMISSION REFORM**

As the Mayor of Frankston City Council, I am writing to you in conjunction with the Alliance for Gambling Reform, asking your Council to join the call for a Federal Royal Commission into Gambling Harm.

Council at its meeting on 28 January 2020 adopted the following Notice of Motion:

*That Council:*

1. *Affirms the Australian Local Government Association commitment to support the City of Yarra Notice of Motion in calling on the Federal Government to:
 
  1. *Establish a Royal Commission into the gambling industry and the \$24 billion in annual gambling losses nationally, the highest in the world in per capita terms.*
  2. *Embrace national harm minimisation policies to reduce gambling harm in Australia such as:
 
    - a) *Following the lead of the UK Labour Party in supporting a ban on credit card usage with Australian licensed online gambling companies;*
    - b) *Introducing further restrictions on gambling advertising, emulating the approach taken with the tobacco industry;*
    - c) *Establishing a national ombudsman scheme to process consumer complaints and resolve customer disputes with online gambling companies;*
    - d) *Introducing a ban on federally registered political parties from owning gambling licences issued by Australian governments, including for the operation of poker machine venues.***
2. *Calls on the Federal Government, through support of the Australian Local Government Association, to investigate the gambling industry's influence on the democratic process, including political donations and third party campaigning;*
3. *Notes the letter of support from the Alliance for Gambling Reform in relation to this Notice of Motion;*

- 4. *Prepares a joint letter with the Alliance for Gambling Reform to all Mayors in Australia calling on similar council resolutions (including a generic Notice of Motion template); and*
- 5. *Resolves to not accept any corporate sponsorship for council based activities from gambling/gaming entities, without exception.*

Frankston City Council is part of the Alliance for Gambling Reform’s group of Leadership Councils because we are concerned about gambling harm and the damage it is doing in local communities. The latest data shows that across Australia, almost \$25 Billion dollars was lost in 2017/18 on gambling, an increase of 5 per cent from the year before . Given the scale of the damage done by gambling, and the costs to our communities, the Federal Government should establish a Royal Commission into the industry.

The last serious investigation of the gambling industry was by the federal Productivity Commission that concluded in 2011. This report found that significant changes to harm minimisation strategies were required such as reducing the maximum bet limit per button push to \$1 and limiting the amount of cash that can be inserted into a machine at one time. Since then, whistleblowers have come forward detailing a string of appalling behaviours. These are likely to be the tip of the iceberg that a Royal Commission could fully investigate.

**There are known links between gambling harm and issues that plague our communities such as mental-ill health, family violence, poverty, homelessness and chronic illnesses.**

Carolyn Crawford, a resident from Frankston City and an advocate with lived experience of gambling harm, said: “In 2016 at the age of 64, I was sentenced to 18 months in prison for taking money from my place of employment to gamble on the pokies. I went to the pokies every day after work and weekends. Many a time I would be driving home after losing all my money thinking to myself that I should just drive my car into a tree to stop the loneliness and pain I was feeling in myself.”

“The only thing that stopped me was the guilt I felt about causing pain and sadness to my family and friends. A gambling addiction is not something that you can see like alcohol or drugs but is just as mentally unhealthy.”

Research since the Productivity Commission report has revealed that harm to health caused by ‘low’ and ‘moderate’ risk gambling is greater than that experienced by ‘problem’ gambling . This change in our understanding of gambling harm warrants a re-assessment of the industry and its societal costs. Our understanding of gambling harm as a public health issue requires a wider scope than the Productivity Commission, and requires the Federal Government to fully investigate the problems within the gambling industry and take action to address these.

A Royal Commission into gambling will help address the social, political and industry regulation concerns arising from the continuous escalation of money lost and harms caused by gambling in communities across Australia. Given the extent of influence exerted by the gambling industry in Australia, nothing short of a nation-wide Royal Commission will achieve the degree of strengthened regulation and bolster the case for reform to reduce the gambling industry’s impacts on our communities.

Please join us in calling for a Federal Royal Commission into Gambling and for the Federal Government to embrace national harm minimisation policies. Together we can tackle harm from gambling in your community and call for reforms to give your residents the protections they deserve.

Attached is our Notice of Motion that you can use as a template for a motion at your Council. If you have any questions or would like further information please contact Kathryn Renwick, Social and Community

Planner, [kathryn.renwick@frankston.vic.gov.au](mailto:kathryn.renwick@frankston.vic.gov.au) or the Alliance for Gambling Reform's Council Gambling Harm Advisor, Katherine at [katherine@agr.org.au](mailto:katherine@agr.org.au).

Yours faithfully



Cr Sandra Mayer  
MAYOR – FRANKSTON CITY



Rev. Tim Costello  
ALLIANCE FOR GAMBLING REFORM

Enc.



**ALLIANCE FOR  
GAMBLING REFORM**

**Template Notice of Motion:**

1. Affirms the Australian Local Government Association commitment to support the City of Yarra Notice of Motion in calling on the Federal Government to:
  1. *Establish a Royal Commission into the gambling industry and the \$24 billion in annual gambling losses nationally, the highest in the world in per capita terms.*
  2. *Embrace national harm minimisation policies to reduce gambling harm in Australia such as:*
    - a) *Following the lead of the UK Labour Party in supporting a ban on credit card usage with Australian licensed online gambling companies;*
    - b) *Introducing further restrictions on gambling advertising, emulating the approach taken with the tobacco industry;*
    - c) *Establishing a national ombudsman scheme to process consumer complaints and resolve customer disputes with online gambling companies;*
    - d) *Introducing a ban on federally registered political parties from owning gambling licences issued by Australian governments, including for the operation of poker machine venues.*
2. Calls on the Federal Government, through support of the Australian Local Government Association, to investigate the gambling industry's influence on the democratic process, including political donations and third party campaigning;
3. Resolves to not accept any corporate sponsorship for council based activities from gambling/gaming entities, without exception.

<sup>i</sup> "Expenditure on Gambling in Victoria and Australia" <https://responsiblegambling.vic.gov.au/resources/gambling-victoria/expenditure-on-gambling-victoria-and-australia/>

<sup>ii</sup> Browne, M et al., "Assessing Gambling-Related Harm in Victoria: a public health perspective", Victorian Responsible Gambling Foundation (July 2016) <https://responsiblegambling.vic.gov.au/resources/publications/assessing-gambling-related-harm-in-victoria-a-public-health-perspective-69/>





TW HPE ref: 20/23568

24 March 2020

Council Owners' Representatives  
By email

Dear Council Owners' Representatives

**Notification of adverse development under section 21.5 of the Shareholders' Letter of Expectations**

TasWater has been closely monitoring developments associated with the rapidly evolving situation resulting from the COVID-19 pandemic both nationally and in Tasmania. We have been relying on credible advice provided by State and Federal Governments and government health organisations to guide our response.

We have established an Incident Management Team (IMT) and a Crisis Management Team (CMT) to manage our response to the evolving situation, and ensure that we can continue to deliver safe drinking water, and responsibly deal with our customers' waste, to the maximum extent possible.

This has required substantial changes to our operations, with the vast majority of our office-based staff almost exclusively working from home, and arrangements in place with our field-based employees to maximise social distancing and minimise the risk of infection.

There have also been broader implications for our normal budget and corporate planning activities, as we endeavour to adjust in response to the ever-changing nature of the pandemic and the impacts this situation will have on our employees, customers, suppliers and wider community.

We recognise that TasWater has a critical role to play in supporting the state's economy, and that it is important we continue to provide essential services to support other employers and businesses across the state as they deal with their own challenges in the face of COVID-19.

However the extraordinary circumstances we are experiencing necessitate careful consideration of how we achieve this, particularly having regard to the likelihood of impacted revenues, challenges in maintaining our supply chains, and a potentially reduced workforce.

As such, our anticipated Corporate Plan FY2021-25 is also under review to determine whether we will be forced to suspend or defer certain planned initiatives in order to divert resources to maintaining essential services. This may mean that we are not in a position to pursue activities which were designed to drive business improvement and underwrite the achievement of agreed corporate objectives.

We are reviewing our budget, and importantly our cash requirements, to ensure that our activities can be adequately funded, noting the potential for our revenues and working capital cycles to be impacted.

Tasmanian Water & Sewerage Corporation Pty Ltd  
GPO Box 1393 Hobart Tas 7001  
Email: [enquiries@taswater.com.au](mailto:enquiries@taswater.com.au)  
Tel: 13 6992  
ABN: 47 162 220 653



We will also need to consider our planned capital program, and whether we can continue to deliver this, acknowledging that our infrastructure program provides significant support to Tasmania's overall economy.

Under our Shareholders' Letter of Expectations (SLE), TasWater is committed to three key objectives:

- Maintaining dividends to Owner Councils in line with Corporate Plan expectations
- Delivering a capital program in the order of \$1.8 billion over the 10 year period to 30 June 2026 and
- Limiting annual price increases for regulated water and sewerage services to within the 3.5% cap from 1 July 2020 until 30 June 2025.

Under the SLE, if the Board forms the view that an 'adverse development' has occurred – that is, any circumstance or event beyond TasWater's reasonable control – which may impact our ability to meet these key objectives whilst maintaining the financial stability of the organisation, the corporation can seek additional funding support or comfort from the State Government.

The Board has determined that the COVID-19 pandemic constitutes an adverse development, and has accordingly notified the State Government that we are seeking to enact this mechanism.

We appreciate that the scale and impact of the pandemic in Tasmania is constantly evolving, and that there is considerable uncertainty as to how it will impact our operations, as well as the broader community and State economy.

We also recognise that Councils have a vital role to play in supporting their local communities, and that some Councils are reliant on the payment of dividends by TasWater to support the services that they provide. Whilst the TasWater Board will endeavour to maintain dividends in line with our Corporate Plan commitments to the maximum extent possible, there can be no guarantee that this will be sustainable. If the TasWater Board forms the view that it cannot maintain the dividends at the committed level, it will advise Owners Councils as soon as practicable.

If you have any queries in relation to this letter, please contact Ailsa Sypkes, Company Secretary on 0437 881 672 or via email at [ailsa.sypkes@taswater.com.au](mailto:ailsa.sypkes@taswater.com.au).

Yours faithfully

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

**Nick Burrows**  
Acting Chairman

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

**Michael Brewster**  
Chief Executive Officer



Australia's property industry  
**Creating for Generations**

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Tuesday 7 April 2020

**His Worship the Mayor Albert van Zetten**

**City of Launceston**

**Town Hall, 18-28 St John Street**

**Launceston, Tasmania 7250**

**For the Immediate Attention of Mayors, the Local Government Minister,  
General Managers and LGAT**

Dear Albert,

The City of Launceston's six-month rates remission for eligible commercial property owners, that will assist them in supporting distressed tenants, shows excellent leadership. It is a move that is applauded by the Property Council and sets a model that all Tasmanian municipalities should follow without delay.

Commercial landlords want their tenants to survive and be in place for a strong post-COVID recovery. And while the economic crisis is only in its early days in Australia, commercial property owners have been working from the first days of the crisis to support their tenants. There is absolutely no doubt that commercial property owners will utilize the rates remission to further assist these tenants.

The Property Council of Australia notes that this is one of the first and only concrete steps taken to date by any tier of government that recognizes that "sharing the pain" has so far not resulted in any support for the commercial property sector, notwithstanding that tenants nationwide have been assisted by property sector initiatives that include deferral or abatement of rent, reductions in outgoings, changes in rental frequency and payment plans, and extended grace periods regarding defaults. The financial support that commercial building owners are likely to provide over the coming months will be very substantial, amounting to many millions of dollars across the Tasmanian economy.

While applauding the initiative of the City of Launceston, the property industry is buckling in for the long haul and local governments also need to take a long view and consider not just immediate rates relief for all businesses, including consideration of a 100% 12-month rates hiatus for those facing significant hardship, but maintenance of rates at current

PROSPERITY | JOBS | STRONG COMMUNITIES

Average Assessed Value (AAV), with no adjustment to increased AAVs that are out of kilter with current property values on the back of the crisis.

Thank you again for the leadership that you and your colleagues at the City of Launceston have shown. We now look to your colleagues in other municipalities to follow your lead.

Yours sincerely

Peter Scott



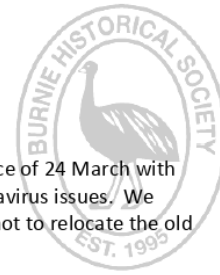
Tasmanian Division President  
Property Council of Australia

CC: mark.shelton@dpac.tas.gov.au; Katrena.Stephenson@lgat.tas.gov.au;  
admin@bodc.tas.gov.au; admin@brighton.tas.gov.au; burnie@burnie.net;  
admin@centralcoast.tas.gov.au; council@centralhighlands.tas.gov.au;  
council@circularhead.tas.gov.au; clarence@ccc.tas.gov.au; dvcouncil@dvc.tas.gov.au;  
council@devonport.tas.gov.au; dorset@dorset.tas.gov.au; office@flinders.tas.gov.au;  
council@georgetown.tas.gov.au; admin@freycinet.tas.gov.au; gccmail@gcc.tas.gov.au;  
hcc@hobartcity.com.au; hvc@huonvalley.tas.gov.au; council@kentish.tas.gov.au;  
kicouncil@kingisland.tas.gov.au; kc@kingborough.tas.gov.au;  
council@latrobe.tas.gov.au; council@launceston.tas.gov.au; mail@mvc.tas.gov.au;  
council@northmidlands.tas.gov.au; sorell.council@sorell.tas.gov.au;  
mail@southernmidlands.tas.gov.au; tasman@tasman.tas.gov.au;  
council@warwyn.tas.gov.au; wcc@westcoast.tas.gov.au; wtc@wtc.tas.gov.au

31 March 2020

Dear Mayor and Councillors,

Since writing to you on 6 January the subsequently planned meetings (video conference of 24 March with architects, and workshop of 7 April with Councillors) were cancelled because of coronavirus issues. We therefore take this opportunity to make our case for you to reconsider your decision not to relocate the old Burnie Inn to the NWMAG precinct.



Nearly 50 years ago a thoughtful Burnie Municipal Council stood together with a dedicated group of citizens who worked tirelessly to preserve from demolition Burnie's oldest surviving building. We owe them all a debt of gratitude that the Burnie Inn was relocated to and still survives in Burnie Park.

In response to our communication of 6 January the General Manager made his report contained in the Agenda for the January 28, 2020 Council Meeting. One of the two 'key' reasons for rejecting our submission was given as the Inn's relocation to the new NWMAG precinct was contrary to the focus of it being a truly regional cultural facility. The NWMAG was seen as '*an opportunity to "own" the whole of the northwest, given no organisation or Council has shown an interest in this to date*'.

Perhaps the Central Coast Council cares not for our proposed regional complex given the advancement of their own well deserved museum development. We are certain and comfortable that all other coastal museums and interpretation centres happily promote their own patch. The GM's assertion that other coastal councils would request relocation of their own valuable cultural heritage resources to the new NWMAG in Burnie is, frankly, ludicrous!

The lure of Federal and State dollars to help fund a truly regional complex should not dazzle and blind you to your own heritage and local responsibilities. Given the current economic and public health crisis there is no guarantee that grant funds will now be forthcoming.

Irrespective of a green light for the NWMAG, the Inn's relocation is eminently worthwhile.

Again, contrary to the General Manager's second 'key' point of disagreement, there is a perfectly suitable site for the old Burnie Inn which would complement the new complex or the existing BRM alone. It need not take up space already earmarked for the NWMAG, and neither will it occupy a central place (otherwise known as the 'plonking site') in the Civic Plaza as represented in the consultant's most recent plans. Such an inappropriate site had never occurred to us.

The story of the old Burnie Inn is amply set out in a parallel submission made by Mr Bob Brunetti, also a member of this society. Mr Brunetti has been open about his several years' research and has publicly promoted relocation of the Inn to the western side of the Civic Plaza, on the eastern sloping lawn and garden between the fountain and the BRM. This site does not interfere with underground services.

If relocation of the Inn to the proposed new NWMAG precinct is contrary to its regional theme, why then is the NWMAG associated at all with the BRM? The BRM cleverly represents, amongst other things, a local flavour of history. Why then would the Inn, so positioned in close proximity to the BRM, detract in any way from what already exists, and what is proposed?

I suspect most councillors have a poor grasp of Emu Bay/Burnie's early history, not only for itself, but in context with the development of our other neighbouring regional centres. The writer can think of no surviving building between Elizabeth Town and this side of Stanley which is as old as the c1847 Burnie Inn, not even Sherwood Hall relocated in Latrobe. This makes it not only Burnie's oldest surviving building but the region's if VDL Co structures at Stanley and Woolnorth are discounted.

How does this not comply with a regional focus? Are you as councillors so unknowing of our own history that you feel Burnie has nothing of worth to add to the regional heritage? The Inn was constructed only 20 years after Hellyer built Emu Bay's first structure in May 1827, his depot, now adjacent to the Bass Highway just west of Old Surrey Road. Had Hellyer allowed himself another 15 years he might have leant against the

verandah rail of the infant Inn, imbibing his first pot, and reflected? His gaze would have followed the mile of shoreline of the Bay he named Emu to the spot where he sowed the seed that sprouted and became Burnie.

The Burnie Inn forms part of the BRM's inventory yet it sits unused (except as a storage shed) in Burnie Park well away from the public eye. The damp location is far from ideal from a conservation point of view and its longevity is compromised. Its current location is also highly inconvenient for effective management from the BRM even if there was a constructive use for it.

There has been some thought given lately to promote the Inn as a supplement to a walking trail around the foreshore including the Little Penguin Observation Centre. Hordes of cruise ship visitors and others will wend their way to visit this historic outlier of interest – in theory! Other creditable walking trail themes have been proposed in the past – the Mussen Trail at South Burnie. This fell over though lack of Council interest.

Situated on the outskirts of interest in Burnie Park is not the best site for Burnie's oldest surviving structure – it could be an integral and vibrant part of cultural heritage, adjacent to and as part of the complex to be built for that purpose. It should be in the front of peoples' thoughts, not merely an inconvenient afterthought!

Once situated on Marine Terrace (just south of Ladbrooke Street) the Burnie Inn was one of the earliest and principal places of gathering of our forebears, on the old Main Road of old Emu Bay. Let it be again so appreciated. It was in this building on 3 July 1858 that the first public meeting of ratepayers was convened under new legislation. So this building is not only a memento of the birth of local government in Burnie but a subtle reminder that, as councillors, you are our elected representatives. What better backdrop for public events in the Civic Plaza could there be than Burnie's oldest (surviving) building, lovingly tended and again facing east and overseeing the passage of its public?

Future uses of the relocated Inn are not the purpose of this letter, and neither should they be a concern of yours at present. There are multiple complementary uses to which the Inn could be put. It will only take a little imagination – and the will of Council.

While the Burnie Inn is listed on the Tasmanian Heritage Register its relocation is not precluded as it has already been shifted from its original site.

Each decision you make as a councillor is a value judgement. Was the recent extension of the boardwalk east of the Surf Club value for money or the ratepayers? The same can be said for the elevated footpath opposite the multi-storey carpark on Marine Terrace. In the writer's opinion they were, and are much appreciated, but they are value judgements nevertheless. Relocating the Inn will involve inconvenience and cost. As the old saying goes – 'where there's a will there's a way'. The way exists, but does the will?

Now is the time to relocate the old Burnie Inn, whether or not the NWMAG proceeds. In 7 years' time Burnie will be celebrating its bicentenary. No doubt some considerable funds will be spent on street parties and the like, much of which will be forgotten in the fullness of time. Why not start early and make good and constructive use of our ratepayers' money by shifting a valuable piece of our past into our future? And if funds are not immediately available, at least earmark a site adjacent to the Plaza for the Inn's relocation.

You sought public comment; now you have it. But it's a crying shame you didn't seek input before going out to concept design – effectively locking us out. This is not simply some inconvenient little storage shed. Reflect, and show some true pride in our humble past as you make your decision on the way ahead. In attempting to "own" the entire North West please don't disown us – don't let posterity remember you as the Council that cared not for the old Burnie Inn!

Yours sincerely,  
Brian Rollins  
Secretary  
Burnie Historical Society Inc.  
burnie.history@gmail.com

cc: BHS members, The Advocate



**TO: BURNIE CITY COUNCILLORS**

**RE: HEALTH INFORMATION/WELLBEING HUB**

In October, Councillor Bulle introduced this project and BCC unanimously agreed to provide some administrative assistance. I subsequently met with Rodney Greene and Allison Daley, who have been helpful, providing secretarial support to the fledgling Steering Committee and paying for two advertisements and room hire on one occasion. The officers understand that assistance will cease when the legal formalities are completed.

The process for Incorporation will be completed next month, potential sites are being inspected and many other administrative tasks arranged. Ongoing liaison with a range of agencies is ongoing and particular support has been committed by state-wide Aged Care and Mental Health agencies. I had a meeting with the Chief Psychiatrist last week and, while immediate funding support is not possible, he has agreed to work with me to ensure that the Hub is consistent with reforms that he is promoting, which augurs well for sustainability. He has also flagged his support in funding submissions.

The matter of ongoing Council support needs to be clarified for a number of reasons, not least to enable finalisation of a budget and to provide the necessary background detail to potential other funding sources. The level of Council support for a community project, such as this, is one of the first questions asked. What response should I provide?

The Community Information session at the Civic Centre in November was attended by Councillor Bulle: no Councillor was present at the first meeting of community members interested in taking the project forward.

The Local Government Act, 1993, specifies three roles for Councils to fulfil; the first of these is

**“to provide for the health, safety and wellbeing of the community”**

Federal and State Governments have a number of obligations that are covered by Legislation, Standards and Documented Policies. The most succinct of these, relative to the Hub project, are:-

**“I have the right to be given assistance, when I need it, to help me to understand and use health information”** (Australian Charter of Healthcare Rights)

**“The Mental Health Service informs its community about the availability, range of services and methods for establishing contact with its services”**( Australian Mental Health Standards)

The concept of a place where people could go to receive friendly, knowledgeable face-to-face support to access information on health service is consistently identified as the priority issue in community forums. This is hardly surprising in the context of the following statistics:-

**More than 50% of Tasmanian adults are functionally illiterate, i.e. at Grade 3 Level or below**

**63% of adults in NW Tasmania have low health literacy, which means that they are not able to effectively exercise their choice or voice when making health care decisions**( ACSQHC, 2014)

**All of NW Tasmania is ranked at the highest level of social disadvantage**( ABS, 2014)

**25% of adults in NW Tasmania do not have access to technology**(ABS, 2014)

The current system relies on the community being able to access information via computer websites, which is clearly problematic for the most disadvantaged: also, these sites are universally considered to be non user-friendly. Many attempts to improve service mapping and consolidate health information are ongoing but recent reports have clearly identified present system failures.

**“Confusion with “My Aged Care” has been identified as a major risk factor for suicide for the 65+ age group.**(Suicide Prevention Strategy, 2019)

**“The front end of the system is poorly designed and this creates difficulty in either accessing or navigating the system”**(Tasmanian MH Taskforce, 2019)

**“The Taskforce found few examples of people with mental health illness or their family or carers who knew what services were available, how to access information about the service and how to navigate the service system. In addition, a range of social supports may be unknown to key staff”**(MH Taskforce, 2019)

I note that Council has recently strongly advocated in respect of the relocation of 4 rehabilitation beds and I wonder whether you are similarly advocating on the issue of building community capacity to navigate My Aged Care. The Commonwealth has provided funding for this to be used in the South and the North but not to the North-West, continuing the Hobart-centric emphasis of Tasmania’s health system. The importance of this issue was highlighted in the recent Interim Report of the Royal Commission on Aged Care.

**“The system is hard to navigate and does not provide information people need to make informed choices about their care”**

The Hub would provide feedback from the community and volunteers to more effectively provide a means of advocacy for the Burnie community on health issues.

Burnie has more than 3,000 persons in the 65+ age group and several thousand residents are impacted each year by mental health issues. As a Councillor, and elected community representative, do you believe that enough is being done to assist these groups, and many others, to benefit from health services that could and should help them when they are in need? The most vulnerable members of the community are, clearly, also the most disadvantaged in the current system. Many are oblivious to funding available to them under the Patient Transport Assistance Scheme and this is one of many examples of available supports not being fully utilised.

The number one mental health issue for those 65+ is isolation and loneliness and the Hub seeks to address this in an obvious, complementary way by linking individuals seeking social outlets with clubs/groups, many of which actively seek more participants. Assistance with introduction and transport is often available from members of these groups.

I need to be explicit in determining the support that is being requested from Council: pertinent questions are detailed on the next page.

The statistics are stark and I believe that it is quite appropriate to pose these questions and for you to determine, individually and collectively, how committed you are to this community project and, more generally, to the health and wellbeing of Burnie residents, particularly the most vulnerable.

I am giving a presentation, with a fellow Hub interim Committee member, Brigid Daly, at the Redesigning Health Symposium being held at the UTAS Hobart campus next Saturday and will be pleased to provide a copy of our slide presentation if of interest.



**QUESTIONS**

1. Are you prepared to attend the Incorporation meeting to be held on Monday, 16<sup>th</sup> March 2020 at 6.00 pm? Currently, this meeting is scheduled, as a cost saving measure, to be held in the Burnie Library. Will you provide the necessary support to enable it to be held in the Civic Centre?
2. Will you consider joining Themba Bulle on the Committee that is formed?
3. Will you support appropriate media publicity to publicise the Hub generally and the rescheduled meeting specifically?
4. Are you willing to request Council staff to provide assistance with various tasks, including the identification of the most suitable location?
5. Will you waive Council rates charged on the property that is identified?
6. Will you commit a credible sum of money to assist the project to commence? I have previously commented on the expectations of other bodies and you are aware that the Collaborative Care Committee has committed \$20,000. I am the only NW representative on this Committee, the other members being health professionals based in the South. They have indicated that they will provide some additional funds for training and are enthused with the project and the potential difference it can make.
7. Are you prepared to adopt a more proactive role in advocating for improved local health services? Do you feel that this is a primary responsibility in your role as a Burnie Councillor?

I will be pleased to elaborate on any matter by email or my no Withheld for Privacy

TIM McCARTHY

**MINUTES AND REPORTS OF COMMITTEES****AO118-20 BURNIE AUSTRALIA DAY SPECIAL COMMITTEE UNCONFIRMED  
MINUTES OF MEETING HELD ON 16 MARCH 2020**FILE NO: 29/1/8

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

***“THAT the Unconfirmed Minutes of meeting of the Burnie Australia Day Special Committee held on 16 March 2020 be received for discussion.”***

**SUMMARY**

At its meeting on 16 March 2020, the Burnie Australia Day Special Committee discussed the Australia Day Ceremony held on 26 January 2020, including:-



- A discussion and debrief on the ceremony, including possible improvements
- Tabling of the 2020 ceremony financial statement
- Motion on Notice to be tabled at the Burnie City Council, March Council Meeting by Cr Dorsey – submission to LGAT regarding the date of Australia Day
- Appointment of Committee - application process and timelines
- Cr Dorsey thanked the committee for their work and dedication

It is recommended that the minutes be received for discussion.

**ATTACHMENTS**

1. [Burnie Australia Day Special Committee - Minutes of Meeting held on 16 March 2020](#)
2. [Australia Day Ceremony Expenditure - 2019-20](#)

**COUNCIL RESOLUTION****Resolution number: MO122-20****MOVED:**            *Cr K Dorsey***SECONDED:**      *Cr A Boyd****“THAT the Unconfirmed Minutes of meeting of the Burnie Australia Day 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:*****CARRIED UNANIMOUSLY***

 <b>BURNIE</b> CITY COUNCIL	 <b>Australia Day</b>	<b>MINUTES</b> <b>BURNIE AUSTRALIA DAY SPECIAL COMMITTEE</b>  Meeting held in the First Floor Meeting Room, City Offices  <b>Monday, 16 March 2020</b>
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<b>TIME</b>	2.00pm
<b>PRESENT</b>	<b>Councillor Ken Dorsey (Chairman), J Duncan, M Leeson, M Harris, C White</b>  <b>Burnie City Council Staff: K Kelly</b>
<b>APOLOGIES</b>	<b>R Bentley, E Singleton</b>

**CONFIRMATION OF MINUTES**

Confirmation of Minutes of the meeting held on **13 January 2020**

Moved: M Leeson  
 Seconded: M Harris  
 Minutes accepted by the Committee

**BUSINESS ARISING****1. REVIEW OF OUTSTANDING ACTIONS**

- Details of Australia Day Guest Speakers to be added to the *Record of Australia Day Award Recipients – Burnie* spreadsheet for future reference **(K Kelly)**
- Relocation of the Honour Boards to the Chamber foyer to be finalised **(K Kelly)**
  - Senior Citizen of the Year inclusion on honour boards discussed. Committee agreed to implement a new honour board to facilitate the new awards of Senior Citizen of the Year and Lifetime Recognition Award. **(K Kelly)**

**2. CHAIRMAN'S COMMUNICATION**

- Thank you letters sent
- Australia Day Grant Acquittal Report submitted

**3. AUSTRALIA DAY CEREMONY 2020 – DISCUSSION AND DEBRIEF**

Committee agreed that the inclusion of the Tasmanian Aboriginal Centre and Shane Howard was history making.

Improvements

- What was done well, what requires improvement
  - Flyers / programs – some requests for programs received, may need to consider having a few printed for those who like to have them available.
  - Artists / Guest Speakers – general feedback these ran a bit long, however this was also a result of the number of artists / speakers agreeing to attend. Agreed to provide time notifications for guests in future.
  - BBQ location and supply discussed. Food ran out quite quickly, however some guests were unaware of the BBQ.
  - The new awards/trophies presented to Australia Day Award winners were excellent and suggested they also be extended to the Lifetime Recognition Award recipients.
  - The Burnie Victoria League presentation of flowers was a bit unclear and timing could be tightened up.
  - Gifts for future guests to be reviewed, agreed alcohol not suitable.
  - The lack of risers, with no elevation, made it difficult to see the new citizens in their special moment.
  - Discussed providing new citizen's country of origin when introducing them and making the day more special for them. Also discussed placing more importance on the Australia Day award winners.
  - Flag bearers experienced some difficulty accessing the Town Hall via Braddon Hall due to height restriction. If Braddon Hall opened up in future, flag bearers to enter via Town Hall back entrance as in previous years.
  - Army Band have agreed to return in 2021.
  - Potentially source Guest Speaker through the Ambassador Program for 2021.

**4. OTHER BUSINESS**

- 2019 Ceremony Financial Report
  - Budget / expenditure – tabled and discussed (attached)  
Catering options discussed due to cost, possible alternative option with Community House. Need to increase the BBQ supplies for future.

- Money for Australian Music for the Burnie Brass Band  
Robert Bentley has requested funding to purchase additional Australia Music.  
To be reviewed in next financial year.
- Money for Catering  
Chairman has a catering account for reimbursement (Vegan catering to the value of \$570.00). M Harris moved that the committee apply for reimbursement in the next financial year.  
Seconded by M Leeson and committee agreed.
- Motion on Notice – March Council Meeting submission
  - Chairman Dorsey advised the committee of the Motion being tabled at the March Council Meeting, to provide a submission to the LGAT Meeting regarding the change of date for Australia Day.
  - Committee discussed the motion and implications including the requirement for citizenship ceremonies to be held on Australia Day.
- Committee Application Process
  - Noted that this is the final meeting of the current Burnie Australia Day Special Committee.
  - Public Notice calling for nominations to the committee to be published in the Advocate on Saturday, 21/3/20. Nomination period – 23/3/20 to 3/4/20, then report with recommendations to be tabled at the April Council Meeting.
  - Chairman Dorsey thanked the committee for all the hard work and effort they have contributed.

**NEXT MEETING**      **TBC - Following the April 2020 Council Meeting**

**MEETING CLOSED**      **3.12pm**

Account Name	Transaction Description	Total Value
	<b>Advertising</b>	
AP Manual Adjustment Journals	Facebook advert - Australia day	50.00
Rural Press Pty Limited	Advertising - Nominations - Nov 19	186.33
Rural Press Pty Limited	Advertising - Nominations - October 2019	463.95
Rural Press Pty Limited	Half page adverts x 2 - Jan 20	1,072.73
Print Domain (Jamala Press P/L	Australia Day Posters	91.00
Print Domain (Jamala Press P/L	Australia Day Posters - 2020 (Additional)	121.82
	<b>BAFC</b>	
Purchases	BCC Australia Day - venue hire tfr to BAFC	1,381.82
Purchases	Australia Day Tea/Coffee tfr to BAFC	179.68
Purchases	Australia Day - AV Equipment Hire tfr to BAFC	627.27
Purchases	Australia Day - Technician - tfr to BAFC	1,397.73
Purchases	Australia Day - Staffing (FOH/Usher) tfr to BAFC	218.18
Purchases	Australia Day Catering - tfr to BAFC	1,876.00
	<b>Guest Artists Expenses</b>	
S Howard	Settlement Payment: Shane Howard	2,500.00
Ikon Hotel	Accommodation: Shane Howard Trio	1,077.27
S Howard	Australia Day 2020 Entertainment	2,500.00
S Howard	Australia Day 2020 Entertainment - travel	1,600.00
	<b>Awards</b>	
Burnie Trophy Centre	Australia Day Awards (2020)	280.91
Australia Day Council of SA In	Australia Day Certificates & Badges	55.45
	<b>Miscellaneous Expenses</b>	
Advanced Protection Solutions	Security Services 26.01.2020	150.00
AP Manual Adjustment Journals	Gifts for musicians/band - Aust Day	157.09
AP Manual Adjustment Journals	Gifts for speaker/Violinist - Aust Day	18.18
The Bouquet Florist	Australia Day Ambassador/Guest Speaker gift	72.73
Rotary Club Of Burnie	Australia Day BBQ Catering (2020)	777.44
Insurance	Personal Accident Insurance - Aust Day Council Rep	32.05
		<u>16,887.63</u> GST exclusive
		12,000.00 Budget
		4,887.63 Over Budget
		- 3,736.36 Less Grant Funding received
		<u>1,151.27</u> TOTAL VARIANCE

Account Name	Transaction Description	Total Value
Dept Of Premier & Cabinet	<<BANK 698045 Grants Program	- 3,736.36

**AO119-20 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 8.17pm.



## 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 28 April 2020.

Confirmed:



**Andrew Wardlaw, GENERAL MANAGER**

Confirmed:



**Steven Kons, MAYOR**