



## **MINUTES**

# **Ordinary Meeting**

**TUESDAY, 18 OCTOBER 2022**

**7.00PM**

**CITY OFFICES, 80 WILSON STREET, BURNIE**



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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 AT THE CITY OFFICES ON TUESDAY, 18 OCTOBER 2022**

**HOURL:** 7.00pm – 7.31pm

**TIME OCCUPIED:** 31 minutes

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

**Officers in Attendance:**

General Manager (S Overland), Director Works and Services (D White), Director Corporate (B Lynch), Executive Manager Development Services (S Pearce), Executive Manager Compliance Services (M Peisker), Executive Manager Corporate Governance (M Neasey), and Governance Officer (N French).

**APOLOGIES:** Cr T Bulle was previously granted a leave of absence at the Council Meeting held on 27 September 2022

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**‘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
AC097-22 COUNCILLOR DECLARATIONS OF INTEREST	15(2)(g)
AC098-22 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 27 SEPTEMBER 2022	15(2)(g)
AC099-22 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC100-22 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC101-22 PERSONNEL QUARTERLY REPORT - SEPTEMBER 2022	15(2)(a)
AC102-22 OUTSTANDING DEBTORS QUARTERLY REPORT - SEPTEMBER 2022	15(2)(j)
AC107-22 GENERAL MANAGER'S PERFORMANCE REVIEW SPECIAL COMMITTEE - MINUTES OF MEETING 27 SEPTEMBER 2022	15(2)(a)
AC103-22 NON AGENDA ITEMS	15(2)(f)
AC104-22 MATTERS CONSIDERED IN CLOSED SESSION	15(2)(f)
AC105-22 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC106-22 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 AC097-22 to AC106-22 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

**COUNCIL RESOLUTION****Resolution number: MO199-22****MOVED:** Cr K Dorsey**SECONDED:** Cr T Brumby

***“THAT the meeting be closed to the public to enable Council to consider agenda items AC097-22 to AC106-22 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 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

In accordance with Regulation 34(1)(b) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that the following matters were considered in Closed Session:

Agenda Item	Title	Brief Description
AC097-22	Councillor Declarations of Interest	A report to consider any declarations of interest by Councillors in any matter in the Agenda
AC098-22	Confirmation of Minutes of the Closed Session Meeting of Council held on 27 September 2022	A motion to confirm the Minutes of the previous meeting
AC099-22	Applications for Leave of Absence	A report to consider any requests for leave of absence by a Councillor
AC100-22	General Manager's Report – Closed Session	A report that considers various operational updates of a confidential nature
AC101-22	Personnel Quarterly Report – September 2022	A report to consider key indicators in personnel matters
AC102-22	Outstanding Debtors Quarterly Report – September 2022	A report to review current outstanding debtors to Council
AC107-22	General Manager's Performance Review Special Committee – Minutes of Meeting 27 September 2022	A report to consider minutes from the General Manager's Performance Review Special Committee
AC103-22	Non Agenda Items	A report to consider dealing with any matter that is not on the Council Agenda
AC104-22	Matters Considered in Closed Session	A report containing a brief description of all reports considered by Council in the Closed Session
AC105-22	Authorisation to Disclose Confidential Information	A report that authorises the Mayor and General Manager to disclose information if required during the course of implementing the decisions of Council
AC106-22	Completion of Closed Session/Meeting Adjournment	This report confirms the completion of the Closed Session

## RESUMPTION

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

## ACKNOWLEDGEMENT OF COUNTRY

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

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

## VIDEO RECORDING AND LIVE STREAMING

It is noted that the open session of the meeting will be video recorded and live streamed. The live stream is accessible from <https://webcast.burnie.tas.gov.au/>

The video recording will be made available to the public in accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*.

## PRAYER

The meeting was opened with prayer by City Chaplain Chris Swain.

## AO185-22 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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**AO186-22 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING  
OF COUNCIL HELD ON 27 SEPTEMBER 2022****RECOMMENDATION:**

***“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 27 September 2022, be confirmed as true and correct.”***

**COUNCIL RESOLUTION**

**Resolution number: MO200-22**

**MOVED:** Cr C Lynch

**SECONDED:** Cr G Simpson

***“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 27 September 2022, 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 D Pease.

**Against:**

**CARRIED UNANIMOUSLY**

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**QUESTIONS ON NOTICE****AO187-22 QUESTION ON NOTICE - FINANCIAL MATTERS**

**FILE NO:** 15/5/5  
**PREVIOUS MIN:**

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**THE GENERAL MANAGER** referred to Councillor Teeny Brumby's Question on Notice which asked:

During the course of the current local government election campaign, there have been two contrary narratives emerge about the financial position of the Burnie City Council. In the interest of ensuring the political debate is informed by fact, I ask the following questions.

1. What was the operating result for Council at 30 June 2020?
2. What was Council's cash position at 30 June 2020?
3. Council took out a State Government loan for \$10M just before the end of the 2020FY (30 June 2020), what would Council's cash position have been without that loan being on our books?
4. It is now a matter of record that in passing the Financial Management Strategy 2021-2032 which underpinned the development of the 2021-22FY budget, Council made a series of incredibly tough financial decisions to close services and make a number of our valued employees redundant. Can you please advise how the Council voted on that budget in which all of those decisions were made by Council?
5. As a consequence of those decisions in the 20-21FY, Council will realise on-going operational savings from the 2022-23FY. Can you please advise what would have been the impact on the 2020-21FY operating outcome had those savings not been made?

**COUNCILLOR'S COMMENTS**

No further comments provided.

**GENERAL MANAGER'S COMMENTS**

For ease of reference the responses have been provided under the in bold re-stated questions.

**1. What was the operating result for Council at 30 June 2020?**

Council had an underlying deficit of \$851,000 for the 2019-20 financial year.

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**2. What was Council's cash position at 30 June 2020?**

Council had \$9.268 million in cash at 30 June 2020 plus \$3.5 million invested in term deposits. Term Deposits generally take 31 days' notice to redeem so are not considered part of immediately available cash, and therefore are not factored into the calculations provided below.

Of this balance, the following funds were committed

Trust Funds and Deposits held	\$135,000
Unspent grants with conditions	\$481,000
Rates and Charges received in advance (for 21-22 financial year)	<u>\$780,000</u>
<b>Total Commitments</b>	<b>\$1,396,000</b>

The available cash balance (excluding commitments in the table above) at 30 June 2020 was therefore \$7.872 million.

**3. Council took out a State Government loan for \$10M just before the end of the 2020FY (30 June 2020), what would Council's cash position have been without that loan being on our books?**

Without the loan funding, the available cash balance would have been \$1.372m, plus \$3.5 million term deposits, totalling \$4.872 million.

It is worth noting that if the planned budgeted capital program was delivered in full in the 2019-20 financial year the cash position would have been lower by \$4.741 million. If the capital program was delivered in full the total cash balance (not including term deposits) of Council would have been **only \$131,000 at 30 June 2020**.

The Tasmanian Audit Office recommends that an "adequate" level of unrestricted cash in the bank for a Tasmanian Council cover 3 to 6 months of operating costs. This is between \$6.5 million and \$14 million as a benchmark. The cash levels of the Council, should the loan not have been taken, would have been well outside the recommendation of the Tasmanian Audit Office.

**4. It is now a matter of record that in passing the Financial Management Strategy 2021-2031 which underpinned the development of the 2021-22FY budget, Council made a series of incredibly tough financial decisions to close services and make a number of our valued employees redundant. Can you please advise how the Council voted on that budget in which all of those decisions were made by Council?**

The Council considered its Financial Management Strategy 2021-31 at the Council meeting of 27 April 2021, which included the impact of the decisions taken to modify a range of services to the community. This decision (AO067-21) was unanimous by all Councillors present at the meeting. Councillor Brumby was an apology for this meeting.

Additionally at the Council meeting of 27 July 2021, when the Council approved its Annual Plan and Budget Estimates, inclusive of the savings and strategies related to the change of service delivery, the decision taken (AO124-21) was unanimous, with all Councillors in attendance at the meeting.

5. **As a consequence of those decisions taken in the 20-21FY, Council will realise on-going operational savings from the 2022-23FY. Can you please advise what would have been the impact on the 2020-21FY operating outcome had those savings not been made?**

Without the decisions made, the Council would have incurred an additional \$1.5 million over a two year period (2020-21 and 2021-22) as evidenced in the report that accompanied the adoption of the Financial Management Strategy 2021-2031 on 27 April 2021. Subsequently the Council would have realised a greater operating deficit in 2021-22 of \$2.671 million.

It should be noted that the figure of \$1.5 million savings outlined, included the offsetting expenditure associated with staff redundancies. Therefore from here on, the saving alone in salaries are approximately \$1.2 million annually.

**RECOMMENDATION:**

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

**COUNCIL RESOLUTION**

**Resolution number: MO201-22**

***MOVED: Cr T Brumby***

***SECONDED: Cr A Keygan***

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

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

**Against:**

***CARRIED UNANIMOUSLY***

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**PUBLIC QUESTION TIME****AO188-22 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**

All public questions are required to be submitted by 5pm the Friday before the Council Meeting. You can submit your question online at [www.burnie.tas.gov.au](http://www.burnie.tas.gov.au) or obtain a form from Customer Services. There is a limit of two questions per person.

Please note:

- You do not need to be present at the meeting to ask your question
- If you are in attendance at the meeting, you will be invited by the Mayor to read out your question. Please use the microphone as directed
- If it is not possible to answer the question at the meeting, the General Manager will provide a written answer within 10 days
- All questions must be in writing and the question and answer cannot be debated
- The Mayor may refuse to accept a question
- Parliamentary Privilege does not apply at Council Meetings
- Council Meetings are recorded

Taylor Woodward of Burnie:

- 1) ***The Burnie Families group is currently working to understand the availability and types of community spaces available in our municipality, in response to an identified need for accessible and affordable spaces outside the CBD. Could Council please advise for halls owned by Burnie City Council how often the facilities are used, for what kind of activities and the schedule for planned maintenance and upgrades?***

The Mayor provided the following response:

Thank you for your contribution tonight. Councillors attended the meeting at the Upper Burnie Hall and it's good to see you taking the proactive steps of coming in to see us. This question does entail a lot of detail. We will ask Council staff officers to make contact with you to discuss this request for information and provide a suitable response but it has put it on the radar for us to focus on what we can and have a look at this hall into the future and I think that that was the commitment by most Councillors at the meeting we had with you. After this Council election we will have a further look at it and get back to you and have a look at our forward capital works and look at what we can do with those halls and particularly the one you are interested in.

**QUESTIONS WITHOUT NOTICE****AO189-22 QUESTIONS WITHOUT NOTICE****FILE NO: 15/5/5**

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**Questions without Notice**

Questions without notice may be asked by councillors, in accordance with Regulation 29 of the *Local Government (Meeting Procedures) Regulations 2015*.

The Regulation provides that a councillor may ask a question of the chairperson, another councillor, or the general manager – Reg 29(1).

In putting a question without notice at a meeting, a councillor must not offer an argument or opinion, or draw any inference or make any imputations, except so far as may be necessary to explain the question – Reg 29(2).

The Chairperson must not permit any debate of a question without notice, or its answer – Reg 29(3).

The Chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question – Reg 29(4).

The Chairperson may refuse to accept a question without notice if it does not relate to the activities of the Council – Reg 29(5).

The Chairperson may require a councillor to put a question without notice in writing – Reg 29(7).

There were no Questions Without Notice.

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**CORPORATE AND COMMERCIAL SERVICES****AO190-22 ANNUAL PLAN 2022-23 PROGRESS REPORT TO 30 SEPT 2022****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 2022-23 Annual Plan progress report to 30 September 2022.”***

**2.0 SUMMARY**

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

The Annual Plan and Budget Estimates is developed by the Council each year setting out the key deliverables to be undertaken, together with the budgeted resources required to achieve them. The Council adopted the Annual Plan and Budget Estimates 2022-23 at its meeting held on 28 June 2022. The plan can be viewed at [www.burnie.tas.gov.au](http://www.burnie.tas.gov.au)

The **attached** report outlines the progress made against each of the financial year’s Annual Plan actions to date, and includes updates on those actions still in progress from the previous year.

**ATTACHMENTS**

1↓. 2022-23 Annual Plan Progress Report - 30 Sept 2022

**COUNCIL RESOLUTION****Resolution number: MO202-22*****MOVED: Cr D Pease******SECONDED: Cr G Simpson******“THAT Council note the 2022-23 Annual Plan progress report to 30 September 2022.”***

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

**Against:**





***CARRIED UNANIMOUSLY***






## Annual Plan 2022-23 Progress Report – Q1

2022-23 Annual Plan Actions	Link to Council Plan	Progress Update	Status
 <p>Commence redevelopment of the new Burnie Cultural Centre</p>	<p><b>Vibrant town centre</b> (Goal 1)</p>	<p>Xsquared Architects have been appointed to the project and have completed the draft architectural plans. In October, the Council will undertake a round of community consultation on these draft architectural plans for the new Cultural Centre.</p> <p>Discussions are continuing with the new Commonwealth Government about the timing of the provision of the \$13M commitment to this project made during the last Federal election.</p>	In Progress
 <p>Develop a feasibility assessment for the increase in capacity of the Upper Burnie Sports Centre</p>	<p><b>Community facilities to support liveability</b> (Goal 2)</p>	<p>The architect brief has been completed and is currently being reviewed. Once the review is complete it will be released for tender.</p>	In Progress
 <p>Commence procurement of environmentally responsible vehicles and plant</p>	<p><b>Environmentally responsible</b> (Goal 3)</p>	<p>Council has commenced to transition its commuter fleet, purchasing one electric car and one plug in hybrid. A further two hybrids will be purchased in this financial year.</p>	In progress
 <p>Develop an Asset Management Planning – Improvement Strategy to underpin long term financial forecasting</p>	<p><b>Financial management</b> (Enabler)</p>	<p>This initiative is yet to be commenced.</p>	Not yet commenced
 <p>Conduct a cultural survey</p>	<p><b>Our people</b> (Enabler)</p>	<p>This initiative is scheduled to be undertake in the first part of 2023.</p>	Not yet commenced



## Annual Plan 2022-23 Progress Report – Q1

2022-23 Annual Plan Actions		Link to Council Plan	Progress Update	Status
	Develop a new 10 year Strategic Plan	<b>Community consultation</b> (Enabler)	The development to the Strategic Plan will occur with the new Council following Local Government elections in October. Additionally important data needs to be developed first (refer Data action below) to inform the Strategic Plan.	Not yet commenced
	Develop a Building Our Best Future Report	<b>Data</b> (Enabler)	SGS Economics have been commissioned to undertake a Background Paper on the strategic context that will impact Burnie over the next 20 years to underpin the development of the Strategic Plan. Additionally place intelligence data is being developed so that Council can form insights into asset utilisation in Burnie in order to inform future decision making and to evaluate future projects.	In Progress
	Commence implementing the five year Digital Transformation Strategy	<b>Digital transformation</b> (Enabler)	A number of key interdependent projects are underway to support Council's digital transformation journey. The largest of these is the development of a contemporary Active Directory system which is expected to be completed by the end of 2022.	In Progress
	Develop Council's Community Recovery Function	<b>Agility</b> (Enabler)	This initiative is yet to be commenced.	Not yet commenced

## Annual Plan 2022-23 Progress Report – Q1

Actions from 2021-22 still in progress	Progress Update	Status
<p><b>Coastal Pathway</b></p>  <p>Complete the design and tender process for the Cooe to Wynyard Coastal Pathway Project and commence construction.</p>	<p>Design and documentation for the pathway itself remain at 90% complete, awaiting the finalisation of the planning permit and erosion control documents.</p> <p>Consultation has occurred with the Department of State Growth in regard to the Coastal Pathway and its interactions with the Bass Highway Upgrade project (Cloverlea to Doctors Rocks) and the New Cam River Bridge (works have commenced). Joint web site launched with WWC. Environmental Impact study complete. Commenced regular monthly progress meetings.</p>	In Progress
<p><b>Digital Transformation</b></p>  <p>Commence a Digital Transformation Strategy to enable Council to deliver services more effectively to the community.</p>	<p>The draft Digital Transformation Strategy has been received from the Council's consulting partners 2PM. The draft will be considered by the Council's Executive Management Team before being submitted for a two week consultation process with Council staff. It is expected the final draft will be submitted to the new Council before the end of the calendar year, and will take effect from 1 July 2023.</p>	In Progress
<p><b>Waste Management</b></p>  <p>Review our service delivery model for Burnie Waste Management Centre in preparation for 2022-23 services.</p>	<p>Information has been collated to enable the evaluation of options associated with the delivery of all of Council's waste services, in particular the waste disposal and transfer arrangements at the Burnie Waste Management Centre.</p> <p>Officers propose to present a position paper to Councilors for information in late 2022, with a Council decision in the third quarter.</p>	In Progress

## Annual Plan 2022-23 Progress Report – Q1

Actions from 2021-22 still in progress	Progress Update	Status
<p><b>FOGO</b></p> <p>Investigate the feasibility of a Food Organic and Green Organic service for 2022-23.</p> 	<p>Council has considered ongoing investigations into the provision of a regional FOGO collection and processing service over the last five years.</p> <p>Officers have received all inputs to enable finalising a draft report to present to Councillors at a workshop in November 2022.</p> <p>Dulverton Waste Management seeks a decision by Council (and neighbouring Councils) regarding a FOGO collection and processing service by February 2023.</p>	In Progress
<p><b>Community Engagement</b></p> <p>Prepare and implement a Community Consultation Framework to guide future engagement with the community of Burnie.</p> 	<p>It is expected that the draft Community Engagement Framework will be available for public consultation towards the end of 2022 once the new Council is formed following the Local Government elections to be conducted in October.</p>	In Progress

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**GENERAL MANAGER****AO191-22 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR  
WORKS AND SERVICES - SEPTEMBER 2022****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	7.5	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 Quarterly Information Report for Works and Services for the September 2022 quarter be noted.”***

**2.0 SUMMARY**

The report includes the following items:

- 3.0 Capital Works
  - 3.1 Projects by Contractor
    - 3.1.1 Tenders, Request for Quotations, Briefs and Expressions of Interest
    - 3.1.2 Contract Extensions
    - 3.1.3 Project Updates
  - 3.2 Projects by Works Unit
    - 3.2.1 Civil Construction and Stormwater
    - 3.2.2 Buildings
    - 3.2.3 Parks, Reserves, Sporting Grounds and Cemeteries
    - 3.2.4 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 Burnie Emergency Management Committees – Activity Reports

**3 CAPITAL WORKS****3.1 Projects by Contractor****3.1.1 Tenders, Request for Quotations, Briefs and Expressions of Interest**

The information is provided in the table below:

Procurement Method	Contract/Project Number	Contract/Project	Date Advertised/Published	Closing Date	Status e.g. Advertised Under Review Awarded Deferred	Successful Contractor
Tender	2691	Bitumen Surfacing Services 2022-2023	3/8/2022	26/8/2022	Under Review	
Quotation		Upper Burnie Sports Centre Hall 1 and 2 Works	1/11/2021	28/2/2022	Awarded	Aura Sports

**3.1.2 Contract Extensions**

Contract/Project Number	Contract/Project	Extension	Expiry	Contractor
There are no contract extensions to report for this quarter.				

**3.1.3 Project Updates****a) Quotation – Upper Burnie Sports Centre – Hall 1 and 2 Works**

The works are scheduled for February 2023.

**b) Contract 2660 – View Road Reserve Pump Track, MTB Trails and Cycle Path**

The project is substantially complete, with the launch of the pump track occurring on the 4 October 2022. A further opening of the MTB trails and other infrastructure will be held this summer.

The two new shelters donated by the Emu Bay Lions Club will be erected in October 2022 (weather permitting).

Progressively, Council will plant out areas of the pump track and MTB trails with native shrub/plant species to enhance amenity, mitigate erosion and reduce grass mowing maintenance.

**3.2 Projects by Works Unit**

Capital projects started by the Works Unit staff during the first quarter of 2022/23 across the various asset classes, are included in the following tables.

**3.2.1 Civil Construction and Stormwater**

Project	Progress
Gravel Road Re-sheeting	Complete
Traffic Island Safety Improvements	In Progress
Gully Pit Improvement Program	In Progress
Kerb Outfall Replacement Program	Complete
Stormwater Manholes/Mains Replacement Program	Not Started
Upper Stowport Road Widening	In Progress
Walkway – Grandview Avenue to Elizabeth Street	In Progress
Ocean Outfall Improvement Program – Massy-Greene Drive	In Progress
Driveways, Crossover and Kerb Inserts – above 100% due to coming under budget. 5 driveways were planned for year. Currently 6 completed and 1 more to complete.	Complete

**3.2.2 Buildings**

Project	Progress
Penguin Complex Storage Extension	In Progress
Senior Citizens Roof Replacement	Complete
Romaine Reserve – Bridge Replacement	In Progress
Depot Workshop Underpinning	In Progress
CBD Bin Replacement Program	In Progress
Street Furniture Replacement – Bollard Replacement	In Progress
South Burnie Beach – Existing Sea Wall Repairs	In Progress

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

Capital Works have commenced or have been completed in the last quarter on various projects in Council's parks, reserves, sports grounds and cemeteries as follows:

Project	Progress
Playground Equipment Program	In Progress
Parks Furniture Replacement	Not Started

**3.2.4 Waste Management**

Project	Progress
Sewer Pump Station Upgrade	Complete

**4 OPERATIONS AND MAINTENANCE****4.1 Civil Construction and Stormwater**

Planned and reactive maintenance and minor works have been carried out on Council's transport and stormwater assets in accordance with the Service Level Document, operational budget provisions and subsequent maintenance programs.

The following works are ongoing in the 2022/23 financial year:

- Urban and rural roadside spraying and slashing.
- Rural, Urban and Commercial road maintenance and repairs.

- Traffic island maintenance.
- Road signage repairs and replacements.
- Footpath and kerb and channel maintenance and repairs.
- Retaining wall maintenance.
- Rural road grading and shoulder program.
- Rural culvert cleaning program and stormwater system maintenance.
- General asset condition and safety inspections.
- Street sweeping and gully pit cleaning.
- A range of minor works generated from Customer Requests (CRM).

#### **4.2 Buildings**

Planned and reactive maintenance and minor works have been carried out on Council's facilities and amenities in accordance with the Service Level Document, operational budget provisions and subsequent maintenance programs.

The following works are ongoing in the 2022/23 financial year:

- Burnie Aquatic Centre – annual maintenance and servicing
- Penguin management – signage installation, fences and gate maintenance.
- Penguin Centre minor works.
- Annual building inspections.
- Line marking.
- General internal and external building repairs and maintenance.
- Gutter cleaning.
- Solar panel cleaning.
- Regulatory plumbing inspections and maintenance, including TMV plumbing inspections and backflow device testing.
- General building maintenance and condition inspections.
- A range of minor works/inspections generated from Customer Requests (CRM).

#### **4.3 Parks, Reserves, Sporting Grounds and Cemeteries**

Planned and reactive maintenance and minor works have been carried out on Council's parks, reserves, sporting grounds and cemeteries in accordance with the Service Level Document, operational budget provisions and subsequent maintenance programs.

The following works are ongoing in the 2022/23 financial year:

- Sports grounds – sports season changeover.
- West Beach sand sifting.
- Grass mowing and maintenance.
- Sports grounds preparation and maintenance.
- Street tree management and maintenance.
- Street plants and gardens maintenance.
- Parks and reserves maintenance.
- Lawn Cemetery maintenance and interment preparations.
- Walking track maintenance.



- Playground maintenance and compliance.
- Urban slashing and vegetation control.
- Weed control – flat weed spraying.
- General condition and safety inspections.
- A range of minor works/inspections generated from Customer Requests (CRM).

#### 4.4 Waste Management

Management of the Burnie Waste Management Centre (BWMC) and coordination of waste collection services in accordance with the Service Level Document, operational budget provisions and subsequent maintenance programs.

The following works are ongoing in the 2022/23 financial year:

- BWMC operation and site maintenance.
- Kerbside garbage collection.
- Commercial garbage collection.
- CBD and outer business districts street cleaning and litter control.
- BWMC Wetlands maintenance.
- Audits and special waste strategy actions and programs.
- Landfill reduction and recycling programs.
- Illegal dumping monitoring and periodic clean-up.
- A range of minor works/inspections generated from Customer Requests (CRM).

The following table shows the waste to landfill, recyclables collected kerbside and recovered products at the BWMC for this quarter:

MUNICIPAL WASTE DIVERSION FROM LANDFILL (tonnes)														
	2021/22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	2022/23
Waste Transported to Landfill	13,285	988	1,109	1,041	-	-	-	-	-	-	-	-	-	3,138
BCC Recovery	5,030	341	230	298	-	-	-	-	-	-	-	-	-	869
Cleanaway Recovery	2,203	119	115	119	-	-	-	-	-	-	-	-	-	353
Recyclables Collected Kerbside	1,325	93	89	88	-	-	-	-	-	-	-	-	-	271
Total Municipal Waste	21,843	1,541	1,543	1,547	-	-	-	-	-	-	-	-	-	4,631
% diverted from Landfill	39%	36%	28%	33%	-	-	-	-	-	-	-	-	-	32%
Note: Figures are displayed to nearest whole number														

Note: Figures are displayed to nearest whole number.

## 5 VANDALISM AND REPORTED INCIDENTS

The following information depicts the amount of funds that Council has spent on rectifying vandalism for this quarter.

The total for this quarter is \$6,850 against the previous financial year quarterly cost of \$10,334, a decrease of approximately 50%.

The areas where vandalism is impacting our assets is:

- Graffiti: \$1,650.
- Public toilet damage: \$1,500.
- Outside furniture damage: \$500.
- Broken glass/windows: \$2,600.
- Miscellaneous: \$600.

**6 BURNIE EMERGENCY MANAGEMENT COMMITTEES – ACTIVITY REPORTS****a) North Western Regional Emergency Management Committee (NWREMC)**

Meetings are held quarterly and include representatives from various agencies, utilities and Councils from the North West region. Social Recovery Coordinators also attend these meetings in addition to meetings held outside this forum.

The last meeting was held on 17 August 2022 and the next meeting is scheduled for a face to face meeting in November 2022 with the date still to be confirmed.

Agencies represented provided an overview of current activities. There has been significant work undertaken in the social recovery space, following a number of recent significant incidents.

Presentations on the SES Flood Warning System and details around Resilience and Recovery Tasmania by DPAC.

**b) Western Emergency Management Committee (WEMC)**

This is a combined Committee that meets quarterly with representatives from Burnie, Waratah-Wynyard and Circular Head Councils, emergency service agencies and key stakeholders. The key function of this Committee is to develop and manage an Emergency Management Plan and shared risk register and coordinate identified actions from those plans.

The last meeting was held on 18 August 2022 and the next meeting is scheduled for 17 November 2022.

A review of the Western Emergency Management Plan is due by September 2022. A new format is being developed with SES.

**Burnie Council Emergency Management Actions in Progress:**

- COVID-19 preparations (Council wide).
- Management of fire hazards through the Annual Fire Hazard Reduction Program.
- Ensuring evacuation centre planning and preparations are ongoing.
- Flood modelling – Aim to update Cooee Creek 2022/23 and do modelling for Messenger Creek in 2023/24.
- Roundhill Bushfire Management Plans – BCC to meet with TasFire to finalise BMP.
- NDRG program – Council was successful in securing funding to progress a study for the design of a flood warning system for the lower reaches of the Emu River. Council has received a fee proposal from a Consultant to investigate and recommend a flood warning system. The study report is due to be complete by the end of December 2022.
- Bushfire information sessions – supporting TasFire, as required.

**c) Western Fire Management Area Committee (FMAC)**

The FMAC meet prior to the start of the fire season, to discuss coordination of agencies fire management activities.

Council supports the strategic intent of the FMAC through the fire hazard management activities it carries out.

BCC meeting with TasFire to discuss the fuel reduction program within the Burnie Municipality.

The most recent meeting occurred 28 June 2022 with the next meeting scheduled for 12 December 2022.

**COUNCIL RESOLUTION**

**Resolution number: MO203-22**

***MOVED: Cr T Brumby***

***SECONDED: Cr C Lynch***

***“THAT the General Manager’s Quarterly Information Report for Works and Services for the September 2022 quarter 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 D Pease.

**Against:**

***CARRIED UNANIMOUSLY***

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**GENERAL MANAGER****AO192-22 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR  
LAND AND ENVIRONMENTAL SERVICES - SEPTEMBER 2022****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.

**1.0 RECOMMENDATION:**

***“THAT the General Manager’s Quarterly Information Report for Land and Environmental Services for the September 2022 quarter 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**

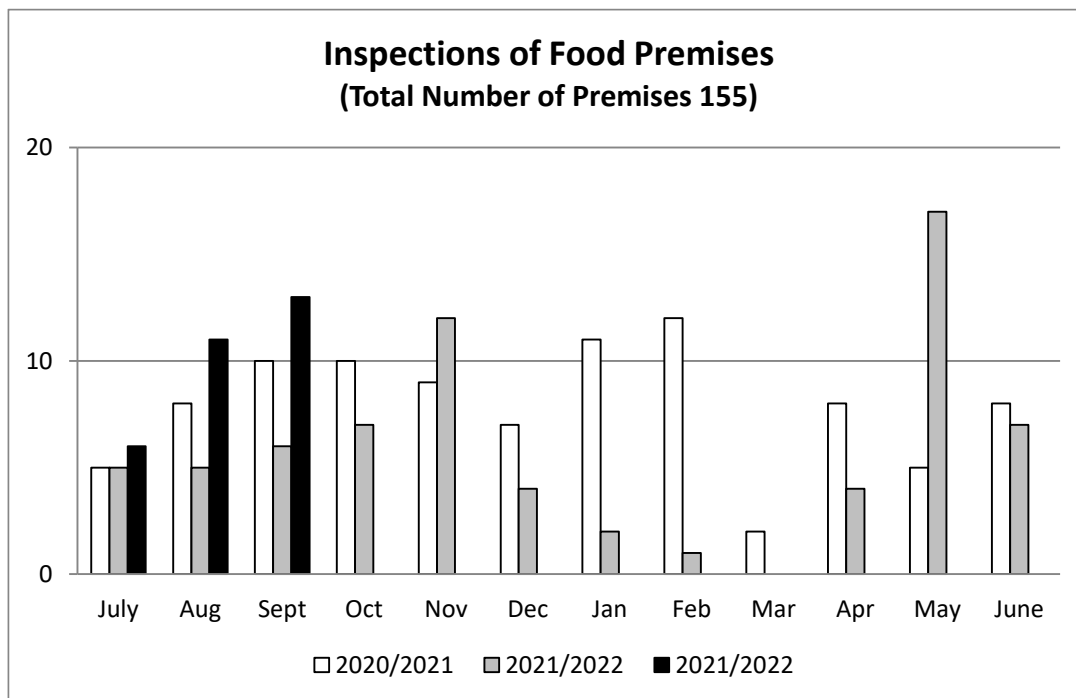
Type	Number of Enquiries / Investigations			
	Jul	Aug	Sep	YTD Total
Air	2	1	1	4
Water	2	1	0	3
Noise	4	3	1	8
Solid Waste	0	1	0	1
Other	2	0	1	3

*YTD is measured from 1 July each year.*

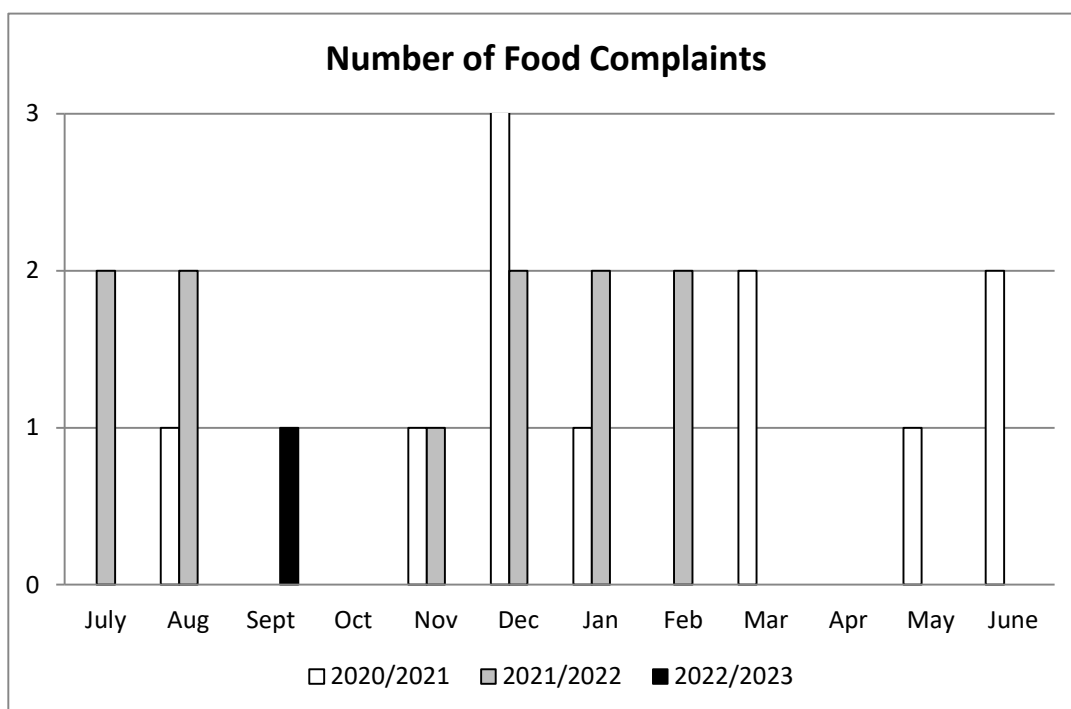
**2.1.2 Environmental Sampling**

Type	Number of Samples Taken			
	Jul	Aug	Sep	YTD Total
Beach Water Samples (summer months only)	0	0	0	0
Public Swimming Pool samples	5	5	6	16

*YTD is measured from 1 July each year.*

**2.1.3 Food**

Zero food premises inspections for March 2022.



Nil food complaints in July, September, October and November 2020. Nil food complaints in February, April, September and October 2021. Nil food complaints in March, April, May, June, July and August 2022.

**2.2 BUILDING APPLICATIONS**

Permit Authority Applications – 2021												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	10	8	10	11	13	13	5	7	9	7	9	23
Notifiable Building	11	8	11	19	11	15	7	19	16	11	12	13
Permit Plumbing	4	3	6	5	3	3	1	3	2	0	2	1
Permit Building	9	6	9	8	5	4	2	3	3	3	1	0
Substantial Compliance	1	0	0	0	0	1	1	0	1	0	1	0
Notifiable Demolition	0	0	0	0	0	0	0	0	0	0	0	0
Permit Demolition	0	0	0	0	0	0	1	0	0	0	0	0
Permit Refused	0	0	0	0	0	0	0	0	0	0	0	0
Application Value \$	6,236,400	2,469,688	12,042,230	6,750,843	5,422,031	10,940,070	1,944,068	2,547,724	8,662,357	2,200,628	1,822,533	2,736,530
Cumulative Total \$	6,236,400	8,706,088	20,748,318	27,499,161	32,921,192	43,861,262	45,805,330	48,353,054	57,015,411	59,216,039	61,038,572	63,775,102

Permit Authority Applications – 2022												
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Notifiable Plumbing	5	7	7	8	12	16	0	12	6			
Notifiable Building	8	13	18	21	16	15	12	9	18			
Permit Plumbing	0	0	0	0	4	2	3	2	3			
Permit Building	1	2	3	1	3	1	4	2	3			
Substantial Compliance	0	0	0	0	0	0	0	1	0			
Notifiable Demolition	0	0	0	0	0	0	0	0	0			
Permit Demolition	0	0	0	0	0	0	1	0	0			
Permit Refused	0	0	0	0	0	0	0	0	0			
Application Value \$	2,093,700	5,037,148	10,130,516	4,871,299	5,527,665	4,225,931	28,866,468	1,796,645	36,950,132			
Cumulative Total \$	2,093,700	7,130,848	17,261,364	22,132,663	27,660,328	31,886,259	60,752,727	62,549,372	99,499,504			

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

<b>LAND USE AND DEVELOPMENT APPLICATIONS</b>	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22
Permitted Use & Development	9	2	4	4	2	2	3	5	4	4	4	3	4	6	4	1	7	3
Discretionary Use & Development	10	7	12	10	11	8	14	9	12	4	7	15	6	6	12	10	8	12
Subdivisions	1	1	0	0	4	2	1	1	2	1	1	0	0	0	0	0	1	1
<b>TOTAL APPLICATIONS</b>	20	10	16	14	17	12	18	15	18	9	12	18	10	12	16	11	16	16
Determined by Delegation	8	16	18	17	7	12	12	5	23	8	8	12	10	6	11	9	12	14
Determined by Council	0	1	0	1	0	0	0	1	0	1	1	1	1	1	1	0	0	0
Withdrawn	0	0	2	1	0	1	1	2	1	1	2	3	0	0	2	0	1	1
Applications Cancelled by Planning Authority	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consent Decisions	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
Application Approved by Tasmanian Planning Commission	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applications Appealed and Approved by Tasmanian Civil and Administrative Tribunal	0	0	0	0	1	2	0	0	1	0	0	0	0	0	0	0	0	0
<b>PLANNING SCHEME AMENDMENTS</b>																		
Amendment requests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amendment finally approved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amendment Refused by Tasmanian Planning Commission	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applications Appealed and Refused by Tasmanian Civil and Administrative Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**2.3.2 Land Use Permit Applications**

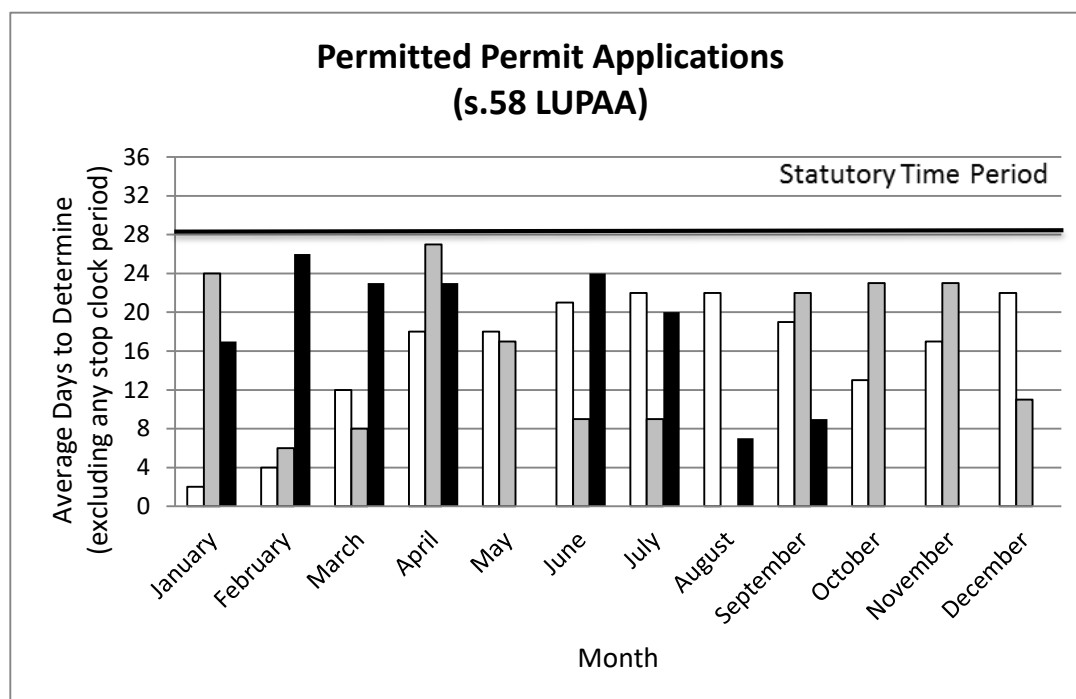
DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIFY DATE	EXPIRY DATE	DECISION / DATE
03/02/2022	11/2022	1 Prior Crescent, Heybridge	Single Dwelling	N/A	N/A	Approved 08/07/2022
23/03/2022	34/2022	Massy-Greene Drive, South Burnie	Retrospective application for earthworks in landslip (Significant Work) and establish a Storage use (timber log Storage) – Reliant on performance criteria for grant of permit – Clause C3.5.1 (P1) and Clause C15.6.1 (P1.1 & P1.2)	25/06/2022	11/07/2022	Approved 19/07/2022
04/04/2022	38/2022	3 Sunny Place, Heybridge	Single Dwelling – Reliant on performance criteria for grant of permit – Clause BUR-S1.7.2 (P3.1 & P3.2)	25/06/2022	11/07/2022	Approved 29/08/2022
05/04/2022	39/2022	1 Mount Street, Burnie	Establish a Vehicle Parking use (Car Park) – Reliant on performance criteria for grant of permit – Clause 16.3.2 (P1 & P2)	02/07/2022	18/07/2022	Approved 01/08/2022
12/04/2022	42/2022	12A Wilson Street, Burnie	Extension of existing Education and Occasional Care use	N/A	N/A	Approved 18/07/2022
06/05/2022	48/2022	64 West Park Grove, Park Grove	Change of Use to Visitor Accommodation use	N/A	N/A	Approved 18/07/2022
12/05/2022	49/2022	12 & 14 Gray Street, Upper Burnie	Establish a Sport and Recreation use and Adjustment of a Boundary – Reliant on performance criteria for grant of permit – Clause C2.5.1 (P1.1 & P1.2) and Clause C2.6.5 (P1)	25/06/2022	11/07/2022	Approved 25/07/2022
12/05/2022	50/2022	52 Mace Street, Montello	Outbuilding – Reliant on performance criteria for grant of permit – Clause 8.4.2 (P3)	16/07/2022	01/08/2022	Approved 08/08/2022
17/05/2022	54/2022	32 Bass Highway, Round Hill	Storage Shed	N/A	N/A	Approved 08/07/2022
07/06/2022	60/2022	26-30 Cattley Street, Burnie	Window signs – Reliant on performance criteria for grant of permit – Clause C1.6.1 (P1.1) and Clause C1.6.2 (P1)	22/06/2022	06/07/2022	Approved 25/07/2022
09/06/2022	61/2022	9 Bower Circuit, Heybridge	Single Dwelling and Outbuilding Reliant on performance criteria for grant of permit – Clause BUR-S1.7.2 (P1.1, P1.2, P2, P3.1 & P3.2) and Clause BUR-S1.7.3 (P1)	20/07/2022	03/08/2022	Approved 22/08/2022
07/06/2022	62/2022	4 Bower Circuit, Heybridge	Outbuilding	N/A	N/A	Approved 06/07/2022
15/06/2022	66/2022	6 Neil Court, Downlands	Single Dwelling within the Electricity Transmission Corridor	N/A	N/A	Approved 06/07/2022
20/06/2022	67/2022	1419 Ridgley Highway, Highclere	Removal of existing Shed and new Replacement Shed in association with existing Transport Depot – Reliant on Clause 7.1 for grant of permit	09/07/2022	25/07/2022	Approved 08/08/2022
21/06/2022	68/2022	Road Reserve (Crown Land) Liapota Road, Tewkesbury	Vehicle access including vegetation removal – Reliant on performance criteria for grant of permit – Clause C7.6.2 (P1.1 & P1.2)	17/08/2022	31/08/2022	Approved 13/09/2022
24/06/2022	70/2022	744 West Mooreville Road, West Mooreville	Development of extensions to Caterpillar Burnie Proving Ground with integral and subservient buildings, onsite vehicle parking, earthworks and associated	30/07/2022	15/08/2022	Approved 22/08/2022

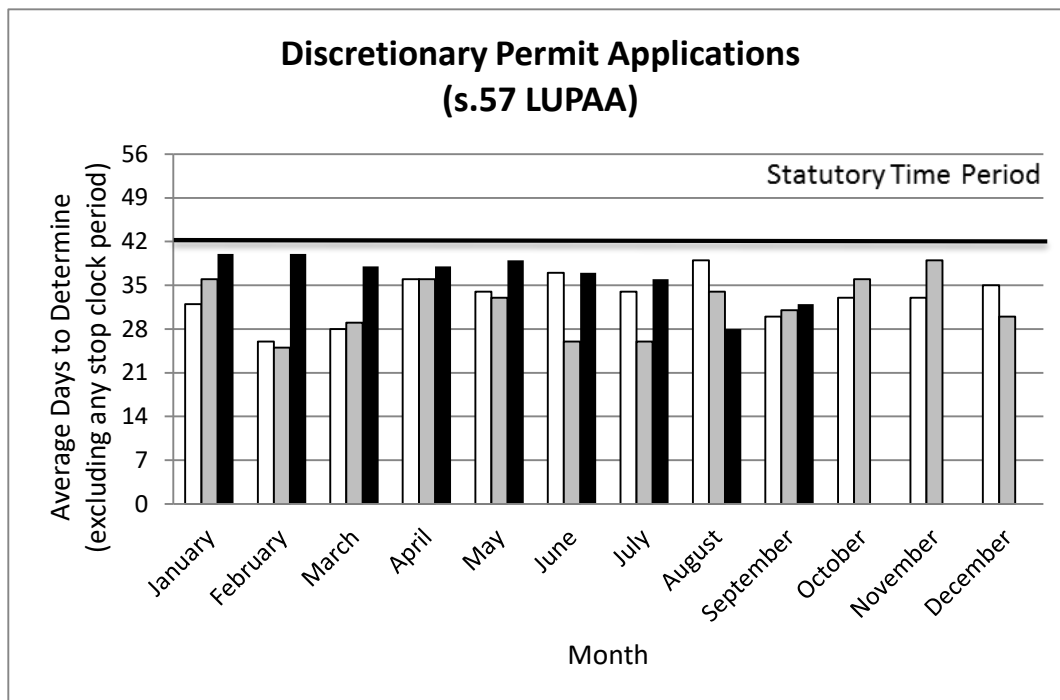
DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIFY DATE	EXPIRY DATE	DECISION / DATE
			works - Reliant on performance criteria for grant of permit - Clause 21.3.1 (P1, P2 & P3) - Clause 21.4.2 (P1) - Clause C7.6.1 (P1.1, P3 & P5) - Clause C15.6.1 (P1.1 & P1.2)			
30/06/2022	72/2022	33 Main Road, Wivenhoe	Establish a Storage use and develop a Storage Shed – Reliant on performance criteria for grant of permit – Clause 14.3.2 (P1 & P2)	03/08/2022	17/08/2022	Approved 30/08/2022
29/06/2022	73/2022	962 Ridgley Highway, Ridgley	Outbuilding – Reliant on performance criteria for grant of permit – Clause 12.4.3 (P2)	03/08/2022	17/08/2022	Approved 06/09/2022
30/06/2022	74/2022	166B Old Surrey Road, Havenview	Single Dwelling and Outbuilding – Reliant on performance criteria for grant of permit – Clause 10.4.3 (P2)	16/07/2022	01/08/2022	Approved 08/08/2022
30/06/2022	75/2022	5 Woodward Avenue, Hillcrest	Carport – Reliant on performance criteria for grant of permit – Clause 8.4.2 (P3)	17/08/2022	31/08/2022	Approved 21/09/2022
07/07/2022	77/2022	18 Cardinal Court, Park Grove	Extension to Single Dwelling - Reliant on performance criteria for grant of permit – Clause 8.4.2 (P3)	23/07/2022	08/08/2022	Approved 16/08/2022
08/07/2022	78/2022	15 Marriott Street, Havenview	Alterations and extension to existing school	N/A	N/A	Approved 13/09/2022
14/07/2022	81/2022	7 Alexander Street and 15 North Terrace, Burnie	Illuminated Blade, Pole, Roof, Transom and Wall signs - Reliant on performance criteria for grant of permit – Clause C1.6.1 (P1.1, P1.2 & P3) and Clause C1.6.2 (P1)	30/07/2022	15/08/2022	Approved 30/08/2022
18/07/2022	82/2022	550 Natone Road, Natone	Secondary Residence - Reliant on performance criteria for grant of permit – Clause 21.4.2 (P2)	17/08/2022	31/08/2022	Approved 05/09/2022
25/07/2022	84/2022	46 Nairana Avenue, Shorewell Park	Retrospective Application for Multiple Dwellings (Unit 2) - Reliant on performance criteria for grant of permit – Clause 8.4.2 (P3) and Clause 8.4.6 (P2)	03/08/2022	17/08/2022	Approved 05/09/2022
01/08/2022	87/2022	51 North Terrace Road, West Ridgley	Outbuilding - Reliant on performance criteria for grant of permit – Clause 21.4.2 (P1)	27/08/2022	12/09/2022	Approved 21/09/2022
03/08/2022	89/2022	9 Russell Place, Downlands	Single Dwelling within Electricity Transmission Corridor)	N/A	N/A	Approved 16/08/2022
05/08/2022	93/2022	182 Poimena Road, West Mooreville	Additions and alteration to existing Single Dwelling	N/A	N/A	Approved 05/09/2022
12/08/2022	95/2022	32 Bass Highway, Cooe	Storage Shed integral and subservient to existing Shop	N/A	N/A	Approved 13/09/2022
15/08/2022	96/2022	53 View Road, Montello	Change of use to Visitor Accommodation use	N/A	N/A	Approved 06/09/2022
16/08/2022	97/2022	7 Grant Street North, Havenview	Single Dwelling and Outbuilding - Reliant on performance criteria for grant of permit – Clause 8.4.3 (P2)	31/08/2022	14/09/2022	Approved 28/09/2022
18/08/2022	98/2022	Port Road, Burnie	Painted Wall Sign	N/A	N/A	Approved 05/09/2022
23/08/2022	99/2022	9 Crisp Street, Cooe	Change of use to Visitor Accommodation use	N/A	N/A	Approved 13/09/2022
30/08/2022	100/2022	14 Terrylands	Awning and Wall Signs – Reliant on performance criteria for grant of permit –	07/09/2022	21/09/2022	Approved

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIFY DATE	EXPIRY DATE	DECISION / DATE
		Street, Hillcrest	Clause C1.6.1 (P1.1)			27/09/2022

### 2.3.3 Subdivision Applications

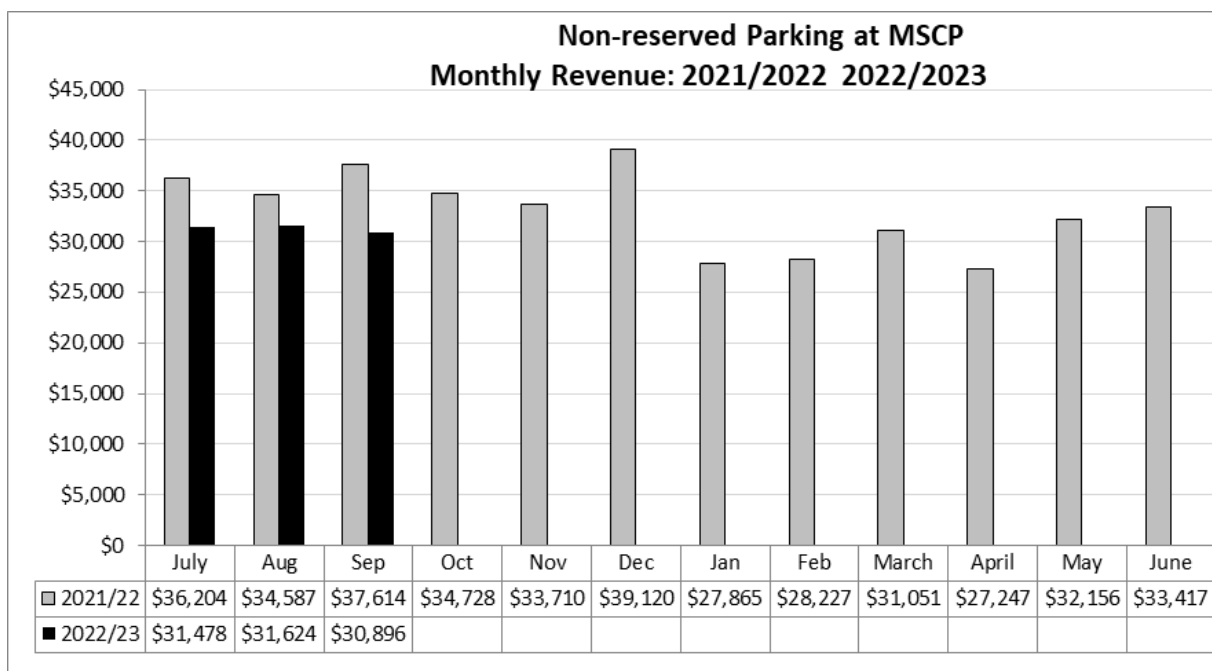
DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIFY DATE	EXPIRY DATE	DECISION / DATE
12/01/2022	2022/1332	24 Morris Road and 3 Upper Natone Road, Natone	Subdivision through Boundary Reconfiguration of Two (2) Lots – Reliant on performance criteria for grant of permit – Clause 11.5.1 (P1) – 11.5.3 (P2) and Clause 21.5.1 (P1b)	11/06/2022	28/06/2022	Approved 13/07/2022

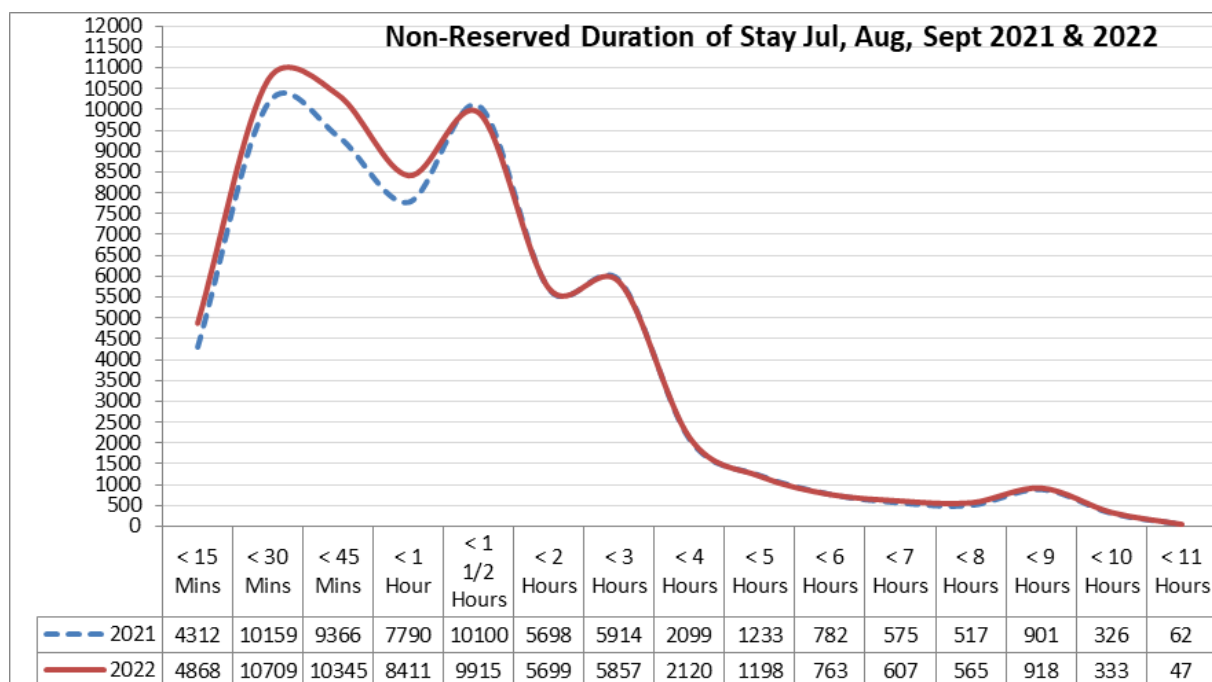
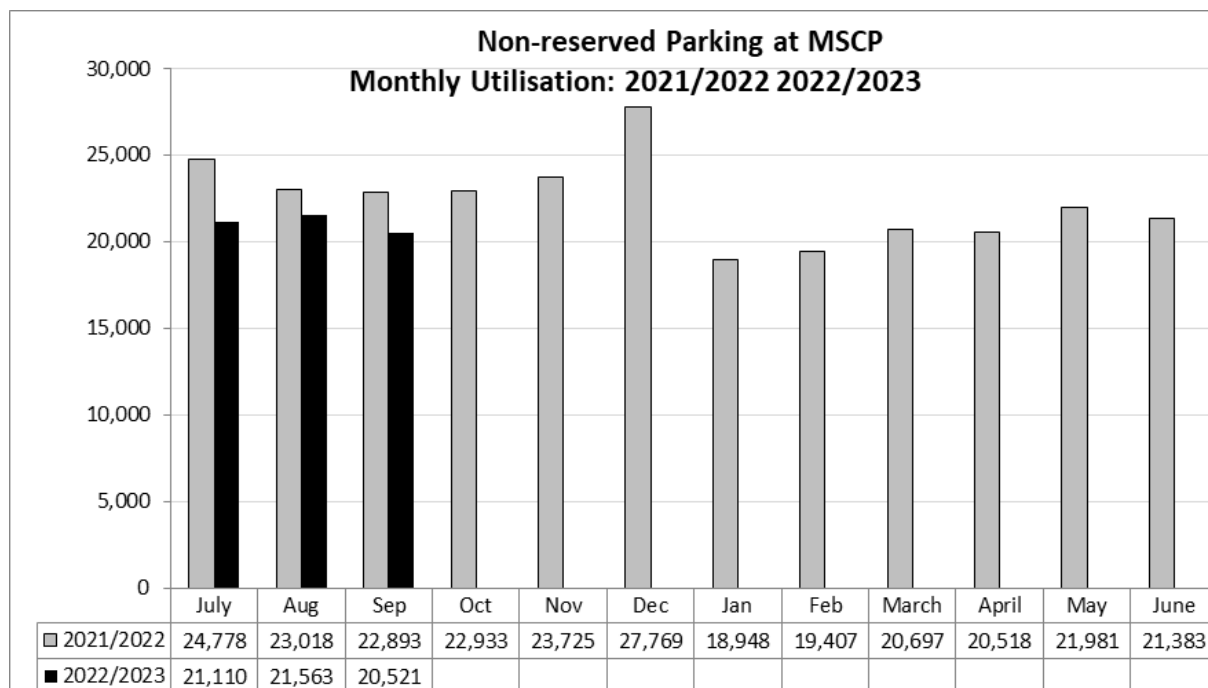


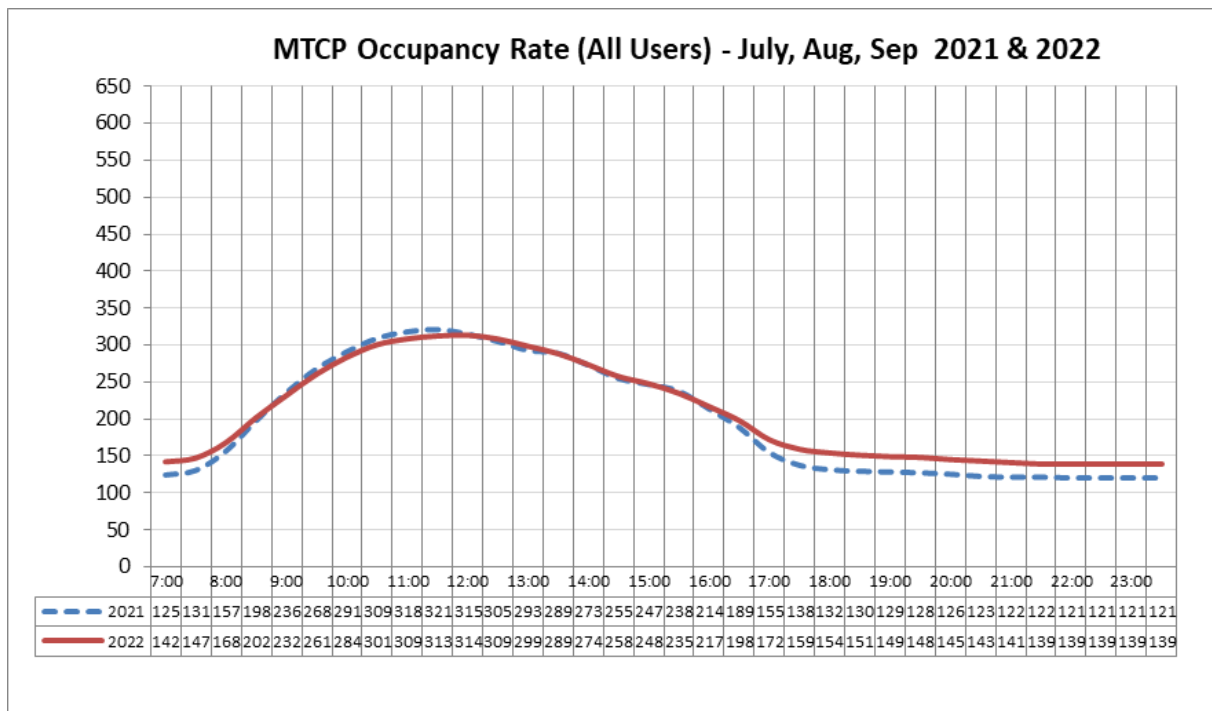


Average time for determination of permit applications decided by month.

## 2.4 PARKING







Calculated on remaining spaces–Average 114 Reserved spaces July/Aug/Sep 2021, 133 Reserved spaces July/Aug/Sep, 2022.

## 2.5 CEMETERY STATISTICS

Burials	Jul	Aug	Sep	YTD Total
Lawn Cemetery	10	6	7	23
Wivenhoe / Ridgley	0	0	0	0
Other	0	0	0	0
<b>Total</b>	<b>10</b>	<b>6</b>	<b>7</b>	<b>23</b>

*YTD is measured from 1 July each year.*

Ashes Interred	Jul	Aug	Sep	YTD Total
Lawn Cemetery	7	5	4	16
Wivenhoe / Ridgley	0	0	0	0
<b>Total</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>16</b>

*YTD is measured from 1 July each year.*

## COUNCIL RESOLUTION

Resolution number: MO204-22

**MOVED:**            *Cr G Simpson*

**SECONDED:**      *Cr D Pease*

***“THAT the General Manager’s Quarterly Information Report for Land and Environmental Services for the September 2022 quarter 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 D Pease.

Against:

***CARRIED UNANIMOUSLY***

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**GENERAL MANAGER****AO193-22 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT  
CORPORATE AND COMMERCIAL SERVICES - SEPTEMBER 2022****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	7.4	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 Quarterly Information Report for Corporate and Commercial Services for the September 2022 quarter be noted.”***

**2.0 SUMMARY**

The report includes the following standard items:

**Corporate and Commercial Services**

- 2.1 Summary Financial Statements and Financial Risk Register
- 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 Budget Estimate Variances under Delegation
- 2.8 Contracts Awarded
- 2.9 Consultants Engaged
- 2.10 Governance – use of Council Seal
- 2.11 Communications – web and social media activity



**2.1 SUMMARY FINANCIAL STATEMENTS****YTD Comprehensive Income Statement**

		YTD Budget	YTD Actual	YTD Variance to Budget	Annual Budget 2023	Annual Forecast 2023	Forecast Variance to Budget	
	Note	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
<b>Recurrent Income</b>								
Rates and charges	1	25,982	26,127	145	26,085	26,247	163	F
Statutory fees and fines	2	254	476	222	910	1,180	270	F
User fees	3	886	975	89	3,556	3,846	290	F
Grants	4	425	268	(157)	2,917	2,391	(526)	U
Reimbursements		76	71	(5)	351	316	(35)	U
Other income	5	300	227	(73)	742	1,010	268	F
Investment income		207	207	0	828	828	0	F
<b>Total recurrent income</b>		<b>28,129</b>	<b>28,350</b>	<b>221</b>	<b>35,390</b>	<b>35,819</b>	<b>430</b>	<b>F</b>
<b>Recurrent Expenses</b>								
Employee benefits	6	2,772	2,655	(118)	11,104	10,771	(333)	F
Materials and services	7	3,847	3,117	(730)	11,635	12,298	663	U
Impairment of receivables		-	-	-	-	-	-	F
Depreciation and amortisation		2,186	2,190	4	8,744	8,759	16	U
Finance costs		-	40	40	160	160	-	F
Other expenses		1,145	1,126	(19)	3,723	3,752	29	U
<b>Total recurrent expenses</b>		<b>9,950</b>	<b>9,127</b>	<b>(823)</b>	<b>35,365</b>	<b>35,740</b>	<b>375</b>	<b>U</b>
<b>Operating surplus/(deficit)</b>		<b>18,179</b>	<b>19,223</b>	<b>1,044</b>	<b>24</b>	<b>79</b>	<b>55</b>	<b>F</b>
<b>Capital Items</b>								
Capital grants	8	2,907	-	(2,907)	11,627	11,627	-	F
Contributions - non-monetary assets		-	-	-	-	-	-	F
Net gain/(loss) on disposal of assets		-	-	-	(345)	(238)	108	F
		<b>2,907</b>	<b>-</b>	<b>(2,907)</b>	<b>11,282</b>	<b>11,389</b>	<b>108</b>	<b>F</b>
<b>Surplus/(deficit)</b>		<b>21,086</b>	<b>19,223</b>	<b>(1,863)</b>	<b>11,306</b>	<b>11,468</b>	<b>162</b>	<b>F</b>
<b>Operating Margin</b>		<b>2.83</b>	<b>3.11</b>		<b>1.00</b>	<b>1.00</b>		

Council is forecasting an operational (underlying) surplus of \$79,000 for the 2022-23 financial year. This is better than the Annual Plan and Budget Estimates prediction by \$55,000.

When including capital, the full year forecast result is \$11.468 million. This is better than budget by \$162,000 which includes the improved operating forecast (\$55,000) and expected additional revenue from the sale of land (\$108,000).

Council has a year to date operational (underlying) surplus of \$19.223 million. This is better than budget by \$1.044 million.

Total revenue (including capital) YTD is \$28.350 million. Total revenue (including capital) for the full year is forecast to be \$47.208 million.

The significant reasons for movement in revenue against the adopted budget are:

Note 1 – Higher than budgeted by \$163,000. Increased rates revenue reflects additional properties added after the preparation of the budget estimates.

Note 2 – Higher than budgeted by \$270,000. This is due to a one off permit application fee of \$192,000 and expected forecast demand for section 132 and 337 certificates being better than budget by \$50,000.

Note 3 – Higher than budgeted by \$290,000. This reflects improved revenue forecasts resulting from delays in commercial technology customers seeking alternate providers (\$94,000) and general increases in revenue for council user services (\$196,000).

Note 4 – Lower than budgeted by \$526,000. Financial Assistance Grants are lower than budget by \$542,000. 75% of the 2022-23 grant was received and recognised in 2021-22 financial year in accordance with Accounting Standards. Council has budgeted to receive the remaining 25% and a return to 50% advance payments in the forecast. There is a risk that this amount will vary from 0% to 75%, however 50% being the most likely outcome.

Note 5 – Higher than budgeted by \$268,000. The main reason for this is increased investment returns on term deposits due to higher interest rates (\$240,000) and higher rates penalty interest due to increased outstanding rates balance (\$33,000).

Note 8 - Income recognition of grant is expected to be as originally budgeted as at 30 September 2022.

Total expenses YTD is \$9.127 million. Total expenses for the full year is forecast to be \$35.740 million. The significant reasons for movement in expenditure against budget are:

Note 6 – Better than budgeted by \$333,000. This reflects current vacant FTE (see personnel report) and expected recruitment to fill vacancies across the course of the year.

Note 7 – Higher than budgeted by \$663,000. There has been inflationary pressures across contracts, gas, materials and a number of other smaller areas (\$540,000). A cost allocation of \$50,000 has been reserved for costs of selling 1 Mussen Close, which is a new expense (refer to section 2.7 of this report). This is more than covered by expected proceeds. Cleaning costs are higher than budgeted due to the outsourcing of cleaners at the Cultural Precinct and additional cleaning required due to COVID-19 protocols.

Other major forecast assumptions include:

- Capital grants are recognised in accordance with Accounting Standards, once work is completed and / or performance obligations are met.
- Non-monetary contributions from developers are recognised when they are received and not included in the forecast.
- Impairment of receivables is recognised as part of the end of financial year statement process and is not included in the forecast.
- Depreciation costs are likely to increase as assets are purchased or constructed in accordance with the capital plan. These expected increases cannot be estimated until the asset is commissioned.
- The forecast includes an estimate of operating costs that are capitalised as part of the construction of assets. Changes in what is capitalised can impact the forecast operating result positively or negatively.

## Statement of Financial Position

	Actual 2023 \$'000	Budget 2023 \$'000	Forecast 2023 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	30,646	7,134	9,325
Trade and other receivables	10,638	2,898	2,898
Inventories	66	154	154
Other assets	729	127	127
Contract assets	137	5,629	5,629
<b>Total current assets</b>	<b>42,216</b>	<b>15,942</b>	<b>18,133</b>
<b>Non-current assets</b>			
Investment in water corporation	64,551	62,888	64,551
Investments in subsidiaries	-	-	-
Investment in joint venture	3,341	3,740	3,341
Property, infrastructure, plant and equipment	389,933	368,155	404,866
<b>Total non-current assets</b>	<b>457,825</b>	<b>434,783</b>	<b>472,758</b>
<b>Total assets</b>	<b>500,041</b>	<b>450,725</b>	<b>490,891</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	2,440	2,935	2,935
Trust funds and deposits	132	142	142
Interest-bearing loans and borrowings	1,109	1,132	1,132
Employee provisions	2,195	2,811	2,811
Contract liabilities	1,511	-	-
<b>Total current liabilities</b>	<b>7,387</b>	<b>7,020</b>	<b>7,020</b>
<b>Non-current liabilities</b>			
Interest-bearing loans and borrowings	7,597	6,465	6,465
Employee provisions	102	206	206
<b>Total non-current liabilities</b>	<b>7,699</b>	<b>6,671</b>	<b>6,671</b>
<b>Total liabilities</b>	<b>15,086</b>	<b>13,691</b>	<b>13,691</b>
<b>Net Assets</b>	<b>484,955</b>	<b>437,034</b>	<b>477,200</b>
<b>Equity</b>			
Accumulated surplus	282,937	277,329	282,937
Surplus/(deficit)	19,223	11,306	11,468
Reserves	182,795	148,399	182,795
<b>Total Equity</b>	<b>484,955</b>	<b>437,034</b>	<b>477,200</b>
<b>CURRENT RATIO</b>	<b>5.72</b>	<b>2.27</b>	<b>2.58</b>

\* Actual 2023 is YTD

### Burnie City Council Statement of Cash Flows

	Actual 2023 \$'000	Budget 2023 \$'000	Forecast 2023 \$'000
<b>Cash flows from operating activities</b>			
Rates and charges	18,707	25,987	26,784
Statutory fees and fines	476	910	1,180
User fees	975	3,484	3,846
Grants	793	2,984	1,405
Reimbursements	71	351	316
Other income	227	688	1,010
Payments to suppliers	(4,197)	(11,557)	(12,576)
Payments to employees	(2,733)	(11,037)	(10,130)
Other payments	(1,126)	(3,723)	(3,752)
<b>Net cash provided by (used in) operating activities</b>	<b>13,192</b>	<b>8,087</b>	<b>8,084</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equip	(1,163)	(20,806)	(22,903)
Dividends and distributions	207	888	828
Capital grants	358	6,248	6,493
<b>Net cash provided by (used in) investing activities</b>	<b>(598)</b>	<b>(13,670)</b>	<b>(15,582)</b>
<b>Cash flows from financing activities</b>			
Finance costs	(40)	(160)	(160)
Trust funds & deposits	7,512	-	7,512
New borrowings	-	-	-
Repayment of interest bearing loans and borrowings	(0)	(1,109)	(1,109)
<b>Net cash provided by (used in) financing activities</b>	<b>7,472</b>	<b>(1,269)</b>	<b>6,243</b>
Net increase (decrease) in cash and cash equivalents	20,066	(6,853)	(1,255)
Cash and cash equivalents at the beginning of the financial year	10,580	13,986	10,580
<b>Cash and cash equivalents at the end of the period</b>	<b>30,646</b>	<b>7,133</b>	<b>9,325</b>

\* Actual 2023 is YTD

The forecast cash balance for 30 June 2023 is \$9.325 million. The Tasmanian Audit Office says an “adequate” level of cash in the bank would cover 3 to 6 months of operating costs. This is between \$6.5 million and \$14 million as an approximate benchmark. The total of council funds in cash and term deposits should be within this range. This working capital requirement is currently supported by funds borrowed in June 2020.

**Financial Risk Register**

The financial risk register monitors financial items that have higher variability or uncertainty and how this impacts the forecast financial result.

Title	Description and Calculation	2022-23 Budget	2022-23 Forecast	Full Year Variance to Budget	Management Strategies
TASWATER Special Dividend	TASWATER Corporate Plan includes potential for a special dividend to offset shortfall in dividend due to COVID-19. \$4m Special Dividend (subject to TASWATER performance) to be distributed on BCC share of 4.14% of dividend (ownership share is lower as State Government share increases, but dividend share does not change). The amount, if provided, is expected to be \$165,600.	(828,000)	(828,000)	-	Not applicable, controlled by an external party
Commonwealth Financial Assistance Grant	Financial Assistance Grants are lower than budget by \$542,000. 75% of the 2022-23 grant was received and recognised in 2021-22 financial year in accordance with accounting standards. We have budgeted to receive the remaining 25% and a return to 50% advance payments in the forecast. There is a risk that this amount will vary from 0% to 75%, with 50% being the most likely amount paid.	(2,758,194)	(2,216,188)	(542,007)	If there is a loss of revenue this will impact the operational bottom line. The Council does not have the capacity to offset a potential revenue reduction of this magnitude within a 1 year horizon.
Operational Grants	Current revenue includes operational grants. The FMS includes 2 grants - NRM Weed management (2 further years funding) and Arts Tasmania Funding (1 year funding amount). Both grants have been secured for the 2022-23 financial year, so there will be no funding risk.	(102,675)	(102,675)	-	Not a risk this financial year. Arts Tasmania and NRM funding is confirmed.
Interest Income	Term Deposit Interest Rates. The budget is based on WAIR of 0.50% in 2022-23. The current WAIR is 1.33% as at 30 September based on the current investment portfolio. Interest rates available in the term deposit market reflect future expectations regarding interest rate increases.	(60,000)	(300,000)	240,000	Interest rates are externally set. Treasury Management processes are in place to ensure best rate is selected based on funds to be invested and their timing.

Title	Description and Calculation	2022-23 Budget	2022-23 Forecast	Full Year Variance to Budget	Management Strategies
Rental Income	Lease Income. Opportunities are being explored to reorganise space within the city building with a view to achieving a commercial lease return. This needs to be balanced against potential loss of income if existing tenants were to terminate (potential Cradle Coast Authority, DPAC). Not able to estimate amount currently.	(592,687)	(581,174)	(11,513)	Council will seek new tenants where required. Notice periods in leases allow time to search for new tenants to minimise vacancy periods.
Supplementary Rates Income	Supplementary Rates Income may vary from the \$137,000 provisioned in the FMS. This is subject to a number of external factors including the economic context, and building and subdivision activity. The risk / opportunity is not quantifiable at this stage.	(137,000)	(137,000)	-	Monitor YTD actuals and forecast against budget. Take necessary corrective action.
Reimbursement Income	Interest reimbursement from \$10.4 Covid-19 concessional loan will cease on 30/6/2023.	(150,435)	(150,728)	293	There is no risk in 2022-23 financial year.
Planning related Income streams	Planning income may vary from budget due to changes in economic context e.g. interest rates, property valuation and building activity. The risk / opportunity is not quantifiable at this stage.	(88,825)	(294,189)	205,364	Monitor YTD actuals and forecast against budget. Take necessary corrective action.
s132 and s337 certificate income	Certificates income (s132, s337) may vary from budget due to variations in property sales. Current estimates are based on current 5 year average in existing FMS plus indexation. The variation cannot be quantified at this stage.	(142,326)	(192,402)	50,076	Monitor YTD actuals and forecast against budget. Take necessary corrective action.
Cultural Precinct Income	Uncertainty around Cultural Precinct Activity (Income and Variable Expenses). Estimated revenue for 2022-23 is \$672K. This compares to historical average pre covid-19 of \$850K (a 34% reduction). It is not sure when covid-19 uncertainty will cease. The impact of expected closures and work arounds during refurbishment cannot be estimated. If Sales reduce or increase, for relevant activities, COGS will also move on a ratio of 45-50% (Gross margin of 50-55%)	(671,778)	(666,416)	(5,362)	Monitor YTD actuals and forecast against budget. Take necessary corrective action. This risk is currently being managed.

Title	Description and Calculation	2022-23 Budget	2022-23 Forecast	Full Year Variance to Budget	Management Strategies
Cultural Precinct Expenses	Cultural Precinct expenses will vary depending on activity. Variable expense changes from uncertain cultural precinct activity e.g. COGS, purchases, casuals, additional part time hours and overtime. Monitor total expense budget against revenue generated.	2,555,339	2,557,306	(1,967)	Monitor YTD actuals and forecast against budget. Take necessary corrective action. This risk is currently being managed.
TASCOM Integration	Post TAS Communication integration within BCC, there has been a loss of commercial customers, particularly TASWATER, in the 2021-22 financial year (\$230,000). This risk relates to the further potential loss of commercial customers or future decisions around continuing commercial offering. Latrobe and Waratah / Wynyard have indicated they will cease using us, but the timing is uncertain at this stage. Budget assumed they would not be customers from 1 July 2022. Forecast now assumes they will continue this financial year.	(285,892)	(379,954)	94,062	Monitor YTD actuals and forecast against budget. Take necessary corrective action. This risk is currently being managed.
Depreciation variability	Depreciation Estimates may vary. This may be due to capital program delivery changes, useful life changes etc. Estimates are difficult to plan for currently due to system and process issues.	8,743,710	8,759,259	(15,549)	Monitor YTD actuals and forecast against budget. Take necessary corrective action. It is expected that depreciation costs will increase as capital projects are delivered over the course of the year.
Capitalisation Risk	Capital Transfer Risk. The 2022-23 Budget allows for total capital transfers of \$1.5m, made up of \$250K Technical Services OH Transfer (includes direct transfer of capital wages) \$400K Depot OH Transfer \$850K Direct Wages from Depot. If transfers vary this will impact the OPEX bottom line.	(1,457,360)	(1,457,360)	-	Monitor YTD actuals and forecast against budget. Take necessary corrective action. It is expected that capitalisation rate will be as budgeted for 22-23 financial year at as at 30 September 2022.
Cruise Ships	Cruise Ship income and expenses. Prior to COVID-19 the Net expense (after revenue) for cruise ships was between \$50K and \$100K. There is no allowance for Cruise Ships within the Budget or Forecast currently.				Arrangements for current cruise ship season are still being finalised. Currently staff are attempting to incur expenses within current operational budgets.

Title	Description and Calculation	2022-23 Budget	2022-23 Forecast	Full Year Variance to Budget	Management Strategies
Inflation	Inflation has increased with expectations to increase further in the very short term. In general 3% inflation was applied to relevant expense codes in 2022-23 budget. Actual inflation is expected to peak between 7% and 8%.	-	540,000	(540,000)	Monitor YTD actuals and forecast against budget. Take necessary corrective action. This risk is currently able to be managed through savings generated in other areas.
Employee Turnover Vacancy periods	The 2022-23 budget had scheduled savings (i.e. already included in the budget) from normal staff turnover (vacancy periods until successful recruitment) of \$340,000. If employee benefits is balanced budget or better there is no adverse cost risk here.	11,104,110	10,770,799	333,311	Monitor YTD actuals and forecast against budget. Take necessary corrective action. This risk is being managed currently.
Insurance	Insurance costs within the FMS are currently expected to index at 8% p.a. based on recent history. There is potential for costs to higher or lower.	692,384	684,989	7,395	This risk has been mitigated within the insurance portfolio for this year.
Council Decisions	The 2022-23 budget does not take into account Council decisions that will be made during the year and have a budgetary impact.	-	-	-	The impact of council decisions will be managed within any budget savings that have been generated (if there is capacity). This will be monitored and reported on.
Disposals	Disposals (profit / loss) uncertainty for any given financial year	345,050	237,550	107,500	Monitor YTD actuals and forecast against budget. Take necessary corrective action. This item is below the line and does not affect the underlying operating result.



**2.2 SCHEDULE OF INVESTMENTS**

A schedule of Council's investments is provided as at 30 September 2022:

Investments Schedule as at 30/09/2022						
<u>Institution</u>	<u>Term</u> <u>(days)</u>	<u>Annual</u> <u>Interest Rate</u>	<u>S&amp;P Rating</u>	<u>Lodgement Date</u>	<u>Maturity</u>	<u>Amount</u>
ANZ	At Call	2.30%	A1+			3,403,341
MyState Financial	365	0.65%	A2	22/10/2021	22/10/2022	1,000,000
Bendigo	30	2.30%	A2	7/09/2022	7/10/2022	3,500,000
CBA	60	2.61%	A1+	8/09/2022	7/11/2022	1,500,000
Suncorp	90	3.05%	A1	9/09/2022	8/12/2022	3,000,000
CBA	150	3.42%	A1+	10/09/2022	7/02/2023	2,500,000
MyState Financial	180	3.70%	A2	11/09/2022	10/03/2023	3,000,000
CBA	210	3.74%	A1+	12/09/2022	10/04/2023	4,000,000
CBA	120	3.72%	A1+	27/09/2022	25/01/2023	5,000,000
						<b>26,903,341</b>
<u>Investment Allocation by Credit Rating</u>						
<u>Credit Rating</u>	<u>Policy Max We</u>	<u>Investment %</u>	<u>Investment</u> <u>Amount</u>	<u>WAIR</u>		
A1+	100%	61%	\$16,403,341	0.99%		
A1	80%	11%	\$3,000,000	0.08%		
A2	50%	28%	\$7,500,000	0.25%		
		<b>100%</b>	<b>\$26,903,341</b>	<b>1.33%</b>		
<u>Investment Allocation by Bank</u>						
<u>Bank</u>	<u>Credit Rating</u>	<u>Policy Max We</u>	<u>Investment %</u>	<u>Investment</u> <u>Amount</u>	<u>WAIR</u>	
Bank of Queensland	A2	20%	0%	\$0	0.00%	
Suncorp	A1	50%	11%	\$3,000,000	0.08%	
ANZ	A1+	100%	13%	\$3,403,341	0.29%	
MyState Financial	A2	20%	15%	\$4,000,000	0.23%	
IMB	A2	20%	0%	\$0	0.00%	
NAB	A1+	100%	0%	\$0	0.00%	
Bendigo	A2	20%	13%	\$3,500,000	0.02%	
Westpac	A1+	100%	0%	\$0	0.00%	
ME Bank	A2	20%	0%	\$0	0.00%	
CBA	A1+	100%	48%	\$13,000,000	0.70%	
			<b>100%</b>	<b>\$26,903,341</b>	<b>1.33%</b>	

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

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 how much and how long to invest is the cash flow budget. A contingency of funds is retained in an interest bearing at call account to ensure funds are available to meet the Council's commitments.

## 2.3 OPERATIONAL REPORT BY DEPARTMENT

Department	YTD Actual 30/09/2022	YTD Budget 30/09/2022	YTD Variance to Budget	Annual Budget	Variance %	
<b>Corporate &amp; Commercial Services</b>						
Burnie Arts & Function Centre	386,430	545,363	(158,933)	1,608,784	-9.9%	Favourable
Burnie Regional Art Gallery	74	(13,343)	13,417	109,831	12.2%	Unfavourable
Burnie Regional Museum	45,934	21,738	24,196	162,884	14.9%	Unfavourable
Corporate Services Management	93,080	236,299	(143,219)	505,953	-28.3%	Favourable
Customer Services	63,605	54,365	9,240	215,872	4.3%	Unfavourable
Information Management	38,626	82,951	(44,325)	314,532	-14.1%	Favourable
Information Technology Services	422,223	274,657	147,566	1,495,507	9.9%	Unfavourable
Office of the Chief Financial Officer	(24,971,800)	(27,872,379)	2,900,579	(33,937,266)	-8.5%	Unfavourable
People & Safety	111,700	157,643	(45,943)	474,276	-9.7%	Favourable
Strategic & Governance	14,090	480,319	(466,229)	(316,487)	147.3%	Favourable
<b>Corporate &amp; Commercial Services Total</b>	<b>(23,796,037)</b>	<b>(26,032,387)</b>	<b>2,236,350</b>	<b>(29,366,114)</b>	<b>-7.6%</b>	<b>Unfavourable</b>
<b>Employee Oncost Recovery</b>						
Oncosts	226,024	961	225,063	-	0.0%	Unfavourable
<b>Employee Oncost Recovery Total</b>	<b>226,024</b>	<b>961</b>	<b>225,063</b>	<b>-</b>	<b>0.0%</b>	<b>Unfavourable</b>
<b>Land &amp; Environmental Services</b>						
Compliance Support	(219,428)	(131,974)	(87,454)	(576,588)	15.2%	Favourable
Development Services	(136,444)	174,590	(311,034)	650,626	-47.8%	Favourable
LES Management	4,281	61,747	(57,466)	246,210	-23.3%	Favourable
<b>Land &amp; Environmental Services Total</b>	<b>(351,591)</b>	<b>104,363</b>	<b>(455,954)</b>	<b>320,248</b>	<b>-142.4%</b>	<b>Favourable</b>
<b>Office of the General Manager</b>						
OGM Management	94,957	79,402	15,555	315,315	4.9%	Unfavourable
<b>Office of the General Manager Total</b>	<b>94,957</b>	<b>79,402</b>	<b>15,555</b>	<b>315,315</b>	<b>4.9%</b>	<b>Unfavourable</b>
<b>Works &amp; Services</b>						
Cemetery Services	55,913	63,309	(7,396)	251,655	-2.9%	Favourable
Facilities Management	642,534	620,931	21,603	2,482,315	0.9%	Unfavourable
Management WS	615,293	635,212	(19,919)	1,752,601	-1.1%	Favourable
Parks & Reserves	387,232	477,552	(90,320)	1,898,819	-4.8%	Favourable
Sporting Grounds	303,897	348,615	(44,718)	1,371,409	-3.3%	Favourable
Stormwater Services	244,151	254,890	(10,739)	991,102	-1.1%	Favourable
Transport Services	1,377,030	1,325,936	51,094	4,612,589	1.1%	Unfavourable
Waste Management	977,123	1,035,130	(58,007)	4,064,176	-1.4%	Favourable
<b>Works &amp; Services Total</b>	<b>4,603,173</b>	<b>4,761,575</b>	<b>(158,402)</b>	<b>17,424,666</b>	<b>-0.9%</b>	<b>Favourable</b>
<b>Total</b>	<b>(19,223,474)</b>	<b>(21,086,086)</b>	<b>1,862,612</b>	<b>(11,305,885)</b>	<b>-16%</b>	<b>Unfavourable</b>

## 2.4 RECEIVABLES ANALYSIS

The receivables analysis summarises all current amounts owed to the Council as at the end of the reporting period.

**Receivables Analysis as at 30 September 2022**

	<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	66,500	52,154	876	2,211	11,258
Reserved Parking Spaces	8,978	8,516	(60)	81	442
Burnie Venues & Catering	9,815	7,018	-	342	2,455
Lease Debtors	22,744	19,609	-	-	3,134
ICT Debtors	2,312	473	923	381	534
Waste Debtors	7,409	6,142	325	538	404
<b>Total Trade Debtors</b>	<b>117,757</b>	<b>93,911</b>	<b>2,064</b>	<b>3,553</b>	<b>18,228</b>
Goods & Services Tax	106,901				
Infringements & Parking	1,253,503				
Other Receivables	99,685				
Rates & Charges	9,395,507				
Allowance for Impaired Debts	(867,095)				
<b>Total Receivables</b>	<b>10,106,257</b>				

**Infringements & parking**

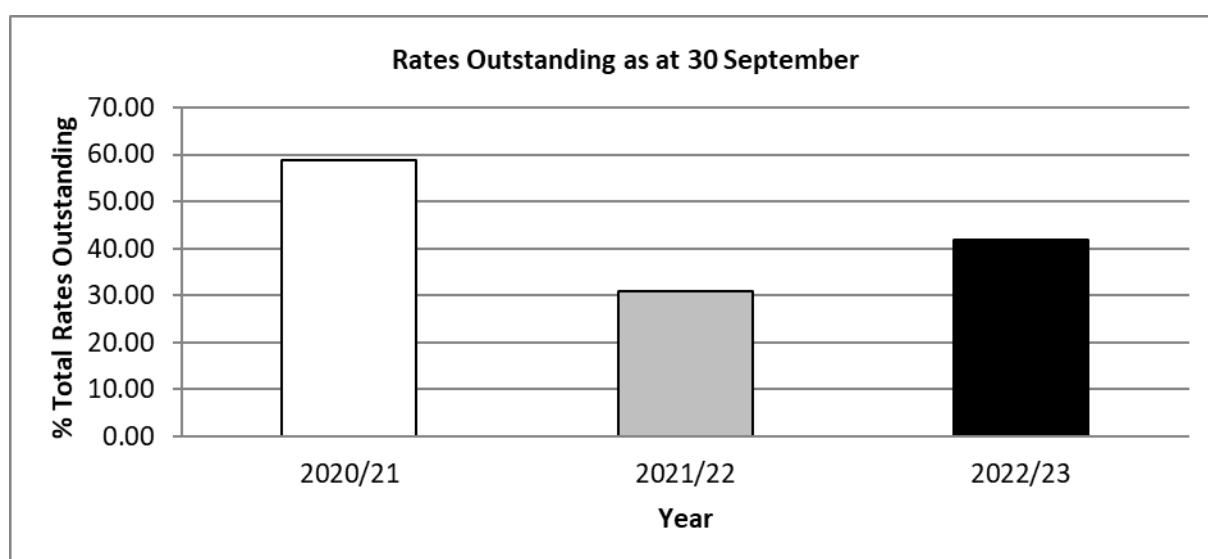
	<b>Sep-22</b>		<b>Sep-21</b>		<b>Movement</b>	
	Count	Balance	Count	Balance	Count	Balance
<b>Issued 2023</b>	901	50,275				
<b>Issued 2022</b>	1,488	124,098	1162	61,682	326	62,416
<b>Issued 2021</b>	828	64,136	1,365	109,337	(537)	(45,200)
<b>Issued 2020</b>	805	71,086	1,011	94,764	(206)	(23,678)
<b>Issued 2019</b>	684	56,248	826	71,383	(142)	(15,135)
<b>Issued 2018</b>	669	35,147	754	43,392	(85)	(8,245)
<b>Issued 2017</b>	1,574	33,005	1,584	36,762	(10)	(3,758)
<b>Issued 2016</b>	892	24,803	921	27,665	(29)	(2,863)
<b>Issued 2015</b>	463	26,309	505	29,525	(42)	(3,216)
<b>Issued 2014</b>	452	28,258	466	29,204	(14)	(946)
<b>Issued 2013</b>	568	33,106	580	33,985	(12)	(879)
<b>Issued 2012</b>	456	26,704	474	28,448	(18)	(1,744)
<b>Issued 2011</b>	454	19,700	470	27,674	(16)	(7,974)
<b>Issued 2010</b>	575	19,700	596	20,524	(21)	(824)
<b>Issued Pre-2009</b>	14,799	699,373	13,941	650,103	858	49,270
	<b>24,707</b>	<b>1,261,673</b>	<b>23,493</b>	<b>1,202,766</b>	<b>(274)</b>	<b>(65,191)</b>

## 2.5 RATES ANALYSIS

The rates analysis contains a summary of rating transaction movements for 2022-23 including the total levied, the total paid and the total unpaid at the end of the reporting period. Rates are levied in July each year. Outstanding rates are higher than at the same time last year.

**Rates Outstanding as at 30/9/2022**

	<b>This Financial Year 30 Sep 2022</b>		<b>Last Financial Year 30 Sep 2021</b>		<b>Change</b>
		<b>\$</b>		<b>\$</b>	<b>\$</b>
Arrears Brought Forward as at July 1	7.15%	1,939,953	6.10%	1,476,485	463,468
Credit Brought Forward	-3.53%	(958,203)	-3.91%	(946,074)	(12,129)
Legal Fees Carried Forward	0.01%	1,687		1,687	-
Add Current Rates & Charges Levied	96.20%	26,110,397	97.69%	23,628,034	2,482,363
Penalty	0.12%	32,200	0.00%	-	32,200
Supplementary Rates	0.06%	16,653	0.11%	25,685	(9,031)
<b>Gross Rates and Charges Demanded</b>	<b>100.00%</b>	<b>27,142,688</b>	<b>99.99%</b>	<b>24,185,817</b>	<b>2,956,871</b>
Less: Rates & Charges Collected	62.50%	16,965,002	64.68%	15,643,461	1,321,541
Pension Remission	2.86%	775,471	3.07%	742,340	33,131
Residential Waste Remission	0.07%	20,052	0.08%	19,373	680
Hardship Interest Remission	0.00%	-	0.00%	-	-
Private Conservation	0.00%	665	0.00%	665	-
Misc Remissions	0.00%	-	0.00%	-	-
Services Remissions	0.00%	-	0.00%	-	-
Stormwater Remission	0.03%	9,085	0.04%	8,731	354
General Rate Remission	0.00%	-	0.00%	-	-
- Legal Fees	0.00%	-	0.00%	-	-
- Discounts	1.01%	275,348	1.32%	320,405	(45,057)
- Roundings/Adjustments	0.00%	126	0.00%	141	(15)
Sub Total	66.48%	18,045,748	69.19%	16,735,115	1,310,633
<b>Unpaid Rates &amp; Charges as at 30/9</b>	<b>33.52%</b>	<b>9,096,940</b>	<b>30.80%</b>	<b>7,450,702</b>	<b>1,646,238</b>



**2.6 CAPITAL EXPENDITURE REPORT**

Project	Total Budget	YTD Actual	Forecast Expenditure	Forecast Remaining
2022/23	\$ 22,902,739	\$ 1,289,894	\$ 22,902,739	\$ 21,612,845
<b>Buildings</b>	<b>\$ 5,308,617</b>	<b>\$ 358,700</b>	<b>\$ 5,308,617</b>	<b>\$ 4,949,918</b>
⊕ Burnie Arts & Function Centre	\$ 4,019,102	\$ 235,831	\$ 4,019,102	\$ 3,783,270
⊕ City Office	\$ 122,137	\$ -	\$ 122,137	\$ 122,137
⊕ Depot	\$ 19,058	\$ 45	\$ 19,058	\$ 19,013
⊕ Multi Storey Car Park	\$ 94,624	\$ 2,439	\$ 94,624	\$ 92,186
⊕ Other Buildings	\$ 395,057	\$ 71,577	\$ 395,057	\$ 323,481
⊕ Public Amenities Buildings	\$ 24,810	\$ -	\$ 24,810	\$ 24,810
⊕ Sporting Grounds and Facilities	\$ 539,388	\$ 47,228	\$ 539,388	\$ 492,160
⊕ Wivenhoe Showground (South)	\$ 94,441	\$ 1,580	\$ 94,441	\$ 92,861
<b>Parks and Reserves</b>	<b>\$ 8,602,802</b>	<b>\$ 286,341</b>	<b>\$ 8,602,802</b>	<b>\$ 8,316,461</b>
⊕ Parks and Reserves	\$ 8,377,546	\$ 180,013	\$ 8,377,546	\$ 8,197,533
⊕ Bridges	\$ 86,600	\$ 87,707	\$ 86,600	\$ (1,107)
⊕ Cemeteries	\$ 4,000	\$ 1,236	\$ 4,000	\$ 2,764
⊕ Sporting Grounds and Facilities	\$ 134,656	\$ 17,385	\$ 134,656	\$ 117,271
<b>Stormwater</b>	<b>\$ 289,315</b>	<b>\$ 27,566</b>	<b>\$ 289,315</b>	<b>\$ 261,749</b>
⊕ Annual Program	\$ 250,604	\$ 25,200	\$ 250,604	\$ 225,405
⊕ Stormwater Renewal	\$ 22,710	\$ 2,043	\$ 22,710	\$ 20,667
⊕ Stormwater Upgrade	\$ 16,000	\$ 323	\$ 16,000	\$ 15,677
<b>Transport</b>	<b>\$ 5,712,356</b>	<b>\$ 161,990</b>	<b>\$ 5,712,356</b>	<b>\$ 5,550,366</b>
⊕ Bridges	\$ 144,919	\$ -	\$ 144,919	\$ 144,919
⊕ Rural - Major Patching and Resealing	\$ 354,840	\$ 1,543	\$ 354,840	\$ 353,297
⊕ Rural - Resealing	\$ 473,004	\$ -	\$ 473,004	\$ 473,004
⊕ Rural - Road Upgrade	\$ 1,001,525	\$ 81,964	\$ 1,001,525	\$ 919,561
⊕ Urban - Car Parking	\$ 19,058	\$ 376	\$ 19,058	\$ 18,681
⊕ Urban - Footpaths Kerb & Channel	\$ 99,141	\$ 22,631	\$ 99,141	\$ 76,509
⊕ Urban - CBD and Commercial	\$ 81,788	\$ -	\$ 81,788	\$ 81,788
⊕ Urban - Other Infrastructure	\$ 148,873	\$ 46,318	\$ 148,873	\$ 102,555
⊕ Urban - Reconstruction and Upgrades	\$ 1,209,860	\$ 2,024	\$ 1,209,860	\$ 1,207,836
⊕ Urban - Resealing	\$ 1,474,658	\$ 6,640	\$ 1,474,658	\$ 1,468,019
⊕ Urban - Retaining Walls	\$ 704,692	\$ 495	\$ 704,692	\$ 704,197
<b>Waste</b>	<b>\$ 197,290</b>	<b>\$ 40,259</b>	<b>\$ 197,290</b>	<b>\$ 157,031</b>
⊕ Garbage & Recycling	\$ 101,025	\$ 29,190	\$ 101,025	\$ 71,835
⊕ Waste Management Centre	\$ 96,264	\$ 11,069	\$ 96,264	\$ 85,195
<b>Plant and Equipment</b>	<b>\$ 1,953,359</b>	<b>\$ 415,038</b>	<b>\$ 1,953,359</b>	<b>\$ 1,538,321</b>
⊕ Computer Equipment	\$ 752,800	\$ 263,928	\$ 752,800	\$ 488,872
⊕ Other	\$ 65,700	\$ 41,993	\$ 65,700	\$ 23,707
⊕ Parking Equipment	\$ 59,385	\$ 29,268	\$ 59,385	\$ 30,117
⊕ Plant	\$ 1,075,474	\$ 79,849	\$ 1,075,474	\$ 995,625
<b>Works and Depot Overhead</b>	<b>\$ 839,000</b>	<b>\$ -</b>	<b>\$ 839,000</b>	<b>\$ 839,000</b>
⊕ Other	\$ 839,000	\$ -	\$ 839,000	\$ 839,000
<b>Grand Total</b>	<b>\$ 22,902,739</b>	<b>\$ 1,289,894</b>	<b>\$ 22,902,739</b>	<b>\$ 21,612,845</b>

**2.7 BUDGET ESTIMATE VARIANCES UNDER DELEGATION**

The General Manager has a delegation to make minor adjustments up to \$350,000 to any individual estimate item (including capital works) as deemed necessary during the financial year, provided that the total of the Estimates remains unaltered. Any change made under this delegation must be reported to the Council.

The General Manager has used this delegation in the period July to September 2022 for the following items. The budget variations will be updated as part of the December budget review process.

**Capital Program Budget Changes**

Visitor Hub	\$50,000
Baltimore Restaurant- Fencing & CCTV	\$20,000
Replacement Parking Meters	\$42,285

**Operational Budgets Changes**

Profit on Disposal of Assets for 1 Mussen Close	(\$107,500)
Costs associated with 1 Mussen Close	\$50,000

**2.8 CONTRACTS AWARDED**

The following table shows contracts awarded over \$100,000 (full contract value) during the September 2022 quarter.

Contract/ Project Number	Contract/Project	Successful Contractor Registered Business Name and Address	Awarded Date	Initial Term/ Duration	Extension Options	Value of Contract (Ex GST)
N/A	Upper Burnie Sports Centre- Hall 1 and 2 Works	Aura Sports Pty Ltd PO Box 50 Mt Crosby QLD 4306	15/09/2022	3 weeks from commencement of works	N/A	\$147,380.00

**2.9 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
Digital Transformation Strategy	2PM Consultancy	Phase 3 and 4 – Research and Design	48,000	43,929	B	ICT Operational Budget	No
Council Strategic Plan	SGS Economics and Planning	Support development of Council's Strategy as per s66 LGA	53,702	11,814	B	Operational Budget	No
Emu River Flood Warning Implementation Study	Entura	Research and workshop to develop flood mitigation plan for Emu River	50,632	50,632	B	Operational Budget	No

## 2.10 GOVERNANCE – USE OF COUNCIL SEAL

7 July 2022	Lease Agreement – Burnie Senior Citizens Club
15 July 2022	Lease Agreement – South Burnie Bowls and Community Club Inc
21 July 2022	Adhesion Order – 6-8 Phillip Street and 3-5 Colchester Street, Wivenhoe
21 July 2022	Final Survey Plan, Schedule of Easements and Petition to amend a Sealed Plan – SD 2021/1321 – 631 and 647 Mooreville Road, Mooreville
1 August 2022	Final Survey Plan and Schedule of Easements – DA 2020/177 – 39 and 41 Hillfarm Drive, Park Grove
1 August 2022	Contract 2686 – Cleaning Services for City Offices
1 August 2022	Agreement for Sale of Crown Land – Letteene Road, Round Hill
11 August 2022	Land Titles Office Form – Agreement under Part 5 – Land Use Planning and Approvals Act 1993 – 463 Stowport Road, Stowport - SD 2020/1314
11 August 2022	Final Survey Plan and Schedule of Easements – SD 2008/1113 – Stage 4 – Hamlet 2 – Charlton Close
11 August 2022	Licence Agreement between Cradle Coast Authority, Burnie City Council and Burnie Works - Workspace at Portside - August 2022 (FINAL EXECUTED)
16 August 2022	Land Titles Office Form – Agreement under Part 5 – 340 Minna Road, Stowport – DA 2019/132
23 August 2022	Land Titles Office Form – Agreement under Part 5 – Janet Drive, West Mooreville Road, Park Grove – DA 2020/13
25 August 2022	Contract 2681 – Provision of Security and/or Cash Collection Services
30 August 2022	Final Survey Plan and Schedule of Easements – SD 2021/1324 – 2-4 & 10 Bass Highway, Parklands (supersedes DOC ID 22/15326)
14 September 2022	Two consecutive Lease Agreements 19-29 Myrtle Crescent Emu Heights
26 September 2022	Final Survey Plan and Schedule of Easements – DA 2021/171 – 44A Stirling Street and 2 Ogden Street Hillcrest

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**2.11 COMMUNICATIONS – WEB AND SOCIAL MEDIA ACTIVITY**

Attached is a quarterly report showing current website activity. Social Media activity report will be deferred to next quarter due to the current personnel vacancy.

**ATTACHMENTS**

1. Website Report - Sept 2022 quarter

**COUNCIL RESOLUTION**

**Resolution number: MO205-22**

**MOVED:** Cr K Dorsey

**SECONDED:** Cr T Brumby

***“THAT the General Manager’s Quarterly Information Report for Corporate and Commercial Services for the September 2022 quarter 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 D Pease.

**Against:**

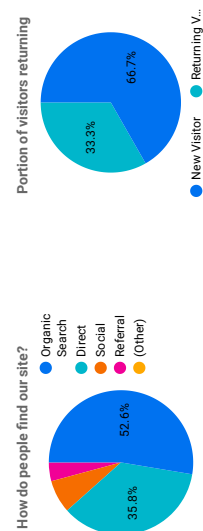
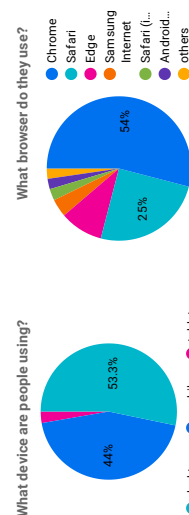
***CARRIED UNANIMOUSLY***



## Burnie.tas.gov.au Website Trends

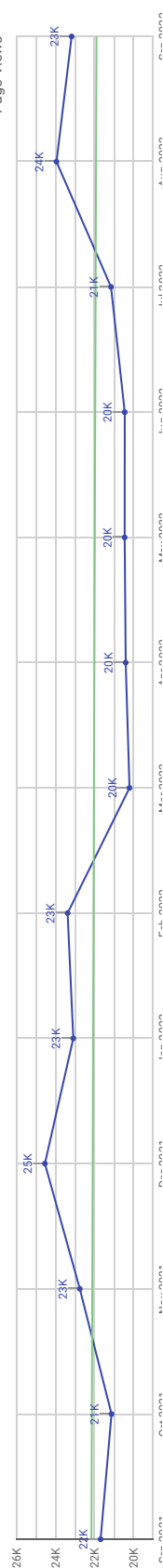
Jul 1, 2022 - Sep 30, 2022

Popular news items		Views	Jobs	Views	Search terms on ...	#	Pages with the most views	Views
1.	Name that Pump Track competition Burnie City Council	299	Environmental Health Officer Burnie City Council	674	jobs	28	Home Burnie City Council	11.1K
2.	Expression of interest - Nurse Immuniser Burnie City Council	143	Curator, Museum and Gallery Burnie City Council	663	rates	24	Jobs at Council Burnie City Council	3.9K
3.	Volunteer Information Sessions Burnie City Council	129	Toll Booth Attendants Burnie City Council	604	agenda	24	Permit applications on exhibition Burnie City Council	3.3K
4.	Rates and Charges 2022-2023 Burnie City Council	71	Administration Officer Burnie City Council	598	budget	15	Content search Burnie City Council	3.2K
5.	Expressions of interest for Major Events Burnie City Council	64	Parks and Reserves Operator Burnie City Council	529	waste	13	What's On Events Burnie City Council	1.9K
6.	Council's website and email addresses are changing! Burnie City Council	63	<b>Grand total</b>	<b>7,162</b>	dog	11	Council Meetings Burnie City Council	1.4K
7.	Council Election Signage Burnie City Council	58	Permits on Exhibition	#	parking	11	Contact Burnie Council Burnie City Council	1K
8.	Illegally dumped rubbish - Fenglade Road Burnie City Council	53	38 Queen Street, BURNIE - CT 66963/1 & CT 66963/2 ...	178	minutes	9	Local Government Elections Burnie City Council	977
9.	Congratulations to councillor Alwyn Boyd Burnie City Council	51	166B Old Surrey Road, HAVENVIEW - CT 181960/1 Bu...	93	annual report	9	Burnie Waste Management Centre Burnie City Council	973
10.	Funding Update on the Cultural Centre and Precinct Burnie City Council	46	11 Devon Street, SOUTH BURNIE - CT 17733/128 Bum...	82	forms	7	Rates Burnie City Council	972
<b>Grand total</b>				80	tenders	7	Council Burnie City Council	961
				77	map	7	Elected Representatives Burnie City Council	821
					planning	7	Make a Payment Burnie City Council	801
					councillors	7	Public Parking Burnie City Council	783
					fees	7	Burnie Aquatic Centre Burnie City Council	688
					grants	6	Council News Burnie City Council	675
					burnie show	6	Environmental Health Officer Burnie City Council	674
					fees and charges	6	Curator, Museum and Gallery Burnie City Council	664
					elections	6	Planning Burnie City Council	616
					tender	6	About Council Burnie City Council	606
</								



File Downloads		#
Download PDF Agenda	Council Meetings Burnie City Council	573
Find out what day your rubbish is collected...	Waste Collection Burnie City Council	241
Waste Fees and Load Sizes	Burnie Waste Management Centre ...	158
Recycling week calendar	Recycling Collection Burnie City Co...	146
Burnie City Council Business Unit Structure	Executive Management Team Burni...	134
<b>Grand total</b>		<b>6,955</b>

Monthly page views trend



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**GENERAL MANAGER****AO194-22 GENERAL MANAGER'S REPORT - OPEN SESSION****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	7.2	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 Mayor’s Communications
- 2.2 General Manager’s Communications
- 2.3 Notification of Council Workshops
- 2.4 Correspondence for Noting
- 2.5 Council Meeting Action List

**2.1 MAYOR’S COMMUNICATIONS**

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

- Citizenship Ceremony
- Official Launch of the 321 Go Kids Race for 2022 - Burnie Athletic Club
- 2022 School Production Back to the 80’s: The Totally Awesome Musical!
- Official Opening of the South Burnie Bowls and Community Club - 70th Anniversary Season
- Launch of View Road Reserve Pump Track
- BNW Election Forum - Burnie Council Candidate Forum
- Burnie Families Group - Community Meeting
- OneCare Invitation: 20th Birthday Celebrations
- TASART Opening and Awards Presentation
- Art Exhibition Opening Event - Bruce Latimer, Re: Connection

## 2.2 GENERAL MANAGER'S COMMUNICATIONS

The General Manager advises that the following meetings, events or appointments were attended since the last Council Meeting report:

Date	Meeting / Function
20 September	Citizenship Ceremony
	Meeting with Senator Anne Urquhart
21 September	Stakeholder Meeting - Cruise Ships 2022-23
	Business North West - General Meeting
23 September	Meeting with Office of the Co-ordinator General – Hampshire Projects
	BCC and UTAS Fortnightly Meeting
27 September	Joint Information/Consultation Session - Child Safe Councils
28 September	Stakeholder Meeting - Cruise Ships 2022-23
	Meeting with Peter Geddes (Journey partners)
	Networking event to celebrate the opening of Searson Buck's new Burnie office
4 October	Stakeholder Meeting - Cruise Ships 2022-23
	Launch of View Road Reserve Pump Track
5 October	PSC Meeting - BAFC Redevelopment
	BNW Election Forum - Burnie Council Candidate Forum
7 October	BCC and UTAS Fortnightly Meeting
8 October	Art Exhibition Opening Event - Bruce Latimer, Re: Connection

## 2.3 NOTIFICATION OF COUNCIL WORKSHOPS

No Workshops held.

## 2.4 CORRESPONDENCE FOR NOTING

No correspondence for noting.

## 2.5 COUNCIL MEETING ACTION LIST

The action lists from Council Meetings in Open Session are **attached** at the end of this report.

**ATTACHMENTS**

- 1 [↓](#). All Actions - 29 Sept 2022
- 2 [↓](#). Outstanding Actions Jun 2021 - Aug 2022

**COUNCIL RESOLUTION****Resolution number: MO206-22*****MOVED: Cr G Simpson******SECONDED: Cr D Pease******“THAT Council note the information contained in the General Manager’s Report.”***

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

Against:

***CARRIED UNANIMOUSLY***

<b>Council Meeting Action Report</b> <b>All Actions for Open Meeting of 27 September 2022</b>				
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note				
Date From: 27/09/2022 Date To: 27/09/2022 Printed: Monday, 10 October 2022 1:57pm				
Item Number	Report Title	Action	Department	Completed
AO171-22	PUBLIC QUESTION TIME	<b>29 Sep 2022</b> QON: Arrange a written response from the Mayor to all public questions received concerning Deacon Street property, in liaison with Executive Manager Development Services, per AO171-22. <b>07 Oct 2022</b> Completed - Refer DOC IDs 22/27788 and 22/27923 Council 27/09/2022	Office of the General Manager	7/10/2022
AO174-22	COUNCIL MAP	<b>29 Sep 2022</b> ACT: Update the Council Map in the Corporate Document Framework and publish to the website, per Council resolution AO174-22. <b>04 Oct 2022</b> Completed - Updated and published 22/27478 Council 27/09/2022	Corporate and Commercial Services	4/10/2022
AO175-22	COMMUNITY GRANT - BURNIE CITY YOUTH COUNCIL - DRIVE IN CINEMA EVENT	<b>29 Sep 2022</b> RES: Provide a response to the Burnie City Youth Council request for \$10K toward the drive-in cinema event, and ensure a provision of \$5K is included in future budgets toward youth council events, per Council Resolution AO175-22 <b>06 Oct 2022</b> Completed - 22/27816 Council 27/09/2022	Corporate and Commercial Services	6/10/2022
AO176-22	COMMUNITY GRANT - EMUSICIANS 2022 TOUR	<b>29 Sep 2022</b> RES: Provide a response to the Emusicians for their request of \$2K toward the 2022 tour, and advise them of the community grant process for future, per Council resolution AO176-22. <b>06 Oct 2022</b> Completed - 22/27805 Council 27/09/2022	Corporate and Commercial Services	6/10/2022
AO177-22	GENERAL MANAGER'S REPORT - OPEN SESSION	<b>03 Oct 2022</b> ACT: Prepare a letter from the Mayor to Debbie King to acknowledge her work for Out of the Shadows Walk, per Item AO177-22. <b>07 Oct 2022</b> Completed - Refer DOC ID 22/27798 Council 27/09/2022	Office of the General Manager	7/10/2022
AO178-22	BURNIE CITY COUNCIL AUDIT PANEL - UNCONFIRMED MINUTES OF MEETING HELD ON 9 AUGUST 2022	<b>29 Sep 2022</b> ACT: Provide an acknowledgement from the Mayor to the Audit Panel Chairman's letter dated 19 August 2022, per resolution of Council AO178-22. <b>06 Oct 2022</b> NOTE: Currently being drafted. <b>07 Oct 2022</b> Completed - CM 22/27902 Council 27/09/2022	Corporate and Commercial Services	7/10/2022

<b>Council Meeting Action Report</b> <b>Outstanding Actions for Open Sessions Jun 2021 to Aug 2022</b>				
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			<b>Date From:</b> 22/6/2021 <b>Date To:</b> 23/08/2022 <b>Printed:</b> Monday, 10 October 2022 2:09pm	
Item Number	Report Title	Action	Department	Completed
AO099-21	MOTION ON NOTICE - REMOVAL OF TREES IN CBD	<b>24 Jun 2021</b> RES: Investigate works and costings for removal of silver birch trees in CBD and proposal for replacement trees, for Council Workshop as per Council resolution AO099-21. <b>21 Sep 2021</b> NOTE: Investigation has progress on project. Report in preparation for a workshop <b>14 Apr 2022</b> NOTE: Landscaping and greening plan under development. Include this action in the broader CBD project planning.	Works and Services	
Council 22/06/2021				
AO165-21	MOTION ON NOTICE - TRAFFIC SIGNALS CBD	<b>29 Sep 2021</b> RES: Engage with DSG to lengthen traffic signal intervals for the four major intersections in the CBD, and request consideration of installing 'remaining time to walk' mechanisms; including if necessary making an application for funding from the Road Safety Levy - per resolution of Council AO165-21. <b>03 Dec 2021</b> NOTE: Consultation has commenced with DSG on this request <b>14 Jan 2022</b> NOTE: Awaiting formal comment from DSG <b>14 Apr 2022</b> NOTE: Still awaiting feedback from DSG	Works and Services	
Council 28/09/2021				
AO166-21	MOTION ON NOTICE - CITIZENSHIP CEREMONIES	<b>29 Sep 2021</b> RES: Engage with relevant indigenous groups to extend an invitation for Welcome to Country at Citizenship ceremonies, in accordance with the resolution of Council AO166-21. <b>01 Oct 2021</b> NOTE: Sent correspondence 1/10/2021 seeking meeting with TAC to discuss the best methods of engaging with local Aboriginal communities <b>14 Jan 2022</b> NOTE: Several attempts to engage have not provided a successful outcome. An alternative contact is being sourced from Burnie Works and UTAS in an attempt to engage. <b>25 Aug 2022</b> NOTE: Meeting with a local Aboriginal storyteller in September to consider engagement methods.	Corporate and Commercial Services	
Council 28/09/2021				
AO186-21	MOTION ON NOTICE - CBD PLANTING OF RHODODENDRONS	<b>28 Oct 2021</b> RES: Review the cost considerations between constantly changing flowers in CBD or replacing them with midsize Rhododendrons, as per the resolution of Council AO186-21. <b>14 Jan 2022</b> NOTE: Being considered as part of Cities Gateway project and CBD greening paper	Works and Services	
Council 26/10/2021				

Council Meeting Action Report				
Outstanding Actions for Open Sessions Jun 2021 to Aug 2022				
<b>Key:</b>		<b>RES</b> = Action arising from Resolution; <b>ACT</b> = Action required in addition; <b>QON</b> = Question on Notice; <b>NOTE</b> = Progress Note		
		<b>Date From:</b> 22/6/2021 <b>Date To:</b> 23/08/2022 <b>Printed:</b> Monday, 10 October 2022 2:09pm		
Item Number	Report Title	Action	Department	Completed
AO042-22	LAND DISPOSAL - PROPOSAL TO DISPOSE OF PUBLIC LAND TO SUPPORTED AFFORDABLE ACCOMMODATION TRUST LOT 2, 1 MUSSEN CLOSE, SHOREWELL PARK BEING PART OF CT VOLUME 159534, FOLIO 1	<b>23 Mar 2022</b> RES: Progress the potential disposal of land at Lot 2, 1 Mussen Close, to the Supported Affordable Accommodation Trust, in accordance with the authorisation of Council to dispose as public land, resolution AO042-22. <b>29 Jul 2022</b> NOTE: General Manager working with PDA and MMT on plan of subdivision and contract of sale	Office of the General Manager	
Council 22/03/2022				
AO106-22	BY-LAW - INTENTION TO MAKE A NEW BY-LAW - DRAFT PUBLIC PLACES BY-LAW	<b>05 Jul 2022</b> RES: Request the preparation of a Regulatory Impact Statement for the draft Public Places By-law and then progress the required Director's certification and public consultation process, before returning a report to Council, per AO106-22. <b>06 Jul 2022</b> NOTE: Preparation of RIS requested from legal practitioner on 6.7.22, doc 22/19343.	Corporate and Commercial Services	
Council 28/06/2022				
AO101-22	MOTION ON NOTICE - RELOCATION OF BURNIE FARMER'S MARKET	<b>05 Jul 2022</b> RES: Open negotiations with organiser and stallholders of BFM, on a suggested relocation of the market into the city, per Council resolution AO101-22 <b>09 Sep 2022</b> NOTE: Meeting sought with organisers <b>07 Oct 2022</b> NOTE: Meeting organised for 11/10/2022	Office of the General Manager	
Council 28/06/2022				
AO150-22	MOTION ON NOTICE - PUBLIC QUESTION TIME	<b>24 Aug 2022</b> ACT: Draft Public Question Policy	Corporate and Commercial Services	
Council 23/08/2022				
AO149-22	MOTION ON NOTICE - REMOVAL OF GRAFFITI	<b>24 Aug 2022</b> RES: Negotiate a trial period of service level agreements with organisations and bring proposal forward to the 2022/23 planning and budget process, as per Council Resolution AO149-22	Office of the General Manager	
Council 23/08/2022				
AO155-22	BUSINESS NORTH WEST PARTNERSHIP - 2022-23	<b>24 Aug 2022</b> RES: Provide response to Business North West and invite to provide update, as per Council Resolution AO155-22 <b>25 Aug 2022</b> NOTE: Meeting scheduled to discuss this matter with Business North West on 13 September. <b>05 Oct 2022</b> NOTE: Awaiting further information from Business North West about costs associated with a number of deliverables.	Corporate and Commercial Services	
Council 23/08/2022				

**Council Meeting Action Report****Outstanding Actions for Open Sessions Jun 2021 to Aug 2022**

**Date From:** 22/6/2021  
**Date To:** 23/08/2022  
**Printed:** Monday, 10 October 2022 2:09pm

**Key:** RES = Action arising from Resolution; ACT = Action required in addition;  
QON = Question on Notice; NOTE = Progress Note

Item Number	Report Title	Action	Department	Completed
AO158-22	BURNIE CULTURAL CENTRE - ARCHITECTURAL PLANS FOR PUBLIC CONSULTATION	<b>24 Aug 2022</b> RES: Proceed to a public exhibition period following completion of the architectural Plans as per Council Resolution AO158-22 <b>25 Aug 2022</b> NOTE: Awaiting 100% plans from Xsquared before proceeding to public exhibition in September. Expecting plans to be provided on 31 August. <b>05 Oct 2022</b> NOTE: Preparing to commence public exhibition period on 10 October 2022.	Corporate and Commercial Services	

Council 23/08/2022



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**MINUTES AND REPORTS OF COMMITTEES****AO195-22 BURNIE AUSTRALIA DAY SPECIAL COMMITTEE - UNCONFIRMED  
MINUTES OF MEETING HELD ON 12 SEPTEMBER 2022****FILE NO: 29/1/8**

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**RECOMMENDATION:**

***“THAT Council receive the Unconfirmed Minutes of the Meeting of the Burnie Australia Day Special Committee held on 12 September 2022 for noting.”***

**SUMMARY**

At its meeting on 12 September 2022 the members of the Burnie Australia Day Special Committee met to continue discussions for the 2023 Australia Day Ceremony.

At this meeting the committee discussed:-

- Guest Speaker
- Entertainment arrangements
- Nomination Forms and Process
- Advertising
- Catering

**ATTACHMENTS**

1. [!\[\]\(896151ec231b70900e969d67696ca48d\_img.jpg\) Burnie Australia Day Special Committee - Unconfirmed minutes of meeting held on 12 September 2022](#)

**COUNCIL RESOLUTION****Resolution number: MO207-22*****MOVED: Cr C Lynch******SECONDED: Cr G Simpson******“THAT Council receive the Unconfirmed Minutes of the Meeting of the Burnie Australia Day Special Committee held on 12 September 2022 for noting.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

# Minutes



Meeting: **Australia Day Special Committee Meeting**  
 Date & Time: Monday, 12 September 2022 at 3.30pm  
 Venue: Second Floor Councillors Conference Room  
 File No(s):

Chairperson:	Deputy Mayor Giovanna Simpson
Present:	Marg Leeson, Elizabeth Singleton, Wayne Richards, Cr Teeny Brumby. Burnie City Council – Karen Kelly
Apologies:	Robert Bentley, Abbey Granger

Discussion Item and Notes	Action / Responsible
<b>1. Attendance and Apologies</b> <ul style="list-style-type: none"> <li>Declarations of Interest  <div style="background-color: black; width: 100%; height: 1em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1em;"></div> </li> </ul>	Chair
<b>2. Confirmation of Minutes</b> <ul style="list-style-type: none"> <li>Confirmation of minutes of the meeting held on 15 August 2022.  <i>"That the minutes of the Burnie Australia Day Special Committee Meeting held on Monday, 15 August 2022 be confirmed as true and correct."</i> </li> </ul> <p>Moved: W Richards          Seconded: M Leeson          Result: Carried unanimously</p>	Chair
<b>3. Outstanding Actions</b> <ul style="list-style-type: none"> <li><b>Guest Speaker</b> - K Kelly to contact DPAC to request suggested ambassador and review the Australia Day Ambassador Listing as back-up. (Underway)</li> <li><b>Entertainment</b> - R Bentley to follow-up with <div style="background-color: black; width: 100%; height: 1em; display: inline-block;"></div>  <div style="background-color: black; width: 100%; height: 1em; display: inline-block;"></div>            Cr Brumby confirmed <div style="background-color: black; width: 100%; height: 1em; display: inline-block;"></div> attendance and <div style="background-color: black; width: 100%; height: 1em; display: inline-block;"></div> interest.</li> <li><b>Budget</b> - K Kelly to confirm budget for 2023. (Complete)</li> </ul>	Chair
<b>4. Budget</b> Nil to date.	K Kelly

## Meeting Notes

<p><b>5. Australia Day Ceremony 2023</b></p> <ul style="list-style-type: none"> <li>• Photographs – [REDACTED] has confirmed availability for photography at the ceremony and citizenship ceremony.</li> <li>• Send Save the Date invitations to Local Politicians to ensure early acceptance for Burnie Ceremony. Start time 10.30am</li> <li>• Contact [REDACTED] organisations [REDACTED] to confirm involvement with the flag ceremony. [REDACTED]</li> </ul>	<p>Karen Karen / Giovanna</p>
<p><b>6. Other Business</b></p> <ul style="list-style-type: none"> <li>• Discussed Nomination Process <ul style="list-style-type: none"> <li>- Nomination Form to be fully completed, providing valuable information on the nominee. Form to be returned to the nominator if not completed correctly.</li> <li>- Voting to be undertaken, commencing with committee members then the Chairperson.</li> </ul> </li> <li>• Nomination Forms are ready for distribution <ul style="list-style-type: none"> <li>- On-line form to be created for Council's website.</li> </ul> </li> <li>• Advertising <ul style="list-style-type: none"> <li>- Advertising to be undertaken through The Advocate, Community Radio, Southern Cross (Community).</li> </ul> </li> <li>• Catering <ul style="list-style-type: none"> <li>- Burnie Arts and Function Centre catering to be ordered as previous ceremonies.</li> <li>- BBQ options discussed [REDACTED]</li> </ul> </li> <li>• Music <ul style="list-style-type: none"> <li>- W Richards to discuss potential [REDACTED] with R Bentley. [REDACTED]</li> </ul> </li> </ul>	<p>Karen  Karen  Karen Wayne</p>
<p><b>7. Next Meeting</b></p> <p>Monday, 10 October 2022 at 3.30pm.</p>	<p>Chair</p>

Meeting Closed: 4.15pm

**AO196-22 NON AGENDA ITEMS**

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

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

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

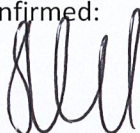
There were no non agenda items.

There being no further business the Mayor declared the Meeting closed at 7.31pm.

## CERTIFICATION OF MINUTES AS A TRUE RECORD

These minutes are confirmed as an accurate record of the Open Session of the Ordinary Meeting of Burnie City Council held on 18 October 2022.

Confirmed:

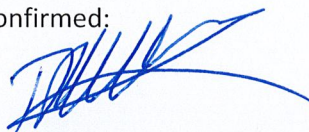


**Simon Overland**  
**GENERAL MANAGER**

Date:

29/11/22

Confirmed:



**Teeny Brumby**  
**MAYOR**

Date: 29-11-22