



MINUTES

Ordinary Meeting

TUESDAY, 26 JULY 2022

7.00PM

CITY OFFICES, 80 WILSON STREET, BURNIE

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**MINUTES OF THE OPEN SESSION ORDINARY MEETING
OF THE BURNIE CITY COUNCIL
HELD AT THE CITY OFFICES ON TUESDAY, 26 JULY 2022**

HOUR: 6.01pm – 6.02pm
7.01pm – 8.15pm

TIME OCCUPIED: 1 hour 15 minutes

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

Officers in Attendance:

General Manager (S Overland), Director Corporate and Commercial Services (B Lynch), Executive Manager Development Services (S Pearce), Executive Manager Compliance Services (M Peisker), Chief Financial Officer (B Pilgrim), Acting Executive Manager Corporate Governance (E Cumming), and Governance Officer (N French).

APOLOGIES: There were no apologies tendered.

‘CLOSED SESSION’: COUNCIL

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

	Meeting Regulations Reference
AC062-22 COUNCILLOR DECLARATIONS OF INTEREST	15(2)(g)
AC063-22 CONFIRMATION OF MINUTES OF THE CLOSED SESSION MEETING OF COUNCIL HELD ON 28 JUNE 2022	15(2)(g)
AC064-22 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC065-22 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC066-22 PERSONNEL QUARTERLY REPORT - JUNE 2022	15(2)(a)
AC067-22 BURNIE AIRPORT CORPORATION	15(2)(c)
AC068-22 OUTSTANDING DEBTORS QUARTERLY REPORT - JUNE 2022	15(2)(j)
AC069-22 BURNIE CITY COUNCIL AUDIT PANEL UNCONFIRMED MINUTES OF MEETING HELD ON 8 JUNE 2022	15(2)(g)
AC070-22 NON AGENDA ITEMS	15(2)(f)
AC071-22 MATTERS CONSIDERED IN CLOSED SESSION	15(2)(f)
AC072-22 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC073-22 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 AC062-22 to AC073-22 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

COUNCIL RESOLUTION**Resolution number: MO129-22****MOVED:** Cr A Keygan**SECONDED:** Cr C Lynch

“THAT the meeting be closed to the public to enable Council to consider agenda items AC062-22 to AC073-22 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 T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

Reg Confidential Reason

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

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
AC062-22	Councillor Declarations of Interest	A report to consider any declarations of interest by Councillors in any matter in the Agenda
AC063-22	Confirmation of Minutes of the Closed Session Meeting of Council held on 28 June 2022	A motion to confirm the Minutes of the previous meeting
AC064-22	Applications for Leave of Absence	A report to consider any requests for leave of absence by a Councillor
AC065-22	General Manager's Report – Closed Session	A report that considers various operational updates of a confidential nature
AC066-22	Personnel Quarterly Report – June 2022	A report to consider key indicators in personnel management
AC067-22	Burnie Airport Corporation	A report to discuss correspondence relating to Burnie Airport Corporation
AC068-22	Outstanding Debtors Quarterly Report – March 2022	A report to review current outstanding debtors to Council
AC069-22	Burnie City Council Audit Panel Unconfirmed Minutes of Meeting held on 8 June 2022	A report to receive the Minutes of the Burnie City Council Audit Panel and consider any recommendations
AC070-22	Non Agenda Items	A report to consider dealing with any matter that is not on the Council Agenda
AC071-22	Matters Considered in Closed Session	A report containing a brief description of all reports considered by Council in the Closed Session
AC072-22	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
AC073-22	Completion of Closed Session/Meeting Adjournment	This report confirms the completion of 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 Reverend Sonny Singh from the Burnie Anglican Church.

AO126-22 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.

AO127-22 CONFIRMATION OF MINUTES OF THE OPEN SESSION MEETING OF COUNCIL HELD ON 28 JUNE 2022**RECOMMENDATION:**

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 28 June 2022, be confirmed as true and correct.”

COUNCIL RESOLUTION

Resolution number: MO130-22

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 28 June 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 T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

QUESTIONS ON NOTICE**AO128-22 QUESTION ON NOTICE - SHORT STAY ACCOMMODATION -
BURNIE MUNICIPALITY****FILE NO:** 15/5/5, 22/20537**PREVIOUS MIN:**

THE GENERAL MANAGER referred to Councillor Amina Keygan's Question on Notice which asked:

- 1) *Does council have any data on the number of homes in the Burnie municipality that are on the market as part of the short stay accommodation model?***
- 1a) *If so, does Council have information on how many of those homes are zone residential but have been converted to short stay accommodation?***
- 2) *On an average 3 bedroom home in Burnie, what is the difference in rates between a residential rate and a commercial rate?***

COUNCILLOR'S COMMENTS

The rental market in Burnie is incredibly tight with a vacancy rate of less than .2%- the lowest in the State. The housing crisis is not a problem that is unique to Burnie and there are often arguments posited that one solution is a greater regulation of short stay accommodation. But first, we must seek to understand what, if any, effect this has in our municipality. There are a plethora of Councils across the State and country who are looking at this issue and seeking ways to address housing shortages.

GENERAL MANAGER'S COMMENTS

The answers to the Councillor's questions are as follows:

1. The *Short Stay Accommodation Act 2019* requires booking platform providers to collect and display certain information regarding short stay premises listing on their booking platforms. This information must be provided to the Director of Building Control, as part of the Department of Justice, on a quarterly basis.

The latest data provided for quarter 2022 indicates that 76 properties in the Burnie municipal area are currently available for short stay accommodation.

2. The largest majority of these properties are zoned residential, with a small number of other zones such as industrial and rural properties.
3. The example rates scenario provided is on a house in Burnie, outside of the CBD, valued at \$375,000, when rated residential and commercial respectively.

Rating Category	Adjusted AAV	General Rates	Service Charges (including State Government levies)	Total Rates 2022-23
Residential	\$16,796	\$1,177.39	\$575.97	\$1,753.36
Commercial (non CBD)	\$24,492	\$2,622.18	\$939.67	\$3,561.85

It should be noted however that presently there is no trigger in place for a property that is converted to short stay accommodation, to be revalued by the Office of the Valuer-General, in turn enabling the Council to rate these properties as commercial premises.

RECOMMENDATION:

“THAT the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO131-22

MOVED: Cr A Keygan

SECONDED: Cr D Pease

“THAT the information be noted.”

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

Against:

CARRIED UNANIMOUSLY

QUESTIONS ON NOTICE**AO129-22 QUESTION ON NOTICE - DRAFT BUDGET 2022**

FILE NO: 15/5/5, 22/20567
PREVIOUS MIN:

THE GENERAL MANAGER referred to Councillor David Pease's Question on Notice which asked:

Could the General Manager please explain the methodology and procedures, including a timeline, for arriving at the Draft Budget presented at the June 2022 Council Meeting?

COUNCILLOR'S COMMENTS

Considerable comment and confusion has occurred within the community regarding the adoption of the 2022/23 Budget at the June Council Meeting. Specifically, comment has been made that little discussion around detail within the Budget took place, nor amendments moved despite a minority of Councillors voting against the Budget. With this front of mind, it would be useful for ratepayers to understand the process and timeline leading to the Draft Budget.

GENERAL MANAGER'S COMMENTS

The principles for the development of the Draft Budget 2022-23 were undertaken using the methodologies contained within the Council's long term (10 year) Financial Management Strategy (FMS).

The FMS is developed by officers taking account of the principles of prior financial strategies, and is reviewed annually to take account of new or emerging influences, risks and drivers.

The FMS is a strategic document that underpins the Council's financial capability and sustainability, and subsequently its development is undertaken in a collaborative approach between the Executive Management Team and the Council.

Once the FMS is adopted the Draft Budget can then be developed, to account for how the Council plans to spend the income it generates each year, on the infrastructure and services required to support its community.

This year for the first time, the Burnie City Council, as a means of demonstrating transparency with our community, put the Draft Budget for 2022-23 on public exhibition for a period of 21 days. This was to enable all members of the Burnie community to express their views and provide input to the draft budget that was proposed by the Council.

A number of avenues were provided for the community to provide their input and feedback into this process, such as Council conducting five pop up community budget sessions;

providing an electronic online survey for all community members to participate; making officers available to meet with individuals privately; and enabling the normal channels for consultation such as enabling written submissions.

There were 33 people who attended the pop up community budget sessions, and a further 9 people who provided written feedback. There were no threshold issues expressed by the community for the budget that was proposed. Subsequently the budget was approved by the Council at the meeting of 28 June 2022.

Timeline for Budget Development and Approval:

Date or Month	Activity
January 2022	Officers commence development of the Draft Financial Management Strategy 2022-32 (FMS)
18 February 2022	Briefing Paper – Draft Capital Works Program 2022-23
2 March 2022	The Council's Executive Management Team endorse the Draft FMS
8 March 2022	Council Workshop – discuss the FMS principles
15 March 2022	The Council's Audit Panel endorse the Draft FMS
22 March 2022	Council approves the Draft FMS in principle unanimously, to underpin development of the Draft APBE
6 April 2022	The Council's Executive Management Team endorse the Draft APBE
12 April 2022	Council Workshop: <ul style="list-style-type: none"> • Draft APBE • Draft Rates Modelling • Draft Revised Capital Works program
26 April 2022	Council Meeting: <ul style="list-style-type: none"> • Motion on Notice from Mayor Kons related to the Draft FMS - seeking to progressively balance the budget over the next four financial years • Council approve the Draft APBE for release to the community for a 21 day public consultation process
27 May 2022	The public consultation period for feedback on the Draft APBE closes
3 June 2022	Council Briefing Paper – Draft Fees and Charges
8 June 2022	The Council's Audit Panel endorse: <ul style="list-style-type: none"> • Financial Management Strategy 2022-32 • Annual Plan and Budget Estimates 2022-23
14 June 2022	Council Workshop: <ul style="list-style-type: none"> • Auditor-General's Report on the Financial Statements of State Entities • Draft FMS • Capital Works program • Fees and Charges • Rates and Charges • Budget Requests

	<ul style="list-style-type: none"> Annual Plan and Budget Estimates including community feedback from the consultation process
28 June 2022	<p>Council Meeting:</p> <ul style="list-style-type: none"> Council approves the 10 year FMS 2022-32 Council approves the Fees and Charges 2022-23 Council approves the Rates and Charges Policy and Rates Resolution 2022-23 Council approves the Annual Plan and Budget Estimates 2022-23

RECOMMENDATION:

“THAT the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO132-22

MOVED: Cr D Pease

SECONDED: Cr A Keygan

“THAT the information be noted.”

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

Against:

CARRIED UNANIMOUSLY

QUESTIONS ON NOTICE**AO130-22 QUESTION ON NOTICE - MOTIONS RAISED BY COUNCILLORS****FILE NO:** 15/5/5, 22/20577**PREVIOUS MIN:**

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

Could the General Manager please provide the number of motions raised or Questions on Notice by each individual Councillor over the past year?

COUNCILLOR'S COMMENTS

No comment.

GENERAL MANAGER'S COMMENTS

Between July 2021 and June 2022 a total of seven (7) questions on notice were asked by councillors. The break up is as follows:

Councillor Dorsey	4 questions on notice
Councillor Keygan	1 question on notice
Mayor Kons	2 questions on notice

During the same time period, a total of thirty two (32) motions on notice were placed onto the agenda for Council meetings, with a total of twenty seven (27) being moved and debated and a total of five (5) being withdrawn. The break up is as follows:

Councillor Boyd	1 motion on notice
Councillor Brumby	1 motion on notice
Councillor Bulle	2 motions on notice
Councillor Dorsey	20 motions on notice moved and 5 of those notices were withdrawn
Councillor Kegan	2 motions on notice
Mayor Kons	3 motions on notice
Deputy Mayor Simpson	3 motions on notice

RECOMMENDATION:

"THAT the information be noted."

COUNCIL RESOLUTION**Resolution number: MO133-22*****MOVED:*** *Cr K Dorsey****SECONDED:*** *Cr G Simpson****“THAT the information be noted.”***

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

Against: Cr T Brumby, Cr A Keygan.

CARRIED

QUESTIONS ON NOTICE**AO131-22 QUESTION ON NOTICE - ACTION PLAN IN CONSULTATION WITH
LAW ENFORCEMENT**

FILE NO: 15/5/5, 22/20577

PREVIOUS MIN:

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

Can the General Manager advise if he now fully embraces the attached motion that he advised against in March 2022?

That Council develop an action plan in consultation with law enforcement, businesspersons and community groups to address the issues of lawlessness in the city and to be proactive in controls rather than reactive.

COUNCILLOR'S COMMENTS

At a recent town meeting the GM advised that Council would with Community support develop a plan to combat social issues in the community.

GENERAL MANAGER'S COMMENTS

The councillor's comments are not an accurate paraphrasing of what I said at the community meeting to which he has referred.

The question is also hopelessly misconceived. As General Manager my statutory duties include ensuring that motions passed by Council are implemented. This duty exists regardless of my advice to Council or my personal views about the matter.

The motion referred to in Councillor Dorey's question was lost (AO039-22). The question therefore is doubly illogical and irrelevant, as it is seeking to establish my personal commitment as General Manager to a motion that was not passed by Council.

The question simply does not arise and should not have been asked.

It fails to recognise my statutory duties as a professional Council officer, where my personal views or position are not relevant to the advice I offer Council or to my duty to enact Council decisions.

RECOMMENDATION:

“THAT the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO134-22

MOVED: Cr K Dorsey

SECONDED: Cr T Brumby

“THAT the information be noted.”

For: Cr S Kons, Cr K Dorsey, Cr C Lynch, Cr G Simpson, Cr T Bulle.

Against: Cr A Boyd, Cr T Brumby, Cr A Keygan, Cr D Pease.

CARRIED

MOTIONS ON NOTICE**AO132-22 MOTION ON NOTICE - MEETING TIMES FOR COUNCIL MEETINGS
AND COUNCIL WORKSHOPS****FILE NO:** 15/5/2, 22/20537**PREVIOUS MIN:**

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

“THAT Council submits a motion to the next available LGAT meeting to: Adopt a policy position that ensures that council meeting and workshop times occur at times that are conducive to and facilitate increased participation across a broader cross-section of community candidates, particularly bearing in mind time constraints and commitments that would apply to those working full time, young people and those with caring responsibilities.”

COUNCILLOR’S COMMENTS

The demographic make up of our elected councillors across the state is often a cause for discussion. There are persisting stereotypes that Councils are a place that are not particularly representative of the demographics of the communities from which they hail. I have long argued that elected councillors are representative of those who run, not of the community as a whole.

The current make up of Local Government in Tasmania does nothing to challenge these stereotypes. Of the 253 elected representatives, less than one in five is aged below 44 years. Close to 60% are aged over 55 years. The median age of Tasmanians is 42 years old.

There has long been discussion in the sector about the ways in which to encourage candidates from a broader cross section of our community to run for local government. There are elections in October this year and there is a shared hope that a more representative cross section of our community will stand for, and be successful, in election. Indeed, encouraging younger people to stand for election was one of the reasons provided for the speed at which compulsory voting was pushed through the legislative process earlier this year, by Minister Nic Street.

However, in the context of all the local government reform underway, there is a glaring omission that seems to be a structural barrier to increased participation not only for candidates standing for election, but for public participation in councils more generally—the timing of when municipalities hold their meetings, workshops and committees.

It was quite a surprise to find out the very high number of Councils that hold their meetings and workshops during business hours. For example, one of the State’s biggest councils,

Launceston City, hold their council meetings at 1pm. Similarly, councils across the state hold their meetings beginning anywhere between 10am-3pm during the week.

For someone who works full time, has caring responsibilities, education or training responsibilities, the timing of attendance at meetings during business hours is unrealistic and as such, likely to operate as a barrier to even standing for election in the first place. It also raises important questions and concerns about the capacity of the public to attend and be involved in local government meetings, particularly given that not all councils record or live stream their meetings.

If local government wants to become more representative of the communities that we live in, we must provide equity in access to this democratic process. That requires local governments to, at the very least, remove the structural barriers that pre-select candidates before elections have even taken place.

GENERAL MANAGER'S COMMENTS

Background

The comments made by Councillor Keygan provide context and back ground to this motion.

Legislative Requirements

There are no relevant legislative requirements.

Policy Considerations

Burnie City Council does not currently have any relevant policies relevant to this motion.

Financial Impact

There would be no financial impact as a result of this proposed motion being adopted.

Discussion

The motion raises valid considerations about the practical structural barriers that might preclude the fullest range of community members from participating as councillors. It would be counter-productive to prescribe the times at which Council meetings and Workshops should be held, as this may cause more problems than it solves. But making the issue more explicit and having each Tasmanian Council consider and determine meetings times to facilitate participation and access is worthy.

Risk

There are no risks identified in supporting the motion.

Consultation

There has been no consultation on this motion.

COUNCIL RESOLUTION

Resolution number: MO135-22

MOVED: *Cr A Keygan*

SECONDED: *Cr D Pease*

“THAT Council submits a motion to the next available LGAT meeting to: Adopt a policy position that ensures that council meeting and workshop times occur at times that are conducive to and facilitate increased participation across a broader cross-section of community candidates, particularly bearing in mind time constraints and commitments that would apply to those working full time, young people and those with caring responsibilities”

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

Against: Cr S Kons, Cr A Boyd, Cr K Dorsey.

CARRIED

PUBLIC QUESTION TIME**AO133-22 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.

Our Process for Public Questions

All public questions are required to be submitted by 5pm the day before the Council Meeting.

You can submit your question online at www.burnie.net or obtain a form from Customer Services. There is a limit of two questions per person.

During the meeting, you will be invited by the Mayor to read out your question. Please use the microphone as directed.

Please note:

- You must be present at the meeting to ask your question
- 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 and livestreamed

There were no public questions.

QUESTIONS WITHOUT NOTICE

Councillor K Dorsey asked the following questions:

1. *Can the Mayor please detail what is happening with the intersections of Roslyn Avenue and Mount Street and/or the intersection of Atkins Drive, Three Mile Line and Mount Street?*

The General Manager provided an overview response that as a result of the traffic study and consultation with the community, the preferred outcome for Three Mile Line and Mount Street is for a roundabout to be installed, with the works subject to the availability of Commonwealth and State funding.

2. *Can the Mayor please provide details about what is happening with the Cruise Ships, where passengers will be bused to town, any events planned, activities or information provided or connections organised?*

The General Manager provided an overview of the return of Cruise Ships in Burnie. At this time cruise ships are expected to return to Burnie in early November 2022. TasPorts will be providing transportation to manage the exit of passengers from the port into the City. The Council are making arrangements to operate the new pop up visitor experience from the Civic Plaza adjacent to the Burnie Arts and Functions Centre, with the assistance of our local Burnie volunteer network.

The Council are undertaking planning to have a number of visitor experiences operating in Burnie during cruise ship visits, such as from the Burnie Regional Art Gallery and at Intersection. North by Northwest are working with local businesses to consider their commercial opportunities.

Councillor A Keygan asked the following question:

1. *My question is to Councillor Dorsey. Could you please place on the public record how you would have voted on the adoption of the budget and financial management strategy at the June meeting, keeping in mind your unanimous support of it at a previous council meeting and no proposed alternatives for the budget or financial management strategy?*

Councillor Dorsey provided the following response:

I would have voted against the budget and Financial Management Strategy.

Councillor T Brumby asked the following question:

1. *Can I ask Cr Dorsey a question in response to Wynyard Waratah's meeting last week where Andrea Courtney requested an apology. I understand in the media you were reported to have said sorry, but my question is, did you actually apologise in person to any of them or pick up the phone to any of those Councillors an apology or was it merely reported in the media that you were sorry?*

Councillor Dorsey provided the following response:

I met with Robby Walsh and the General Manager. He wanted a public one and so I went public with the newspaper. I apologised publically which was what Robby Walsh asked me to do. I spoke with Andrea Courtney in Hobart. I did speak to other councillors. I am content with that.

Councillor D Pease asked the following question:

1. *A question for Cr Dorsey to clarify your comment you made just before about voting against the budget. You stated that we had all of these one off expenses the previous year which we wouldn't have this year. Do you acknowledge that they have actually been factored into the budget that we have been presented which achieves a surplus of just \$24,000 for the year? There would be no Cradle Coast Authority that is taken out of the budget so that has allowed for these other expenses, the one off redundancy payments that was last year, so that has been factored into this budget, so we have a \$24,000 surplus with the 10.2% rate increase. Taking all those things you just spoke about into account, I don't see how they at all are relevant. So my question is why do you keep repeating that? It is totally irrelevant to the question on the budget?*

Council Dorsey provided the following response:

It is my decision.

WORKS AND SERVICES**AO134-22 UPPER NATONE RESERVE SPECIAL COMMITTEE
APPOINTMENT OF COMMITTEE****FILE NO: 2/5/16, 3383617****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	5	A NATURAL AND BUILT ENVIRONMENT THAT IS RESPECTED AND CARED FOR
Objective	5.1	Our natural resources are protected and enhanced.
Strategy	5.1.1	Recognise and protect those areas that are formally protected.

1.0 RECOMMENDATION:

“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Upper Natone Reserve Special Committee, appoint the following persons to the Committee for a period of two (2) years:

- ***Ivan Charles Caston;***
- ***Heather Barbara Ross;***
- ***Diane Kathryn Cripps;***
- ***Lachlan Girschik;***
- ***Richard Franks;***
- ***Brielle Gray; and***
- ***Jeremy Schmidt.”***

2.0 SUMMARY

Nominations for persons wishing to serve on the Upper Natone Reserve Special Committee were called by Public Notice on Saturday, 25 June 2022 and on Wednesday, 29 June 2022.

Seven nominations were received.

It is recommended that the nominees be confirmed as the new members of the Committee.

3.0 BACKGROUND

Council leased the Upper Natone Forestry Reserve after Sustainable Timber Tasmania closed the Reserve approximately 22 years ago.

The Upper Natone Reserve Special Committee was first appointed by Council in June 2000 to manage the Reserve. The positions of all Committee members are required to be appointed every two years.

4.0 LEGISLATIVE REQUIREMENTS

Section 24 of the *Local Government Act 1993* states:

"A Council may establish, on such terms and for such purposes as it thinks fit, Special Committees.

A Special Committee consists of such persons appointed by the Council as the Council thinks appropriate.

The Council is to determine the procedures relating to meetings of a Special Committee."

5.0 POLICY CONSIDERATIONS

No policy considerations.

6.0 FINANCIAL IMPACT

No financial impacts have been identified for this matter.

Committee members serve on a voluntary basis.

7.0 DISCUSSION

The Upper Natone Reserve Special Committee is a well organised, enthusiastic Committee and has made a positive contribution to the Reserve.

A total of seven persons have nominated for a position on the Committee:

- Ivan Charles Caston;
- Heather Barbara Ross;
- Diane Kathryn Cripps;
- Lachlan Girschik;
- Richard Franks;
- Brielle Gray; and
- Jeremy Schmidt.

Clause 2.2 of the Schedule 2 of Delegation of Authority and Rules of Operation for the Upper Natone Reserve Special Committee stipulates the Committee shall consist of a minimum of six and not more than nine community members.

With the exception of Brielle Gray and Jeremy Schmidt, all nominees have had previous involvement with the Committee.

The Chairperson has been advised of all nominations.

Officers recommended that the nominations submitted be accepted.

8.0 RISK

There is a risk the Special Committee could, in time, lose interest in the Reserve or not be in a position to maintain the Reserve. If this should eventuate, it would then require a further decision from Council whether to take over the maintenance of the Reserve or cancel the lease with Sustainable Timber Tasmania.

9.0 CONSULTATION

Discussions occurred with the current Chairperson of the Committee regarding the nomination process.

COUNCIL RESOLUTION

Resolution number: MO136-22

MOVED: Cr K Dorsey

SECONDED: Cr G Simpson

“THAT Council, in accordance with Clause 3 of the Delegation of Authority and Rules of Operation for the Upper Natone Reserve Special Committee, appoint the following persons to the Committee for a period of two (2) years:

- ***Ivan Charles Caston;***
- ***Heather Barbara Ross;***
- ***Diane Kathryn Cripps;***
- ***Lachlan Girschik;***
- ***Richard Franks;***
- ***Brielle Gray; and***
- ***Jeremy Schmidt.”***

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

Against:

CARRIED UNANIMOUSLY

CORPORATE AND COMMERCIAL SERVICES**AO135-22 ANNUAL PLAN 2021-22 PROGRESS REPORT TO 30 JUNE 2022****FILE NO: 4/13/5****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT Council note the 2021-22 Annual Plan progress report to 30 June 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 2021-22 at its meeting held on 27 July 2021. The plan can be viewed at 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 forms the final report for the year.

ATTACHMENTS

1  Annual Plan Actions - June 2022

COUNCIL RESOLUTION**Resolution number: MO137-22*****MOVED: Cr T Brumby******SECONDED: Cr T Bulle******“THAT Council note the 2021-22 Annual Plan progress report to 30 June 2022.”***



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



Against:




CARRIED UNANIMOUSLY


Annual Plan Progress Report

Quarter 4 | 30 June 2022

Action	Q4 Progress Update	Status
<p>Vibrant Town Centre</p> <p>Commence refurbishing the Burnie Arts and Functions Centre to create a new integrated cultural centre that delivers an engaging and vibrant cultural hub for the Burnie community.</p> 	<p>A submission made to the Tasmanian Government as part of the 2022-23 State Budget was not successful. An additional \$13 million support was secured through the Federal Labor Government as part of the 2022 election result. These funds will enable multiple phases of the overall Cultural Precinct Plan to be developed concurrently.</p> <p>Xsquared have been appointed as the Architectural firm for the project. The Architectural Design Response Report is currently being developed and will be delivered in August 2022. The next stage will then be the development of draft architectural plans, which will then enable community consultation to be undertaken.</p>	In Progress
<p>Coastal Pathway</p> <p>Complete the design and tender process for the Cooeee to Wynyard Coastal Pathway Project and commence construction.</p> 	<p>Project Management consultant Pitt & Sherry continues to progress planning and permit processes including environmental planning and landowner consultation.</p> <p>Contamination Assessment is nearing completion, which is a key report for the development approval process.</p> <p>A Penguin Management Plan has been prepared for the pathway and erosion control works, which is also a key report for the DA process.</p> <p>The design of the Erosion Control works is progressing well, including detailed site investigations in progress.</p> <p>Design and documentation for the pathway itself remains at 90% complete, awaiting 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).</p>	In Progress

Action	Q4 Progress Update	Status
 <p>Digital Transformation</p> <p>Commence a Digital Transformation Strategy to enable Council to deliver services more effectively to the community.</p>	<p>Stages One and Two of the project are complete which related to the discovery phase of the project to inform the present state assessment, as well as extensive stakeholder consultation. Four pop up sessions with the community were provided along with an online survey designed to enable the Council to learn what services and delivery methods the community might want to be improved through the use of technology. Importantly stakeholder consultation also included the Council's workforce, to understand what works well now, and what could be improved into the future. Stages Three and Four of the project are occurring concurrently. These stages consider the gaps in the present state assessment, and the delivery of a five year Digital Strategy. It includes undertaking extensive research on the priority improvements necessary and the types of technology the Council may consider, balanced against the cost, effort and resources available to enable the transition.</p>	In Progress
 <p>Urban Infrastructure Renewal</p> <p>Quantify, detail and highlight the ongoing works to renew and upgrade infrastructure within the urban areas.</p>	<p>Each year the Capital Works program includes annual renewal programs such as bitumen and asphalt re-seals of the urban road network, asphalt footpath replacement program, footpath kerb and channel replacements and kerb ramps and safety upgrades to gully pits.</p> <p>All but some minor works in the 2021-22 year transport projects are complete including upgrades to the western end of Bay Street, Linton Street from Mount to Cabot Street and completion of the carpark and new toilets/change rooms at the South Burnie Beach Precinct.</p> <p>Other notable works completed include a new DDA compliant carpark near the RSL building within the Burnie Arts and Function Centre car park, the full urban and rural road reseal program, reconstruction of a section of Glance Creek Road and further improvement widening and seal works on West Mooreville Road.</p>	Complete

Action	Q4 Progress Update	Status
<p>Waste Management</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 evaluation of options associated with 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 Councillors for consideration in August 2022.</p>	In Progress
<p>FOGO</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 seek a decision by Council (and neighbouring Councils) regarding a FOGO collection and processing service by February 2023.</p>	In Progress
<p>Community Engagement</p>  <p>Prepare and implement a Community Consultation Framework to guide future engagement with the community of Burnie.</p>	<p>A Community Engagement Framework has been drafted and will shortly be considered by the Council's Executive Management Team. The Framework outlines the commitments of the Council with regard to when and how consultation will be undertaken with the community. It will address what methods of consultation will be used, depending upon the subject matter, and how the Council will use this information to inform decision making.</p> <p>It is expected that the draft Community Engagement Framework will be available for public consultation in August 2022.</p>	In Progress

Action	Q4 Progress Update	Status
 A graphic titled 'Strategic Planning' with a background image of a coastal town. The text reads: 'Develop the Council Plan setting the strategic priorities of Council for the next four years.'	<p>A four year Council Plan 2022-2025 was approved by the Council at its meeting of 26 October 2021.</p> <p>This plan outlines three key drivers that will underpin the direction and focus of the Council's efforts and resources. The Plan also outlined six key enablers that are imperative to the success of realising the Council's strategic objectives.</p>	Complete

CORPORATE AND COMMERCIAL SERVICES**AO136-22 POLICY REVIEW - COMMUNITY LIABILITY POLICY CP-CCS-CG-025****FILE NO: 4/14/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT Council adopt the revised Community Liability Policy CP-CCS-CG-025 as presented.”

2.0 SUMMARY

This report presents a revised draft policy in relation to Community Liability Insurance. The policy is reviewed annually following the placement of Council’s insurances for the year.

If adopted, this policy will replace the existing Community Liability Policy.

3.0 BACKGROUND

The purpose of this policy is to provide a potential public liability insurance option for community groups or individuals who wish to hire Council reserves or facilities, but may not reasonably be expected to carry their own public liability insurance.

Examples include:

- parents hiring a hall for a teenager’s birthday party;
- a wedding being held in a reserve;
- a hobby group hiring a meeting room; or
- a community group conducting an event in a reserve.

The policy also extends to performers, stallholders, artists at Council events, and buskers operating under a Council permit.

4.0 LEGISLATIVE REQUIREMENTS

There are no legislative requirements identified that need to be considered as part of this matter.

5.0 POLICY CONSIDERATIONS

There are no other policy considerations impacting this report.

6.0 FINANCIAL IMPACT

There is no financial impact in relation to the review of this policy.

Council maintains a Community Liability insurance policy within its insurance portfolio. The policy premium is currently less than 1.0% of the total annual insurance premium paid by Council across its portfolio. Members of the public utilising this policy are not charged an additional fee. The review of this policy represents no change in terms of financial impact.

7.0 DISCUSSION

There is only one change recommended to the policy content, relating to exclusions which now exist on the insurance policy:

Policy Exclusions:

Hirers for events with an attendance exceeding 1,000 people

Hirers for events where the duration of hire is longer than five consecutive days

The above has been added to section 4.2 in the draft attached.

The policy is intended to be kept brief and simple to understand for individuals or groups who may seek to use it, and is available to the public on Council's website.

An internal process is in place for Council officers who are dealing with the public to submit requests for approval under this policy to the Governance Officer. Assessments are made in accordance with the insurance policy provisions.

In the case of venue or reserve hirers, the scope of the policy is limited to situations where the hirer signs a formal Hire Agreement with the Council.

8.0 RISK

The primary risk associated with hirers of Council's facilities and reserves is in ensuring that such groups take appropriate responsibility for risk management of their own event. Risk Management Plans may be requested as part of the hiring process, although this depends on the nature of the event. Public liability insurance can be a form of protection where that group may be found as a negligent party in such an event.

While Council has its own Public liability in place, it cannot extend that policy to cover the liability of other such parties.

Instead Council sources this separate Community Liability Pack insurance policy which is specifically available to cover those groups who may be hiring Council's reserves or facilities, but would not reasonably be expected to carry their own public liability.

All hirers of Council's reserves and facilities are requested to attach a copy of their public liability insurance. Those that do not have public liability can request to rely on this Community Liability Pack if they are eligible under the attached policy document and subject to the current conditions.

9.0 CONSULTATION

This policy has been reviewed for consistency with the current relevant insurance policy.

ATTACHMENTS

1 [↓](#) Draft Revised Policy - Community Liability Policy

COUNCIL RESOLUTION

Resolution number: MO138-22

MOVED: *Cr G Simpson*

SECONDED: *Cr T Bulle*

"THAT Council adopt the revised Community Liability Policy CP-CCS-CG-025 as presented."

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

Against:

CARRIED UNANIMOUSLY

 BURNIE CITY COUNCIL	COUNCIL POLICY		
	Community Liability Policy (DRAFT)		
	Approved By:	Council	Document Code: CP-CCS-CG-025
	Doc Controller:	Executive Manager Corporate Governance	Version: 10.0
	File:	4/14/2	Approved Date: TBC
			Next Review Date: +1 year

1 PURPOSE

The purpose of this policy is to provide an insurance option for groups or individuals who do not carry their own public liability insurance but wish to hire a Council venue, perform, demonstrate or operate a stall at a Council event, or be a busker under a Council permit.

2 OBJECTIVE

The objective of this policy is to explain in simple terms the requirements and limitations of Council's Community Liability insurance policy that may be available to eligible hirers of Council's reserves and facilities, as well as performers, stallholders, artists and buskers.

3 SCOPE

This policy may apply to:

- Casual hirers of Council reserves and facilities under a signed hire agreement,
- Performers, stallholders, and artists at a Council event, and
- Buskers operating under a Council permit

This is subject to their eligibility to rely on the insurance, and approval by Council.

Casual hirers are defined as all casual, ad-hoc and regular hirers provided hire occurs no more than 52 times per annum (per hirer).

4 POLICY

4.1 Hirers of reserves and facilities

Burnie City Council carries a Community Liability insurance policy which generally extends to casual hirers of Council-owned reserves and facilities.

The policy is intended to provide liability insurance for individuals or groups that are using the facilities on a casual basis and who would not reasonably be expected to have their own public liability insurance cover.

Examples include a parent hiring a hall for a teenager's birthday party, a wedding being held in a reserve, or hobby group hiring a meeting room.

4.2 Casual hirers not eligible for cover

Coverage under Council's Community Liability policy excludes:

- Regular hirers where their hire occurs more than 52 times per year

 BURNIE CITY COUNCIL	COUNCIL POLICY		
	Community Liability Policy (DRAFT)		
	Approved By:	Council	Document Code: CP-CCS-CG-025
	Doc Controller:	Executive Manager Corporate Governance	Version: 10.0
File: 4/14/2	Approved Date:	TBC	Next Review Date: +1 year

- Hirers undertaking certain activities such as sporting activities, markets, fairs, dances and shows, rock concerts
- Persons or groups undertaking child minding or childcare services
- Products liability for second hand electrical items or tools
- Hirers undertaking commercial activities (including where an admission fee is charged)
- Participants in a festival or event not organised by Council – cover should be maintained by the event organiser
- Hirers for events with an attendance exceeding 1,000 people
- Hirers for events where the duration of hire is longer than five consecutive days

For details of all policy terms, reference should be made to the conditions and exclusions of the Community Liability insurance policy.

It is a requirement as a condition of use, for all sporting bodies having regular use of sporting facilities provided by the Council, to maintain a Public Liability insurance policy, and that the cover be at least twenty million dollars (\$20 million) or such other amount as determined in consultation with the Council's Insurance Brokers.

It is a requirement as a condition of use, for all other hirers not covered as a casual hirer under Council's Community Liability policy to maintain public liability insurance extending to the use, activity and premises being hired. The level of such cover to be not less than twenty million dollars (\$20 million) unless specified differently by Council.

4.3 Hire agreements

Casual hirers will not be covered by Council's Community Liability policy where a formal Hire Agreement is not completed.

The Hire Agreement asks hirers to provide a copy of their public liability insurance certificate. In cases where hirers do not carry public liability (such as individuals or ad hoc groups), they may request that they rely on Council's Community Liability policy.

The decision as to whether the policy will extend to any particular hirer, booking or event will be made by the Governance Officer or Executive Manager Corporate Governance, acting upon advice from Council's insurance broker.

Those individuals or groups who have approval to rely upon the Community Liability policy will be provided with a copy of the policy conditions and exclusions.

 BURNIE CITY COUNCIL	COUNCIL POLICY		
	Community Liability Policy (DRAFT)		
	Approved By:	Council	Document Code: CP-CCS-CG-025
	Doc Controller:	Executive Manager	Version: 10.0
		Corporate Governance	Approved Date: TBC
	File: 4/14/2	Next Review Date: +1 year	

4.4 Performers / Stallholders / Artists / Buskers

The Community Liability policy may extend in certain cases to cover various uninsured performers, stallholders and artists operating under Council-organised events within the municipality of Burnie.

The Community Liability policy may also extend in certain cases to cover buskers and stallholders not otherwise excluded under the insurance policy, who are operating under a Council permit.

Enquiries of this nature should be directed to the Governance Officer or the Executive Manager Corporate Governance.

For stallholders operating at a market conducted by Council who hold their own public liability, a level of cover of ten million dollars (\$10 million) will be accepted.

4.5 Risk management responsibility

All casual hirers of Council reserves and facilities, as well as performers, stallholders, artists and buskers have a primary responsibility to conduct their activities in a safe manner for all involved, and to ensure risks are minimised. Some hirers may be requested to provide a Risk Management Plan depending on the nature of the event.

Any incidents, accidents, near misses (regardless of any fault) or hazards identified must be reported to Council through the relevant Council Officer for that venue or event.

4.6 Claims

Insurance claims under this policy directed at any party relying on this policy must be directed to Council's Governance Officer or Executive Manager Corporate Governance who will lodge the claim with the insurers as appropriate.

The insured party must not admit any liability, as this is determinable by the insurance assessors and may breach the conditions of the insurance policy.

4.7 Policy deductible (excess)

In the event of a claim, a policy excess applies and is payable by the insured party (the hirer). In 2022-23 the excess is either:

- Part A – Various uninsured Hirers of council owned or controlled facilities
\$500 for each and every claim or series of claims arising out of any one occurrence; or

	COUNCIL POLICY		
	Community Liability Policy (DRAFT)		
	Approved By:	Council	Document Code: CP-CCS-CG-025
	Doc Controller:	Executive Manager Corporate Governance	Version: 10.0
	File:	4/14/2	Approved Date: TBC
			Next Review Date: +1 year

- Part B – Various Participants of Council Run or Council Approved Events or Programs (including performers, stallholders, artists, buskers, tutors and similar)
\$1,000 for each and every claim or series of claims arising out of any one occurrence

4.8 Policy subject to change

The provisions of this policy are subject to changes in the Community Liability insurance policy on an annual basis following renewal negotiations.

Should a conflict exist between this document *CP-CBS-SG-025 Community Liability Policy*, and Council's Community Liability insurance policy, the insurance policy shall take precedent.

5 LEGISLATION

There is no relevant legislation applicable to this policy.

6 RELATED DOCUMENTS

Current Community Liability Insurance Policy – Burnie City Council
Written Hire Agreements relative to each venue or reserve

Policy Endorsement	
Responsibility:	It is the responsibility of the Executive Manager Corporate Governance to administer this policy and ensure the relevant insurances are maintained in accordance with the policy. It is the responsibility of the Governance Unit to maintain this policy in the corporate document framework.
Minute Reference:	
Council Meeting Date:	
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable. Strategy 7.8.1 Develop an integrated approach to risk management from the strategic level through to the activity level.
Previous Policies Replaced:	This policy replaces the previous policy <i>CP-CBS-SG-025 Community Liability Policy</i> version 9.0 dated 27 July 2021, Item Number AO127-21.
Date of Commencement:	
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.net)

GENERAL MANAGER**AO137-22 GENERAL MANAGER'S REPORT - OPEN SESSION****FILE NO:** 4/18/2**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

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

This report includes the following items:

- 2.1 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:

- WxNW Regional Tourism Forum 2022 – Cocktail Party
- WxNW Regional Tourism Forum 2022
- Citizenship Ceremony
- Cancer Council Tasmania’s Gala Evening
- Meeting with Hellyer College Cert II Community Services Students
- TasWater Owners Representatives Group (ORG) General Meeting
- LGAT Annual General Meeting
- Official Opening of the new Serenity House
- The Coasters – 5 year anniversary celebration
- Meeting with UTAS – Makers Workshop
- Community Meeting on Public Safety
- Like Hidden Sunlight – Richard Coombe – Exhibition Opening
- Meeting with Hon Nic Street MP, Minister for Local Government

The Mayor advised that the following meetings, events or appointments were attended on his behalf since the last Council Meeting report:

- 60 Years of Mission to Seafarers in Burnie – Gala Anniversary Dinner, attended by Cr Alwyn Boyd

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
19 – 21 June	ALGA – 2022 National General Assembly
23 June	Meeting with Katie Cooper, Metro Tas
	Citizenship Ceremony
24 June	Meeting with Carrie Fowler, CEO Hepatitis Australia
	Lunch meeting with TasNetworks Board
27 June	Meeting with Anthony Donald (CEO) and Kristy Little, TasPorts
28 June	Meeting with SGS – Strategic Plan
	Meeting with 2PM – Digital Strategy
29 June	Cruise Tourism Workshop – North West
30 June	TasWater Owners Representatives Group (ORG) General Meeting
1 July	LGAT Annual General Meeting
6 July	Meeting with Tom Wootton, WxNW
7 July	Meeting with Geoff Wood and Juanita Wood, EVRG
11 July	Meeting with TasPorts – Cruise Ships
12 July	Meeting with SGS – Strategic Plan
	Meeting with Ian Jones, BNW
	Meeting with Nelson Humber
13 July	PSC Meeting – BAFC Redevelopment
	Burnie City Council meeting with UTAS – Makers Workshop
14 July	Meeting with Geoff Wood, EVRG
	Community Meeting on Public Safety
15 July	Burnie City Council meeting with Hon Nic Street MP, Minister for Local Government
	BCC / UTAS Fortnightly Webinar meeting

2.3 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	12 July 2022
Councillors in attendance	Mayor Steve Kons, Deputy Mayor Simpson, Cr Boyd, Cr Brumby, Cr Bulle, Cr Dorsey, Cr Lynch, Cr Pease
Apologies	Cr Keygan
Items Discussed	Out of Session Workshop Briefing Papers
	City of Burnie Brass Band - Representatives in attendance
	Burnie Works Update - Representatives in attendance
	Burnie Airport Corporation discussion
	General Manager's Update

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. [Open Session - All Actions - 28 June 2022](#)
2. [Open Session - Outstanding Actions Nov 2020 - May 2022](#)

COUNCIL RESOLUTION

Resolution number: MO139-22

MOVED: *Cr A Keygan*

SECONDED: *Cr T Brumby*

"THAT Council note the information contained in the General Manager's Report."

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

Against:

CARRIED UNANIMOUSLY

Council Meeting Action Report All Actions for Open Session of 28 June 2022				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 28/06/2022 Date To: 28/06/2022 Printed: Tuesday, 19 July 2022	
Item Number	Report Title	Action	Department	Completed
AO098-22	MOTION ON NOTICE - BAND ROOMS	05 Jul 2022 RES: Arrange for whole of council to meet with the bands to provide surety that Council will work with them to a mutually agreed solution on band rooms, upon completion of the existing plans; per the resolution of Council AO098-22.	Office of the General Manager	
Council 28/06/2022				
AO100-22	MOTION ON NOTICE – WORKING WITH VULNERABLE PEOPLE	05 Jul 2022 RES: Write to the State Government to request a change to Councillor requirements, that they be required to secure a Working with Vulnerable People card, per Council resolution AO100-22.	Office of the General Manager	
Council 28/06/2022				
AO101-22	MOTION ON NOTICE - RELOCATION OF BURNIE FARMER'S MARKET	05 Jul 2022 RES: Open negotiations with organiser and stallholders of BFM, on a suggested relocation of the market into the city, per Council resolution AO101-22	Office of the General Manager	
Council 28/06/2022				
AO102-22	MOTION ON NOTICE - REVIEW OF LOCAL GOVERNMENT FUNCTIONS - CODE OF CONDUCT	05 Jul 2022 RES: Write to the State Government to advise Council's support of the review of local government functions for reform in the sector, and its support of reform to Code of Conduct provisions specifically, in accordance with the resolution of Council AO102-22.	Office of the General Manager	
Council 28/06/2022				
AO103-22	MOTION ON NOTICE - MARINUS LINK	05 Jul 2022 RES: Prepare letter from Mayor to State and Federal Governments in support of expediting the construction of Marinus Link infrastructure, per Council resolution AO103-22.	Office of the General Manager	
Council 28/06/2022				
AO104-22	PUBLIC QUESTION TIME	05 Jul 2022 ACT: Provide a written response to the public question asked by B Tamasi, as requested by the Mayor - per AO104-22.	Office of the General Manager	
Council 28/06/2022				
AO106-22	BY-LAW - INTENTION TO MAKE A NEW BY-LAW - DRAFT PUBLIC PLACES BY-LAW	05 Jul 2022 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. 06 Jul 2022 NOTE: Preparation of RIS requested from legal practitioner on 6.7.22, doc 22/19343.	Corporate and Commercial Services	
Council 28/06/2022				
AO107-22	POLICY REVIEW - PUBLIC PLACES USE AGREEMENT CP-CCS-CG-055	05 Jul 2022 RES: Finalise the Public Places Use Agreement Policy in the Corporate Document Framework and make available to the public, per Council resolution AO107-22 14 Jul 2022 Completed. Policy finalised and published.	Corporate and Commercial Services	14/07/2022
Council 28/06/2022				

Council Meeting Action Report All Actions for Open Session of 28 June 2022				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 28/06/2022 Date To: 28/06/2022 Printed: Tuesday, 19 July 2022	
Item Number	Report Title	Action	Department	Completed
AO108-22	POLICY REVIEW - INFORMATION SECURITY MANAGEMENT SYSTEM	05 Jul 2022 RES: Finalise the six policies under the Information Security Management System, in the corporate document framework and make available to the public, per Council resolution AO108-22. 14 Jul 2022 NOTE: Policies being updated as Workplace Policies in July.	Corporate and Commercial Services	
Council 28/06/2022				
AO109-22	BURNIE AUSTRALIA DAY SPECIAL COMMITTEE - APPOINTMENT OF COMMITTEE	05 Jul 2022 RES: Notify new members to Australia Day Committee of their appointment, update the Register of Members and provide relevant information, per Council resolution AO109-22. 11 Jul 2022 Completed. Correspondence 22/19705 and 22/19707.	Corporate and Commercial Services	11/07/2022
Council 28/06/2022				
AO110-22	COUNCIL DELEGATIONS - BUILDING ACT	05 Jul 2022 RES: Update the Register of General Manager's Delegations for Council resolution AO110-22, finalise Schedules and issue new instruments. 06 Jul 2022 Completed. GM's Delegation Register updated and published; Schedule finalised, and instruments to officers authorised.	Corporate and Commercial Services	6/07/2022
Council 28/06/2022				
AO111-22	COUNCIL DELEGATIONS - PLANNING RELATED	05 Jul 2022 RES: Update the Register of General Manager's Delegations for Council resolution AO111-22, finalise Schedules and issue new instruments. 06 Jul 2022 Completed. GM's Delegation Register updated and published; Schedules finalised, and instruments to officers authorised.	Corporate and Commercial Services	6/07/2022
Council 28/06/2022				
AO112-22	COUNCIL DELEGATIONS - COMPLIANCE RELATED	05 Jul 2022 RES: Update the Register of General Manager's Delegations for Council resolution AO112-22, finalise Schedules and issue new instruments. 06 Jul 2022 Completed. GM's Delegation Register updated and published; Schedules finalised, and instruments to officers authorised.	Corporate and Commercial Services	6/07/2022
Council 28/06/2022				
AO113-22	COUNCIL DELEGATIONS - INFRASTRUCTURE RELATED	05 Jul 2022 RES: Update the Register of General Manager's Delegations for Council resolution AO113-22, finalise Schedules and issue new instruments. 06 Jul 2022 Completed. GM's Delegation Register updated and published; Schedules finalised, and instruments to officers authorised.	Corporate and Commercial Services	6/07/2022
Council 28/06/2022				

Council Meeting Action Report All Actions for Open Session of 28 June 2022				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 28/06/2022 Date To: 28/06/2022 Printed: Tuesday, 19 July 2022	
Item Number	Report Title	Action	Department	Completed
AO114-22	COUNCIL DELEGATIONS - PUBLIC INTEREST RELATED	05 Jul 2022 RES: Update the Register of General Manager's Delegations for Council resolution AO114-22, finalise Schedules and issue new instruments. 06 Jul 2022 Completed. GM's Delegation Register updated and published; Schedules finalised, and instruments to officers authorised. Council 28/06/2022	Corporate and Commercial Services	6/07/2022
AO115-22	REVISED PLAN - FRAUD CONTROL PLAN GL-CCS-FIN-002	05 Jul 2022 RES: Finalise the Fraud Control Plan in the corporate document framework per Council resolution AO115-22. Council 28/06/2022	Corporate and Commercial Services	
AO117-22	FINANCIAL MANAGEMENT STRATEGY 2022-2032	05 Jul 2022 RES: Finalise the Financial Management Strategy 2022-23 in the corporate document framework and publish, per Council resolution AO117-22. 05 Jul 2022 NOTE: Awaiting the Mayors approval for statement regarding the FMS on Council's public website. Council 28/06/2022	Corporate and Commercial Services	
AO118-22	FEES AND CHARGES SCHEDULE 2022-23	05 Jul 2022 RES: Finalise the Fees and Charges in the Corporate Document Framework and publish, per Council resolution AO118-22. 06 Jul 2022 Completed. Fees and charges updated to website first week July. Council 28/06/2022	Corporate and Commercial Services	6/07/2022
AO119-22	POLICY REVIEW - RATES AND CHARGES POLICY CP-CCS-CG-004 AND RATES RESOLUTION 2022-23	05 Jul 2022 RES: Raise rates for the 2022-23 financial year in accordance with Council resolution AO119-22. 05 Jul 2022 NOTE: Amendments to Rates Resolution being made prior to printing. Council 28/06/2022	Corporate and Commercial Services	
AO119-22	POLICY REVIEW - RATES AND CHARGES POLICY CP-CCS-CG-004 AND RATES RESOLUTION 2022-23	05 Jul 2022 ACT: Update the Register of GM Delegations with Rates Resolution delegations, per AO119-22. 06 Jul 2022 Completed. Delegations from Rates Resolution updated in GMs Delegation Register. Council 28/06/2022	Corporate and Commercial Services	6/07/2022
AO119-22	POLICY REVIEW - RATES AND CHARGES POLICY CP-CCS-CG-004 AND RATES RESOLUTION 2022-23	05 Jul 2022 ACT: Finalise the Rates and Charges Policy in the corporate document framework and publish, per Council resolution AO119-22. 15 Jul 2022 Completed. Policy finalised and published. Council 28/06/2022	Corporate and Commercial Services	15/07/2022
AO120-22	ANNUAL PLAN AND BUDGET ESTIMATES 2022-23 CD-CCS-CG-001	05 Jul 2022 ACT: Finalise the Annual Plan and Budget Estimates in the corporate document framework and publish, per Council resolution AO120-22. 15 Jul 2022 Completed. Document finalised and published.	Corporate and Commercial Services	15/07/2022

Council Meeting Action Report

All Actions for Open Session of 28 June 2022

Date From: 28/06/2022
Date To: 28/06/2022
Printed: Tuesday, 19 July 2022**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
AO125-22	NON AGENDA ITEMS	05 Jul 2022 RES: Write to the State Government to request a change to Councillor requirements, that they be required to secure a Working with Vulnerable People card, per Council resolution AO100-22.	Office of the General Manager	

Council 28/06/2022

Council Meeting Action Report Outstanding Actions for Open Sessions Nov 2020 – May 2022				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 17/11/2020 Date To: 31/05/2022 Printed: Tuesday, 19 July 2022	
Item Number	Report Title	Action	Department	Completed
AO265-20	MOTION ON NOTICE - DUAL NAMING POLICY	<p>18 Nov 2020 RES: Undertake community consultation (both Aboriginal and non-Aboriginal), and progress to develop a dual naming policy for Burnie, in accordance with the report and resolution of Council AO265-20.</p> <p>14 Apr 2021 NOTE: Written to TAC seeking to engage in discussion as a starting point, 21/26471.</p> <p>11 Oct 2021 NOTE: Follow up email sent, no response to date.</p> <p>10 May 2022 NOTE: Several attempts to engage have not provided a successful outcome. An alternative contact is being sourced through UTAS.</p>	Office of the General Manager	
Council 17/11/2020				
AO090-21	LIVESTREAMING OF COUNCIL MEETINGS	<p>28 May 2021 ACT: Implement the livestreaming of Open Council Meetings and limited civic events as appropriate, in accordance with the resolution of Council AO090-21.</p> <p>13 Jul 2021 NOTE: The preferred consultant is currently implementing a more interactive solution for a mainland Council. This matter will be held until the outcome of that implementation in order to determine if it is suitable for the Burnie City Council.</p> <p>11 Aug 2021 NOTE: Awaiting implementation of an interactive system for a mainland Council to demonstrate its functionality, on the basis that this may provide a better outcome for our public participants.</p> <p>14 Jan 2022 NOTE: The Victorian Council have not been in a position to install the interactive equipment due to COVID. Proceeding to have the static technology implemented.</p> <p>08 Mar 2022 NOTE: Consultants onsite 28 February to determine ideal setup in the Chamber. Proceeding with a June installation.</p> <p>09 May 2022 NOTE: Working toward June installation. Met with Rowan onsite as the new Chamber desks will need to be delivered prior to install in order for the new audio to be constructed. Rowan to provide ETA on desks.</p> <p>15 Jun 2022 NOTE: A number of components were delayed and have only just arrived. Amended timeline is July Council meeting install.</p> <p>05 Jul 2022 NOTE: Contractors onsite 18 July 2022 to install the equipment ready for July Council meeting.</p>	Corporate and Commercial Services	
Council 25/05/2021				

Council Meeting Action Report Outstanding Actions for Open Sessions Nov 2020 – May 2022				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 17/11/2020 Date To: 31/05/2022 Printed: Tuesday, 19 July 2022	
Item Number	Report Title	Action	Department	Completed
AO099-21	MOTION ON NOTICE - REMOVAL OF TREES IN CBD	24 Jun 2021 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. 21 Sep 2021 NOTE: Investigation has progress on project. Report in preparation for a workshop 14 Apr 2022 NOTE: Landscaping and greening plan under development. Include this action in the broader CBD project planning Council 22/06/2021	Works and Services	
AO166-21	MOTION ON NOTICE - CITIZENSHIP CEREMONIES	29 Sep 2021 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. 01 Oct 2021 NOTE: Sent correspondence 1/10/2021 seeking meeting with TAC to discuss the best methods of engaging with local Aboriginal communities 14 Jan 2022 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. Council 28/09/2021	Corporate and Commercial Services	
AO165-21	MOTION ON NOTICE - TRAFFIC SIGNALS CBD	29 Sep 2021 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. 03 Dec 2021 NOTE: Consultation has commenced with DSG on this request 14 Jan 2022 NOTE: Awaiting formal comment from DSG. 14 Apr 2022 NOTE: Still awaiting feedback from DSG. Council 28/09/2021	Works and Services	
AO186-21	MOTION ON NOTICE - CBD PLANTING OF RHODODENDRONS	28 Oct 2021 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. 14 Jan 2022 NOTE: Being considered as part of Cities Gateway project and CBD greening paper Council 26/10/2021	Works and Services	
AO004-22	MOTION ON NOTICE - PLANNING AUTHORITY	28 Jan 2022 RES: Seek a meeting with Minister for Planning to discuss and progress Council's policy position in relation to the State providing independent planning panels in appropriate circumstances, per AO004-22. 10 May 2022 NOTE: Correspondence sent to Minister on 17 March 2022, DOC ID 22/6140.	Office of the General Manager	

Council Meeting Action Report**Outstanding Actions for Open Sessions Nov 2020 – May 2022**

Date From: 17/11/2020
Date To: 31/05/2022
Printed: Tuesday, 19 July 2022

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
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 Council 22/03/2022	23 Mar 2022 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.	Office of the General Manager	
AO058-22	MOTION ON NOTICE - COMMUNITY ACTION PLAN Council 26/04/2022	28 Apr 2022 ACT: Investigate potential to adopt a Community Action Plan with aid of Relationships Australia and in conjunction with Burnie Works, aimed at suicide prevention and support in Burnie. 12 May 2022 NOTE: Reached out to Relationships Australia (RA) to commence the process. Awaiting details from RA.	Corporate and Commercial Services	

GENERAL MANAGER**AO138-22 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR
WORKS AND SERVICES - JUNE 2022****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

“THAT the General Manager’s Quarterly Information Report for Works and Services for the June 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

3.3 2021/22 Projects to Carry Forward**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
Brief	206	Consultant Services – BCC Strategic Plan Background Paper	2/5/2022	27/5/2022	Awarded	SGS Planning and Economics
EOI		Disposal of One (1) Mentay Turf Wicket Roller	18/5/2022	2/6/2022	Awarded	Ulverstone Cricket Club
Service Contract	2689	Fire, Essential Health and Safety Inspection Services	16/4/2022	13/5/2022	Awarded	Contact Group
Service Contract	2686	Cleaning Services for City Offices	26/3/2022	29/4/2022	Awarded	Lazaro
Service Contract	2682	Management of Burnie Aquatic Centre	26/2/2022	31/3/2022	Awarded	Sea-Lyons Aquatics
Service Contract	2681	Security and/or Cash Collection Services	26/2/2022	25/3/2022	Awarded	Advanced Protection Solutions

3.1.2 Contract Extensions

Contract/Project Number	Contract/Project	Extension	Expiry	Contractor
2605	Cleaning Services for Public Amenities	1 year	30/6/2023	Dev's Contract Cleaning

3.1.3 Project Updates

a) Contract 2676 – McKenna Park J League Facilities

Works are complete and it is expected an occupancy certificate will be issued very soon.

b) Contract 2675 – Linton Street Reconstruction (Cabot Street to Mount Street)

The project is complete.

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

The project is substantially complete and opened to the public on 3 June 2022. Outstanding infrastructure works within the meeting/hang out space at the south end of the pump track includes two new shelters donated by the Emu Bay Lions Club. Council staff will erect the shelters, install additional seating and lay some new turf grass adjacent the shelters in

readiness for an official opening during spring time to take advantage of drier and warmer conditions.

Progressively, Council will plant out areas of the Pump 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 completed by the Works Unit staff during the last quarter of 2021/22 across the various asset classes, are included in the following tables.

3.2.1 Civil Construction and Stormwater

Project	Progress
Gravel Road Re-sheeting	100%
Urban Reseal Program – (Preparation Works for Sealing by Contract)	100%
Gully Pit Improvement Program	100%
Kerb Outfall Replacement Program	100%
Stormwater Manholes/Mains Replacement Program	100%
Rural Road Major Patching and Resealing Program	100%
Car Parks – Disability Parking Compliance – Senior Citizens Car Park	100%
View Road Reserve Pump and Cycle Track – (Stormwater and infrastructure works)	100%
CBD Paver Replacement – (Replaced pavers in traffic areas with concrete, MSCP Plaza)	100%
Driveways, Crossover and Kerb Inserts	100%

3.2.2 Buildings

Project	Progress
Lawn Cemetery – New Niche Wall – (Pavers and rock retaining wall works)	100%
Urban Roads Line Marking Program	100%
Multi Storey Car Park – Steelwork Refurbishment/Replacement (part contract)	100%
Major Maintenance Stormwater - Messenger Creek Weir Upgrade	100%
Walking Track Upgrade – Guide Falls Track and Infrastructure Remediation	100%
Street Furniture Replacement – Bollard Replacement	100%
Waterfront Rail Corridor Integration (asphalt inserts, concrete paving and bollards)	100%

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
View Road Reserve Pump and Cycle Track – (landscaping works)	100%
Subsurface Drainage Program – (west side of Mount Street, below Aileen Cres)	100%
Playground Equipment Program	100%
Parks Furniture Replacement	100%

3.2.4 Waste Management

Project	Progress
Wheelie Bins for Parks and Reserves (purchase for progressive installation)	100%

3.3 2021/22 Projects to Carry Forward

There are several 2021/22 projects that were not able to be completed during the financial year due to staff resource constraints within Technical Services and the Works Unit and/or supplier and materials availability, as shown in the following table.

The table includes a brief description of the outstanding works and the approximate amount to be carried forward.

The table does not include strategic projects that are planned to be delivered across more than one year, such as the Arts and Function Centre Redevelopment and the Coastal Pathway projects.

Project	Works to Be Complete	Amount to CF (\$)
Portside Upgrade Toilets for Equal Access	To provide tenant security including auto-sliding doors	\$85,000 (not expected to need full amount)
Upper Burnie Sports Centre – Hall 1 and 2 Works	Suite of works including new sports floor overlay for Hall 1 and lighting.	\$150,000
Romaine Reserve Bridge Replacement	Completion of structure and installation	\$85,000
Coastal Pathway – West Park/UTas Link landscaping	Implement after adjacent works by UTas	\$11,000
Oakleigh Park Upgrade	Complete asphalt footpath and lighting upgrade works	\$55,000
Walking Track Upgrades	Allocate to View Road Reserve Dog Park drainage improvements	\$16,000
Shorewell Creek Channel Remediation and Headwall Upgrade	Complete design and implement the works	\$15,000
Asphalt Footpath Replacement Program	Works 90% complete, implement outstanding works	\$69,000
Traffic Islands and Safety Improvements	Implement Wright Street/Wiseman Street Traffic Island and Pedestrian Crossing at The Boulevard	\$23,000
Retaining Wall Hodgman Street	Finalise Design and Tender for Construction	\$143,000
CBD Bin Pair Replacement Program	Complete bin fabrication and install	\$43,500
BWMC – Sewer Pump Station Upgrade	Complete works	\$4,200

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 were completed in the 2021/22 financial year.

- Urban and rural roadside spraying.
- Rural roadside slashing.
- Rural, Urban and Commercial road maintenance and repairs.
- Traffic island maintenance.
- Road signage repairs and replacements.
- Footpath maintenance and repairs.

- Kerb and channel maintenance.
- Retaining wall maintenance.
- Rural road grading and shoulder program.
- Rural culvert cleaning program.
- Stormwater system maintenance.
- General asset condition and safety inspections.
- Street sweeping and gully pit cleaning.
- Culvert maintenance.
- 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 were completed in the 2021/22 financial year.

- Upper Burnie Sports Centre – annual shutdown.
- Burnie Aquatic Centre – annual maintenance and servicing
- Penguin management – signage installation, fences and gate maintenance.
- Penguin Centre minor works.
- Annual building inspections.
- Basalt columns car park security improvements.
- Linemarking.
- 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 were completed in the 2021/22 financial year.

- Montello soccer ground – supplementary ground renovation following capital works.
- 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 were completed in the 2021/22 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 2021/22 full year waste to landfill, recyclables collected kerbside and recovered products at the waste centre.

MUNICIPAL WASTE DIVERSION FROM LANDFILL (tonnes)														
	2020/21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	2021/22
Waste Transported to Landfill	13,289	1,097	1,071	1,149	1,091	1,171	1,196	1,049	996	1,279	999	1,149	1,038	13,285
BCC Recovery	5,560	230	283	380	424	572	408	429	650	556	458	320	319	5,030
Cleanaway Recovery	2,531	140	168	168	215	170	155	262	163	223	215	177	142	2,196
Recyclables Collected Kerbside	1,301	90	90	133	96	93	102	160	100	110	101	116	134	1,325
Total Municipal Waste	22,682	1,557	1,611	1,830	1,825	2,005	1,861	1,901	1,909	2,168	1,773	1,761	1,633	21,836
% diverted from Landfill	41%	30%	34%	37%	40%	42%	36%	45%	48%	41%	44%	35%	36%	39%

Waste to landfill was 13,285 tonnes, almost identical to last year, and the overall recyclables and recovered product diverted from landfill as a percentage of the total municipal waste stream is down slightly to 39% compared to 41% last year.

Recyclables collected kerbside was slightly up and recoverables at the waste centre was a little down.

These figures indicate the community is doing consistently well in mitigating waste to landfill. An opportunity exists for Council to achieve the regional waste strategy target of diverting 50% of waste from landfill (which will provide environmental benefit, and reduce future costs of the new waste levy) by introducing a FOGO collection service. Council currently has an action to consider and determine if a FOGO service is to be introduced for our community by February 2023.

5 VANDALISM AND REPORTED INCIDENTS

The following table shows vandalism identified during normal inspections or reported incidents causing damage or defacement to Council property for this quarter:

DATE	LOCATION	VANDALISM AND REPORTED INCIDENTS	REPORTED TO POLICE	MONTHLY SUMMARY TO POLICE	CCTV FOOTAGE	ACTION	ESTIMATED QUARTERLY COST	PREVIOUS FY QUARTERLY COST	PROGRESSIVE FINANCIAL YEAR
APRIL TO JUNE 2022									
Vandalism not reported but identified during routine inspections and showing in financial expenditure reports:									
	Facilities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary			
	Community Amenities	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary			
	Parks and Reserves (including Cemeteries)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary			
	Sports Grounds	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired and repainted as necessary			
	Transport Services	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Damage made good and surfaces cleaned, repaired, replaced or repainted as necessary			
	Combined Other Areas (Incidental Damage)	Aggregate of incidents reported or identified from inspections - Remediation by painting, cleaning or general repairs		Yes	No	Repairs carried out as necessary			
Submitted Vandalism Reports (Costs not included above):									
6/04/22	Cnr Wilmot St & Mount St	Graffiti	No	Yes	No	Paint Out/ Remove Graffiti	\$50.00		
6/04/22	Public Toilets - Fernglade Res, Reeve St, Upper Burnie and Multistorey	Graffiti	No	Yes	No	Paint Out/ Remove Graffiti	\$1,000.00		
8/04/22	South Burnie Foreshore Toilets	Smashed Grated Drain & Filled up with Rocks & Gravel	No	Yes	No	Digup Pipework, Remove Gravel & Replaced Damaged Pipework	\$1,000.00		
20/04/22	Shorewell Park	Smashed Seat Slat	No	Yes	No	Replace Seat Slat	\$150.00		
20/04/22	South Burnie Public Toilet	Graffiti	No	Yes	No	Paint Out/ Remove Graffiti	\$550.00		
20/04/22	Acton Sports Club	Smashed Windows	No	Yes	No	Board Up & Have Glass Replaced	\$1,000.00		
20/04/22	West Park	Smashed Glass in Grandstand Window	No	Yes	No	Board Up & Have Glass Replaced	\$650.00		
21/04/22	Hilder Parade Boardwalk	Ripped Bench Seat from Boardwalk & Threw into the Ocean	No	Yes	No	Retrieve Seat, Repair & Reinstall	\$400.00		
29/04/22	West Park Oval Grandstand	Smashed Glass in Window	No	Yes	No	Replace Glass	\$180.00		
3/05/22	Ridgley Sports Ground	Damage to Aluminium Bench Seat	No	Yes	No	Replace Bench Seating	\$1,500.00		
11/05/22	Burnie Rail Station	Smashed Window	No	Yes	No	Board Up Window & Make Safe	\$300.00		
30/05/22	Hilder Parade Public Toilet	Damage to Lock & Door in Disabled Toilet	No	Yes	No	Reinforce Door & Replace Lock	\$350.00		
31/05/22	Multi Storey Carpark Toilets	Smashed Door Lock	No	Yes	No	Replace Door Lock	\$300.00		
1/06/22	Shorewell Park	Graffiti to Exercise Equipment	No	Yes	No	Remove Graffiti	\$100.00		
9/06/22	Guide Falls	Stole 20m Chain from Bollards & Damaged Padlock	No	Yes	No	Repalce Chain & Padlock	\$1,100.00		
14/06/22	Burnie Park Toilets, Reeve St Toilets, Multistorey Toilets	Graffiti	No	Yes	No	Paint Out/ Remove Graffiti	\$800.00		
14/06/22	Burnie Park	Childrens Playground Toilet Door Kicked In and Gate Ripped Off Hinges	No	Yes	No	Refix Door and Replace Gate	\$600.00		
27/06/22	Public Toilets - Reeve St, Shorewell, Fernglade, Hilder Parade, Surf Club	Graffiti	No	Yes	No	Paint Out/ Remove Graffiti	\$1,000.00		
28/06/22	Burnie Arts & Function Centre	Graffiti on Doors, Signs & Seats	No	Yes	No	Paint Out/ Remove Graffiti	\$300.00		
28/06/22	West Park - Grandstand	Smashed Window	No	Yes	No	Replace Glass	\$600.00		
TOTAL							\$11,930.00		\$40,964.00

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 15 June 2022 and the next meeting is scheduled for 17 August 2022.

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 Dam Safety Program, MTB Park Development – Emergency Response and the new Australian Fire Danger Rating System were shared.

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 19 May 2022 and the next meeting is scheduled for 18 August 2022. Presentation on Cyber Security at Burnie City Council occurred.

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 – Plan sent to Tas Fire Service Senior Planning and Assessment Officer, including bushfire risk for endorsement.
- 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.

The most recent meeting occurred 28 June 2022.

COUNCIL RESOLUTION

Resolution number: MO140-22

MOVED: Cr D Pease

SECONDED: Cr A Keygan

“THAT the General Manager’s Quarterly Information Report for Works and Services for the June 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 T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO139-22 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR
LAND AND ENVIRONMENTAL SERVICES - JUNE 2022****FILE NO: 4/18/2****PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

1.0 RECOMMENDATION:

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

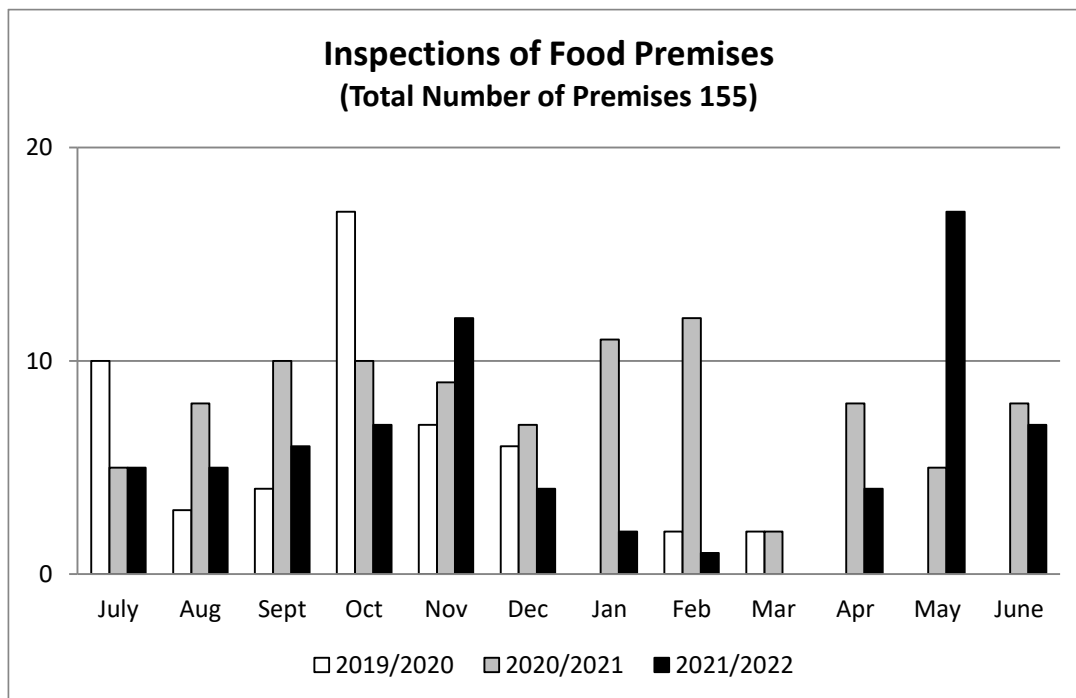
Type	Number of Enquiries / Investigations			
	Apr	May	Jun	YTD Total
Air	1	1	2	7
Water	1	0	0	2
Noise	7	3	2	19
Solid Waste	0	0	0	1
Other	0	1	1	9

YTD is measured from 1 July each year.

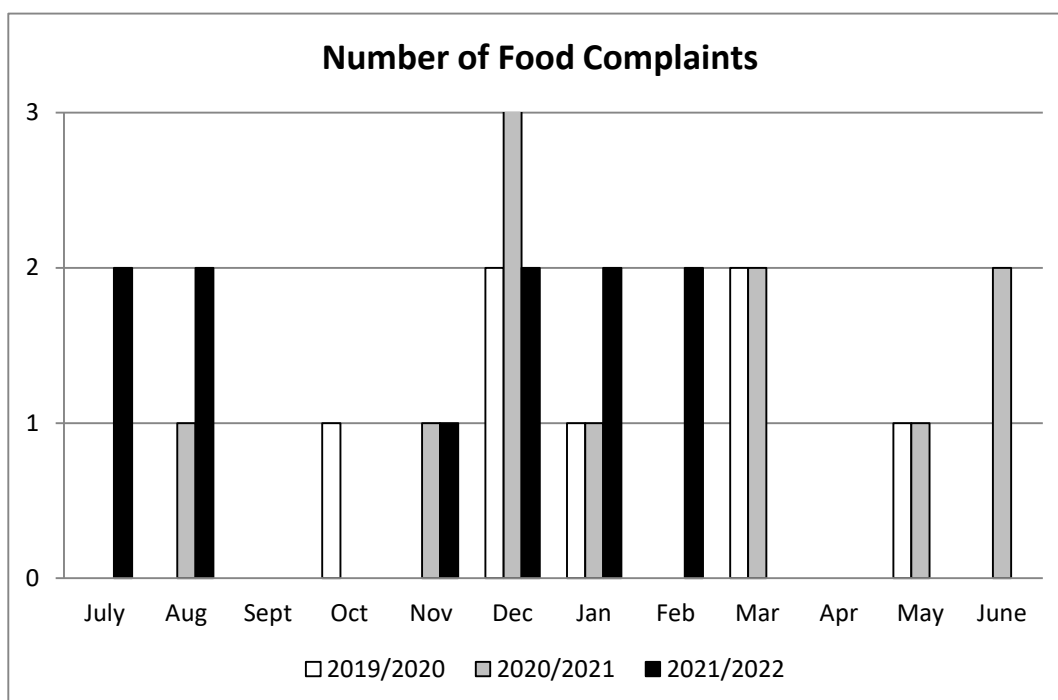
2.1.2 Environmental Sampling

Type	Number of Samples Taken			
	Apr	May	Jun	YTD Total
Beach Water Samples (summer months only)	0	0	0	30
Public Swimming Pool samples	5	6	5	33

YTD is measured from 1 July each year.

2.1.3 Food

Zero food premises inspections for January, April, May, June 2020 and March 2022.



Nil food complaints in July, August, September and November 2020. Nil food complaints in February, April, September and October 2021. Nil food complaints in March, April, May and June 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						
Notifiable Building	8	13	18	21	16	15						
Permit Plumbing	0	0	0	0	4	2						
Permit Building	1	2	3	1	3	1						
Substantial Compliance	0	0	0	0	0	0						
Notifiable Demolition	0	0	0	0	0	0						
Permit Demolition	0	0	0	0	0	0						
Permit Refused	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						
Cumulative Total \$	2,093,700	7,130,848	17,261,364	22,132,663	27,660,328	31,886,259						

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

LAND USE AND DEVELOPMENT APPLICATIONS	Jan 21	Feb 21	Mar 21	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
Permitted Use & Development	4	5	2	9	2	4	4	2	2	3	5	4	4	4	3	4	6	4
Discretionary Use & Development	4	13	15	10	7	12	10	11	8	14	9	12	4	7	15	6	6	12
Subdivisions	1	2	2	1	1	0	0	4	2	1	1	2	1	1	0	0	0	0
TOTAL APPLICATIONS	9	20	19	20	10	16	14	17	12	18	15	18	9	12	18	10	12	16
Determined by Delegation	13	13	14	8	16	18	17	7	12	12	5	23	8	8	12	10	6	11
Determined by Council	0	0	0	0	1	0	1	0	0	0	1	0	1	1	1	1	1	1
Withdrawn	3	2	3	0	0	2	1	0	1	1	2	1	1	2	3	0	0	2
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	0	0	0	1	1	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	0	0	0	1	2	0	0	1	0	0	0	0	0	0
PLANNING SCHEME AMENDMENTS																		
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

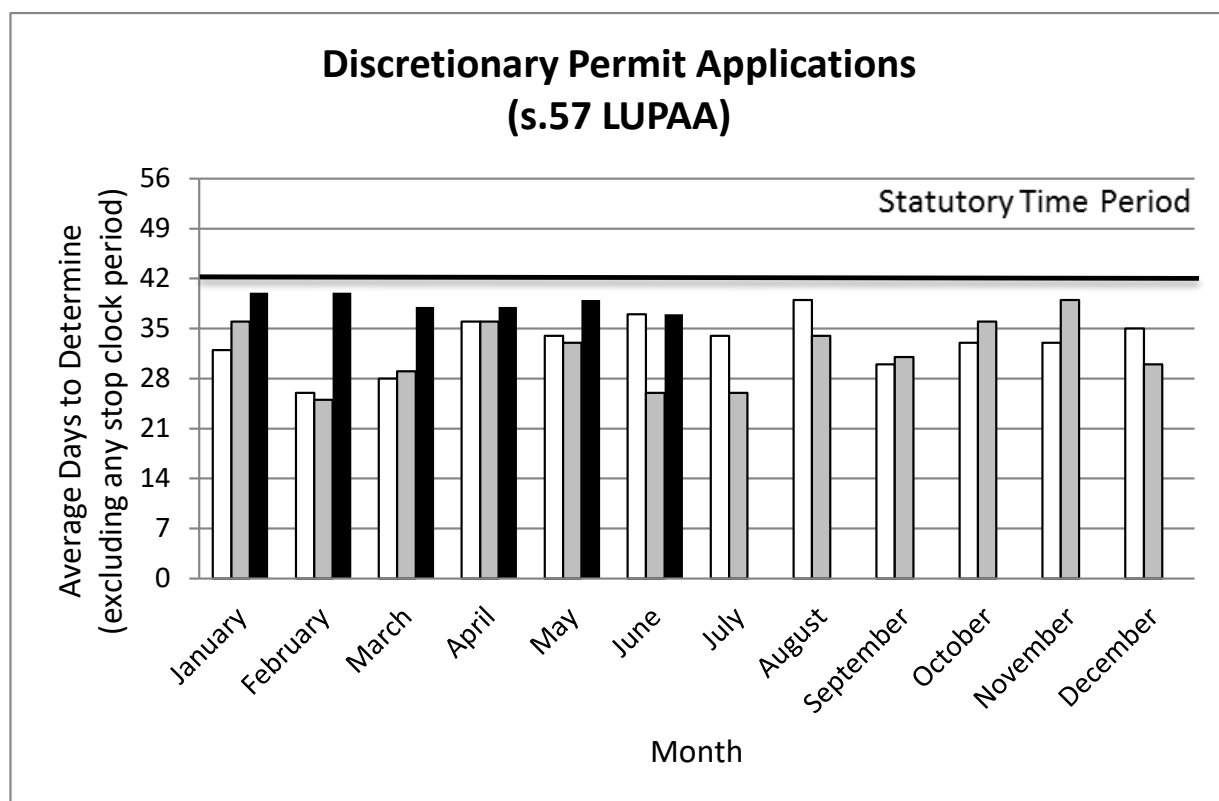
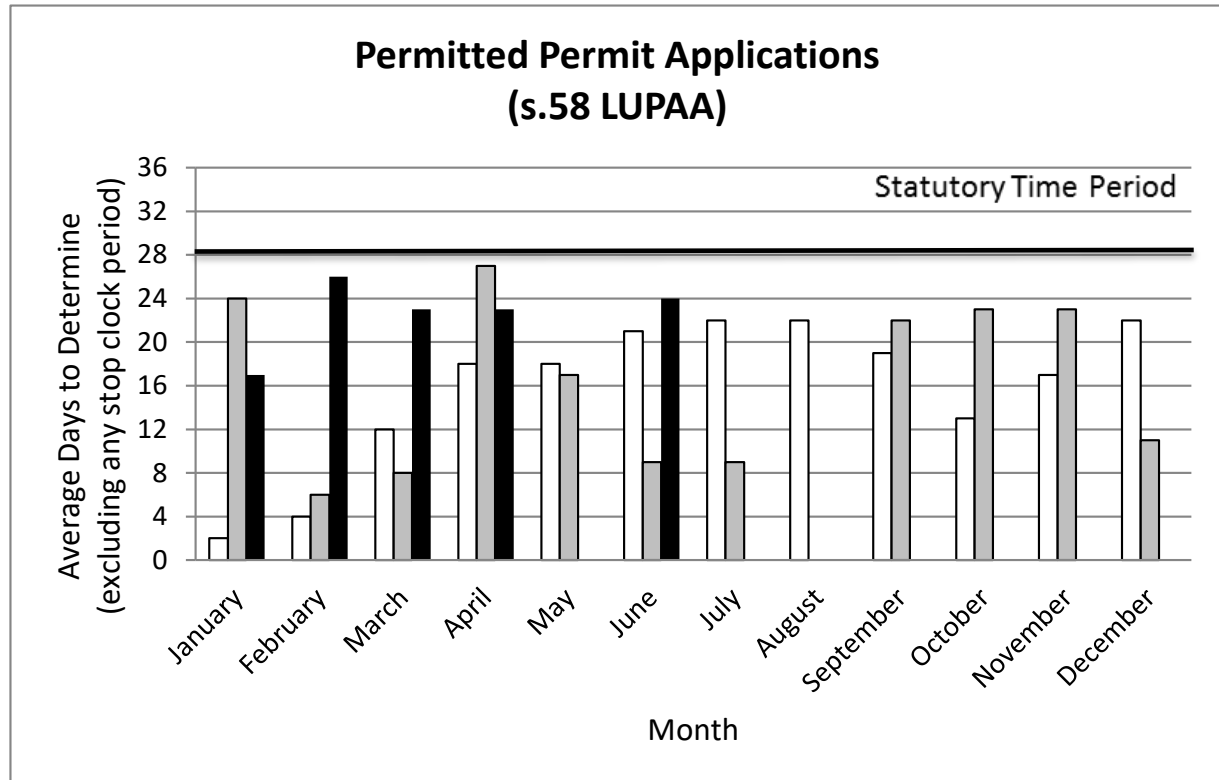
2.3.2 Land Use Permit Applications

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIFY DATE	EXPIRY DATE	DECISION / DATE
11/01/2022	3/2022	2 Russell Place DOWNLANDS TAS 7320	Single Dwelling (within the Electricity Transmission corridor)	N/A	N/A	Approved 14/04/2022
31/01/2022	8/2022	8A Elizabeth Street MONTELLO TAS 7320	Extension and Alterations to Single Dwelling - Reliant on performance criteria for grant of permit - Clause 8.4.2 (P3) and 8.4.6 (P1) & (P2)	02/03/2022	17/03/2022	Approved 01/04/2022
22/02/2022	17/2022	5 Massy-Greene Drive SOUTH BURNIE TAS 7320	Bulky Goods Sales (Landscape Supplies & Timber Yard) - Reliant on performance criteria for grant of permit - Clause 19.3.1 (P1)	12/03/2022	29/03/2022	Approved 05/04/2022
24/02/2022	18/2022	7 South Prospect Road WEST RIDGLEY TAS 7321	Outbuilding - Reliant on performance criteria for grant of permit - Clause 21.4.2 (P1)	19/03/2022	04/04/2022	Approved 14/04/2022
03/03/2022	21/2022	21 Churchill Avenue UPPER BURNIE TAS 7320	Outbuilding - Reliant on performance criteria for grant of permit - Clause 8.4.2 (P3)	23/03/2022	06/04/2022	Approved 29/04/2022
04/03/2022	22/2022	1-3 Anglesea Street WIVENHOE TAS 7320	Workshop Extension - Reliant on performance criteria for grant of permit - Clause C12.6.1 (P1.1 & P1.2)	19/03/2022	04/04/2022	Approved 14/04/2022
15/03/2022	26/2022	44 Alexander Street BURNIE TAS 7320	Replacement and New Signage - Reliant on performance criteria for grant of permit - Clause C1.6.1 (P1.1 & P3)	02/04/2022	22/04/2022	Approved 02/05/2022
15/03/2022	27/2022	21 Turrung Street COOEE TAS 7320	Extensions and Alterations (including demolition) to a Single Dwelling - Reliant on performance criteria for grant of permit - Clause 8.4.2 (P3)	23/03/2022	06/04/2022	Approved 28/04/2022
21/03/2022	28/2022	47 Cascade Road ROMAINE TAS 7320	Alterations and Additions to existing Single Dwelling (including demolition work) - Reliant on performance criteria for grant of permit - Clause 11.4.1 (P1) and Clause 11.4.2 (P3)	23/04/2022	10/05/2022	Approved 23/05/2022
21/03/2022	29/2022	1399 Ridgley Highway HIGHCLERE TAS 7321	New outbuilding and demolition of existing outbuilding	N/A	N/A	Approved 14/04/2022
21/03/2022	31/2022	Unit 2 79 Brickport Road PARK GROVE TAS 7320	Extension to Single Dwelling (Awning)	N/A	N/A	Approved 14/04/2022
21/03/2022	32/2022	26 Abbott Street UPPER BURNIE TAS 7320	Demolition of existing building, develop Multiple Dwellings (x6), associated onsite parking and works - Reliant on performance criteria for grant of permit - Clause 8.4.2 (P3)	13/04/2022	03/05/2022	Approved 09/06/2022
22/03/2022	33/2022	22 Roslyn Avenue ROMAINE TAS 7320	Outbuilding (Dwelling Extension is No Permit Required) - Reliant on performance criteria for grant of permit - Clause 8.4.2 (P3)	14/04/2022	04/05/2022	Approved 18/05/2022
28/03/2022	35/2022	15 Frederick Street OCEAN	Farm Shed on prime agricultural land - Reliant on performance criteria for grant	13/04/2022	03/05/2022	Approved

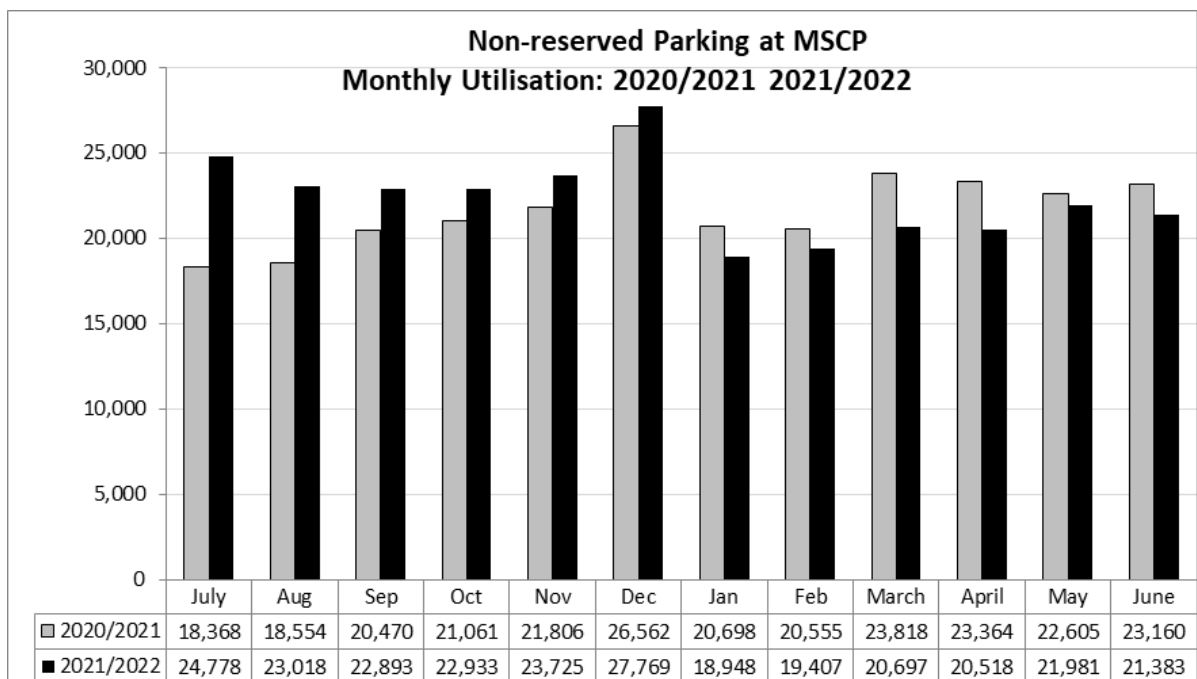
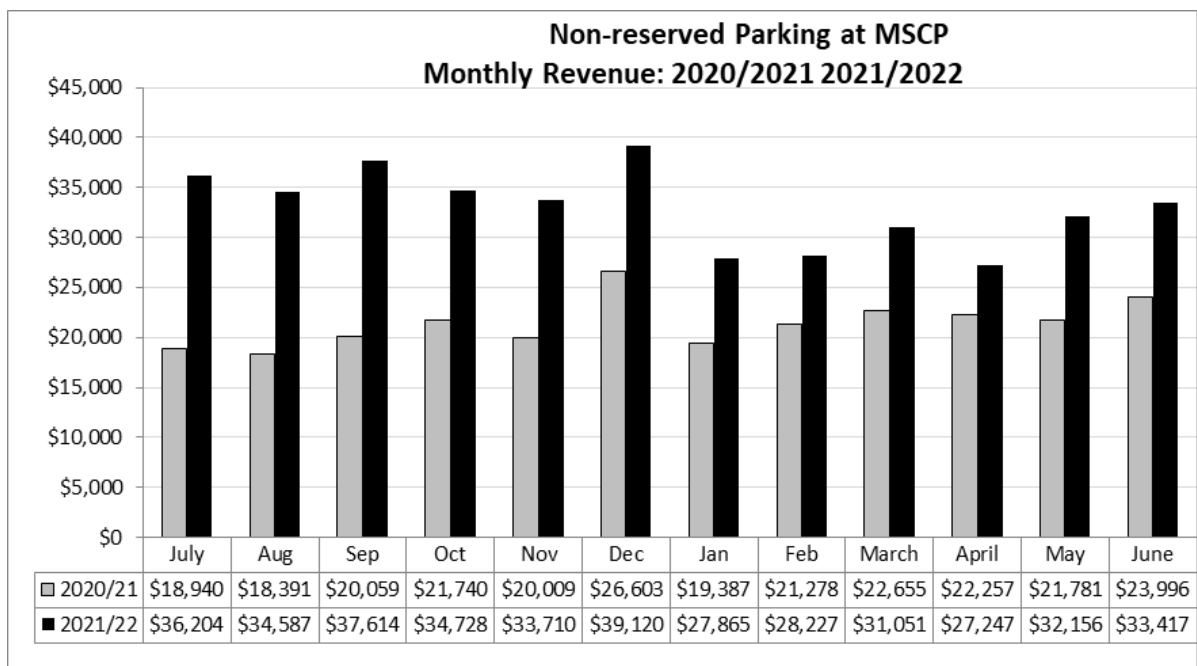
		VISTA TAS 7320	of permit - Clause 21.3.1 (P2 & P3)			09/05/2022
28/03/2022	36/2022	241 Fern Glade Road STOWPORT TAS 7321	Alterations and Additions to existing Single Dwelling	N/A	N/A	Approved 26/04/2022
29/03/2022	37/2022	81 Laird Road EAST CAM TAS 7321	Single Dwelling and Subdivision through Consolidation of 4 lots to 2 Lots - Reliant on performance criteria for grant of permit - Clause 20.3.1 (P2 & P3) - Clause 20.4.3 (P1) - Clause C7.6.2 (P1.1 & P1.2) and Clause C8.6.1 (P1.1 & P1.2)	13/04/2022	03/05/2022	Approved 18/05/2022
06/04/2022	41/2022	61 Spencer Street BROOKLYN TAS 7320	Outbuilding – Reliant on performance criteria for grant of permit – Clause 8.4.2 (P3)	23/04/2022	10/05/2022	Approved 24/06/2022
12/04/2022	43/2022	10 Wilson Street BURNIE TAS 7320	Extension of Sport and Recreation use	N/A	N/A	Approved 01/06/2022
14/04/2022	44/2022	987 Ridgley Highway RIDGLEY TAS 7321	Outbuilding - Reliant on performance criteria for grant of permit - Clause 12.4.3 (P2)	04/05/2022	18/05/2022	Approved 01/06/2022
27/04/2022	46/2022	12 Aleeka Court HAVENVIEW TAS 7320	Secondary Residence (within the Electricity Transmission corridor)	N/A	N/A	Approved 29/06/2022
28/04/2022	47/2022	23 Brickport Road COOEE TAS 7320	Roofed Loading Dock and Relocated Office	N/A	N/A	Approved 24/06/2022
17/05/2022	53/2022	626 Upper Stowport Road UPPER STOWPORT TAS 7321	Outbuilding	N/A	N/A	Approved 16/06/2022
19/05/2022	56/2022	9 Russell Place DOWNLANDS TAS 7320	Single Dwelling (within the Electricity Transmission corridor)	N/A	N/A	Approved 21/06/2022
24/05/2022	57/2022	153 Old Surrey Road HAVENVIEW TAS 7320	Wall Mural	N/A	N/A	Approved 29/06/2022
31/05/2022	59/2022	13 Durham Road COOEE TAS 7320	Alterations and additions to existing Warehouse	N/A	N/A	Approved 30/06/2022

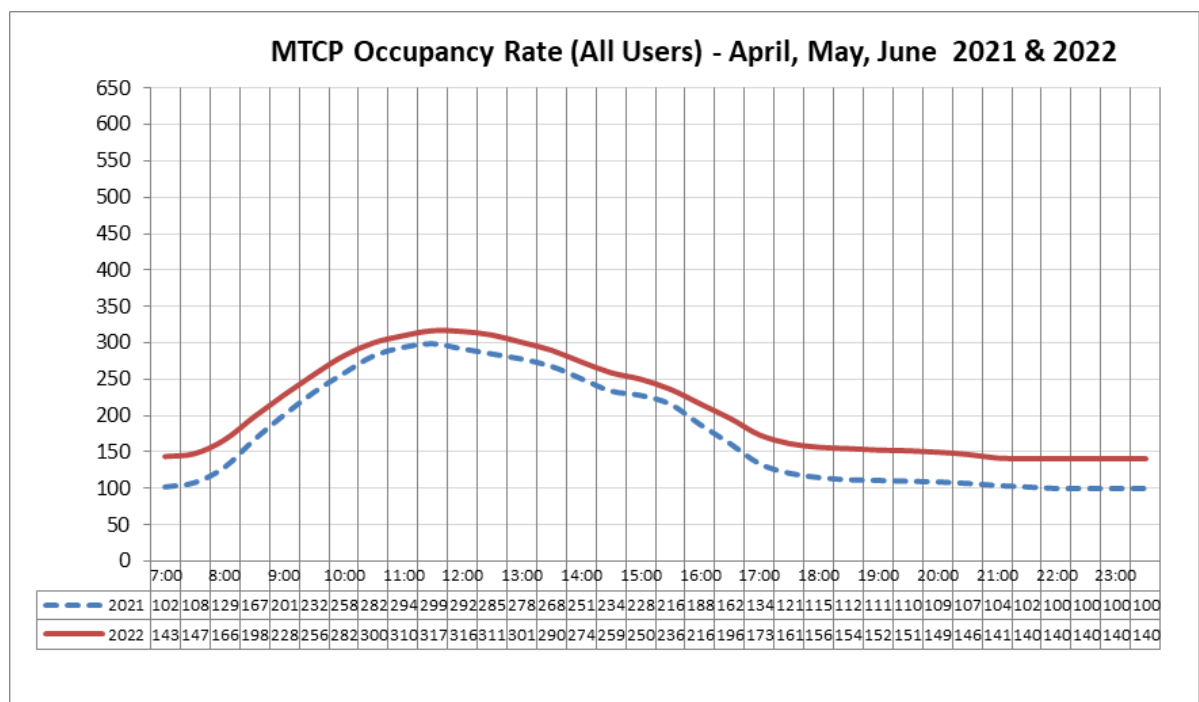
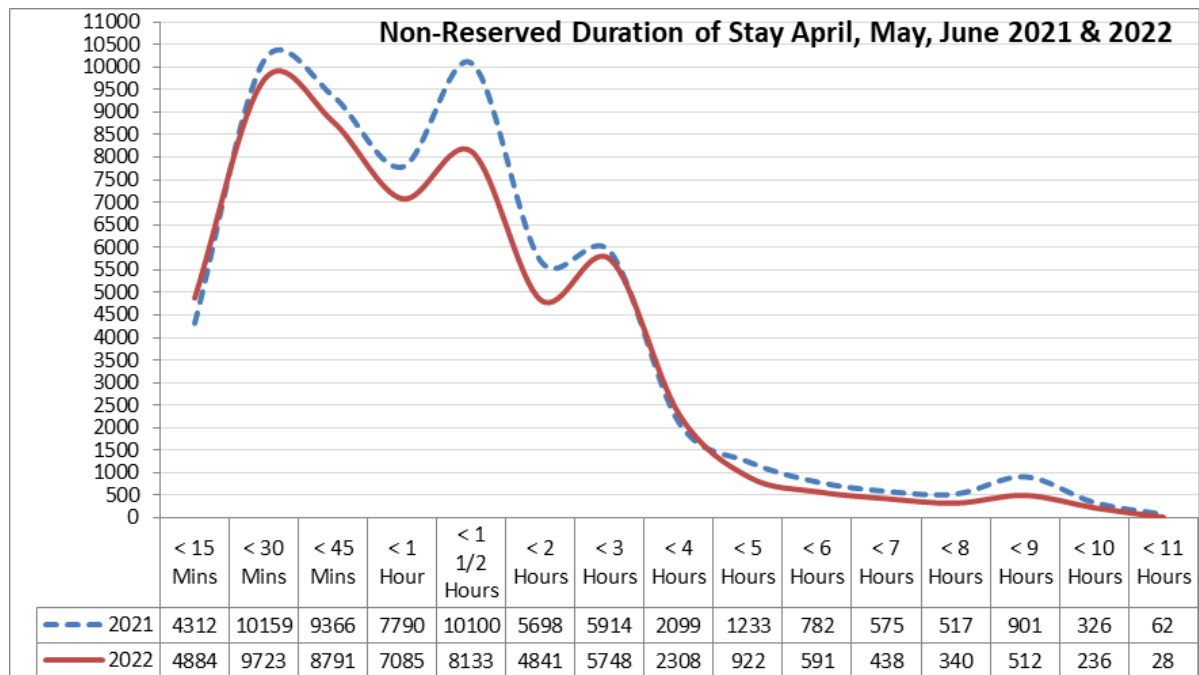
2.3.3 Subdivision Applications

DATE	PERMIT NO.	LOCATION	TYPE OF DEVELOPMENT	PUBLIC NOTIFY DATE	EXPIRY DATE	DECISION / DATE
19/08/2021	2021/1323	Lot 601 Loongana Avenue, SHOREWELL TAS 7320	Subdivision to create 52 Residential lots, a balance lot and road lots – Reliant on performance criteria for grant of permit – Clause 8.6.1 (P1 & P2) and Clause 8.6.2 (P1)	21/05/2022	06/06/2022	Approved 22/06/2022
03/12/2021	2021/1330	Ridgley Highway and 1500 Ridgley, HIGHCLERE	Two Lot Boundary Reconfiguration – Reliant on performance criteria for grant of permit – Clause 21.5.1 (P1)	23/03/2022	06/04/2022	Approved 02/05/2022



Average time for determination of permit applications decided by month.

2.4 PARKING



Calculated on remaining spaces—Average 94 Reserved spaces Apr/May/June 2021, 131 Reserved spaces Apr/May/June, 2022

2.5 CEMETERY STATISTICS

Burials	Apr	May	Jun	YTD Total
Lawn Cemetery	10	4	8	44
Wivenhoe / Ridgley	0	0	0	0
Other	0	0	0	0
Total	10	4	8	44

YTD is measured from 1 July each year.

Ashes Interred	Apr	May	Jun	YTD Total
Lawn Cemetery	0	2	1	13
Wivenhoe / Ridgley	0	0	0	0
Total	0	2	1	13

YTD is measured from 1 July each year.

COUNCIL RESOLUTION

Resolution number: MO141-22

MOVED: Cr G Simpson

SECONDED: Cr D Pease

“THAT the General Manager’s Quarterly Information Report for Land and Environmental Services for the June 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 T Bulle, Cr D Pease.

Against:

CARRIED UNANIMOUSLY

GENERAL MANAGER**AO140-22 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT
CORPORATE AND COMMERCIAL SERVICES - JUNE 2022****FILE NO:** 4/18/2**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7	AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.4	A sustainable, viable financial future is assured and accountability is demonstrated through open and transparent processes.
Strategy	7.4.2	Demonstrate financial accountability and ensure strong internal controls underpin performance.

1.0 RECOMMENDATION:

“THAT the General Manager’s Quarterly Information Report for Corporate and Commercial Services for the June 2022 quarter be noted.”

2.0 SUMMARY

The report includes the following standard items:

Corporate and Commercial Services

- 2.1 Summary Financial Statements *
- 2.2 Schedule of Investments
- 2.3 Operational Report by Directorate/Department *
- 2.4 Receivables Analysis *
- 2.5 Rates Analysis *
- 2.6 Capital Expenditure Report *
- 2.7 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

Please note that reports marked with an * are not available for inclusion within this report given this report is the end of the financial year. Subsequently these reports will be available after the end of financial year process has been undertaken and all accounts are reconciled. The statutory timeframe for submission of the financial statements to the Tasmanian Audit Office is 14 August 2022. A separate end of year financial report will be provided after this time.

2.1 SUMMARY FINANCIAL STATEMENTS

Not available until after the preparation of the end of year financial statements.

2.2 SCHEDULE OF INVESTMENTS

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

Investments Schedule as at 30/06/2022							
Institution	Term	Rate	S&P Rating	Lodgement Date	Maturity	Amount	Total
ANZ	At Call	0.05%	A1+			1,878,816	1,878,816
ANZ	365 Days	0.20%	A1+	27/08/2021	27/08/2022	1,512,300	1,512,300
MyState	730 Days	1.00%	A2	2/09/2020	2/09/2022	1,000,000	
MyState	365 Days	0.65%	A2	22/10/2021	22/10/2022	1,000,000	
MyState	90 Days	0.40%	A2	22/04/2022	22/07/2022	1,000,000	3,000,000
NAB	730 Days	0.87%	A1+	27/08/2020	27/08/2022	2,000,000	2,000,000
Bank of Queensland	730 Days	0.95%	A2	1/09/2020	1/09/2022	2,000,000	2,000,000
Commonwealth Bank	30 Days	1.44%	A1+	29/06/2022	29/07/2022	2,000,000	2,000,000
Bendigo Bank	30 Days	1.55%	A2	29/06/2022	29/07/2022	2,000,000	2,000,000
							14,391,116
Investment Allocation by Credit Rating							
Credit Rating	%	Amount	WAIR				
A1+	51%	\$7,391,116	0.68%				
A1	0%	\$0	0.00%				
A2	49%	\$7,000,000	1.01%				
	100%	\$14,391,116					
Investment Allocation by Bank							
Bank	%	Amount					
ANZ	24%	\$3,391,116					
MyState	21%	\$3,000,000					
NAB	14%	\$2,000,000					
BOQ	14%	\$2,000,000					
Commonwealth Bank	14%	\$2,000,000					
Bendigo Bank	14%	\$2,000,000					
	100%	\$14,391,116					

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

Cash reserves require careful management to both achieve optimum investment returns and to ensure that cash is available when needed for planned expenditures. Funds are invested

in a manner that allows Council to earn interest on community funds for as long as possible while retaining flexibility in accessing those funds for Council operations.

The primary tool for deciding 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

Not available until after the preparation of the end of year financial statements.

2.4 RECEIVABLES ANALYSIS

Not available until after the preparation of the end of year financial statements.

2.5 RATES ANALYSIS

Not available until after the preparation of the end of year financial statements.

2.6 CAPITAL EXPENDITURE REPORT

Not available until after the preparation of the end of year financial statements.

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 not utilised this delegation in the period April to June 2022.

2.8 CONTRACTS AWARDED

The following table shows contracts awarded over \$100,000 (full contract value) during the June 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)
2689	Fire, Essential Health and Safety Inspection Services	Contact Group Pty Ltd 17 Federal Street North Hobart TAS 7000	27/05/2022	4 years	1 year	\$29,667.00 (per annum indexed)
2686	Provision of Cleaning Services for City Offices	Lazaro Pty Ltd 111 Macquarie Street Hobart TAS 7000	13/05/2022	3 years	2 years	\$69,523.61 (per annum indexed)
2682	Management of Burnie Aquatic Centre	Sea-Lyons Aquatics 29 View Road Burnie TAS 7320	11/04/2022	8 years	2 years	\$434,620.00 (per annum indexed)
2681	Provision of Security and/or Cash Collection Services	Advanced Protection Solutions 10 Laird Road East Cam, Burnie TAS 7321	28/03/2022	3 years	1 year	\$125,789.12 (per annum indexed)

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
Oakleigh Park Fountain Upgrade	Debbie Thomson and (EST sub-consultant)	Design, Documentation and Inspections	15,100	5,035.50	B	Capital Works Allocation	Yes
Upper Burnie Lookout Redevelopment	Red Arrow	Design and installation of Interpretation panels	33,000	33,464	B	Capital Works Allocation	Yes
Sport Centre Planning study (stage 2)	@Leisure Planners	Siting assessment and concept design	12,000	12,220	B	Capital Works Allocation	Yes
Cyber Event	Tasmanet	Priority technical assistance (paid in lieu of insurance excess \$10k)	10,200	10,200	B	ICT Operational Budget	Yes
Digital Transformation Strategy	2PM Consultancy	Phase 1 – Pre-Discovery	18,000	15,522	B	ICT Operational Budget	Yes
Digital Transformation Strategy	2PM Consultancy	Phase 2 - Discovery	45,000	51,165	B	ICT Operational Budget	Yes
Digital Transformation Strategy	2PM Consultancy	Phase 3 and 4 – Research and Design	48,000	13,200	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

2.10 GOVERNANCE – USE OF COUNCIL SEAL

6 April 2022	Personal Information Contract – Registrar of Motor Vehicles – April 2022
11 April 2022	Final Survey Plan and Schedule of Easements – SD2021/1318 – 9 & 11 Aileen Crescent, Hillcrest
12 April 2022	Land Titles Office Form – Request to Amend Sealed Plan No. 181266 and Schedule of Easements – CT 181266/1, CT 181266/2
20 April 2022	Final Survey Plan and Schedule of Easements – SD 2018/1286 – 16-20 Mooreville Road, Park Grove
2 May 2022	Licence for West Park Grandstand Club Rooms – Burnie Football Club Inc
5 May 2022	Grant Deed – Cultural Heritage Organisations – Arts Tasmania – 2022-23 Grant
6 May 2022	Licence Agreement – Coastal Residential Services - Portside
11 May 2022	Lease Agreement – Burnie Netball Association Inc
11 May 2022	Adhesion Order – 20 and 21 North Terrace, Burnie
13 May 2022	Contract – Architect Services Brief 204 for Burnie Cultural Precinct (BAFC Redevelopment)
17 May 2022	Contract 2682 – Management of Burnie Aquatic Centre
20 May 2022	Final Survey Plan and Schedule of Easements SD 2016/1254 – Hillfarm Drive – Stages 3 and 4
26 May 2022	Contract – Consultant Services Brief 201 – Coastal Erosion Control and Revetment Design, Coastal Pathway, Red Rock Cooee to Port Creek Wynyard
2 Jun 2022	Lease Agreement – Burnie Concert Band Inc
2 Jun 2022	Petition to Amend Sealed Plan – 175 Mooreville Road, East Cam
2 Jun 2022	Final Survey Plan and Schedule of Easements – SD 2017/1269 – 313 Bass Highway, Ocean Vista
2 Jun 2022	Final Survey Plan and Schedule of Easements – SD 2021/1324 – 2-4 & 10 Bass Highway, Parklands
21 June 2022	Grant Deed - Department of Natural Resources and Environment - Landfill Levy Readiness Grant Program
23 June 2022	Final Survey Plan and Schedule of Easements – SD 2020/1305 – West Mooreville Road (Janet Drive), Park Grove
23 June 2022	Deed of Surrender of Lease – Bonzak Pty Ltd

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 quarterly report - June 2022

COUNCIL RESOLUTION**Resolution number: MO142-22*****MOVED: Cr C Lynch******SECONDED: Cr G Simpson******“THAT the General Manager’s Quarterly Information Report for Corporate and Commercial Services for the June 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 T Bulle, Cr D Pease.

Against:

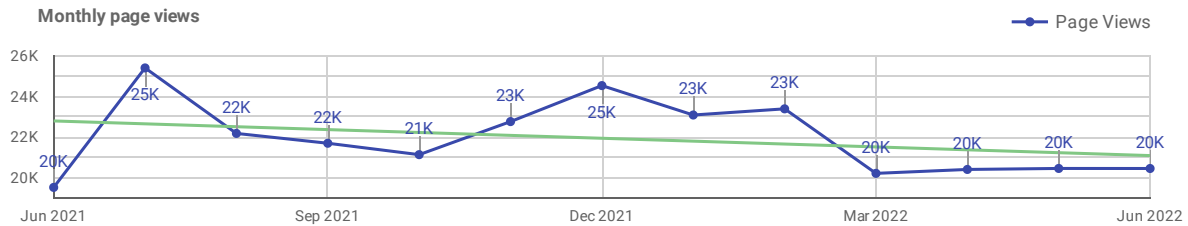
CARRIED UNANIMOUSLY



Burnie.net - Website Trends

Mar 27, 2022 - Jun 25, 2022

Monthly page views



Pages with the most visits			Popular news items		
	#	Δ		#	Δ
1. Home Burnie City Council	9.1K	-94 ↓	Pump Track to open tomorrow afternoon (Friday 3 June 2022) ...	839	-
2. Content search Burnie City Council	3.1K	-203 ↓	ANZAC Day Services - 25 April 2022 Burnie City Council	476	-
3. Permit applications on exhibition Burnie ...	2.5K	-642 ↓	View Road Reserve - Pump Track and Cycle Path Burnie City Co...	347	-211 ↓
4. Contact us Burnie City Council	2K	-149 ↓	Burnie Easter Events Update Burnie City Council	232	179 ↑
5. Jobs at Council Burnie City Council	1.8K	-1.3K ↓	Cultural Precinct Burnie City Council	206	50 ↑
6. What's On Events Burnie City Council	1.3K	-1.7K ↓	Update on Federal and State Government's Aquaculture Resear...	136	-
7. Council Meetings Burnie City Council	1.2K	466 ↑	Have your say on proposed new aquaculture standards Burnie ...	132	-
8. Burnie Waste Management Centre Burnie...	1.1K	-532 ↓	What am I doing here? Burnie City Council	120	-57 ↓
9. Burnie Aquatic Centre Burnie City Council	858	-621 ↓	Burnie Cultural Centre Funding UPDATE Burnie City Council	114	-
1... Pump Track to open tomorrow afternoo...	839	-	Funding Update on the Cultural Centre and Precinct Burnie City ...	109	-
Grand total	59.4K	-10.3K ↓	Grand total	5,685	-2,365 ↓

File Downloads		Page Title		#	Δ	Search terms on site		#
...	Council Agendas	Council Meetings Burnie City Council		466	109 ↑	jobs		22
...	Find out what day your rubbish is collecte...	Waste Collection Burnie City Council		317	-74 ↓	rates		17
...	Burnie Gift Card Participating Businesses b...	Burnie Gift Cards Burnie City Council		163	-21 ↓	annual report		16
...	Waste Fees and Load Sizes	Burnie Waste Management Centre B...		155	-28 ↓	fees		14
...	Recycling week calendar	Recycling Collection Burnie City Cou...		132	-29 ↓	Expression		13
Grand total				5,481	-904 ↓	Grand total	59,428	

Commentary

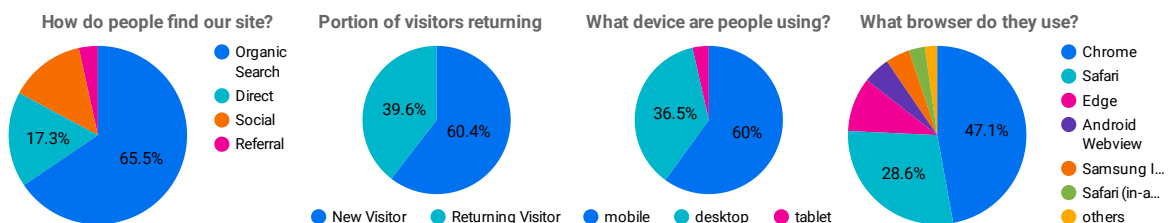
The monthly page views trend has been lower in recent months.

July 2021 had the highest views due to Cultural Precinct consultation article shared to facebook

For the past quarter the Pump Track Opening and Anzac day services were the popular news items

File downloads were similar this quarter with *waste collection* information, and *Council Agendas* leaders.

Mobile device visitors have increased to over 60%



MINUTES AND REPORTS OF COMMITTEES**AO141-22 BURNIE CITY COUNCIL AUDIT PANEL - CHAIRPERSON'S REPORT - 8 JUNE 2022**FILE NO: 13/2/2

RECOMMENDATION:

“THAT Council acknowledge receipt of the letter dated 29 June 2022 from the Chairperson of the Burnie City Council Audit Panel.”

SUMMARY

Council’s Audit Panel met on 8 June 2022. A report from the Chairperson is **attached** for the information of Councillors.

There were no formal recommendations that require consideration by the Council arising from the meeting of the 8 June 2022.

ATTACHMENTS

1. [Chairperson Report - BCC Audit Panel - Meeting 8 June 2022](#)

COUNCIL RESOLUTION**Resolution number: MO143-22****MOVED:** Cr A Keygan**SECONDED:** Cr T Brumby

“THAT Council acknowledge receipt of the letter dated 29 June 2022 from the Chairperson of the Burnie City Council Audit Panel.”

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

Against:

CARRIED UNANIMOUSLY

Kenneth P Clarke

B.Com. (Tas) MBA (London)

Chartered Accountant29th June 2022

The Mayor
Burnie City Council
PO Box 973
BURNIE TAS 7320

Dear Sir

Summary of Key Outcomes from the Audit Panel Meeting held on 8th June

The Committee again, worked through a lengthy agenda, and I believe the meeting was constructive and informative, with respected discussion between Panel members and staff.

There were no formal recommendations to Council from this meeting.

Special focus matters for this meeting were: -

Status of previous Tasmanian Audit Office Findings

- The Panel reviewed and provided comment on the status of outstanding actions as detailed in the Tasmanian Audit Office (TAO) report "Memorandum of Findings for the 30 June 2021 Financial Year". In total five recommendations of the Tasmanian Audit Office that remain outstanding for completion. Three of these arose from the most recent audit while the remaining two relate to prior audits conducted.
- As at the date of the Audit Panel meeting three of the recommendations were either completed or near completion; one action (IT Security Management Policy) was endorsed by the Audit Panel during this meeting (see page 4) and one recommendation remains outstanding.
- Following endorsement by the Audit Panel, the IT Security Management Policy was referred to Council for approval at the June Council meeting.
- The one outstanding TAO recommendation concerns Council's valuation of "Bridge Assets" in its' Financial Statements and was assessed by the TAO as Low Risk.

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Tasmanian Audit Office Audit Strategy for the Burnie City Council for 30th June 2022

- The Tasmanian Audit Office joined the meeting and outlined their Audit Strategy for the current year. The TAO highlighted the following changes regarding this year's audit -
 - Given the transfer of Tas Communications Pty Ltd, consolidated financial statements will not be required this year, however comparative figures will need to be kept and relevant disclosures made.
 - Specific disclosure of the November 2021 cyber attack is not required in the Financial Statements; however, Council should consider making appropriate comment in its Annual Report.
 - The Board of the Burnie Airport have indicated that a financial audit of their 2021/22 accounts will be conducted, and this should provide assurance as to the recorded investment value of the Airport in Council's accounts.
- The Audit Panel noted the Audit Strategy for this year's audit.

Financial Management Strategy 2022 – 2032

- A draft Financial Management Strategy (FMS) 2022-2032 was presented to the Audit Panel at the previous meeting. The draft FMS projected an underlying deficit in 2022-23 and 2023-24 with a return to surplus from 2024-25 onwards. The Panel were advised that the Council's Executive Management Team (EMT) were actively considering savings in these two years that would enable the Council to achieve a balanced budget in 2022-23 – thereby ensuring that Council met the principles outlined in the prior year FMS, and the commitments that had been made to the community in this regard.
- At the current meeting, the Panel were informed that the EMT were successful in realising further savings and were budgeting for a small forecast surplus in 2022-23. There was no change to the principles, strategies and targets within the draft FMS previously presented to the Audit Panel.
- Members of the Audit Panel acknowledged an amount of publicity in the local media surrounding Council's FMS outcomes. The General Manager explained the workshop processes that Council had undertaken to develop the FMS and confirmed that he was wholly satisfied with Council's overall process regarding the development of the Strategy.
- The Audit Panel endorsed the FMS as presented and understood that it would be tabled at the next Council meeting.

Annual Plan and Budget Estimates

- The Director Corporate and Commercial Services provided a report and gave a presentation of the Council's Annual Plan and Budget Estimates.
- The budget estimates were developed based upon the principles of the Financial Management Strategy 2021-31 adopted in 2021 and are consistent with the revised FMS which the Audit Panel considered at its previous meeting. Council later endorsed the budget estimates in-principle at its April meeting, as a means of presenting the document to the public for community consultation.

- Rates modelling was presented to the councillors at a Council Workshop conducted in April 2022 and was subsequently incorporated into the budget document that was presented for public exhibition, to allow the community to clearly determine the impact of the AAV increases (an assessment of the AAV of each property in the Burnie Municipal area was last undertaken some years ago). Council advised that there were 33 people who attended the pop-up community consultation sessions, and that no attendee had expressed distress or lack of support for the rates increase. The feedback received was that the community understood the rationale.
- The Report referred to 21 Service Level Plans (SLP's) as important "building block" inputs to the Annual Plan and Budget Estimates. These Plans are developed by each Business Unit, endorsed by Directors and the General Manager, and subsequently become important work programs that align time and effort. The intention is for all SLPs and the corresponding budgets to be reviewed quarterly with the Unit Manager, relevant Director and General Manager.
- The Panel reviewed the content of the Report and commended staff on the transparency and detail provided.
- The Panel requested –
 - an organisational chart indicating the annual income, annual expenditure and FTE details to accompany the Service Level Plans; and
 - copies and/or examples of task/check lists for the budget and end of year processes.
- At the conclusion of the discussion, the Panel endorsed –
 - Rates and Charges policy;
 - Rates resolution;
 - Fees and Charges Schedule; and,
 - Annual Plan and Budget Estimates (APBE) for the 2022-23 Financial Year.

Auditor General's Report on the Financial Statements of State Entities

- The Audit Panel were presented with the Auditor General's Report on the 2021-22 Financial Statements of all 29 Councils in Tasmania, along with a report from Burnie Council's Director Corporate and Commercial Services which provided an overview of the Auditor General's findings as it relates to the Burnie City Council.
- The Audit Panel reviewed the content of the AG's report and discussed various aspects relevant to Burnie City Council. The most confronting indicator or statistic from the AG's Report was that the Burnie City Council had the lowest asset sustainability ratio in the state at an average of 47.5% (47% in 2019-2020). The asset sustainability ratio is determined from a council's financial statements and assesses its capacity to renew its assets at a pace that will ensure they are maintained sustainably.
- The Report from the Director Corporate and Commercial Services advised that the poor asset sustainability ratio is primarily due to the following factors –
 - the capacity of the Council to deliver the annual capital works program;
 - the data that the asset management planning is based upon in terms of useful lives, condition assessment, intervention level and disposal; and,
 - a tendency to use renewal funding to build new or significantly upgrade assets.

-
- The Audit Panel have challenged Council's weak Asset Management Indicators in the past and have been assured that Council is working to improve its asset performance.
 - The Audit Panel questioned Staff on how the AG's Report could/would be used and whether Council benchmarked itself against other Councils. The Panel were advised that the report was of benefit particularly to Councillors, giving credibility to what had already been presented to them vis-à-vis Council's Financial Management Strategy.

Information Security Management System

- Council is progressing toward establishing an Information Security Management System that complies with ISO27001. IT consultants engaged by Council recommended that the "ASD Essential Eight" model would be appropriate to ensure compliance with the Standard. In all there are 11 policies that underpin the ASD Essential Eight model.
- The Director Commercial and Corporate Services presented a suite of six policies that collectively form part of Council's Information Security Management System –
 - Information Security Policy;
 - Computer and Technology Asset Management Policy;
 - IT Access Control Policy;
 - IT Systems Conditions of Use Policy;
 - IT Management Review Policy;
 - Password Management Policy.

The above policies do not complete the full suite of policies; however, they are considered the most fundamental and the requisite additional policies will be developed for review and endorsement at the next Audit Panel meeting.

- The Audit Panel reviewed the content and queried different aspects of each policy, including how long the policies would take to be fully implemented. Staff advised that some measures have already been implemented whilst others would take some time to work through.
- The Audit Panel endorsed each of the policies and requested an implementation plan associated with the implementation of the Information Security Management System, at the appropriate time.

Review of Fraud Control System

- As part of its mitigation against fraudulent behaviour, the Council has a Fraud and Corruption Control Policy which outlines the ethical behaviours expected by its councillors, employees, volunteers and contractors. In addition, the Policy sets out the framework whereby the Council will identify and investigate claims of fraudulent or corrupt behaviour. The policy was refreshed and adopted by the Council in July 2021.
- Council's Fraud Control Plan sits beneath the Policy as a means of outlining how the Council will operationalise the Policy. The Fraud Control Plan was last approved by the Executive Manager Corporate Finance on 27 February 2020. The Plan has been refreshed to be sure that it reflects Council's current operating environment and current controls.
- The Audit Panel reviewed the content of the Plan and suggested that the Plan include a definition and outline of the "Fraud Register" along with who has responsibility and ownership of the Register.
- The Panel endorsed the Plan with the amendments mentioned.

2022 Employee Engagement Survey

- The Manager People and Safety presented a report outlining the methodology and results of Council's 2022 Employee Engagement Survey.
- Council's practice has been to survey employees via a Workplace Survey on a biennial basis. However, COVID-19 disrupted this routine with a Workplace Survey being due in 2020, but not completed until March 2022.
- In 2022, emphasis was placed on increasing the participation rate of employees with a targeted participation rate of 50% of the workforce. At the conclusion of the survey period, an actual participation rate of 65% was achieved. This is a significant increase on prior Workplace Surveys with 29% (2018) and 19% (2015). The 2022 survey reflected an engagement "score" of 50%. This means that half of all participants responded positively ('Agree' or 'Strongly Agree') to all 8 questions specific to both Job and Organisational engagement.
- The Audit Panel commended Council on both the high participation rate and the high positive response rate.

The Audit Panel considered one Confidential report in camera and several other routine Standing Agenda Items.

Yours faithfully

Kenneth Clarke

Kenneth Clarke

MINUTES AND REPORTS OF COMMITTEES**AO142-22 BURNIE CITY YOUTH COUNCIL SPECIAL COMMITTEE
UNCONFIRMED MINUTES OF MEETING HELD ON 30 JUNE 2022****FILE NO: 2/5/34**

RECOMMENDATION:

“THAT Council receive and note the Unconfirmed Minutes of the meeting of the Burnie City Youth Council Special Committee held on 30 June 2022.”

SUMMARY

Youth Councillors worked in groups to compose a letter to Her Excellency the Honourable Barbara Baker, Governor of Tasmania, and Emeritus Professor Chalmers, and continued to develop the event brief and budget for the Drive in Cinema event.

Youth Councillors also received name badges for their positions on the Burnie City Youth Council.

ATTACHMENTS

- 1 [↓](#). Burnie City Youth Council Special Committee Unconfirmed Minutes of Meeting held 30 June 2022

COUNCIL RESOLUTION**Resolution number: MO144-22****MOVED: Cr A Keygan****SECONDED: Cr G Simpson**

“THAT Council receive and note the Unconfirmed Minutes of the meeting of the Burnie City Youth Council Special Committee held on 30 June 2022.”

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

Against:

CARRIED UNANIMOUSLY

Meeting Minutes



Meeting: **BURNIE YOUTH COUNCIL**
 Held on: Monday 30 June 2022
 Venue: Burnie City Council Chambers
 File No(s): 2/5/34



The meeting opened at 10.00am

		Action
1.	Welcome, Acknowledgement to Country Deputy Youth Mayor Senior Taleah Smith (PHS) welcomed the Burnie Youth Council and provided the Acknowledgement to Country.	
2.	Present: Taleah Smith (PHS), Jacob Singh (RPPS), Ava Foster (RPPS), Jem Stretton (BPS), Ruby French (LCS), Kaleb Birchall (PHS), Alec de Bomford (CPS), Taya Wells (MPS), Lilly Singline (RPS), Maddie Lamprey (PHS), Georgia Cumming (SMPS), Emily McKenzie (HPS) Apologies: Abbey Granger (PHS), Zeppelin Barnard (HPS), Alexia Rowe (LCS), Jasper Long (CPS), Tilly Hay (MPS), Lucas Weinert (SMPS), Talan Evans (BHS), Charlotte Loring (MRC), Alistair Brett (MRC), Jed Pennington (BHS), Ava Radford (MRC), Vincent Sturzaker (RPS), Ellie Rayner (BPS), Bailey McLaren (BHS), Millie Fergusson (BHS). Ex-officio Officers in attendance: Deputy Mayor Giovanna Simpson Project Officer - Olivia Lucas Burnie Works - Allison Daley	
3.	Confirmation of Previous Minutes Motion: <i>That the minutes of 23 May 2022 are accepted as a true and accurate record.</i> <i>Moved: Kaleb Birchall Second: Jem Stretton CARRIED</i>	
	Youth Councillor Name Badges Name badges for youth councillors were handed out. Correspondence <ul style="list-style-type: none"> - Youth Mental Health Co-Design Project flyer. - Tas Youth Forum (12-25yrs) registrations open until 1 July. - YOUTH Leading Flyer 	

		Action
4.	General Business (including morning tea): Youth Councillors worked in groups: <ul style="list-style-type: none">- To compose a letter to Her Excellency the Honourable Barbara Baker, Governor of Tasmania, and Emeritus Professor Chalmers.- To develop an Event Brief and Budget: Drive in Cinema.- To provide feedback on Youth Council.- To plan for upcoming meetings.	
5.	Next Meeting The next meeting will be held on Thursday 28 July at 9.15am – 11.30am at the Burnie City Council Chambers.	

Signed and dated (upon confirmation at next meeting):

Chairperson

Date

AO143-22 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 8.15pm.

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 26 July 2022.

Confirmed:



Simon Overland
GENERAL MANAGER

Date:

23/08/22

Confirmed:



Steven Kons
MAYOR

Date:

23/8/22