



## **MINUTES**

# **Ordinary Meeting**

**TUESDAY, 27 JUNE 2023**

**7.00PM**

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





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## OPEN SESSION

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## OPEN SESSION

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**MINUTES OF THE OPEN SESSION ORDINARY MEETING  
OF THE BURNIE CITY COUNCIL  
HELD AT THE CITY OFFICES ON TUESDAY, 27 JUNE 2023**

**HOUR:** 6.00pm – 6.01pm  
7.00pm – 8.02pm

**TIME OCCUPIED:** 1 hour 1 minute

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

**Officers in Attendance:**

General Manager (S Overland), Director Corporate (B Lynch), Director Works and Services (D White), Executive Manager Development Services (S Pearce), Executive Manager Compliance Services (M Peisker), Chief Financial Officer (B Pilgrim), Executive Manager Corporate Governance (M Neasey), Governance Officer (N French) and Media and Communications Officer (K Kong)

**APOLOGIES:** There were no apologies tendered.

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*Cr Keygan was not present for this Item at 6.00pm, and joined the meeting at the resumption of Open Session 7.00pm.*

### **‘CLOSED SESSION’: COUNCIL**

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

	Meeting Regulations Reference
AC054-23 COUNCILLORS DECLARATIONS OF INTEREST	15(2)(g)
AC055-23 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 23 MAY 2023	15(2)(g)
AC056-23 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC057-23 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC058-23 ARCHITECT SERVICES BRIEF 207 - BURNIE SPORTS CENTRE COMPLEX - FINAL DESIGN CONCEPT	15(2)(d)
AC059-23 RATES AND CHARGES REMISSION	15(2)(g)
AC060-23 NON AGENDA ITEMS	15(2)(g)
AC061-23 MATTERS CONSIDERED IN CLOSED SESSION	15(2)(g)
AC062-23 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(g)
AC063-23 COMPLETION OF CLOSED SESSION / MEETING ADJOURNMENT	15(2)(g)

### **RECOMMENDATION**

***“THAT the meeting be closed to the public to enable Council to consider agenda items AC054-23 to AC063-23 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

**COUNCIL RESOLUTION****Resolution number: MO101-23****MOVED:**            *Cr G Simpson***SECONDED:**      *Cr T Aitken****“THAT the meeting be closed to the public to enable Council to consider agenda items AC054-23 to AC063-23 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”*****For:**            Cr T Brumby, Cr G Simpson, Cr T Aitken, Cr K Dorsey, Cr J Grave, Cr S Kons, Cr C Lynch, 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:

<b>Agenda Item</b>	<b>Title</b>	<b>Brief Description</b>
AC054-23	Councillor Declarations of Interest	A report to consider any declarations of interest by Councillors in any matter in the Agenda
AC055-23	Confirmation of Minutes of the Closed Session Meeting of Council held on 23 May 2023	A motion to confirm the Minutes of the previous meeting
AC056-23	Applications for Leave of Absence	A report to consider any requests for leave of absence by a Councillor
AC057-23	General Manager's Report – Closed Session	A report that considers various operational updates of a confidential nature
AC058-23	Architect Services Brief 207 – Burnie Sports Centre Complex – Final Design Concept	A report to consider the Architect Services Brief 207 – Burnie Sports Centre Complex – Final Design Concept
AC059-23	Rates Remission Application	A report to consider a rates remission application
AC060-23	Non Agenda Items	A report to consider dealing with any matter that is not on the Council Agenda
AC061-23	Matters Considered in Closed Session	A report containing a brief description of all reports considered by Council in the Closed Session
AC062-23	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
AC063-23	Completion of Closed Session/Meeting Adjournment	This report confirms the completion of the Closed Session

## RESUMPTION

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

## ACKNOWLEDGEMENT OF COUNTRY

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

***Burnie City Council acknowledges that every part of Australia is, always was and always will be, Aboriginal land. Burnie City Council pays respect to the pakana / palawa – original owners and cultural custodians – of all the lands and waters across trouwunna / lutruwita / Tasmania upon which pataway / Burnie is situated and where our Council meets.***

## 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 Pastor Nick Booth of Romaine Park Christian Centre.

## AO085-23 COUNCILLORS 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.

Cr S Kons declared an interest in Item AO094-23 Residential Parking Permits – Trial of Right to an Additional Residential Parking Permit, but did not leave the meeting during the debate.

Cr K Dorsey declared an interest in Item AO094-23 Residential Parking Permits – Trial of Right to an Additional Residential Parking Permit, but did not leave the meeting during the debate.

Cr D Pease declared an interest in Item AO094-23 Residential Parking Permits – Trial of Right to an Additional Residential Parking Permit, but did not leave the meeting during the debate.

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**AO086-23 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING  
OF COUNCIL HELD ON 23 MAY 2023****RECOMMENDATION:**

***“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 23 May 2023, be confirmed as true and correct.”***

**COUNCIL RESOLUTION**

**Resolution number: MO102-23**

**MOVED:** Cr C Lynch

**SECONDED:** Cr T Aitken

***“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 23 May 2023, be confirmed as true and correct.”***

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

**Against:**

***CARRIED UNANIMOUSLY***



**QUESTIONS ON NOTICE****AO087-23 COUNCILLOR REQUEST TO MAKE PUBLIC STATEMENT**

FILE NO: 15/5/5  
PREVIOUS MIN:

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**BACKGROUND**

The General Manager advised that Councillor Trent Aitken has requested to make a public statement at the Council Meeting of 27 June 2023.

The public statement directly relates to the outcome of a matter resolved by conciliation under the office of the Anti-Discrimination Commissioner, in relation to a complaint received by Equal Opportunity Tasmania. The complaint pertained to public comments made by Cr Aitken since his election to Council.

Cr Aitken will be invited to make the below statement, as provided by him, at the Council Meeting.

**PUBLIC STATEMENT**

*I apologise for and retract any public comments made that caused people distress on the basis of race, gender identity and/or disability.*

**RECOMMENDATION:**

***“THAT Councillor Aitken’s public apology be noted.”***

**COUNCIL RESOLUTION****Resolution number: MO103-23*****MOVED: Cr T Aitken******SECONDED: Cr C Lynch******“THAT Councillor Aitken’s public apology be noted.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

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**QUESTIONS ON NOTICE****AO088-23 QUESTION ON NOTICE - CASH BALANCE, TASWATER DIVIDENDS,  
END OF YEAR CASH RESERVES****FILE NO:** 15/5/5**PREVIOUS MIN:**

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**THE GENERAL MANAGER** referred to Councillor Steve Kons' Questions on Notice which asked:

**Question 1*****What is the council's holdings of cash, all sources as at 19th June 2023?***

The cash balance on 19 June 2023 is

Trading Account	6,615,794
At Call Funds	13,628,071
<b>Total</b>	<b>20,243,865</b>

There are no funds currently invested in term deposits with all deposits now redeemed for this financial year. We are holding additional funds in our trading account for year-end expenditure noting that there are considerable capital works projects.

Of this amount, and in line with the Budget Review which was approved by Council at its meeting of 26 April 2023, the cash expected to be on hand at 30 June 2023 is \$15,117 million. Of this the following is the uncommitted proportion:

**\$15,117,000 Expected cash at 30 June 2023**

(\$132,000)	Trust funds and deposits
(\$2,305,000)	Employee provisions (current)
(\$125,000)	Employee provisions (non-current)
(\$4,040,000)	Contract liabilities

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**\$8,515 million uncommitted cash****Question 2*****What's the forecast dividend from Taswater for the current financial year?***

The forecast budget for Taswater is \$828,000 related to the normal dividend. This is budgeted. Taswater have now advised that they intend to pay a special dividend in 2022-23 to the value of \$165,600. This amount has not been budgeted and will be offset against the forecast operating deficit predicted in 2022-23.

### Question 3

***Why can't Council instead of budgeting for the top end of The Auditor General's recommendation which is not an obligation but a mere guide of cash reserves settle on 3 months rather than 6 months.***

Council's cash management is guided by its own Financial Management Strategy (FMS) where it sets its target for cash reserves. The FMS is workshopped intensively with Councillors over a period of months before Council considers the FMS formally. These Workshops provide councillors with data and decision choices, and importantly advise Council on the impact of their choices over the long-term as a means of exercising good financial governance. There are three primary factors that relate to the financial performance of the Council, and all are inter-related:

- Council's long term sustainability into the future
- Council's cash balance to enable continued service delivery and consideration of strategic assets
- The Council's rating strategy

While council officers provide this data and advice the setting of the FMS is the responsibility of Councillors under section s70A of the *Local Government Act 1993*.

Council must ensure that it has appropriate cash reserves to fund its operations and capital works program, and that it has the capacity to respond to unanticipated events. Council has determined that at this time it is appropriate to target a cash buffer of between 3 and 6 months normal cash outflow. In doing so the Council takes account of the Tasmanian Audit Office recommended benchmarks when assessing its cash buffer, noting that Council strives to be within the category considered to be an adequate level of cash held:

- Less than 3 months – level of cash considered less than adequate by the Tasmanian Audit Office
- 3 to 6 months – level of cash considered adequate by the Tasmanian Audit Office **(Council's target)**
- 6 to 12 months – level of cash considered more than adequate by the Tasmanian Audit Office
- greater than 12 months – level of cash considered much more than adequate by the Tasmanian Audit Office

The Tasmanian Audit Office report to Parliament on the performance of all Councils within Tasmania on an annual basis (Source: <https://www.audit.tas.gov.au/wp-content/uploads/AGR-2021-22-Vol-2-full-report-web.pdf>). Key metrics reported include Council's underlying financial result (sustainability), capital spending, cash held and the cash expense cover ratio (cash buffer).

Council has set the target level of cash recognising that presently the Council is in budget repair mode, and to ensure that the financial management principles within the FMS can be met and the Council's strategy can be delivered successfully. At any time the Council can

amend its FMS to determine a differing level of cash buffer, however in doing so would need to consider this against any consequential changes to the delivery of its strategy and its long term sustainability.

**COUNCILLOR'S COMMENTS**

No comments were provided.

**RECOMMENDATION:**

***"THAT the information be noted."***

**COUNCIL RESOLUTION**

**Resolution number: MO104-23**

**MOVED:**            *Cr S Kons*

**SECONDED:**      *Cr K Dorsey*

***"THAT the information be noted."***

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

Against:

***CARRIED UNANIMOUSLY***

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**QUESTIONS ON NOTICE****AO089-23 QUESTION ON NOTICE - END OF YEAR CASH BALANCE AND LOAN BORROWINGS****FILE NO:** 15/5/5, 23/16389**PREVIOUS MIN:**

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

**Question 1**

*Excluding the \$10.4 million loan Council borrowed during Covid and received in June 2020, what was Council's cash position at financial year end 2019/2020?*

**Question 2**

*From financial year 2014/15, (the year before Council enacted the rate reduction strategy) up to and including financial year end 2018/19 what was the Council's cash position at the end of each financial year, (if possible, presented in graphical format)?*

**COUNCILLOR'S COMMENTS**

Question 1 – Confusion exists within the community as to the need and use of this loan and Council's need for cash reserves.

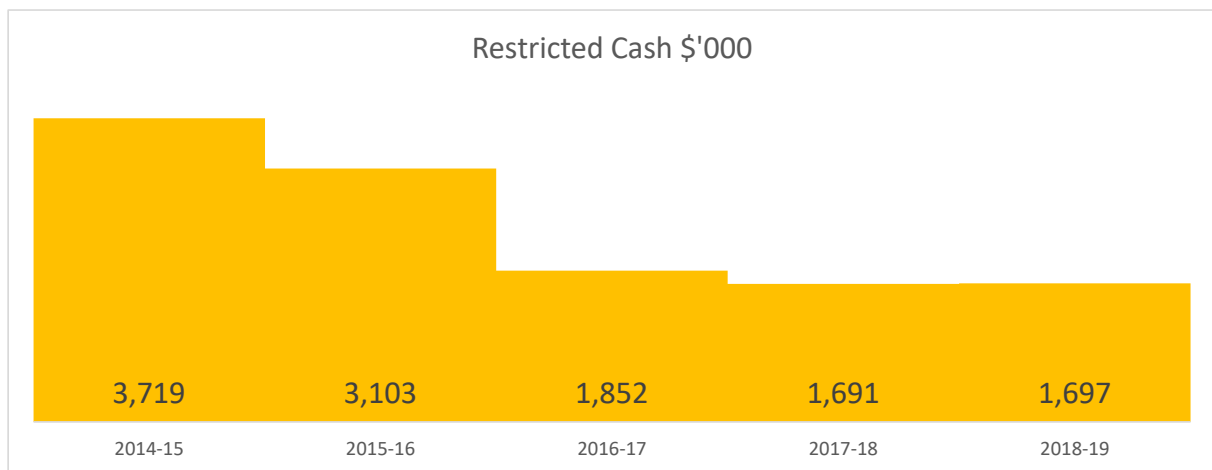
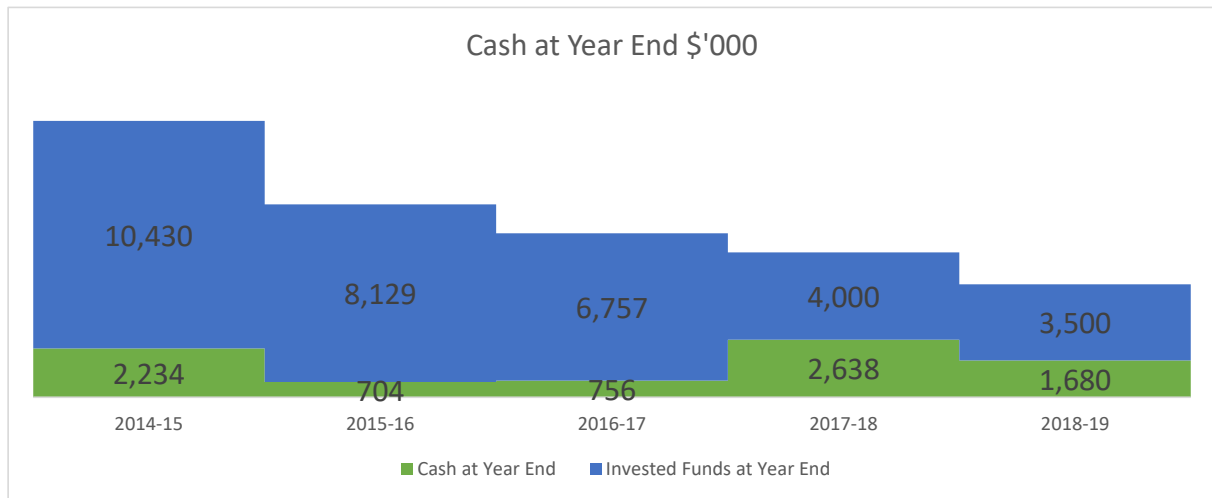
Question 2 – Financial liquidity and trends are often best determined over a period of time. Erosion of cash reserves has a long term effect that must be addressed. A graphical representation of the cash position for these years will clearly illustrate the effect of the rates reduction strategy on Council's ability to financially act on unforeseen events not within the budget. For example, Covid, flooding and storm damage.

**GENERAL MANAGER'S COMMENTS**

With regard to the first question, the Council's cash balance at the end of the 2019-20 financial year was \$14.268 million. This included \$9.268 million held in cash at the end of the year and \$5 million held in invested funds. Subsequently without the \$10.4 million loan that Council took, the cash balance would have been \$3.868 million.

Of this amount, there were restrictions on the use of this cash as disclosed in Council's financial statements representing \$2.323 million in value. This related to long service leave provisions (\$1.707 million), grant funds received (\$0.481 million) and trust funds and deposits (\$0.135 million). Therefore the unrestricted overall cash result at the end of 2019-20 was \$1.680 million.

With regard to the second question, the below graphs depict the level of cash held at the end of the financial years requested, and the corresponding unrestricted cash component.



**RECOMMENDATION:**

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

**COUNCIL RESOLUTION****Resolution number: MO105-23*****MOVED:***            *Cr D Pease****SECONDED:***      *Cr S Kons****“THAT the information be noted.”***

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

Against:

***CARRIED UNANIMOUSLY***



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**MOTIONS ON NOTICE****AO090-23 MOTION ON NOTICE - IRON MINE ROAD****FILE NO: 15/5/2****PREVIOUS MIN:**

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

***“THAT Council hands control and responsibility of Iron Mine Road Burnie back to Tasmanian Parks and Wildlife within the next 12 months from this meeting dated 27<sup>th</sup> of June 2023.”***

**COUNCILLOR'S COMMENTS**

This road is an unsafe nightmare, the road was closed for decades but has been re-opened in recent years. This road provides no benefit to the ratepayers of Burnie. This road is costly to the council in repairs and is costly to the adjacent property owners due to damage of their private property. As this road is not actually owned by the council I believe the council and the ratepayers should not be responsible for maintaining it.

**GENERAL MANAGER'S COMMENTS**

Iron Mine Road runs through 299 Natone Road, Stowport to provide access to the Blythe River Conservation Area (conservation area). The lower part of the road within the conservation area is the responsibility of Tasmanian Parks and Wildlife Service (Parks Tasmania) and the upper part connecting to Stowport Road is a Council road.

Council officers are not able to establish when and how the road became a Council road. Iron Mine Road had been closed to public access in the past, however this did not prevent some members of the public continuing to access the conservation area by cutting through adjoining properties and/or removing locks fitted to gates to close the road.

Iron Mine Road has been re-opened for public access for some time. Council has not maintained the road and it has deteriorated significantly. There is funding allocated in the draft 2023-24 capital program to repair Iron Mine Road so that it is usable.

In early 2022 Council officers discussed the option of closing Iron Mine Road with Parks Tasmania, due to the state of the road and also because of some anti-social behaviour in and around that area associated with public access to the Conservation Area. Parks Tasmania advised as follows:

- The road has been closed previously and failed to correct the issue; visitors bypassed the gate and drove through the adjacent private property eventually resulting in the private property owner removing the lock from the Iron Mine Road gate.
- Parks Tasmania experience is that locked gates rarely last long without community support for the closure.
- While anti-social and illegal behaviour has been experienced at the site, the majority of the visitors behave themselves and it would be unfortunate to lock them out of the site because of the behaviour of a few individuals.
- The site is a very popular fishing and camping site for the local community who represent the majority of the users.
- Given the popularity of the site, if the road was to be closed then a social licence for that decision is extremely important if the public is to accept the closure.
- Parks Tasmania requires access to the site for land management purposes including fire and weed management.

Parks Tasmania proposed that the road remain open for an additional two years as a trial to monitor the issues. At the commencement of this period Parks Tasmania undertook to engage with the community via direct conversations and social media to discuss the issues and the potential for the sites closure after the two years if the antisocial behaviour continues.

It was proposed to review the long-term future of Iron Mine Road at the end of the two years, which is first half of 2024. Council officers agreed with this proposal.

If Council is minded to support this resolution Council officers can progress that in discussions with Parks Tasmania as part of the review in early 2024. Given previous discussions between Council officers and Parks Tasmania it is unlikely that Parks Tasmania will want to take on responsibility for management of the whole of Iron Mine Road, however it may assist in determining the long-term future of the road.

Alternatively Council may wish to wait to see what eventuates from the planned review of the long term future of Iron Mine Road, as currently scheduled.

**COUNCIL RESOLUTION****Resolution number: MO106-23****MOVED:**            *Cr T Aitken***SECONDED:**      *Cr C Lynch*

***“THAT Council explores handing control and responsibility of Iron Mine Road Burnie back to Tasmanian Parks and Wildlife within the next 12 months from this meeting dated 27<sup>th</sup> of June 2023.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

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**PUBLIC QUESTION TIME****AO091-23 PUBLIC QUESTION TIME****FILE NO: 15/5/5**

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

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**Our Process for Public Questions**

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

Please note:

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

Neville Charles of Burnie:

***1) How many credit cards are on issue by Burnie City Council to staff?***

The Mayor provided the following response:

There are a total of 57 credit cards issued to Burnie City Council employees.

***2) When was the last third party audit of BCC issued credit cards?***

The Mayor provided the following response:

The Council engaged KPMG in 2018 to undertake an audit of both credit card expenditure and the processes associated with credit card use. Additionally credit card transactions are part of the data sampled by the Tasmanian Audit Office each year as part of the audit of the Council's financial statements.

**QUESTIONS WITHOUT NOTICE****AO092-23 QUESTIONS WITHOUT NOTICE****FILE NO: 15/5/5**

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**Questions without Notice**

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

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

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

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

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

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

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

There were no questions without notice.

***COUNCIL MEETING AS A PLANNING AUTHORITY***

The Mayor advised that for item AO093-23 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

The Mayor advised that the following provisions apply with respect to motions relating to recommendations on a land use planning process:

- (a) a councillor moving a motion contrary to the recommendation is to:-
  - (i) provide the motion in writing; and
  - (ii) provide in writing supporting reasons for approval or refusal;
- (b) the motion and supporting reasons for approval or refusal are to be provided to the general manager at least 24 hours prior to the meeting to allow for circulation and consideration by all members of the planning authority;
- (c) the general manager is to ensure that the supporting reasons provided under paragraph (a)(ii) are recorded in the minutes, in accordance with regulation 25 of the Local Government (Meeting Procedures) Regulations 2015.

**PLANNING AUTHORITY****AO093-23 COUNCIL DELEGATIONS - LAND USE PLANNING AND APPROVALS ACT 1993**

FILE NO: 15/2/5

PREVIOUS MIN:

**1.0 RECOMMENDATION:**

***“THAT Council as a Planning Authority, in accordance with Section 6 of the Land Use Planning and Approvals Act 1993:***

***1) As of 28 June 2023, revoke its previous delegation under the Land Use Planning and Approvals Act 1993 to Sally Pearce (Manager Development Services) as set out in Item AO083-22 dated 24 May 2022, and***

***2) Delegate the following powers and functions with conditions and restrictions as shown to:***

***a) Sally Pearce (Executive Manager Development Services); and***

***b) Samantha Seaton (Planning Officer).”***

<i>Provision</i>	<i>Function or Power</i>	<i>Condition or Restriction</i>
<i>s12</i>	Authority to determine the status of an existing use or development	Nil
<b><i>Part 2A – Tasmanian Planning Policies (TPPs)</i></b>		
<i>General</i>	<p>In accordance with any decision of the planning authority to –</p> <p>a) provide its views and opinions in response to a consultation by the Minister under s12C(2) relating to preparation of a draft of the TPPs or a draft amendment to the TPPs; and</p> <p>b) make a representation in accordance with s12E(1) in relation to the draft TPPs or a draft amendment of the TPPs which has been notified under s12D</p> <p>authority to undertake processes and tasks required to carry out the decision of the planning authority, including –</p> <p>a) submit a statement of the views and</p>	Nil

	<p>opinions of the planning authority relating to a s12C(2) consultation on the preparation of a draft of the TPPs or a draft amendment to the TPPs;</p> <p>b) submit a representation under 12E(1) relating to a draft TPPs or a draft amendment to the TPPs; and</p> <p>c) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission in accordance with s12F(1)(c) relating to the representation of the planning authority on the draft TPPs or a draft amendment to the TPP's;</p> <p>d) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission in accordance with s212F(1)(c) relating to the representation of the planning authority on the draft TPPs or a draft amendment to the TPPs.</p>	
<b>Part 3 - State Planning Provisions (SPPs)</b>		
General	<p>In accordance with a decision of the planning authority to -</p> <p>a) provide its views and opinions in response to a consultation by the Minister under s18(2) or s30D in relation to preparation the SPPs or an amendment to the SPPs; or</p> <p>b) make a representation in accordance with s23 in relation to the draft SPPs which has been notified under s22; or</p> <p>c) make a representation in accordance with 30L in relation to a draft amendment to the SPPs which has been notified under s30K;</p> <p>d) request the Minister under s30C(4) to consider preparing terms of reference in relation to a proposed draft amendment to the SPPs</p> <p><b>authority to</b> undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p>	Nil



	<ul style="list-style-type: none"> <li>a) submit a statement of the views and opinions of the planning authority in relation to a s18 or s30D consultation for preparation of the SPPs or an amendment to the SPPs;</li> <li>b) submit a representation under s23 or s30L in relation to a draft SPPs or a draft amendment to the SPPs; and</li> <li>c) submit a request under s30C to the Minister to initiate preparation of a draft amendment to the SPPs</li> </ul>	
s24 and s30M	<p>Authority to –</p> <ul style="list-style-type: none"> <li>a) represent the planning authority and to give evidence and make submissions before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with s24 or s30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs;</li> <li>b) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with s24 or s30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs</li> </ul>	<p><u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</p>
<b>Part 3A - Local Planning Schedule (LPS)</b>		
General	<p>In accordance with a decision of the planning authority to -</p> <ul style="list-style-type: none"> <li>a) prepare a draft LPS under s35;</li> <li>b) indicate its views and opinions in relation to each representation received on a draft LPS;</li> <li>c) indicate its satisfaction that a draft LPS meets the criteria in s34;</li> <li>d) make recommendations in relation to how a draft LPS should be determined in accordance with s35F; and</li> </ul>	Nil

	<p>e) conduct and respond on a review of the LPS</p> <p><b>authority to</b> undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p> <p>a) prepare the required documentation for a draft LPS;</p> <p>b) submit the draft LPS to the Tasmanian Planning Commission (TPC) under s35(1);</p> <p>c) make any modifications to the draft LPS which may be instructed by the TPC under s35(5)(b);</p> <p>d) give notice under s35C of the exhibition of a draft LPS, including for any instruction issued by the TPC under s35B;</p> <p>e) undertake exhibition of the draft LPS in accordance with s35D;</p> <p>f) provide a report to the TPC in accordance with s35F in relation to the planning authority's –</p> <p>i. views and opinions on each representation received during the exhibition period;</p> <p>ii. compliance to s34; and</p> <p>iii. recommendations on how the draft LPS should be determined;</p> <p>g) prepare and submit any modifications required by the TPC to a draft LPS in accordance with s35K;</p> <p>h) give notice in accordance with s35M(2) of the approval of the LPS;</p> <p>i) provide a report to the TPC on the outcomes of a review of the LPS conducted by the planning authority in accordance with s35O</p>	
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s35H	<p>Authority to –</p> <ul style="list-style-type: none"> <li>a) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission;</li> <li>b) agree to minor modifications to clarify purpose or operation of a LPS or to correct draft errors; and</li> <li>c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission</li> </ul>	<p><u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</p>
<b>Part 3B - Amendment of the Local Planning Schedule (LPS)</b>		
General	<p>In accordance with a decision of the planning authority in relation to –</p> <ul style="list-style-type: none"> <li>a) preparation of a draft amendment to the LPS under s38 or 40D;</li> <li>b) preparation of a draft amendment under s38 and a draft permit under s40Y; and</li> <li>c) its views and opinions in relation to each representation received on a draft LPS and on any draft permit;</li> <li>d) its satisfaction that the draft LPS meets the criteria in s34; and</li> <li>e) recommendations in relation to how the draft LPS should be determined in accordance with s35F;</li> </ul> <p><b>authority to</b> undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p> <ul style="list-style-type: none"> <li>a) give notice in accordance with s38(3) of a decision in relation to a request to initiate a draft amendment to the LPS;</li> <li>b) give notice in accordance with s40W of a decision under 40Y in relation to a request to consider a permit in combination with a request to initiate a draft amendment to</li> </ul>	Nil

	<p>the LPS;</p> <p>c) request additional information under s40 and s40U;</p> <p>d) provide any material requested by the TPC in accordance with s40A, 40B, or 40V;</p> <p>e) prepare the draft LPS amendment documents;</p> <p>f) certify a draft amendment to the LPS in accordance with s40F;</p> <p>g) give notice in accordance with s40G of the exhibition of a draft amendment to the LPS, and including any exhibition of a permit application under s40Z;</p> <p>h) undertake exhibition of the draft amendment to the LPS in accordance with s40H, and including any permit application approved under 40Y;</p> <p>i) provide a report to the TPC in accordance with s40K and s42 if there are no representations making objection on the draft amendment to the LPS and to any permit application requested under 40T;</p> <p>j) provide a report to the TPC in accordance with s40K and s42 in relation to the planning authority's –</p> <p>i. views and opinions on each representation received during the exhibition period;</p> <p>ii. compliance to s34; and</p> <p>iii. its recommendations on how the draft LPS or the permit application under 40T should be determined;</p>	
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	<ul style="list-style-type: none"> <li>k) make modifications to a draft LPS amendment if instructed by the TPC in accordance with s40O or 40P;</li> <li>l) re-exhibit a modified draft amendment to the LPS under s40G and 40H if instructed by TPC in accordance with s40P;</li> <li>m) give notice of an approved amendment to the LPS in accordance with s40S;</li> <li>n) grant an extension of time under s42C for a permit granted under s42B;</li> <li>o) correct a mistake under s42D in a permit granted under s42B; and</li> <li>p) make minor amendments in accordance with s43 to a permit granted under s42B</li> </ul>	
s40L	<p>Authority to –</p> <ul style="list-style-type: none"> <li>a) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission;</li> <li>b) agree to minor modifications to clarify purpose or operation of a LPS amendment or to correct draft errors; and</li> <li>c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission</li> </ul>	<p><u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</p>
<b>Part 4 - Enforcement of Planning Controls</b>		
General	<p>Authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p> <ul style="list-style-type: none"> <li>a) take all reasonable measures under s48, s48AA, s51 and s63A to enforce compliance to a requirement to obtain a permit prior to the commencement or carrying out of a use or development of land;</li> <li>b) under s48, s51 and 63A to take all</li> </ul>	Nil

	<p>reasonable measures to enforce compliance to any condition or restriction imposed on a permit to use or develop land;</p> <p>c) under s48A to require the removal of a sign;</p> <p>d) give such advice, consultation, referral or notification required under this Part;</p> <p>e) initiate, or instruct legal representation to initiate, proceedings in relation to any use or development or to any breach of the planning scheme or of a planning process, including for any action which –</p> <p>i. is contrary to the requirements of a State Policy or a planning scheme;</p> <p>ii. is an obstruction of a planning scheme or planning process;</p> <p>iii. seeks to obtain a permit by wilfully making or causing to be made a false representation or declaration; or</p> <p>iv. is a breach of a condition or restriction on a permit</p> <p>f) to serve notices and other documents in accordance with s84</p>	
	<p>Authority to –</p> <p>a) represent the planning authority and to give evidence and make submissions before the Tasmanian Civil Administration Tribunal (TASCAT) on any matter in which the planning authority is a party to an appeal under section 61.</p> <p>b) to engage in mediation conducted by the TASCAT and to sign any consent agreement resulting from mediation which is within the power of a planning authority and which will achieve a lawful resolution of an appeal;</p> <p>c) appoint a person to represent the planning authority and make submissions or to give evidence before the Tasmanian Civil Administration Tribunal (TASCAT)</p>	<p><u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</p>

s51	Authority to receive a permit application	Nil
s51(1AC)	Authority to determine a permit application is not valid	Nil
s51(2)	Authority to determine a permit application	
s51(3A)	Authority to apply conditions on a permit granted under s57	If a decision to grant a permit on an application under s57 is made under delegation
s51(4)	Authority to apply conditions on a permit granted under s58	If a decision to grant a permit on an application under s58 is made under delegation
s51A(2)	Authority to demand payment of any permit application fee	Nil
s53(5A)	Authority to grant an extension of time for the period within which the use or development described on a permit must be substantially commenced	Nil
s53(5B)	Authority to grant a further extension of the period during which a use or development must be substantially commenced	Nil
s54(1)	Authority to request additional information	Nil
s54(3)	Authority to -  a) determine when an additional information request has been satisfied; and  b) notify the applicant when a request for additional information has not been satisfied	Nil
s55	Authority to correct a mistake on a permit	Nil
s56	Authority to make minor amendments to a permit	Nil
s55AA	Authority to demand payment of any permit amendment fee	Nil
s57(3)	Authority to notify a permit application and to undertake exhibition of the application	Nil
s57(5)	Authority to grant extension of time in which to make a representation	Nil
s57(6)	Authority to grant a permit	If -  a) the proposed use or development complies with all applicable provisions of the planning scheme and

		<p>other regulation; and</p> <p>b) there are no representations; or</p> <p>c) there are representations which do not object to the grant of a permit; or</p> <p>d) there are representations which are not in relation to a matter applicable to the determination of the application</p>
s57(2) and (6)	Authority to refuse grant of a permit	<p>If</p> <p>a) the proposed use or development is prohibited by the planning scheme; or</p> <p>b) the propose use or development does not satisfy an acceptable solution in an applicable standard in the planning scheme and there is no corresponding performance criteria</p>
s57(6)(i) and (ii) and 57(6A)	Authority to negotiate an extension of the period within which the planning authority is required to determine a permit application	Nil
s57(7) and 58(3)	Authority to serve notice of the decision on a permit application	
s57A	Authority to participate in pre-determination mediation	<p>If –</p> <p>a) the mediation is requested by the applicant or by a person who has made a representation; and</p> <p>b) the mediation is conducted by an independent and accredited third party; and</p> <p>c) the outcome of a mediation does not constrain or limit the decision of the planning authority</p>
s58	Authority to grant a permit	If the proposed use or



		development complies with all applicable requirements of the planning scheme and other regulation
s58(2) and 58(2A)	Authority to negotiate an extension of the period within which the planning authority is required to determine a permit application	Nil
s58A	Authority to require an agreement	If a decision to grant a permit is made under delegation
s59	Authority to issue notices	Nil
s59(7)	Authority to determine an application after the statutory period has expired	Subject to the same qualifications as apply for grant or refusal of a s57 or s58 permit
s60(2), (3), (4), (9), and (10)	Authority to determine compliance to permit conditions	Nil
s60C(1) and 60E	Authority to advise Minister of a decision by the planning authority to propose that a project be declared a major project and to require the proponent provide a copy of the proposal to the Minister	Nil
s60C(5)	Authority to advise Minister of a decision by the planning authority to withdraw a proposal that a project be declared a major project	Nil
s60H(1)	Authority to provide Minister with requested information in the possession of Council	Nil
s60I(3)	Authority to advise the Minister of an opinion and reasons that the project is not eligible as a major project	Nil
s60ZJ(2)	Authority to provide comments on draft assessment criteria for determination of an proposed major project on land within municipal area or within the Cradle Coast regional area	Nil
s60ZL	Authority to make representations to TPC on exhibited draft assessment criteria	Nil
s60ZZB(6)	Authority to make available at the Council offices copies of the documents relating to a proposed major project which the Major Project Panel has required to be exhibited	Nil
s60ZZD(1)	Authority to make a representation on a proposed major project during the relevant exhibition period	Nil
s60ZZE	Authority to represent the planning authority at any hearing conducted by the TPC relating to a major project on which the planning authority has	Nil

	made a representation or been called by the TPC to appear	
S60ZZC(1)	Authority to respond on consultation by TPC on any amendment required to the planning scheme to incorporate effect of a major projects permit	Nil
s63B(3)	Authority to give notice in response to a person making an allegation of a contravention or likely contravention of a planning scheme or permit of the authorised person's decision on whether or not to initiate an action	Nil
s64	Authority to –  a) represent the planning authority as a respondent to civil proceedings; and  b) appoint a person to represent the planning authority and make submissions or to give evidence in civil proceedings	In relation to any delegated officer (excluding General Manager) - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer
s65G	Authority to cancel a permit	Nil
s71	Authority to require an agreement	If a decision to grant a permit is made under delegation
s74(3)	Authority to end an agreement	If the reasons for the agreement are no longer applicable
s75	Authority to amend an agreement	If the reasons for the agreement are no longer applicable
s78	Authority to require an agreement under Part 5 be registered with the Recorder on the title of the land	
s80N	Authority to request the TPC for an authorised copy of the planning scheme	Nil
s85	Authority to collect or recover fees	Nil
<b>Transitional Arrangements</b>		
Schedule 5	Authority to continue and complete any process lawfully initiated under LUPAA prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> in relation to a dispensation or a permit for which a dispensation applies.	Nil
Schedule 6	In accordance with any decision which may be made under a transitional power of the planning authority after commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> and until such time as the	In accordance with the qualifications which apply under this instrument of delegation for the equivalent provision within LUPAA after the commencement

	<p>Tasmanian Planning Scheme is made and a LPS is approved for the Burnie municipal area, authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority in relation to –</p> <ul style="list-style-type: none"> <li>a) a draft planning directive made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>b) enforcing compliance to the Burnie Interim Planning Scheme 2013 (BIPS);</li> <li>c) an urgent amendment of the BIPS if initiated by the TPC after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>d) a draft amendment to the BIPS made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>e) a draft amendment to the BIPS made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>f) a permit application made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>g) a permit application made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>h) an appeal made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; or</li> <li>i) an appeal made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i></li> </ul>	<p>the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i></p>
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## 2.0 EXECUTIVE SUMMARY

## Purpose and Background

The purpose of this report is to update and make an additional delegation under the *Land Use Planning and Approvals Act 1993* (LUPAA), to ensure continuity of planning services.

Council has a broad number of delegations to the General Manager in order to allow for actions and decisions requiring legislative authority to be exercised on a day to day basis.

Some powers within legislation are given directly to the General Manager. Other powers are vested in the Council and may be delegated to the General Manager.

In the case of the *Land Use Planning and Approvals Act 1993* (LUPAA), the powers are vested in the council as a Planning Authority.

## Key Issues

Council has current delegations under LUPAA to Simon Overland, Bel Lynch (when Acting GM) and Sally Pearce (Executive Manager Development Services). Last month Council revoked its former LUPAA delegation to Patrick Earle (former Director Land and Environmental Services), due to his resignation.

This report provides for an additional delegation under LUPAA to Samantha Seaton, to ensure continuity of planning services within statutory timeframes, particularly during absences of the Executive Manager Development Services. It also updates the delegation to Sally Pearce, to reflect her current position title and includes modifications to the delegation which previously referenced the Director position.

## 3.0 SUPPORTING INFORMATION

### Strategic Alignment

This report aligns with the Council Plan Enabler *Our People*, in ensuring personnel are equipped to perform the functions of their roles in a timely manner.

### Legal

The power to delegate under LUPAA is specifically set out at Section 6 of the Act, and provides that the Planning Authority may delegate its powers to a person employed by the Council directly. Because the General Manager does not have express power under the Act to delegate those powers further, each of the delegations under this Act are made directly from the Planning Authority to each relevant person.

Delegations by Council may only be made, changed, or revoked by resolution of Council. Conditions or restrictions can be placed on any delegation.

In addition to the delegated powers, there are a number of powers under LUPAA that are directly vested with *authorised officers* under that Act. Section 65I of LUPAA provides the General Manager with authority to appoint authorised officers under the Act. These appointments are made separately by the General Manager and are to correspond with the above delegations from Council.

Delegations issued in writing are a legal instrument and may be required as judicial evidence, to demonstrate the validity of a person's power to take a particular action.

The *Local Government Act 1993* requires a register of delegations to be kept and be available for inspection. The General Manager's Delegations are published on Council's website. The full register of delegations is available on request.

### **Finance**

There are no financial impacts resulting from this report.

### **Relation to Council Policy**

There are no Council policies relating to this report.

### **Discussion**

The proposed delegation is the same as has been issued to other staff. The Act and its specific powers and functions were reviewed in 2022 for updating the delegations, and incorporated relevant amendments to the Act.

### **Health and Safety**

There are no health and safety impacts resulting from this report.

### **Risk**

There can be a significant risk to Council if delegations are not valid and maintained effectively. The risk is primarily around the exercise of powers through statutory decisions or actions which may be rendered invalid if it is not supported by a correct and current delegation. This is most important in matters such as Land Use Planning, Building Act permits or decisions, and matters which may have a judicial review element.

### **Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

### **Consultation**

Relevant Council Officers have been consulted in the preparation of this report.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**COUNCIL RESOLUTION**

**Resolution number: MO107-23**

**MOVED:** *Cr S Kons*

**SECONDED:** *Cr A Keygan*

***“THAT Council as a Planning Authority, in accordance with Section 6 of the Land Use Planning and Approvals Act 1993:***

***1) As of 28 June 2023, revoke its previous delegation under the Land Use Planning and Approvals Act 1993 to Sally Pearce (Manager Development Services) as set out in Item AO083-22 dated 24 May 2022, and***

***2) Delegate the following powers and functions with conditions and restrictions as shown to:***

***a) Sally Pearce (Executive Manager Development Services); and***

***b) Samantha Seaton (Planning Officer).”***

<i>Provision</i>	<i>Function or Power</i>	<i>Condition or Restriction</i>
<i>s12</i>	Authority to determine the status of an existing use or development	Nil
<b><i>Part 2A – Tasmanian Planning Policies (TPPs)</i></b>		
<i>General</i>	<p>In accordance with any decision of the planning authority to –</p> <p>a) provide its views and opinions in response to a consultation by the Minister under s12C(2) relating to preparation of a draft of the TPPs or a draft amendment to the TPPs; and</p> <p>b) make a representation in accordance with s12E(1) in relation to the draft TPPs or a draft amendment of the TPPs which has been notified under s12D</p> <p>authority to undertake processes and tasks required to carry out the decision of the planning</p>	Nil

		<p>authority, including –</p> <ul style="list-style-type: none"> <li>a) submit a statement of the views and opinions of the planning authority relating to a s12C(2) consultation on the preparation of a draft of the TPPs or a draft amendment to the TPPs;</li> <li>b) submit a representation under 12E(1) relating to a draft TPPs or a draft amendment to the TPPs; and</li> <li>c) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission in accordance with s12F(1)(c) relating to the representation of the planning authority on the draft TPPs or a draft amendment to the TPP's;</li> <li>d) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission in accordance with s212F(1)(c) relating to the representation of the planning authority on the draft TPPs or a draft amendment to the TPPs.</li> </ul>		
<b>Part 3 - State Planning Provisions (SPPs)</b>				
	General	<p>In accordance with a decision of the planning authority to -</p> <ul style="list-style-type: none"> <li>a) provide its views and opinions in response to a consultation by the Minister under s18(2) or s30D in relation to preparation the SPPs or an amendment to the SPPs; or</li> <li>b) make a representation in accordance with s23 in relation to the draft SPPs which has been notified under s22; or</li> <li>c) make a representation in accordance with 30L in relation to a draft amendment to the SPPs which has been notified under s30K;</li> <li>d) request the Minister under s30C(4) to consider preparing terms of reference in relation to a proposed draft amendment to the SPPs</li> </ul>	Nil	

	<p><b>authority to</b> undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p> <p>a) submit a statement of the views and opinions of the planning authority in relation to a s18 or s30D consultation for preparation of the SPPs or an amendment to the SPPs;</p> <p>b) submit a representation under s23 or s30L in relation to a draft SPPs or a draft amendment to the SPPs; and</p> <p>c) submit a request under s30C to the Minister to initiate preparation of a draft amendment to the SPPs</p>	
s24 and s30M	<p>Authority to –</p> <p>a) represent the planning authority and to give evidence and make submissions before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with s24 or s30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs;</p> <p>b) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with s24 or s30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs</p>	<p><u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</p>
Part 3A - Local Planning Schedule (LPS)		
General	<p>In accordance with a decision of the planning authority to -</p> <p>a) prepare a draft LPS under s35;</p> <p>b) indicate its views and opinions in relation to each representation received on a draft LPS;</p> <p>c) indicate its satisfaction that a draft LPS meets the criteria in s34;</p> <p>d) make recommendations in relation to</p>	Nil



		<p>how a draft LPS should be determined in accordance with s35F; and</p> <p>e) conduct and respond on a review of the LPS</p> <p><b>authority to</b> undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p> <p>a) prepare the required documentation for a draft LPS;</p> <p>b) submit the draft LPS to the Tasmanian Planning Commission (TPC) under s35(1);</p> <p>c) make any modifications to the draft LPS which may be instructed by the TPC under s35(5)(b);</p> <p>d) give notice under s35C of the exhibition of a draft LPS, including for any instruction issued by the TPC under s35B;</p> <p>e) undertake exhibition of the draft LPS in accordance with s35D;</p> <p>f) provide a report to the TPC in accordance with s35F in relation to the planning authority's –</p> <p>i. views and opinions on each representation received during the exhibition period;</p> <p>ii. compliance to s34; and</p> <p>iii. recommendations on how the draft LPS should be determined;</p> <p>g) prepare and submit any modifications required by the TPC to a draft LPS in accordance with s35K;</p> <p>h) give notice in accordance with s35M(2) of the approval of the LPS;</p> <p>i) provide a report to the TPC on the outcomes of a review of the LPS conducted by the</p>		
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	planning authority in accordance with s35O	
s35H	<p>Authority to –</p> <ul style="list-style-type: none"> <li>a) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission;</li> <li>b) agree to minor modifications to clarify purpose or operation of a LPS or to correct draft errors; and</li> <li>c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission</li> </ul>	<p><u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</p>
<b>Part 3B - Amendment of the Local Planning Schedule (LPS)</b>		
General	<p>In accordance with a decision of the planning authority in relation to –</p> <ul style="list-style-type: none"> <li>a) preparation of a draft amendment to the LPS under s38 or 40D;</li> <li>b) preparation of a draft amendment under s38 and a draft permit under s40Y; and</li> <li>c) its views and opinions in relation to each representation received on a draft LPS and on any draft permit;</li> <li>d) its satisfaction that the draft LPS meets the criteria in s34; and</li> <li>e) recommendations in relation to how the draft LPS should be determined in accordance with s35F;</li> </ul> <p><b>authority to</b> undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p> <ul style="list-style-type: none"> <li>a) give notice in accordance with s38(3) of a decision in relation to a request to initiate a draft amendment to the LPS;</li> <li>b) give notice in accordance with s40W of a decision under 40Y in relation to a request</li> </ul>	Nil

		<p>to consider a permit in combination with a request to initiate a draft amendment to the LPS;</p> <p>c) request additional information under s40 and s40U;</p> <p>d) provide any material requested by the TPC in accordance with s40A, 40B, or 40V;</p> <p>e) prepare the draft LPS amendment documents;</p> <p>f) certify a draft amendment to the LPS in accordance with s40F;</p> <p>g) give notice in accordance with s40G of the exhibition of a draft amendment to the LPS, and including any exhibition of a permit application under s40Z;</p> <p>h) undertake exhibition of the draft amendment to the LPS in accordance with s40H, and including any permit application approved under 40Y;</p> <p>i) provide a report to the TPC in accordance with s40K and s42 if there are no representations making objection on the draft amendment to the LPS and to any permit application requested under 40T;</p> <p>j) provide a report to the TPC in accordance with s40K and s42 in relation to the planning authority's –</p> <p>i. views and opinions on each representation received during the exhibition period;</p> <p>ii. compliance to s34; and</p> <p>iii. its recommendations on how the draft LPS or the permit application under 40T should be determined;</p>		
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		<p>k) make modifications to a draft LPS amendment if instructed by the TPC in accordance with s40O or 40P;</p> <p>l) re-exhibit a modified draft amendment to the LPS under s40G and 40H if instructed by TPC in accordance with s40P;</p> <p>m) give notice of an approved amendment to the LPS in accordance with s40S;</p> <p>n) grant an extension of time under s42C for a permit granted under s42B;</p> <p>o) correct a mistake under s42D in a permit granted under s42B; and</p> <p>p) make minor amendments in accordance with s43 to a permit granted under s42B</p>		
	s40L	<p>Authority to –</p> <p>a) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission;</p> <p>b) agree to minor modifications to clarify purpose or operation of a LPS amendment or to correct draft errors; and</p> <p>c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission</p>	<p><u>In relation to any delegated officer (excluding General Manager) - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</u></p>	
<b>Part 4 - Enforcement of Planning Controls</b>				
	General	<p>Authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to –</p> <p>a) take all reasonable measures under s48, s48AA, s51 and s63A to enforce compliance to a requirement to obtain a permit prior to the commencement or carrying out of a use or development of land;</p>	Nil	

		<ul style="list-style-type: none"> <li>b) under s48, s51 and 63A to take all reasonable measures to enforce compliance to any condition or restriction imposed on a permit to use or develop land;</li> <li>c) under s48A to require the removal of a sign;</li> <li>d) give such advice, consultation, referral or notification required under this Part;</li> <li>e) initiate, or instruct legal representation to initiate, proceedings in relation to any use or development or to any breach of the planning scheme or of a planning process, including for any action which – <ul style="list-style-type: none"> <li>i. is contrary to the requirements of a State Policy or a planning scheme;</li> <li>ii. is an obstruction of a planning scheme or planning process;</li> <li>iii. seeks to obtain a permit by wilfully making or causing to be made a false representation or declaration; or</li> <li>iv. is a breach of a condition or restriction on a permit</li> </ul> </li> <li>f) to serve notices and other documents in accordance with s84</li> </ul>		
		<p>Authority to –</p> <ul style="list-style-type: none"> <li>a) represent the planning authority and to give evidence and make submissions before the Tasmanian Civil Administration Tribunal (TASCAT) on any matter in which the planning authority is a party to an appeal under section 61.</li> <li>b) to engage in mediation conducted by the TASCAT and to sign any consent agreement resulting from mediation which is within the power of a planning authority and which will achieve a lawful resolution of an appeal;</li> <li>c) appoint a person to represent the planning authority and make submissions or to give</li> </ul>	<p><u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer</p>	

	evidence before the Tasmanian Civil Administration Tribunal (TASCAT)	
s51	Authority to receive a permit application	Nil
s51(1AC)	Authority to determine a permit application is not valid	Nil
s51(2)	Authority to determine a permit application	
s51(3A)	Authority to apply conditions on a permit granted under s57	If a decision to grant a permit on an application under s57 is made under delegation
s51(4)	Authority to apply conditions on a permit granted under s58	If a decision to grant a permit on an application under s58 is made under delegation
s51A(2)	Authority to demand payment of any permit application fee	Nil
s53(5A)	Authority to grant an extension of time for the period within which the use or development described on a permit must be substantially commenced	Nil
s53(5B)	Authority to grant a further extension of the period during which a use or development must be substantially commenced	Nil
s54(1)	Authority to request additional information	Nil
s54(3)	Authority to -  a) determine when an additional information request has been satisfied; and  b) notify the applicant when a request for additional information has not been satisfied	Nil
s55	Authority to correct a mistake on a permit	Nil
s56	Authority to make minor amendments to a permit	Nil
s55AA	Authority to demand payment of any permit amendment fee	Nil
s57(3)	Authority to notify a permit application and to undertake exhibition of the application	Nil
s57(5)	Authority to grant extension of time in which to make a representation	Nil
s57(6)	Authority to grant a permit	If -  a) the proposed use or

			<p>development complies with all applicable provisions of the planning scheme and other regulation; and</p> <p>b) there are no representations; or</p> <p>c) there are representations which do not object to the grant of a permit; or</p> <p>d) there are representations which are not in relation to a matter applicable to the determination of the application</p>	
s57(2) and (6)	Authority to refuse grant of a permit		<p>If</p> <p>a) the proposed use or development is prohibited by the planning scheme; or</p> <p>b) the propose use or development does not satisfy an acceptable solution in an applicable standard in the planning scheme and there is no corresponding performance criteria</p>	
s57(6)(i) and (ii) and 57(6A)	Authority to negotiate an extension of the period within which the planning authority is required to determine a permit application		Nil	
s57(7) and 58(3)	Authority to serve notice of the decision on a permit application			
s57A	Authority to participate in pre-determination mediation		<p>If –</p> <p>a) the mediation is requested by the applicant or by a person who has made a representation; and</p> <p>b) the mediation is conducted by an independent and accredited third party; and</p> <p>c) the outcome of a mediation does not constrain or limit the decision of the planning</p>	

		authority
s58	Authority to grant a permit	If the proposed use or development complies with all applicable requirements of the planning scheme and other regulation
s58(2) and 58(2A)	Authority to negotiate an extension of the period within which the planning authority is required to determine a permit application	Nil
s58A	Authority to require an agreement	If a decision to grant a permit is made under delegation
s59	Authority to issue notices	Nil
s59(7)	Authority to determine an application after the statutory period has expired	Subject to the same qualifications as apply for grant or refusal of a s57 or s58 permit
s60(2), (3), (4), (9), and (10)	Authority to determine compliance to permit conditions	Nil
s60C(1) and 60E	Authority to advise Minister of a decision by the planning authority to propose that a project be declared a major project and to require the proponent provide a copy of the proposal to the Minister	Nil
s60C(5)	Authority to advise Minister of a decision by the planning authority to withdraw a proposal that a project be declared a major project	Nil
s60H(1)	Authority to provide Minister with requested information in the possession of Council	Nil
s60I(3)	Authority to advise the Minister of an opinion and reasons that the project is not eligible as a major project	Nil
s60ZJ(2)	Authority to provide comments on draft assessment criteria for determination of an proposed major project on land within municipal area or within the Cradle Coast regional area	Nil
s60ZL	Authority to make representations to TPC on exhibited draft assessment criteria	Nil
s60ZZB(6)	Authority to make available at the Council offices copies of the documents relating to a proposed major project which the Major Project Panel has required to be exhibited	Nil
s60ZZD(1)	Authority to make a representation on a proposed major project during the relevant exhibition period	Nil



s60ZZE	Authority to represent the planning authority at any hearing conducted by the TPC relating to a major project on which the planning authority has made a representation or been called by the TPC to appear	Nil
S60ZZC(1)	Authority to respond on consultation by TPC on any amendment required to the planning scheme to incorporate effect of a major projects permit	Nil
s63B(3)	Authority to give notice in response to a person making an allegation of a contravention or likely contravention of a planning scheme or permit of the authorised person's decision on whether or not to initiate an action	Nil
s64	Authority to –  a) represent the planning authority as a respondent to civil proceedings; and  b) appoint a person to represent the planning authority and make submissions or to give evidence in civil proceedings	In relation to any delegated officer (excluding General Manager) - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer
s65G	Authority to cancel a permit	Nil
s71	Authority to require an agreement	If a decision to grant a permit is made under delegation
s74(3)	Authority to end an agreement	If the reasons for the agreement are no longer applicable
s75	Authority to amend an agreement	If the reasons for the agreement are no longer applicable
s78	Authority to require an agreement under Part 5 be registered with the Recorder on the title of the land	
s80N	Authority to request the TPC for an authorised copy of the planning scheme	Nil
s85	Authority to collect or recover fees	Nil
<b>Transitional Arrangements</b>		
Schedule 5	Authority to continue and complete any process lawfully initiated under LUPAA prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> in relation to a dispensation or a permit for which a dispensation applies.	Nil
Schedule 6	In accordance with any decision which may be made under a transitional power of the planning	In accordance with the qualifications which apply under

	<p>authority after commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> and until such time as the Tasmanian Planning Scheme is made and a LPS is approved for the Burnie municipal area, authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority in relation to –</p> <ul style="list-style-type: none"> <li>a) a draft planning directive made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>b) enforcing compliance to the Burnie Interim Planning Scheme 2013 (BIPS);</li> <li>c) an urgent amendment of the BIPS if initiated by the TPC after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>d) a draft amendment to the BIPS made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>e) a draft amendment to the BIPS made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>f) a permit application made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>g) a permit application made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>h) an appeal made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; or</li> <li>i) an appeal made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i></li> </ul>	<p>this instrument of delegation for the equivalent provision within LUPAA after the commencement the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i></p>	
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For: Cr T Brumby, Cr G Simpson, Cr T Aitken, Cr K Dorsey, Cr J Grave, Cr A Keygan, Cr S  
Kons, Cr C Lynch, Cr D Pease.

Against:

***CARRIED UNANIMOUSLY***

Councillors S Kons, K Dorsey and D Pease declared an interest in Item AO094-23 but did not leave for the debate.

## **LAND AND ENVIRONMENTAL SERVICES**

### **AO094-23 RESIDENTIAL PARKING PERMITS – TRIAL OF RIGHT TO AN ADDITIONAL RESIDENTIAL PARKING PERMIT**

**FILE NO:** 33/3/3

**PREVIOUS MIN:**

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#### **1.0 RECOMMENDATION:**

***“THAT Council amend its qualification criteria for issue of Resident Parking Permits for a twelve month trial period where each residence is able to obtain a general Resident Parking Permit for use by a vehicle associated with residences in the parking control areas identified in this report.”***

#### **2.0 EXECUTIVE SUMMARY**

##### **Purpose and Background**

Council currently operates Resident Parking Permit Schemes in locations where parking controls apply under the *Traffic Act 1925* and *Road Rules 2019* to restrict the time a vehicle may lawfully park on a road. From time to time concern is expressed to Council about eligibility criteria for grant of Resident Parking Permits.

Residents in CBD fringe residential areas subject to parking controls have been surveyed. The results indicate strong support for maintaining current parking controls, but to also provide for each residence to be able to obtain a general Resident Parking Permit in addition to current qualification criteria for Resident Parking Permits.

##### **Key Issues**

Based on the feedback from residents it is recommended that Council amend its qualification criteria for issue of Resident Parking Permits for a twelve month trial where each residence is able to obtain a general Resident Parking Permit.

The trial is recommended to enable Council officers to monitor the impact in the parking control areas, given concerns expressed by many survey respondents about parking congestion in these areas.

### **3.0 SUPPORTING INFORMATION**

#### **Strategic Alignment**

This recommendation supports the Strategic Goals under the Council Plan 2022 – 2025 of a Vibrant Town Centre and Community Facilities to Support Liveability.

#### **Legal**

The legal implications and legislative requirements for Council arising from the recommendation in this report are outlined below.

#### **Finance**

There are no material financial impacts resulting from this report.

#### **Relation to Council Policy**

Council Parking Policy applies.

#### **Discussion**

The authority for parking controls in residential areas derives from the Road Rules 2019. Section 376 (1) (a) provides that the Transport Commission (or delegate), having regard to such considerations as it thinks fit, may issue a person with an exemption permit authorising the person to drive or park a vehicle otherwise than in accordance with a parking control sign. The Transport Commission has issued guidelines for residential parking schemes.

The guidelines provide that the objectives of Resident Parking Permit schemes are to give residents with no off street parking a reasonable likelihood of parking in proximity to their home; confer the same privilege to visitors to local residences; and to achieve a sensible balance between the desires of local residents and other users for on-street parking, in order to achieve a high level of utilisation.

Burnie City Council operates Resident Parking Permit Schemes in the following areas:

Moody Street, Wilson Street and Fleming Court (4 hours);  
Queen, Hodgman Street, Princes, Charles, Williams Sand Jones Streets (4 Hours);  
Olive Street, Upper Bourke Street and Regent Street (4 Hours);  
Amelia Street and Amy Street (4 Hours) and  
Vernon Place (2 Hours).

Burnie City Council currently provides that parking permits may only be issued to residences in parking controls area that either have no off-street parking (in which case a residence is eligible for up to two parking permits) or one off-street parking space (in which case a residence is eligible for one parking permit). A number of residents in these areas have been concerned that the eligibility criteria are too restrictive and that all residences in the parking control area should be entitled to a general parking permit (not tied to a particular vehicle)

to be used in association with the residence (for example, many families now have more than two vehicles registered to a residence with adult children continuing to live at home).

The owners and occupiers of residences in the parking control areas have recently been surveyed about the parking controls. The headline results of the surveys are strong support for maintaining existing parking controls and for eligibility for a general parking permit for each residence, in addition to the current criteria.

It is therefore recommended that Council trial for 12 months the right for each residence in these parking control areas to be issued on application with a general parking permit (not tied to a specific vehicle) for use in association with that residence. The trial is recommended so that any adverse impacts can be identified and considered before permanent substantive changes are made to Council's policy and approach.

### **Health and Safety**

There are no health and safety impacts resulting from this report.

### **Risk**

There are strategic and service delivery risks if this trial does not proceed given all owners and residents in the relevant areas have been consulted and there is strong support for such. The trial is recommended so that any risks in operationalizing an increased number of Resident Parking Permits can be identified and considered before permanent substantive changes are made to Council's policy position.

### **Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

### **Consultation**

The residents and property owners in the CBD fringe parking control areas have been surveyed. There is strong support for the recommended change to eligibility criteria to provide on application a general Resident Parking Permit, in addition to current criteria.

### **Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**COUNCIL RESOLUTION****Resolution number: MO108-23****MOVED:**            *Cr G Simpson***SECONDED:**      *Cr T Aitken*

***“THAT Council amend its qualification criteria for issue of Resident Parking Permits for a twelve month trial period where each residence is able to obtain a general Resident Parking Permit for use by a vehicle associated with residences in the parking control areas identified in this report.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

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**CORPORATE AND COMMERCIAL SERVICES****AO095-23 FINANCIAL MANAGEMENT STRATEGY 2024-2033**

FILE NO: 13/16/4  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council approve the Financial Management Strategy 2024-2033, as presented.”***

**2.0 EXECUTIVE SUMMARY****Purpose and Background**

The purpose of this report is to seek Council’s approval of the long term Financial Management Strategy (FMS) 2024-2033.

The Council considered a Draft FMS in March 2023 but determined to set this aside until further work was undertaken to determine strategies to reduce

**Key Issues**

- The revised FMS delivers surpluses over the life of the Strategy; maintains and builds upon the Council’s cash position; and allows for renewal of existing assets, which are all consistent with the FMS principles.
- Rate increases until 2026 are based upon CPI plus a percentage increase to recognise that Council needs to increase its income in order to continue to provide the current level of service; provide for the renewal of the current asset base; and operate the business of the Council. After this period, the rating strategy shifts to be more in line with CPI expectations.
- If the Council do not realise these rate increases, it will not be able to sustain its current operations over the long term; cash resources will be depleted; and the Council risks running concurrent underlying deficits without sufficient cash reserves to pay for these.
- The Council have committed to strategic structural improvements over the next two year period totaling \$450,000.
- Within the FMS, the Council is maintaining its cash reserves within the required cash buffer, across 9 out of the 10 year period. This is currently underpinned by the \$10.4 million COVID-19 Concessional Loan. This buffer is required to withstand unexpected events and to support increasing disaster recovery requirements while ensuring enough cash is on hand to conduct the business of the Council and invest in the capital program.



- Cash reserves in 2023-24 are below the desired cash buffer as Council funds will be required to be spent in order to construct major projects ahead of funding being received from Government grants.
- Council are expecting \$27 million in external funds, largely from the Australian and Tasmanian Governments associated with major projects in 2023-24. With our reduced cash reserves in 2023-24, these capital projects cannot proceed without the timely receipt of these external funds from Government sources.
- It's not until after 2030, when the \$10.4m COVID-19 Concessional Loan is paid out, that Council can start accumulate appropriate cash reserves beyond what is needed to deliver the normal business of the Council. Currently the cost of the Council's loans equate to a repayment of \$1.14 million dollars each year.
- In 2030 following the payout of the COVID-19 Concessional Loan and the accumulation of cash reserves, Council will then be in a position to consider strategic infrastructure or other investments for the community.
- No new borrowings have been included in the FMS.
- Depreciation to fund community assets remains a significant concern for the long term sustainability of the Council. Depreciation over the next several years will increase significantly due to the new assets being constructed such as the Cultural Centre, Coastal Pathway and various flood recovery works.

### 3.0 SUPPORTING INFORMATION

#### Strategic Alignment

This report aligns with the Key Enabler of *Financial Management* under the Council's Plan 2022-2025.

#### Legal

Sections 70 of the *Local Government Act 1993* requires the Council to have a Long Term Financial Management Plan for at least a 10 year period.

Additionally, the Council is required to have a Financial Management Strategy that prescribes as a minimum, the requirements under section 70A of the Act.

Council has one FMS document that currently provides for both purposes and therefore meets the Council's legislative obligations.

#### Finance

The FMS presented adheres to the long term financial management strategies of the Council. The principles contained within the document are being met to varying degrees, most notably the Council has aspirations to achieve more robust performance in:

- Maintaining community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation.
- Ensuring the financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenditures.

While there are underlying surpluses predicted over the full 10 year period of the FMS, it should be noted that those in the short to mid-term are far from sufficient to elevate Council's financial performance to enable a greater range of Council services and infrastructure to be delivered over and above current provisions.

### **Relation to Council Policy**

The Council Plan 2022-2025 and the Council's Treasury Management Policy are related to this matter.

### **Discussion**

The FMS is the key funding document for Council. It ensures that there will be sufficient funding to continue its service delivery, capital works program and operations of the Council over the long term, to the appropriate standard.

The FMS presented has been revised using a range of assumptions about the future, however no one can accurately predict the future and therefore it is expected that variations will naturally occur.

Details of these potential variations are captured in the Financial Risk Register within the Financial Management Strategy 2024-2033 document **attached**. The impact of these variations on the Council's financial performance is calculated through sensitivity analysis (how a change in one variable / input affects another).

The financial principles of the FMS include delivering surplus budgets with an emphasis on improving our financial position and setting an appropriate pathway for financial sustainability for our community, over the long term.

The starting point for any FMS is to predict the financial outcome if the same services and assets were delivered over the life of the Strategy for the betterment of the community, with CPI as the base increase in rating income generated. The reality of the present situation is that the Council's financial position has been eroded for over a decade, and this scenario is not viable. The scenario does not provide the necessary uplift that enables delivery of the FMS principles. In fact this scenario would deliver deficit budgets across the full 10 year period.

Therefore Council needs to increase its income, and reduce its expenditure. Council has considered a number of strategic savings and income generating options and will work hard over the next two years to deliver upon these. The uplift expected from these various strategies will realise an uplift of \$450,000 over the next two years which has subsequently been factored into the FMS. Additionally income will need to lift to prevent recurrent deficit

budgets necessitating the need for rate increases above CPI until 2026 after which time it is expected to return to a more normalised rate increase each year consistent with CPI.

The cash position of the Council remains appropriate in accordance with the Tasmanian Audit Office recommended cash buffer target and the Council's FMS strategies. Around 2030 when the COVID concessional loan is paid out, cash will start to accumulate beyond what is required for operational and capital works purposes allowing the Council to consider additional services and infrastructure needs.

The capital program has been modelled based only on the new major projects that the Council has formally resolved at this time, it does not include future decisions. The program is based on the majority of the renewal (depreciation) funding being used to fund work to existing assets. Equally, this is true for operational expenditure, no allowance has been made for future decisions.

To this end, the Council will need to carefully consider the financial impact of any new motions or decisions taken, against: affordability for the short to long term; on capital budgets and cash reserves; the impact to its community such as by way of increased rates and charges; and the lifecycle costs of decisions made where Council assets are concerned.

Depreciation remains a significant concern for the Burnie City Council, with a large asset base, elevated depreciation, and the exacerbation of this in future year by the building of three new assets, the Coastal Pathway, Cultural Centre and the UTAS Band Rooms that will eventually be handed to Council. The depreciation for these three new assets has been included in the FMS, no other new infrastructure works are catered for.

On the basis of these assumptions Council is forecasting to have surplus financial performance to varying degrees across the 10 years of the Strategy.

### **Health and Safety**

There are no health and safety impacts resulting from this report.

### **Risk**

Please refer to the Financial Risk Register included in the FMS.

### **Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

### **Consultation**

Relevant Council officers have been consulted in the development of the FMS.

The FMS principles and methodology were discussed at the Audit Panel meeting of 8 February 2023 and the Panel were satisfied with the methodology presented by officers. The FMS principles were then discussed with councilors at the Council Workshop held on 14

March 2023. No changes to the current FMS methodology were requested by the Audit Panel.

The Council have had numerous Workshops over the past several months in discussing all elements of the FMS and the subsequent Annual Plan and Budget Estimates.

### Conflict Of Interest

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

## 4.0 DETAIL

For further detail please refer to the Financial Management Strategy 2024-2033, as **attached**.

### ATTACHMENTS

1 [↓](#). Draft Financial Management Strategy 2024-2033

### COUNCIL RESOLUTION

**Resolution number: MO109-23**

**MOVED:** *Cr D Pease*

**SECONDED:** *Cr A Keygan*

***“THAT Council approve the Financial Management Strategy 2024-2033, as presented.”***

**For:** Cr T Brumby, Cr G Simpson, Cr T Aitken, Cr K Dorsey, Cr J Grave, Cr A Keygan, Cr C Lynch, Cr D Pease.

**Against:** Cr S Kons.

**CARRIED**



# FINANCIAL MANAGEMENT STRATEGY

2024 - 2033

The Financial Management Strategy is an important component of the Council's financial planning process as it underpins financial sustainability, whilst meeting the needs and expectations of the community in delivering the Council's strategic objectives.

**Burnie City Council**  
80 Wilson Street Burnie, TASMANIA



	<b>Financial Management Strategy (DRAFT)</b> Approved By: <b>Council</b> Doc Controller: <b>Director Corporate and Commercial Services</b> Document Code: <b>CD-CBS-FIN-001</b> Version: <b>12.0</b> File: 13/16/4 Approved Date: <b>XXX</b> Next Review Date: <b>XXX</b>
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Document Endorsement	
Responsibility:	<p>The Council have responsibility to ensure that financial decisions are made in accordance with this Strategy once adopted.</p> <p>The General Manager has overall accountability for implementing the Strategy. It is the responsibility of the Director Corporate and Commercial Services to operationalise the Strategy and to review the Strategy with Council periodically.</p>
Legislative Reference:	<p>This document is designed to meet the following provisions of the <i>Local Government Act 1993</i>:</p> <p>Section 70 – Long Term Financial Management Plan</p> <p>Section 70A – Financial Management Strategy</p>
Document Approval:	XXX
Previous Documents:	<p>This document replaces the previous Financial Management Strategy 2032 which was approved by the Council on 28 June 2022, as part of decision AO117-22.</p>
Publication of Strategy:	<p>Members of the public may access this strategy on Council's website (<a href="http://www.burnie.tas.gov.au">www.burnie.tas.gov.au</a>).</p>
Strategic Plan Reference:	<p>Direction 7: An engaging and accountable leadership focused on a strong future.</p> <p>Objective 7.4 Ensure a long term strategic focus drives financial policy and decisions.</p>

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## 1 Executive Summary

The Burnie City Council's Financial Management Strategy (FMS) is Council's key funding document. The FMS is a requirement under s70 and s70a of the *Local Government Act 1993*. The FMS sets out the principles Council uses when setting its financial strategy. This document provides users with information about how the Burnie City Council (the Council) intends to govern its financial decisions both now and into the future. The FMS guides the development and refinement of the Council's strategies, annual budget and actions. Through its strategies Council determines priorities and makes decisions balancing rates increases, commercial revenue and user fees against the community's capacity to pay, while delivering core services and constructing and maintaining community assets. Burnie is a regional centre and Council provides a broad range of services that rival much larger jurisdictions, and as such rates in Burnie are typically higher than surrounding Councils.

Council's cash position has been eroded in recent years due to previous financial strategies that saw Council run operating deficits over several years and more recently the impacts of COVID-19. In June 2020 Council borrowed \$10.4 million to support its operations due to insufficient cash reserves at that time. Since then, Council has modified its financial strategies, instead working hard to improve its financial performance and cash position, through reducing expenditure, evaluating income streams and setting expectations of having a balanced or surplus budget position each year. Council's position however will not be repaired in a short period of time, it will take many years for the Council to start to realise financial sustainability for the future. Having adequate cash reserves are vital for responding to unexpected events, such as the substantial road damage caused by floods in October 2022, pandemics such as COVID-19, and is imperative to long term financial sustainability.

Council continues to review its operations to improve performance, build an adequate amount of cash reserves and pay down debt. Significant changes to discretionary services and the organisational structure of the Council over the past several years has realized improvement of the Council's financial position. More must be done however to recognise financial sustainability for the future and there is now limited opportunities to provide savings from an operational perspective.

As such the Council has committed to an improvement over the next two years constituting an uplift of \$450,000 to this FMS. The strategy is underpinned by strategic considerations such as disposal of assets and changes to existing services over the two year period in order to achieve the objectives of this FMS.

Council has limited capacity to borrow funds, due to existing loan commitments and operational constraints, which will limit Council's ability to significantly upgrade or build new community assets, until uncommitted cash reserves are restored.

The FMS provides a foundation for restored financial sustainability now and into the future, with projected surplus budgets over the 10 year period of the strategy.

During the FMS horizon, Council looks forward to delivering the following key projects:

- New Coastal Pathway
- New Cultural Precinct
- New UTAS Band Rooms (once transferred to Council)
- Implementing gateway markers at three entrances to Burnie
- Upgrade of Three Mile Line intersection
- Restoring flood damaged roads
- Implementing flood warning systems for Emu River

**Burnie City Council****Financial Management Strategy 2024-2033**

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These strategic projects, predominantly government funded, demonstrate Council's commitment to having functional and safe roads, improving our ability to respond to potential disasters while enhancing recreation, arts, culture and creativity for our City.

The projections contained in the financial modelling and which are based upon certain assumptions, produce the following outcomes:

- The ability to keep the rate burden for our community to around CPI.
- Surpluses predicted over the full year 10 year period of the FMS.
- Council's cash reserves will be restored and then increase after 2030 (following the discharge of existing borrowings).
- Due to improved cash reserves, Council will have increased capacity to respond to unexpected events and disasters that it has had in the past, but will still rely on significant government contributions to respond appropriately.
- Council will continue to have the necessary funds to deliver its existing services and pay its debts when they fall due. Any future increase in service levels will require additional resources and funds and is therefore likely to increase rates.
- Council will have the necessary funds available for projected capital expenditure requirements over the next 10 years and as cash reserves increase, will be able to start considering strategic infrastructure needs.

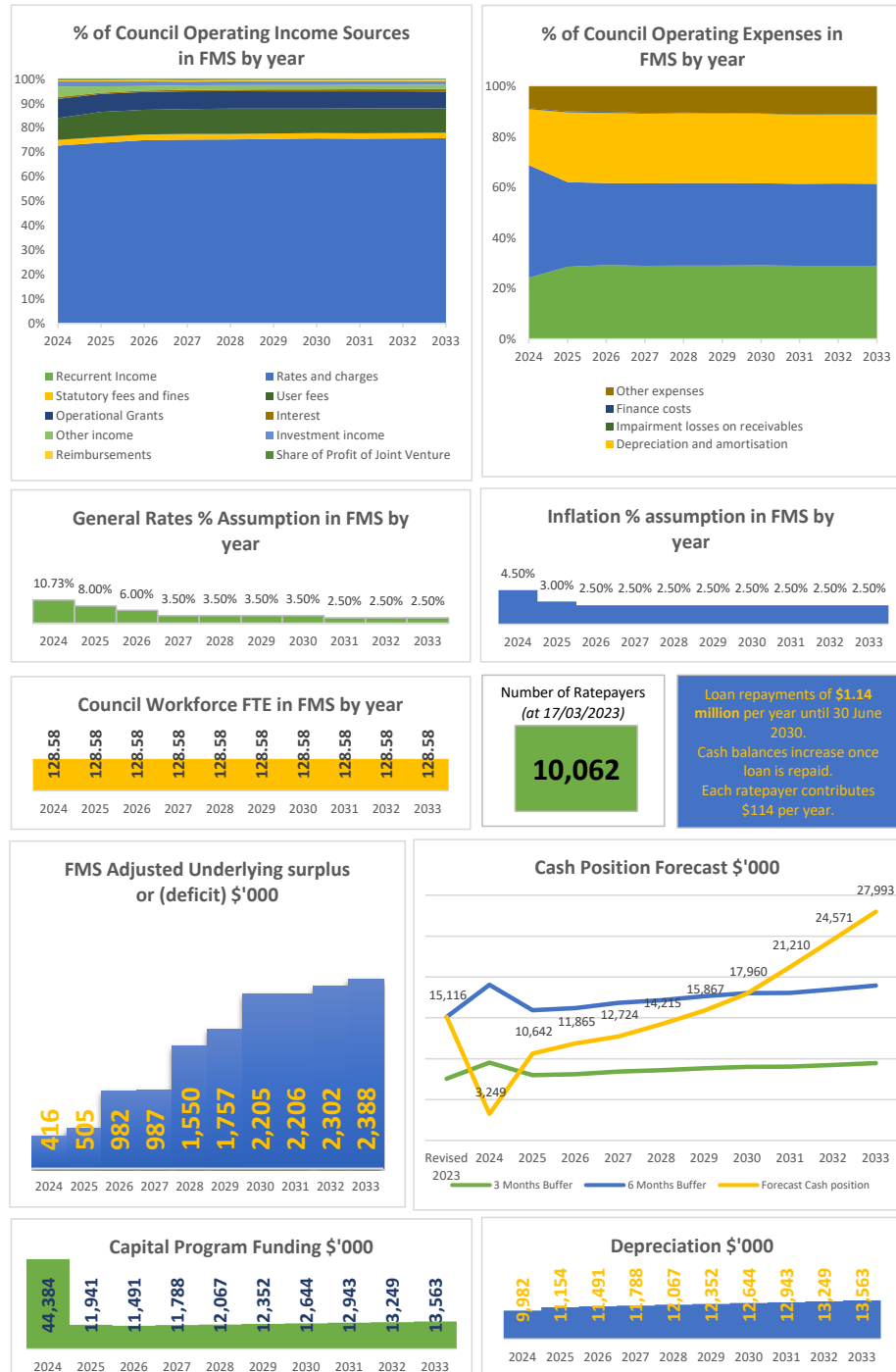
These outcomes demonstrate Council's commitment to keeping the rate burden of our community as low as possible whilst maintaining financial sustainability and ensuring the ongoing ability to deliver important services to the community.

This strategy is however based upon assumptions and nobody can predict the future. Therefore it is expected that this strategy will guide financial decision making, however our success will be dependent upon the Council's capacity to implement it. Council will therefore follow the principles contained within this FMS when setting its Annual Plan and Budget Estimates for the organisation so as to ensure a strong financial future for the City of Burnie.

## Burnie City Council

## Financial Management Strategy 2024-2033

## 1.1 Financial Management Strategy Insights



## 1.2 Alignment with Council Strategy

Council's strategic planning framework guides Council in identifying community needs and aspirations over the long term (Our Vision), medium term (Council Plan – 4 years) and short term (Annual Plan and Budget Estimates). The Council monitors its performance during the year through its reporting framework and is measured on the success of this strategy through the Audited Financial Statements and Annual Report.

Council is currently in the process of developing a new Strategic Plan for the next 20 year period. This Plan is being co-created with the Burnie community to ensure that it aligns with the community's expectations for their City during the period, moderated against the Council's capacity to deliver on the outcomes necessary.

The FMS is the key funding document for Council. It ensures that Council can fund its existing operations, maintain and renew its existing community assets and considers future infrastructure needs identified in Council's long term asset management planning. It is therefore one of the primary inputs into the development of Council's Annual Plan and Budget Estimates.

Council make a number of assumptions about the future within the FMS. It is expected that actual performance will differ from planned performance, due to uncertainty, risk and change. Comparing Council performance against the FMS allows Council to identify when corrective actions are required to ensure that financial objectives identified within this strategy can still be achieved.

Council documents key aspects of its service that are subject to significant change and variation, which subsequently create a risk for the delivery of its desired outcomes, in its Financial Risk Register (see *Risk Management*).

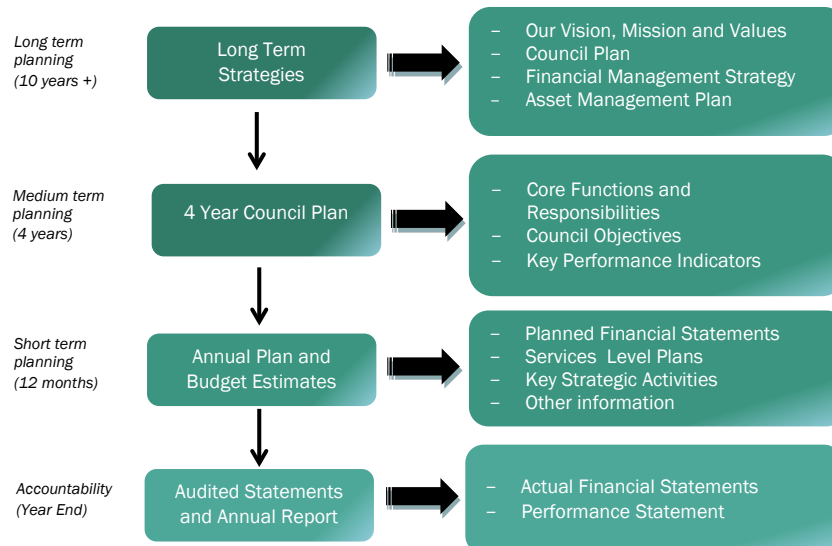
Council provides sensitivity analysis information that allows users of the FMS to calculate how changes in financial items may impact the financial performance and position of the Council (see *Sensitivity Analysis*).

These assumptions form the basis of key performance indicators, which allow Council to monitor how it is tracking against its planned financial performance over the long term (see *Financial Targets and Financial Management Strategy Insights*).

The linkage between the FMS and Council's strategic framework is represented in the following diagram.

## Burnie City Council

## Financial Management Strategy 2024-2033



### 1.3 Where does this document fit into Financial Management?

The FMS is an important part of the overall financial management activities of Council. The following table demonstrates the context within how this document fits into the overall financial management framework of the Council.



## 2 Financial Principles

The Council sets its FMS by considering and balancing the following principles:

**Principle 1: The Community's finances will be managed responsibly to enhance the wellbeing of residents.**

Council will ensure it only raises the revenue it needs to deliver upon its FMS, and does so in the most efficient and equitable manner possible. Council will manage community funds according to best practice standards and ensure information regarding its financial management decisions is accessible to the community. Council will ensure that it only delivers those services that cannot be delivered more efficiently and effectively by other providers.

**Principle 2: Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation.**

Council will seek to achieve equity across generations by recognising that each generation must pay its way with respect to recurrent expenses being met from recurrent revenue (the full cost of the service it consumes).

Council will invest sustainably in community assets to maintain (and at times enhance) service levels where possible.

**Principle 3: Council's financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.**

Council will ensure it accumulates and maintains sufficient financial resources and has the borrowing capacity to deal with volatility and unexpected events.

Council's operational budget will be flexible enough to ensure that volatility in revenues and expenses as a result of the changing economic environment can be absorbed.

**Principle 4: Resources will be allocated to those activities that generate community benefit.**

Council will ensure that robust and transparent processes are in place for the allocation and prioritisation of resources through budgetary decision-making, as well as for choosing the most effective methods for delivering specific services and projects. Strategies will include a robust cost-benefit analysis in preparing and assessing proposals.

## 3 Financial Management Strategies

### 3.1 Rating Strategy

Council sets its rating strategy balancing the following factors:-

- The quality, frequency and range of services provided by the Council
- The capital works program, centred around renewal of existing assets but considering future needs such as potential upgrade and new works, including the corresponding full life cycle costs

**Burnie City Council****Financial Management Strategy 2024-2033**

- The predicted amount of Commonwealth and State funding to be received, based on executed agreements.
- User-pays policies, recovering revenue through the use of council services and assets on a commercial or cost-recovery basis, or community subsidised basis where determined.
- The socio-economic profile of the municipal area as an indicator of our community's capacity to afford increases.
- The current and predicted future economic environment and its implications for the Council's revenue streams and expenditure growth.

Rates revenue comprises 73% (in 2024) of total revenue received by the Council. Therefore this is one of the most important considerations the Council makes, in order to ensure it can operate sustainably both now and into the future.

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

Burnie is a regional centre and Council provide a broad range of services which rival larger cities such as Hobart and Launceston, such as an airport, Cultural Centre and Aquatic Centre. This is challenging for our City as our ratepayer base is considerably smaller than those larger cities meaning that costs are not shared across as many ratable properties. As such, rates in Burnie are typically higher than the state average.

Council's rates strategy within the life of this FMS is based upon keeping annual rate increases similar to that of CPI.

**3.1.1 Rating Structure**

Council has established a rating structure comprising two key elements – general rates and service charges.

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

Service charges are levied to recover the cost of specific services provided within the municipal area. Council's service rates currently cover stormwater and waste management services. More information regarding Council's approach to determining and collecting rates from the community can be found in Council's Rates and Charges Policy available on Council's website.

**3.2 Asset Management Strategy**

The key objective of Council's Asset Management Strategy is to hold assets that the community value and use, that also generate income where possible (to reduce the rates burden). Assets that do not meet this criteria may be sold with proceeds either being reinvested in assets that do meet this criteria, or to providing financial sustainability for our City.

As the community asset custodian, Council maintains key assets at the desired condition levels to support effective service delivery and community use. This FMS is based upon maintaining the current level of service. Should an increase in service level be required, this would add additional cost to the

**Burnie City Council****Financial Management Strategy 2024-2033**

Council. If sufficient funding is not allocated to asset renewal annually then the condition of Council's assets will decline which may subsequently decrease Council's capacity to deliver services to the community.

Council's Asset Management Policy ensures that adequate provision is made for the long-term replacement of existing assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets, including physical assets and employees, by implementing appropriate asset management strategies and the financial treatment of those assets.
- Creating an environment where all Council employees play an integral part in overall management of Council assets, by creating and sustaining asset management awareness throughout the organisation through training and development.
- Meeting legislative compliance for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

Importantly the FMS is based upon the renewal of existing assets only, it does not provide for new assets with the exception of three new assets that have been determined by the Council. These are the Coastal Pathway, the new Cultural Precinct and the UTAS Band Rooms which will ultimately transfer to the community.

This means that any decision taken by the Council to build any additional new assets outside of the agreed strategic Council priorities, will:

- Increase ongoing lifecycle costs of assets such as depreciation, staffing and maintenance;
- Decrease predicted surpluses and Council's cash reserves;
- Require loan borrowings which will add to inter-generational debt and add significant operational costs to service the loan payments;
- Increase asset renewal funding requirements over the long term; and
- Result in a need to increase rates to support the above.

**3.3 Treasury Strategy**

Through treasury management, Council ensures there are sufficient funds to support operations and capital program requirements at all times, with surplus funds being invested in low risk term deposits to maximise returns while emphasising security of funds.

Managing financial risk is a core component of treasury management. Ensuring that Council raises and collects sufficient revenue is imperative. Interest rates are a key variable in determining the return Council is able to achieve on its investments.



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Council manages the financing and funding of its operations, capital program and future needs through forward financial planning and projections included in this FMS, and the Annual Plan and Budget Estimates. Cash requirements are monitored throughout the year.

Council targets an adequate cash buffer of 3 to 6 months coverage of operating costs in line with the recommendation of the Tasmanian Audit Office. It is imperative this cash buffer is maintained as it allows Council to not only run its business, but respond to unexpected events such as natural disasters and provides security against unforeseen or extenuating circumstances such as experienced recently with the impacts of COVID-19. During this FMS the Council aims to increase its cash buffer towards having 6 months coverage.

Council does not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties.

Council's operating and capital expenditure decisions are made based upon:

- statutory service delivery obligations;
- identified community needs and benefits relative to other options;
- the cost effectiveness of the proposed means of service delivery; and
- the affordability of new proposals having regard to Council's long-term financial sustainability.

More information regarding how Council manages its cash and treasury is contained in Council's Treasury Management Policy available on Council's website.

**3.4 Investment Strategy**

Cash reserves require careful management to both achieve optimum investment incomes and to ensure that cash is available when needed for planned expenditures. Funds will be invested in a manner that aims to maximise returns based on available interest rates, maturities and funds available to invest, while retaining flexibility in accessing those funds for Council purposes as required.

Council's FMS and Annual Plan and Budget Estimates will be used to provide direction on the amount and term of investments to be made. Council will ensure that enough funds are on hand to ensure that all its obligations can be met at any given time.

Funds are invested in accordance with the approved investment portfolio, credit risk framework and within the Council's stated risk appetite for financial matters which is outlined in the Risk Management Framework.

More information regarding how Council manages its investments is contained in Council's Treasury Management Policy.

**3.5 Borrowing Strategy**

Council may borrow funds to support the development of strategic capital projects that would otherwise be unable to undertaken. Where these are provided for, they are outlined in Council's relevant strategy documents.

**Burnie City Council****Financial Management Strategy 2024-2033**

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The Council is mindful of intergenerational equity in terms of generating revenue to offset service costs. Council will seek to achieve equity across generations by recognising that each generation must pay its way with respect to recurrent expenses being met from recurrent revenue (the full cost of the service it consumes).

Council aims to achieve an underlying break even, or surplus position. This means that on average over time it will generate sufficient funds to offset the consumption of existing assets (through its depreciation expense). On average over time it will have sufficient capacity to accommodate asset renewal requirements without the need to raise additional borrowings.

In considering new debt, Council will consider the impact of borrowing costs on the sustainability of its operating position and its capacity to repay the debt.

Any funds that are not immediately required to meet approved expenditure may be applied to reduce Councils level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

The FMS does not provide for any new borrowings across the life of this strategy.

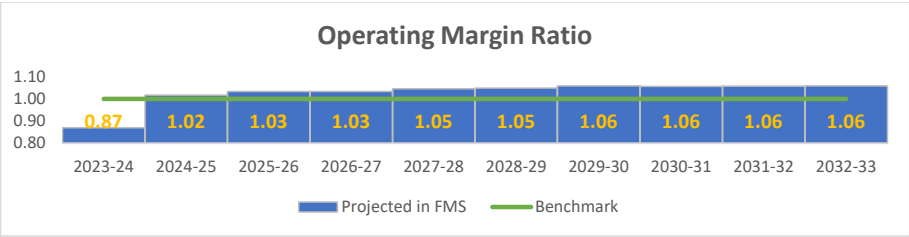
4 Financial Targets

4.1 Council Financial Management Strategy Targets

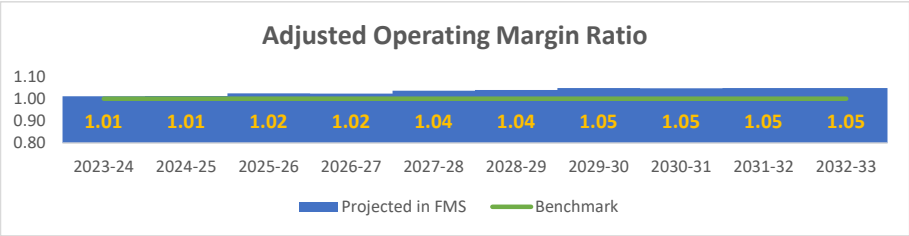
Council sets a number of targets as part of its FMS. These targets enable Council to monitor its performance and take corrective action where necessary to ensure that financial objectives are achieved.

4.1.1 Operating Margin Ratio

The operating margin measures operating effectiveness. The benchmark is 1.00 (when recurrent income equals recurrent expenditure). A result of less than 1.00 indicates a deficit. A result of more than 1.00 indicates a surplus. In 2023-24 Council is showing an operating margin ratio of less than 1.00 due to the impacts of undertaking construction work on the Wynyard section of the Coastal Pathway, which will ultimately be on-charged to Waratah Wynyard Council.



The adjusted operating margin adjusts for timing (Financial Assistance Grants) and one off impacts (such as the Wynyard section of the Coastal Pathway). Council are projecting operating surpluses over the life of the FMP. The Tasmanian Audit Office use the adjusted results when reporting on Council performance to Parliament.

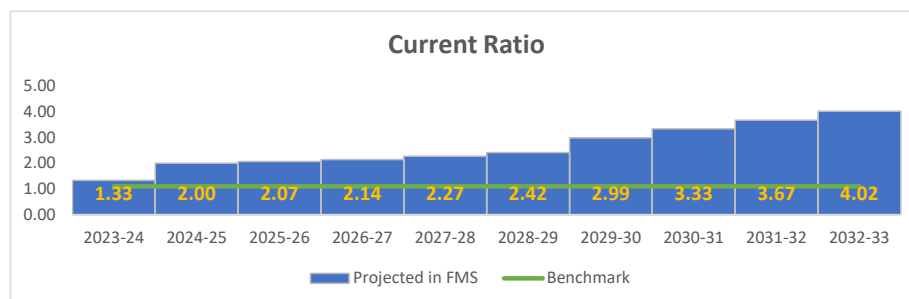


4.1.2 Current Ratio

The current ratio measures the ability of Council to pay its short term financial obligations. The benchmark is greater than 1.10 (at a minimum). A result of less than 1.00 indicates Council cannot pay its bills when they are due. A result of more than 1.00 indicates Council can pay its bills when they are due.

## Burnie City Council

## Financial Management Strategy 2024-2033



#### 4.2 Council Financial Management Indicators

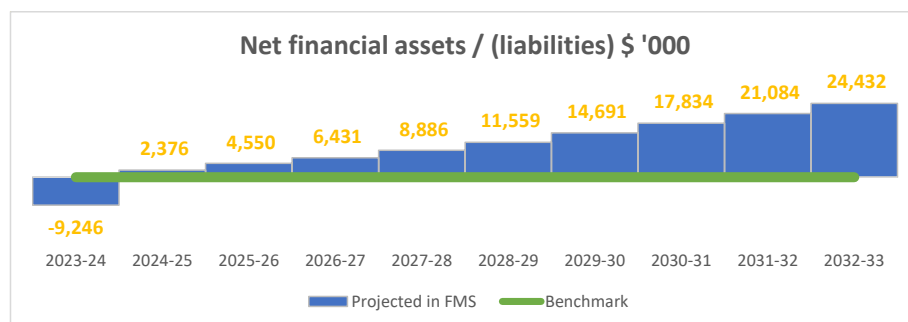
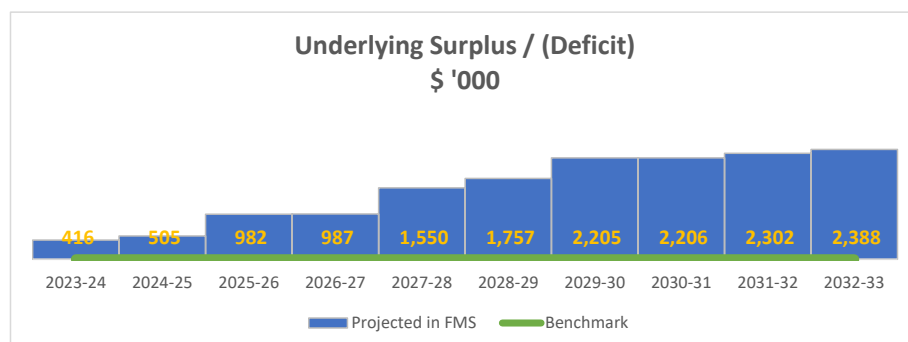
Section 84(2A) of the Local Government Act and Local Government (Management Indicators) Order (S.R.2014, No. 36) set out a number of indicators that Council must report on. The Tasmanian Audit Office has set the benchmark for each indicator.

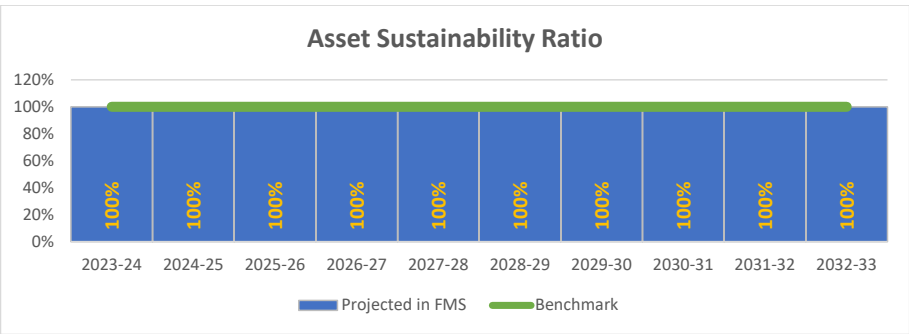
Target Measure	Description of Measure	Benchmark	Benchmark achieved in FMS
Underlying surplus / (deficit)	Revenue less expenses for the financial year. Adjusts the net result to remove one off items that are not part of council's normal day to day operations to understand how Council has performed.	>\$0	YES
Underlying surplus (deficit) ratio	A positive percentage indicates a surplus result. A negative percentage indicates a deficit result. The higher the percentage the higher the surplus.	>0%	YES
Net financial assets / (liabilities)	Measures how much liquid assets the council has left after allowing for financial liabilities.	\$0	NO Not met in 2023-24 due to capital work in advance of cash (grant funding) received (see contract assets). Met in all other years
Net financial assets / (liabilities) ratio	Measures the extent to which net liabilities can be met by operating income. A falling ratio indicates capacity to meet obligations in strengthening.	0% to 50%	NO Not met in 2023-24 due to capital work in advance of cash (grant funding) received (see contract assets). Met in all other years
Asset consumption ratio - Buildings	Shows the average 'new' condition left in the depreciable asset class	>60%	Revision of Council Asset Management Plan is underway. This ratio therefore cannot

## Burnie City Council

## Financial Management Strategy 2024-2033

			be calculated at this time.
Asset consumption ratio - Transport	Shows the average 'new' condition left in the depreciable asset class	>60%	Revision of Council Asset Management Plan is underway. This ratio therefore cannot be calculated at this time.
Asset consumption ratio - Drainage	Shows the average 'new' condition left in the depreciable asset class	>60%	Revision of Council Asset Management Plan is underway. This ratio therefore cannot be calculated at this time.
Asset renewal funding ratio	Measures the capacity to fund asset replacements for the future (based on financial management and asset management long term plans)	90%-100%	Revision of Council Asset Management Plan is underway. This ratio therefore cannot be calculated at this time.
Asset sustainability ratio	Compares spending on existing infrastructure, property, plant and equipment (renewal) with depreciation.	100%	YES





5 Financial Modelling

The Financial Management Strategy includes estimated financial statements showing the long-term financial position and performance of the Burnie City Council over the next 10 years. The following statements are included:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows

A number of assumptions, documented below, are made in estimating the future performance and position of the Council. Assumptions are required due to uncertainty in the future. Actual performance may vary in the future with any variances needing to be managed within the annual budget estimates process and performance management during the financial year.

Information regarding risks and uncertainties can be found in the sections related to *Risk Management* and *Sensitivity Analysis*.

These assumptions form the basis of key performance indicators that allow Council to monitor its performance against this strategy and take action as required to deliver the projected outcomes over the 10 year period of the Financial Management Strategy.

5.1 Modelling Methodology

Following each statement are descriptions of the assumptions specifically applied to produce the FMS estimates.

Modelling is based on:

- The 2022-23 original Annual Plan and Budget Estimates, adjusted for one off items, structural changes and recent council decisions as the base for the projections.
- A review of external economic conditions and context, establishing and linking relevant indexation factors as drivers for future revenue and expenditure changes.
- Alignment with relevant Council strategic documents.

## Burnie City Council

## Financial Management Strategy 2024-2033

## 5.2 Economic Context and Indexation Factors

Council conducted a review of the current and projected economic conditions, using reputable sources.

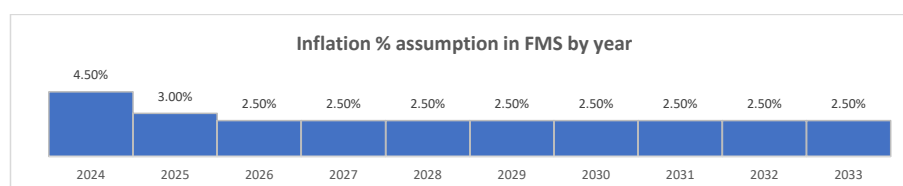
There is continued significant inflationary pressure. The annual increases in General CPI (all groups) measures to 31 December 2022 were 7.83% (Aust wide) and 7.73% (Hobart, TAS). The annual increases in General CPI (all groups) measures to 31 March 2023 were 7.83% (Aust wide) and 6.9% (Hobart, TAS). CPI has continued to be underpinned by house price, construction materials and fuel price increases with wage increasing also starting to exert pressure. CPI continues to remain high even though interests continue to increase.

Predicting inflation rates is extremely challenging and therefore Council uses the mid-range of these economist predictions. These forecasts are based on peak inflation having been reached in December 2022 with lowering inflation until a return to long run inflation of 2.5% within the RBA target inflation band.

There is a risk that Australia will enter a recession (20% – 40% chance) during 2024. There is a risk that a wage price spiral will be created where increasing inflation fuels continued wage increases, though this is currently not expected to arise and is therefore considered a low risk.

The expected impact of rising interest rates on reducing household spending will continue to be monitored (approximately 6 month lag). This is expected to impact community discretionary income which will impact some council revenue sources. Furthermore, due to cost of living pressures, Council must carefully consider rates increases against the community's capacity to pay.

Key economic indicators included in the model are

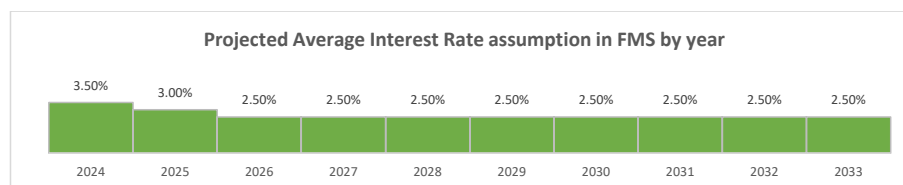


Increased costs due to inflation above predictions will result in higher costs across the FMS horizon. Sensitivity analysis below shows the dollar impact of a 1% variation in inflation and the % increase in rates required to offset.

		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Sensitivity Analysis</b>											
<b>Item</b>	<b>Impact of Inflation on Materials</b>										
	Links to expected inflation %										
<b>Current Assumption in FMS</b>	increase within FMP	20,028	13,590	13,387	13,953	14,248	14,672	14,883	15,303	15,731	16,069
<b>\$ impact if</b>	changes (+ / -) by	1.00%	200	136	134	140	142	147	149	153	161
<b>% impact on rates if</b>	changes (+ / -) by	1.00%	0.70%	0.45%	0.42%	0.42%	0.42%	0.41%	0.41%	0.41%	0.41%

## Burnie City Council

## Financial Management Strategy 2024-2033



The average interest rate is the expected return Council will achieve on its term deposit investments, not borrowing interest rates. Changes in interest rates will affect Council interest revenue.

### 5.3 Statement of Comprehensive Income

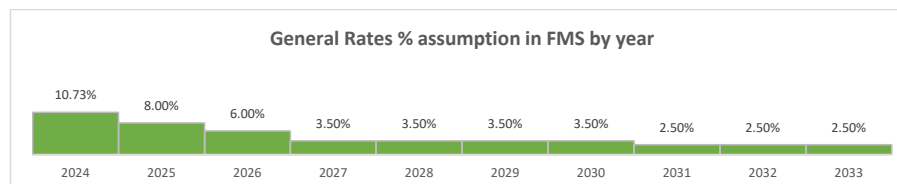
#### 5.3.1 Recurrent Income

##### Rates and charges

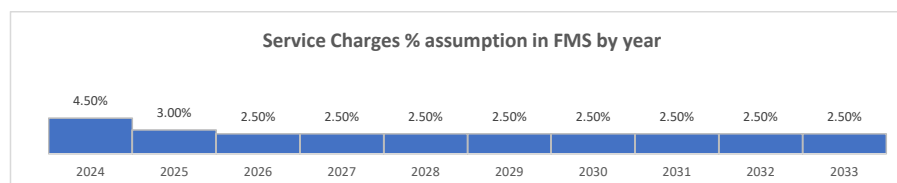
The FMS recognises that the price of delivering services to the community over time will increase, forecast in this FMS to occur each year, which is typically the case. Therefore the level of rates levied to cover those services will also need to increase annually in order to continue to deliver the same level of service. At the same time Council proactively reviews its operations to find cost reductions or additional income streams in order to offset significant rates increases.

Rating decisions are made by Council on an annual basis through the Annual Plan and Budget Estimates process and may vary from the assumptions documented within the FMS.

General Rates in the FMS have been modelled on the basis of a 10.73% increase in 2023-24 based upon the General CPI (all groups) (Hobart TAS) annual measure to 31 December 2022, plus 3%. From 2025 to 2026 rates are scheduled to remain a percentage above expected CPI. From 2027 to 2030 it is expected that rate increases will be able to align more closely with CPI at 3.5% per annum until the \$10.4 million loan is repaid, after which it is forecast to reduce again to 2.5% per annum for the remaining years.



Service charges for waste and stormwater have been modelled on the basis of the 4.5% increase in 2023-24, dropping to 3% in 2025 and then decreasing again in 2026 to 2.5% matching long run inflation expectations.





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During 2023-24 Council will be undertaking a comprehensive review of waste services to align the service route with those properties that have access to the service and receive the service charge. It is expected that there will be anomalies found and Council is expecting an uplift of \$100,000 in income for these waste services following completion of this review.

Rates income in the FMS does not take into account the redistributive effects of revaluations in the future. Full revaluation of property only occurs on a seven year basis, and therefore the State Government through the Office of the Valuer-General, undertake Adjusted AAV processes (last reviewed for the 2022-23 financial year) approximately each four year period. This ensures that property values take account of property markets trends periodically, and are not left to ratepayers to absorb each seven year period.

Fire levies are set by the State Government and are outside the control of the Council. The Fire Levy increase has been modelled on the basis of estimates contained within the 2022-23 State Government Budget paper for the State Fire Commission.

The State Government has also introduced a Landfill Levy for all municipal areas which took effect on 1 July 2022 at \$20 plus indexation per tonne of waste. The State Government has advised of increases to \$40 plus indexation per tonne on 1 July 2024 and \$60 plus indexation per tonne on 1 July 2026. These increased costs for waste services have been factored into the FMS on a full cost recovery basis. This will be recovered through a combination of the Landfill Levy applied to each ratable property, and through increased usage fees at the Waste Transfer Station.

The rates discount has been modelled at 2% for the full term of the FMS.

The effective overall rate increase is modelled in the following table:

	Revised Budget 2023 \$'000	Strategic Projections									
		2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000
General Rates	17,552	19,370	20,919	22,175	22,951	23,754	24,585	25,446	26,082	26,734	27,402
Waste Service Charges	4,312	4,603	4,741	4,859	4,981	5,105	5,233	5,364	5,498	5,635	5,776
Stormwater Service Charges	1,879	1,799	1,853	1,899	1,947	1,995	2,045	2,096	2,149	2,202	2,257
Add: Supplementary Rates	137	152	164	174	180	186	193	199	204	209	215
	23,880	25,923	27,677	29,107	30,058	31,041	32,056	33,105	33,933	34,781	35,651
% change in rates		8.55%	6.77%	5.17%	3.27%	3.27%	3.27%	3.27%	2.50%	2.50%	2.50%
Fire Levy	2,281	2,376	2,481	2,592	2,708	2,830	2,958	3,091	3,230	3,375	3,527
Landfill Levy	120	129	266	273	420	431	442	453	464	475	485
Total rates and charges	26,281	28,428	30,424	31,971	33,186	34,302	35,455	36,649	37,626	38,631	39,663
Overall \$ Change		2,147	1,996	1,547	1,215	1,116	1,154	1,193	978	1,005	1,032
Overall % Change		8.17%	7.02%	5.09%	3.80%	3.36%	3.36%	3.37%	2.67%	2.67%	2.67%

**Statutory Fees and Fines**

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislative requirements. They include building fees, planning fees, parking fines, and animal registrations. These items are generally indexed to General Fees and Charges unless the item relates to an alternative index. For example permit application fees are linked to the value of building works and indexed accordingly.

**User Fees**

User fees relate to the recovery of service delivery costs through the charging of fees to users of Council's services. These include income such as for parking fees, cultural precinct revenue and the hire of halls and sporting grounds. These items are generally indexed to General Fees and Charges

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unless the item relates to an alternative index. For example parking fees are linked to Council's parking strategy of 3 yearly increases based on the previous 3 year's CPI.

**Grants**

The main source of grant revenue is from the State Grants Commission (SGC) in the form of Financial Assistance Grants (FAG). FAG payments methodology includes a factor for population changes. It has been assumed that the population will remain constant and the current base funding will continue, indexed at 2.5% based on Commonwealth Government Budget Papers 2022-23 projections. In recent years Council has received 50% of next financial year payment in the current financial year, with 75% received in advance for 2022-23. The adjusted surplus / deficit provided in the FMS is based on Council receiving 50% advance payments in all FMS years, which is traditionally the case.

Other operating grants are included where there is an executed agreement in place.

**Reimbursements**

Reimbursements are indexed to General Fees and Charges unless the reimbursement relates to cost recovery for an item that is linked to an alternative index.

Council has benefited from receiving a reimbursement of interest paid on its \$10.4 million COVID-19 concessional loan taken in June 2020. This reimbursement ceases in June 2023, reducing income by \$150,435.

**Other Income**

Other income includes rates penalties and rental income on Council properties.

Rates penalties are based on the current debtor level and structure, to Reserve Bank of Australia 10 year Bond yield rate at the end of February each year for penalty interest rate setting as per the *Local Government Act 1993*. It is expected that the subsequent rates increases will flow through to a corresponding increase in the value of penalties.

Rental income from Council properties is indexed to General CPI, where applicable. Some rentals agreements do not index.

**Investment Income**

Dividends and distributions occur as a result of Council's ownership interests in other entities and are dependent on continued ownership and profitability of those entities.

Distributions from TasWater have been allowed for in line with the entity's Corporate Plan (based on Council's equity of 4.14%). It should be noted that the distributions are outside the control of Council and there is some risk that dividends will not be paid in line with the entity's Corporate Plan although this is considered a low risk at this time.

Distributions from Burnie Airport Corporation are based on the entity's Corporate Plan and projections. Projected profits are higher than history due to increased travel post COVID-19 and Qantas now flying into the airport. Any reduction in passenger numbers will reduce the profit distribution.

**Interest**

Interest receipts on investments are based on expected cash flows, funds available for investment and expected interest rates (*see economic conditions*) for Council's investment portfolio. Funds are invested, using rates paid upfront (estimated 60% of ratepayers pay upfront and receive the rates discount) until they are required for operating purposes during the year, in line with the Treasury Management Policy.

**5.3.2 Recurrent Expenses****Employee Benefits**

The current Council Enterprise Bargaining Agreement contains an annual increase of 2.3%. The agreement finishes on 30 June 2023. Enterprise bargaining between management and employees is under active negotiation. At the time of developing the FMS however it is uncertain the outcome of these negotiations and therefore the Annual Plan and Budget Estimates will need to account for this more precisely once known.

Employee benefits are based on the Council's position establishment, which details the number of employees required to deliver existing Council services. The FMS is modelled on staffing of 128.85 FTE per annum.

A portion of some employee costs are capitalised as part of the construction and renewal of Council assets. Council's ability to set an achievable capital works program, to ensure its full delivery against operational and reactive circumstances is imperative to the Council achieving its desired financial sustainability into the future.

Appropriate provisions for all leave and on-costs are included in the FMS, including the staged increases in the Superannuation Guarantee Contribution.

**Materials and Services**

In general materials and services has been indexed to General CPI.

Exceptions to this include:

- Insurance costs (expected to grow at 12% per annum in 2023-24 and then at general inflation afterwards) based on current expectations of the insurance market.
- Rental of communications towers for commercial communications operations (indexed at 5%).

As part of its new operating model, Council has allocated funds each year to support the delivery of a range of vibrant and engaging events for the City, and to enable funding for the Council's community grants program.

In addition Council has included projected savings of \$300,000 which will be made possible through the new waste contracting agreement with Dulverton.

**Depreciation and Amortisation**

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life. It is the financial representation of consumption of the service in Council's assets. Annual depreciation therefore is an estimate of funds that will need to be spent at some time in the future to

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renew Councils existing assets (refer to the asset sustainability ratio). Depreciation is estimated based on the expected capital works program.

The factors affecting the consumption of an asset are:

- the quality of the original asset;
- the wear and tear to which the asset is subjected;
- the environment in which the asset is operated or constructed;
- the maintenance provided to the asset;
- technical obsolescence; and
- commercial obsolescence.

Across the life of this FMS, depreciation remains a significant liability which materially impacts the Council's financial sustainability.

During 2023-24 and 2024-25 Council will review its existing assets as part of developing its revised long-term Asset Management Plan. Part of this consideration will be to consider the consolidation or disposal of assets that are surplus to requirements that pose a risk to the Council or are not utilized adequately. This review is expected to achieve a saving of \$25,000 (2023-24) and a further \$25,000 (2024-25) on a recurrent basis over the life of the FMS.

**Finance Costs**

Finance costs relate to interest charged by financial institutions on funds borrowed. The level of borrowings and the level of interest rates influence borrowing costs.

The FMS does not include any new borrowings and includes the principal and interest repayments on Council's existing loan facilities. All Council's existing loans are for a fixed term and are at a fixed interest rate for the full term of the loan.

**Other Expenses**

Other expenses include levies to the State Government for land tax and fire levies, water and sewer rates, remissions, discounts, councillor allowances and auditor remuneration.

In general other expenses has been indexed to General CPI.

An allowance of \$150,000 has been provided in 2026-27 and 2030-31 for one off electoral commission costs associated with the conduct of local government elections in those years.

**5.3.3 Capital Items****Capital grants**

Capital grants revenue is recognised as performance obligations are met, based on projected percentage completion of work at the relevant year end. Only executed agreements for those grants that are known, are included in the FMS.

**Net gain / (loss) on disposal of assets**

Council disposes of assets as part of its normal operations. Net gain / (loss) on disposal of assets is estimated based on previous 5 years historical data, excluding non-recurrent items and any strategic transactions known.

**5.4 Statement of Financial Position**

Council is projecting a strong current ratio throughout the 10 year FMS period, meaning it will be able to meet its current liabilities as and when they fall due.

It has been assumed that the structure of debtors and payables cycles will remain constant over the 10 year period with the value increasing by CPI.

Inventory levels reflect standard operating requirements.

Other assets predominantly reflect expected prepayments at year end, particularly for software licenses and subscriptions.

Contract assets relate to externally funded capital works that have been completed (based on expected year end completion percentage) under an executed agreement creating a receivable to be paid in the future. These amounts must be funded prior to receiving.

Council no longer operates Tas Communications, so there are no investments in subsidiaries.

Council estimates the value of revaluations based on expected asset values and relevant indices.

Contract liabilities reflect funds Council has received under an executed deed but services or capital projects have not yet been delivered. Once delivered, revenue is recognised and the contract liability is extinguished.

Employee provisions reflect expected FTE (128.85 per year) and anticipated wages indexation.

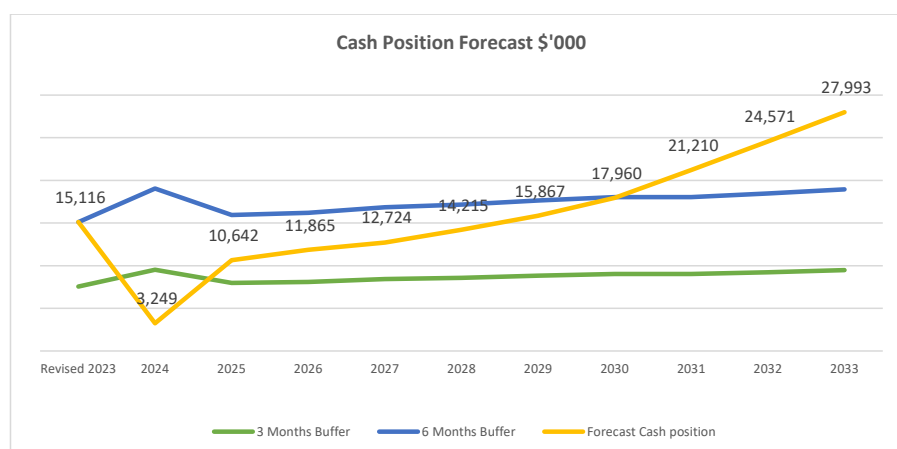
**5.5 Statement of Cash Flows**

Council needs to ensure that enough funds are on hand at any point in order to meet its operational funding requirements.

The Tasmanian Audit Office consider a cash buffer (using the cash expense cover ratio) of between 3 to 6 months as "adequate" to cover operating activities of the Council. This ratio indicates the number of months the Council could operate on current monthly expenditure (excluding the delivery of capital works) without additional cash flow. Council's expected cash position against the buffer is displayed below.

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Council will maintain an appropriate cash buffer across 9 out of the 10 years of the Financial Management Strategy. The buffer is lower in 2023-24 financial year due to council funding major capital projects prior to the receipt of grant funds (refer to contract assets on the statement of financial position for details). After these major projects are completed the cash buffer is restored. The cash buffer starts to accumulate following the payout out of the current COVID-19 concessional loan in 2030. The accumulation of cash outside of the cash buffer, allows Council to consider funding new strategic assets.

### 5.5.1 Operating Activities

Cash generated from operating activities refers to cash generated or used in the delivery of Council's normal services. Cash remaining after paying for the provision of services to the community may be available for investment in capital works or repayment of debt. Council predominantly uses the funds generated from operating activities to fund its capital works program.

The net cash flows provided by operating activities do not equal the operating result for the year due to the expected revenues and expenses including non-cash items which have been excluded from the Statement of Cash Flows. The following table is a reconciliation of cash provided from operating activities to the operating surplus/(deficit) for the year in line with the Comprehensive Income Statement:

	Revised Budget	Strategic Projections									
	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000
Result from continuing operations	4,721	29,510	5,720	1,502	1,508	2,072	2,281	2,729	2,731	2,828	2,915
Non-cash flows											
Depreciation and amortisation	9,284	9,982	11,154	11,491	11,788	12,067	12,352	12,644	12,943	13,249	13,563
Net (gain) / loss on disposal of assets	392	(539)	371	381	390	400	410	420	431	441	453
Contributions - non-monetary assets	(3,496)	-	-	-	-	-	-	-	-	-	-
Capital grants received specifically for new or upgraded i	(1,931)	(34,806)	(5,397)	(484)	(484)	(484)	(484)	(484)	(484)	(484)	(484)
Changes in assets and liabilities											
- (increase)/decrease in trade and other receivables	21	(481)	(232)	(160)	(144)	(73)	(114)	(117)	(89)	(90)	(91)
- (increase)/decrease in other assets	(72)	(24)	(17)	(14)	(15)	(15)	(16)	(16)	(16)	(17)	(17)
- (increase)/decrease in inventories	(5)	(3)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
- increase/(decrease) in trade and other payables	268	235	180	151	121	124	128	131	120	123	126
- increase/(decrease) in other liabilities	23	-	-	-	-	-	-	-	-	-	(40)
- increase/(decrease) in provisions	55	121	102	106	69	71	72	74	76	78	80
Cash flow from operations	9,259	3,994	11,879	12,971	13,231	14,160	14,627	15,380	15,709	16,126	16,501

**5.5.2 Investing Activities**

This refers to cash generated or used in the enhancement or creation of infrastructure assets and other assets. These activities also include capital grants and proceeds from the sale of property, infrastructure, plant and equipment.

Council plans for the renewal of its existing infrastructure in order to maintain current service levels. Only current committed strategic projects are included in the FMS and are funded, including the Coastal Pathway, Cultural Precinct redevelopment and the UTAS Band Rooms which will ultimately transfer to the Council. Council are counting on significant government funds to support the delivery of capital projects in 2023-24 and 2024-25.

Capital expenditure decisions are made based upon:

- identified community needs and benefits relative to other expenditure options;
- the cost effectiveness of the proposed means of service delivery; and
- the affordability of proposals having regard to Council's long-term financial sustainability.

Any asset sales over the life of the FMS will increase Council's cash reserves.

**5.5.3 Financing Activities**

This refers to cash generated or used in the financing of Council functions and include borrowings and repayment of borrowings and any associated costs.

**5.5.4 Capital Works Expenditure and Asset Renewal Needs**

The capital works program is based on committed strategic projects and ensuring the renewal of existing assets. Renewal expenditure reinstates the existing service potential or the life of an asset up to that which it had originally. It may reduce future operating and maintenance expenditure if completed at the optimum time.

Asset upgrades may be carried out to address deficiencies in current service levels or to meet new standards or statutory requirements. Expenditure on new assets will result in future costs for operations, maintenance, depreciation and capital renewal expenditure and therefore needs to be carefully considered by the Council. Council has not provisioned in the FMS for any new or upgraded assets above those that have a current Council decision.

Instead the FMS is based on the renewal of assets across the 10 year period of the FMS modelled on an asset sustainability ratio of 100%, or alternatively explained as the investment of funds equivalent to depreciation.

**5.6 Sensitivity Analysis**

Council has conducted a sensitivity analysis (what if scenarios) looking at material variabilities of projected revenue and expenditure within the FMS. These items include:

- The impact of inflation on materials and services expenditure
- A change in employee benefits expenditure due to changes in wage negotiations or structure
- The variation in commercial revenue and user fees that will be generated due to economic and market changes
- The variation in depreciation due to capital program delivery changes, the nature of work undertaken, and review of useful lives and revaluations

The table below shows the average impact for each item across the 10 year FMS horizon, the percentage change in the item, what the dollar impact is and what the corresponding percentage impact on the rating strategy would need to be to accommodate the revised scenarios. These figures are indicative only and are provided so users of the FMS can assess what the impact of positive and negative changes will be to the operating position of Council and its rating strategy.

		Average impact over 10 years of FMS
Item	Impact of Inflation on Materials and Services Expenditure	Amounts in \$'000
<b>Current Budget Assumption in FMS</b>	Links to expected inflation % increase within FMP	15,186
<b>\$ impact if</b>	changes (+ / -) by 1.00%	152
<b>% impact on rates if</b>	changes (+ / -) by 1.00%	0.44%
Item	Increase in Employee Benefits expenditure	
<b>Current Budget Assumption in FMS</b>	Links to expected wages % increase within FMP	12,793
<b>\$ impact if</b>	changes (+ / -) by 1.00%	128
<b>% impact on rates if</b>	changes (+ / -) by 1.00%	0.37%



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Item	Commercial Revenue Variability			
<b>Current Budget Assumption in FMS</b>	This relates to income earned from commercial activities and user fees, that may be impacted by changes in demand			4,628
<b>\$ impact if</b>	changes (+ / -) by	10.00%		463
<b>% impact on rates if</b>	changes (+ / -) by	10.00%		1.34%
Item	Depreciation Variability			
<b>Current Budget Assumption in FMS</b>	Depreciation may vary in any particular year depending on capital program delivery, the nature of work undertaken (new, upgrade or renewal), reviews of useful lives and revaluations.			12,123
<b>\$ impact if</b>	changes (+ / -) by	1.00%		121
<b>% impact on rates if</b>	changes (+ / -) by	1.00%		0.35%

## 6 Risk Management

Council monitors key financial risks that may have a material impact on realising its FMS goals. These key risks highlight the uncertainty Council must manage to achieve its objectives. In accordance with the Risk Management Framework, Council has a “minimal” financial risk appetite with a preference for options that avoid risk or have low inherent risk.

### 6.1 Financial Risk Register

A summary view of the Council’s financial risk register, based on current risks within the Statement of Comprehensive Income is included below (*Please note: Bracketed figures are revenue / non bracketed figures are expenses*).

Council maintain a comprehensive, detailed financial risk register that is reported against as part of Quarterly Council Financial Reports.

The risk register shows the items that will materially affect (in a positive or negative way) the predicted financial performance of Council. Council has management strategies in place to manage these risks. Items with no dollar value are not expected to vary, based on current assumptions or cannot be estimated at this time.

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## 7 Estimated Financial Statements

Burnie City Council											
Statement of Comprehensive Income											
	Revised Budget 2023 \$'000	Strategic Projections									
	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000	
<b>Recurrent Income</b>											
Rates and charges	26,281	28,428	30,424	31,971	33,186	34,302	35,455	36,649	37,626	38,631	39,663
Statutory fees and fines	1,100	912	1,043	1,002	1,011	1,039	1,064	1,089	1,119	1,145	1,175
User fees	3,879	3,485	4,224	4,284	4,500	4,711	4,779	4,849	5,076	5,150	5,226
Operational Grants	2,443	3,067	3,041	3,114	3,188	3,264	3,342	3,422	3,504	3,548	3,634
Interest	678	297	202	254	276	304	337	377	432	497	564
Other income	735.96	1,675	1,075	787	802	817	832	847	859	871	883
Investment income	828	828	828	828	711	731	756	780	780	780	780
Reimbursements	505	217	224	231	236	242	248	255	261	268	274
Share of Profit of Joint Venture	64	194	211	203	239	200	200	200	200	200	200
<b>Total recurrent income</b>	<b>36,514</b>	<b>39,104</b>	<b>41,172</b>	<b>42,672</b>	<b>44,149</b>	<b>45,610</b>	<b>47,013</b>	<b>48,466</b>	<b>49,857</b>	<b>51,090</b>	<b>52,396</b>
<b>Recurrent Expenses</b>											
Employee benefits	11,324	10,896	11,557	12,074	12,375	12,685	13,002	13,327	13,660	14,002	14,352
Materials and services	12,296	20,028	13,590	13,387	13,953	14,246	14,672	14,883	15,303	15,731	16,069
Depreciation and amortisation	9,284	9,962	11,154	11,491	11,788	12,067	12,352	12,644	12,943	13,249	13,563
Impairment losses on receivables	-	40	42	44	46	48	50	53	55	57	60
Finance costs	160	136	114	95	75	56	36	15	-	-	-
Other expenses	3,783	3,857	4,021	4,183	4,497	4,517	4,695	4,879	5,218	5,265	5,470
<b>Total recurrent expenses</b>	<b>36,828</b>	<b>44,939</b>	<b>40,478</b>	<b>41,274</b>	<b>42,735</b>	<b>43,621</b>	<b>44,807</b>	<b>45,801</b>	<b>47,180</b>	<b>48,305</b>	<b>49,513</b>
<b>Operating surplus/(deficit) before capital items</b>	<b>(313)</b>	<b>(5,836)</b>	<b>694</b>	<b>1,399</b>	<b>1,414</b>	<b>1,988</b>	<b>2,206</b>	<b>2,665</b>	<b>2,678</b>	<b>2,785</b>	<b>2,884</b>
<b>Capital Items</b>											
Capital grants	1,931	34,806	5,397	484	484	484	484	484	484	484	484
Contributions - non-monetary assets	3,496	-	-	-	-	-	-	-	-	-	-
Profit/(Loss) on disposal of assets	(392)	539	(371)	(381)	(390)	(400)	(410)	(420)	(431)	(441)	(453)
	5,034	35,346	5,026	104	94	84	74	64	53	43	32
<b>Result from continuing operations Surplus/(Deficit)</b>	<b>4,721</b>	<b>29,510</b>	<b>5,720</b>	<b>1,502</b>	<b>1,508</b>	<b>2,072</b>	<b>2,281</b>	<b>2,729</b>	<b>2,731</b>	<b>2,828</b>	<b>2,915</b>
<b>Other Comprehensive Income</b>											
Net asset revaluation increment/(decrement)	32,900	19,105	14,236	12,221	12,509	12,805	13,107	13,417	13,734	14,059	14,391
<b>Total Other Comprehensive Income</b>	<b>32,900</b>	<b>19,105</b>	<b>14,236</b>	<b>12,221</b>	<b>12,509</b>	<b>12,805</b>	<b>13,107</b>	<b>13,417</b>	<b>13,734</b>	<b>14,059</b>	<b>14,391</b>
<b>Total Comprehensive Result</b>	<b>37,621</b>	<b>48,615</b>	<b>19,956</b>	<b>13,723</b>	<b>14,017</b>	<b>14,877</b>	<b>15,388</b>	<b>16,146</b>	<b>16,466</b>	<b>16,887</b>	<b>17,307</b>
<b>Operating Margin</b>	<b>0.99</b>	<b>0.87</b>	<b>1.02</b>	<b>1.03</b>	<b>1.03</b>	<b>1.05</b>	<b>1.05</b>	<b>1.06</b>	<b>1.06</b>	<b>1.06</b>	<b>1.06</b>
<b>Underlying surplus or deficit</b>											
<b>Recurrent Income</b>											
Total income from continuing operations	41,549	74,449	46,196	42,776	44,243	45,694	47,087	48,530	49,911	51,132	52,428
Less non operating income											
Capital grants	(1,931)	(34,806)	(5,397)	(484)	(484)	(484)	(484)	(484)	(484)	(484)	(484)
Contributions - non-monetary assets	(3,496)	-	-	-	-	-	-	-	-	-	-
Revenue from Constructed Assets	-	(923)	(308)	-	-	-	-	-	-	-	-
Disposal of Land	-	(900)	-	-	-	-	-	-	-	-	-
Adjustments to timing of Financial Assistance Grants	755	51	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)
<b>Recurrent Income</b>	<b>36,877</b>	<b>37,871</b>	<b>40,458</b>	<b>42,256</b>	<b>43,722</b>	<b>45,172</b>	<b>46,564</b>	<b>48,006</b>	<b>49,386</b>	<b>50,606</b>	<b>51,901</b>
<b>Recurrent Expenditure</b>	<b>36,828</b>	<b>44,939</b>	<b>40,478</b>	<b>41,274</b>	<b>42,735</b>	<b>43,621</b>	<b>44,807</b>	<b>45,801</b>	<b>47,180</b>	<b>48,305</b>	<b>49,513</b>
Less non-operational expenditure											
Capital works completed on assets not owned by Council	-	(7,484)	(525)	-	-	-	-	-	-	-	-
<b>Recurrent Expenditure</b>	<b>36,828</b>	<b>37,456</b>	<b>39,953</b>	<b>41,274</b>	<b>42,735</b>	<b>43,621</b>	<b>44,807</b>	<b>45,801</b>	<b>47,180</b>	<b>48,305</b>	<b>49,513</b>
<b>Adjusted Underlying surplus or (deficit)</b>	<b>50</b>	<b>416</b>	<b>505</b>	<b>982</b>	<b>987</b>	<b>1,550</b>	<b>1,757</b>	<b>2,205</b>	<b>2,206</b>	<b>2,302</b>	<b>2,388</b>
<b>Adjusted Operating Margin</b>	<b>1.00</b>	<b>1.01</b>	<b>1.01</b>	<b>1.02</b>	<b>1.02</b>	<b>1.04</b>	<b>1.04</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>

## Burnie City Council

## Financial Management Strategy 2024-2033

Burnie City Council Statement of Financial Position											
	Revised Budget 2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000
<b>Assets</b>											
<b>Current assets</b>											
Cash and cash equivalents	15,116	3,249	10,642	11,865	12,724	14,215	15,867	17,960	21,210	24,571	27,993
Trade and other receivables	3,414	3,895	4,126	4,287	4,431	4,504	4,618	4,735	4,824	4,914	5,005
Investments	-	-	-	-	-	-	-	-	-	-	-
Prepayments	535	559	576	590	605	620	636	652	668	685	702
Inventories	72	75	77	79	81	83	85	87	90	92	94
Contract Assets	121	6,645	808	-	-	-	-	-	-	-	-
<b>Total current assets</b>	<b>19,258</b>	<b>14,422</b>	<b>15,729</b>	<b>16,821</b>	<b>17,841</b>	<b>19,422</b>	<b>21,206</b>	<b>23,433</b>	<b>26,791</b>	<b>30,261</b>	<b>33,794</b>
<b>Non-current assets</b>											
Investment in water corporation	64,551	64,551	64,551	64,551	64,551	64,551	64,551	64,551	64,551	64,551	64,551
Investment in joint venture	3,341	3,341	3,341	3,341	3,341	3,341	3,341	3,341	3,341	3,341	3,341
Investment in subsidiaries	-	-	-	-	-	-	-	-	-	-	-
Property, infrastructure, plant and equipment	433,996	486,043	500,695	512,535	524,653	537,058	549,756	562,753	576,056	589,674	603,613
<b>Total non-current assets</b>	<b>501,888</b>	<b>553,935</b>	<b>568,587</b>	<b>580,426</b>	<b>592,545</b>	<b>604,950</b>	<b>617,647</b>	<b>630,644</b>	<b>643,948</b>	<b>657,566</b>	<b>671,505</b>
<b>Total assets</b>	<b>521,146</b>	<b>568,357</b>	<b>584,315</b>	<b>597,247</b>	<b>610,387</b>	<b>624,372</b>	<b>638,853</b>	<b>654,078</b>	<b>670,739</b>	<b>687,827</b>	<b>705,299</b>
<b>Liabilities</b>											
<b>Current liabilities</b>											
Trade and other payables	3,716	3,951	4,131	4,282	4,403	4,527	4,654	4,786	4,905	5,028	5,154
Trust funds and deposits	132	132	132	132	132	132	132	132	132	132	132
Contract liabilities	4,040	3,290	40	40	40	40	40	40	40	40	-
Provisions	2,305	2,420	2,517	2,618	2,683	2,750	2,819	2,889	2,962	3,036	3,112
Interest-bearing loans and borrowings	1,010	1,029	1,048	1,067	1,087	1,107	1,127	-	-	-	-
<b>Total current liabilities</b>	<b>11,204</b>	<b>10,822</b>	<b>7,868</b>	<b>8,139</b>	<b>8,345</b>	<b>8,556</b>	<b>8,773</b>	<b>7,847</b>	<b>8,039</b>	<b>8,236</b>	<b>8,398</b>
<b>Non-current liabilities</b>											
Provisions - NC	125	131	136	142	145	149	153	157	160	164	169
Interest-bearing loans and borrowings - NC	6,465	5,436	4,388	3,321	2,234	1,127	-	-	-	-	-
<b>Total non-current liabilities</b>	<b>6,590</b>	<b>5,567</b>	<b>4,524</b>	<b>3,463</b>	<b>2,379</b>	<b>1,276</b>	<b>153</b>	<b>157</b>	<b>160</b>	<b>164</b>	<b>169</b>
<b>Total liabilities</b>	<b>17,793</b>	<b>16,389</b>	<b>12,392</b>	<b>11,602</b>	<b>10,724</b>	<b>9,832</b>	<b>8,925</b>	<b>8,004</b>	<b>8,200</b>	<b>8,400</b>	<b>8,566</b>
<b>Net Assets</b>	<b>503,353</b>	<b>551,968</b>	<b>571,923</b>	<b>585,646</b>	<b>599,663</b>	<b>614,540</b>	<b>629,928</b>	<b>646,074</b>	<b>662,540</b>	<b>679,426</b>	<b>696,733</b>
<b>Equity</b>											
Reserves	215,695	234,800	249,035	261,256	273,765	286,570	299,677	313,094	326,829	340,888	355,279
Surplus / (deficit)	4,721	29,510	5,720	1,502	1,508	2,072	2,281	2,729	2,731	2,828	2,915
Accumulated surplus / (deficit)	282,937	287,658	317,168	322,888	324,390	325,898	327,970	330,251	332,980	335,711	338,538
<b>Total Equity</b>	<b>503,353</b>	<b>551,968</b>	<b>571,923</b>	<b>585,646</b>	<b>599,663</b>	<b>614,540</b>	<b>629,928</b>	<b>646,074</b>	<b>662,540</b>	<b>679,426</b>	<b>696,733</b>
<b>CURRENT RATIO</b>	<b>1.72</b>	<b>1.33</b>	<b>2.00</b>	<b>2.07</b>	<b>2.14</b>	<b>2.27</b>	<b>2.42</b>	<b>2.99</b>	<b>3.33</b>	<b>3.67</b>	<b>4.02</b>

## Burnie City Council

## Financial Management Strategy 2024-2033

	Burnie City Council Statement of Cash Flows										
	Revised 2023	Strategic Projections									
	\$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000
<b>Cash flows from operating activities</b>											
Rates	26,182	28,313	30,329	31,895	33,139	34,253	35,405	36,596	37,587	38,591	39,622
Statutory fees and fines	1,094	905	938	998	1,007	1,035	1,059	1,084	1,114	1,141	1,168
User fees (inclusive of GST)	4,195	3,739	4,580	4,655	4,891	5,122	5,196	5,271	5,520	5,599	5,680
Operational Grants (inclusive of GST)	2,490	3,067	3,041	3,114	3,188	3,264	3,342	3,422	3,504	3,548	3,594
Reimbursements (inclusive of GST)	555	238	246	254	260	267	273	280	287	294	302
Rents (inclusive of GST)	657	672	693	707	719	731	743	754	766	777	788
Other receipts (inclusive of GST)	152	1,170	489	158	162	167	172	176	179	181	183
Interest	675	295	200	252	274	301	335	374	430	495	561
Investment revenue from Water Corporation	828	828	828	828	711	731	756	780	780	780	780
Distributions from Joint Venture	326	-	194	211	203	239	200	200	200	200	200
Payments to employees	(11,265)	(10,764)	(11,446)	(11,959)	(12,301)	(12,608)	(12,923)	(13,247)	(13,578)	(13,917)	(14,265)
Payments to suppliers	(13,457)	(21,940)	(14,886)	(14,671)	(15,293)	(15,616)	(16,080)	(16,311)	(16,772)	(17,241)	(17,611)
Finance Costs paid	(160)	(136)	(114)	(95)	(75)	(56)	(36)	(15)	-	-	-
Other payments	(4,105)	(4,243)	(4,423)	(4,601)	(4,947)	(4,969)	(5,164)	(5,367)	(5,740)	(5,791)	(6,017)
Net GST refund / (payment)	1,091	1,851	1,209	1,227	1,291	1,300	1,351	1,381	1,433	1,471	1,516
<b>Net cash provided by (used in) operating activities</b>	<b>9,259</b>	<b>3,994</b>	<b>11,879</b>	<b>12,971</b>	<b>13,231</b>	<b>14,160</b>	<b>14,627</b>	<b>15,380</b>	<b>15,709</b>	<b>16,126</b>	<b>16,501</b>
<b>Cash flows from investing activities</b>											
Payments for property, infrastructure, plant and equipment	(16,316)	(44,304)	(11,941)	(11,491)	(11,780)	(12,067)	(12,352)	(12,644)	(12,943)	(13,249)	(13,563)
Proceeds from sale of property, plant, infrastructure and eq	-	2,000	-	-	-	-	-	-	-	-	-
Capital grants	5,312	27,533	8,484	792	484	484	484	484	484	484	484
Receipts from maturity of short term investments	7,512	-	-	-	-	-	-	-	-	-	-
Funds deposited as short term investments	-	-	-	-	-	-	-	-	-	-	-
<b>Net cash provided by (used in) investing activities</b>	<b>(3,492)</b>	<b>(14,852)</b>	<b>(3,457)</b>	<b>(10,699)</b>	<b>(11,304)</b>	<b>(11,583)</b>	<b>(11,868)</b>	<b>(12,160)</b>	<b>(12,459)</b>	<b>(12,765)</b>	<b>(13,078)</b>
<b>Cash flows from financing activities</b>											
Proceeds from trust funds and deposits	-	-	-	-	-	-	-	-	-	-	-
Repayment of interest bearing loans and borrowings	(1,230)	(1,010)	(1,029)	(1,048)	(1,067)	(1,087)	(1,107)	(1,127)	-	-	-
<b>Net cash provided by (used in) financing activities</b>	<b>(1,230)</b>	<b>(1,010)</b>	<b>(1,029)</b>	<b>(1,048)</b>	<b>(1,067)</b>	<b>(1,087)</b>	<b>(1,107)</b>	<b>(1,127)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>4,536</b>	<b>(11,868)</b>	<b>7,393</b>	<b>1,223</b>	<b>859</b>	<b>1,490</b>	<b>1,652</b>	<b>2,093</b>	<b>3,250</b>	<b>3,361</b>	<b>3,423</b>
Cash and cash equivalents at the beginning of the financial year	10,580	15,116	3,249	10,642	11,865	12,724	14,215	15,867	17,960	21,210	24,571
<b>Cash and cash equivalents at the end of the period</b>	<b>15,116</b>	<b>3,249</b>	<b>10,642</b>	<b>11,865</b>	<b>12,724</b>	<b>14,215</b>	<b>15,867</b>	<b>17,960</b>	<b>21,210</b>	<b>24,571</b>	<b>27,993</b>
	Revised Budget 2023	Strategic Projections									
	\$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000
<b>Result from continuing operations</b>	<b>4,721</b>	<b>29,510</b>	<b>5,720</b>	<b>1,502</b>	<b>1,508</b>	<b>2,072</b>	<b>2,281</b>	<b>2,729</b>	<b>2,731</b>	<b>2,828</b>	<b>2,915</b>
<b>Non-cash flows</b>											
Depreciation and amortisation	9,284	9,982	11,154	11,491	11,788	12,067	12,352	12,644	12,943	13,249	13,563
Net (gain) / loss on disposal of assets	392	(539)	371	381	390	400	410	420	431	441	453
Contributions - non-monetary assets	(3,496)	-	-	-	-	-	-	-	-	-	-
Capital grants received specifically for new or upgraded ass	(1,931)	(34,806)	(5,397)	(484)	(484)	(484)	(484)	(484)	(484)	(484)	(484)
<b>Changes in assets and liabilities</b>											
- (increase)/decrease in trade and other receivables	21	(481)	(232)	(180)	(144)	(73)	(114)	(117)	(89)	(90)	(91)
- (increase)/decrease in other assets	(72)	(24)	(17)	(14)	(15)	(15)	(16)	(16)	(16)	(17)	(17)
- (increase)/decrease in inventories	(5)	(3)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
- increase/(decrease) in trade and other payables	268	235	180	151	121	124	128	131	120	123	126
- increase/(decrease) in other liabilities	23	-	-	-	-	-	-	-	-	-	(40)
- increase/(decrease) in provisions	55	121	102	106	69	71	72	74	76	78	80
<b>Cash flow from operations</b>	<b>9,259</b>	<b>3,994</b>	<b>11,879</b>	<b>12,971</b>	<b>13,231</b>	<b>14,160</b>	<b>14,627</b>	<b>15,380</b>	<b>15,709</b>	<b>16,126</b>	<b>16,501</b>

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**CORPORATE AND COMMERCIAL SERVICES****AO096-23 FEES AND CHARGES SCHEDULE 2023-24**

FILE NO: 13/10/1

PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council approve the Fees and Charges Schedule for 2023-24, as presented.”***

**2.0 EXECUTIVE SUMMARY****Purpose and Background**

The purpose of this report is to seek Council’s adoption of the Fees and Charges Schedule for the 2023-24 financial year.

The Fees and Charges are an important consideration in the Annual Plan and Budget Estimates process each year, as they underpin the assumptions made around income derived from statutory and user charges.

**Key Issues**

The Fees and Charges Schedule has been developed by amending the majority of the fees and charges contained in the 2023-24 financial year, by a factor of 4.5%, and rounding where needed to the next full dollar.

This factor is lower than the current inflation rate, but is expected to be consistent with CPI over the year as inflations is anticipated to reduce over time.

**3.0 SUPPORTING INFORMATION****Strategic Alignment**

This report aligns with the Council Plan Goal *Community Facilities to Support Liveability* and the Enabler *Financial Management*.

**Legal**

There are no direct legislative implications that arise from this report.

**Finance**

The Fees and Charges Schedule underpins the revenue estimates in both the Financial Management Strategy and Annual Plan and Budget Estimates. As such the impact of any proposed changes to the fees and charges would need to be considered in this context.

**Relation to Council Policy**

The methodology under which fees and charges will increase annually is outlined in the Financial Management Strategy. The fees and charges schedule assists in determining revenue projections within the Annual Plan and Budget Estimates.

**Discussion**

The majority of Council's Fees and Charges are proposed to increase by 4.5% and in many cases are then rounded to the nearest dollar. There are a number of exceptions, such as services provided by third parties; for example the Aquatic Centre fees which are determined in conjunction with the operator. Additionally any fees which are comprised under the *Fee Units Act 1997* are prescribed under legislation and therefore are set annually by the State Government. The Fee Unit for 2023-24 is \$1.78.

It should be noted that fees and charges are increased and then rounded. That means that for some smaller fees, the increases appear substantial, but may only reflect a small monetary value.

An analysis of the cost recovery associated with the Waste Transfer Station has identified that Council is not sufficiently recovering the expenses incurred to run this service and as such an increase of 25% for gate fees is recommended. It should be noted that this increase still falls well short of full cost recovery of waste from the Waste Transfer Station, and will be the subject of further work in 2023-24 to consider this matter in more detail prior to the next financial year budget being adopted.

Parking fees remain unchanged at this time, as these are considered on a three yearly review cycle, due for review again in 2024-25.

There are a number of new charges which have been developed as a consequence of a review undertaken of other similar Council's fees and charges. The review identified a number of fees that are charged by other Councils which the Burnie City Council have not previously charged for. As a means of ensuring that the impact of the Council's budget repair is not simply borne by rate increases, the Council have decided to introduce these charges also and subsequently they are included in the proposed Fees and Charges Schedule.

Additionally a number of changes have been proposed to the sporting ground fees. These proposed changes address a number of inconsistencies that have been observed in the historical application of these fees. A number of clubs have been paying inconsistent fees despite receiving largely similar services from the Council and having similar usage patterns. There have also been a small number of clubs that have benefited from not paying any costs

associated with the use of some sporting grounds, which is inequitable due to the fact that all other sporting organisations are charged for their usage.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

There are no identified risks that require consideration in relation to this report.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Consultation with councilors has occurred with regard to the Fees and Charges Schedule for 2023-24 at a number of previous Council Workshop conducted in April and May 2023.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**ATTACHMENTS**

1 [!\[\]\(e3f255517d37bb309a3a931ec4849e6a\_img.jpg\)](#). Fees and Charges Schedule - 2023-24



**COUNCIL RESOLUTION****Resolution number: MO110-23*****MOVED: Cr G Simpson******SECONDED: Cr D Pease******“THAT Council approve the Fees and Charges Schedule for 2023-24, as presented.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

**Fees and Charges**  
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>WASTE</b>						
<b>Waste Centre</b>						
	Household waste:					
	up to 0.5 m3 (eg cars/station wagons (seats up)**	\$12	\$15	\$3	\$1.36	25.00%
	up to 1.5 m3 (eg vans, utes, small trailers) **	\$25	\$31	\$6	\$2.84	25.00%
	up to 3.0 m3 (eg large trailers) **	\$61	\$76	\$15	\$6.93	25.00%
	Commercial waste (and other loads > 3.0m3) per tonne (min charge \$20)	\$162	\$203	\$41	\$18.41	25.00%
	Soils - mixed types (clays, sands, gravel and mixes)	Per above	Per above	-		
	Mattresses (each)	\$7	\$9	\$2	\$0.84	25.00%
	Asbestos (appropriately wrapped & up to 10m2 only) each	\$36	\$45	\$9	\$4.08	25.00%
	Concrete - separated clean (per t)	\$42	\$53	\$11	\$4.80	25.00%
	Timber - separated untreated clean (per t)	\$42	\$53	\$11	\$4.80	25.00%
	Green waste (separated loads greater than 3 m3)	\$8.00 per m3	\$10.00 per m3	\$2	\$0.73	25.00%
	Tyres - cars and motor cycles (per tyre)	\$8	\$11	-	\$0.96	25.00%
	Tyres - light truck 4WD (per tyre)	\$20	\$25	-	\$2.28	25.00%
	Tyres truck (per tyre)	\$27	\$34	-	\$3.12	25.00%
	Tyres larger than truck	Not accepted	Not accepted	-	N/A	
	Additional fee for tyres on rims	\$5	\$7	-	\$0.60	25.00%
	Car bodies (whole)	Free	Free	-	N/A	
	Electronic waste - domestic (max 4 items)	Free	Free	-	N/A	
	Electronic waste - commercial (per kg)	\$4	\$5	-	\$0.48	25.00%
	Recyclables	Free	Free	-	N/A	
	Controlled waste	Not accepted	Not accepted	-	N/A	
	Medical and toxic waste	Not accepted	Not accepted	-	N/A	
<b>Waste</b>						
	Additional commercial waste bin collection per week per bin pickup - commercial users only	\$13	\$16	\$3	\$1.42	25.00%
<b>Kerbside Recycling Collection</b>						
	Replacement recycle bin	\$83	\$104	\$21	\$9.47	25.00%

**Fees and Charges**  
(GST inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>PUBLIC HALLS</b>						
<b>Upper Burnie Hall</b>						
	Hall hire - day	\$81	\$85	\$4	\$7.73	4.94%
	Hall hire - night	\$101	\$106	\$5	\$9.64	4.95%
<b>Stowport Hall</b>						
	Hall hire - day	\$81	\$85	\$4	\$7.73	4.94%
	Hall hire - night	\$147	\$154	\$7	\$14.00	4.76%
<b>Natone Hall</b>						
	Hall hire - day	\$81	\$85	\$4	\$7.73	4.94%
	Hall hire - night	\$147	\$154	\$7	\$14.00	4.76%
<b>Ridgley Community Centre</b>						
	Hall hire - day	\$119	\$124	\$5	\$11.27	4.20%
	Hall hire - night	\$235	\$246	\$11	\$22.36	4.68%
<b>All above listed halls</b>						
	Regular Community based users - per hour (\$20 per hour capped at \$160 / month)	\$86 - \$139	\$20 - \$160	N/A	\$1.82 - \$14.55	N/A
	Refundable Bond - applicable on all hall hires	\$241 - \$250	\$250	N/A	\$0.00	N/A
<b>BURNIE SPORTS CENTRE</b>						
<i>(Hourly rate unless otherwise stated. Includes Lights)</i>						
	Court hire - per court - permanent / licensed users	\$38	\$40	\$2	\$3.64	5.26%
	Court hire - per court - racquet sports users	\$28	\$29	\$1	\$2.64	3.57%
	Court hire - per court - permanent junior sports users	\$19	\$20	\$1	\$1.82	5.26%
	Court hire - per court - casual user	\$45	\$47	\$2	\$4.27	4.44%
	Meeting room hire - permanent users	\$25	\$26	\$1	\$2.36	4.00%
	Meeting room hire - casual users	\$36	\$38	\$2	\$3.45	5.56%
	Change room facility hire - per day - additional to recreation ground hire	\$50	\$52	\$2	\$4.73	4.00%

### Fees and Charges

(GST Inclusive where GST applies)

User	Description of Fee	Fee 2022-23	Fee 2023-24	GST	% Increase
<b>SUMMER SPORTS</b>					
Senior Cricket training - per season - per club	All rec grounds (Excl. West Park Oval)	\$819	\$856	\$77.82	4.52%
Junior Cricket training - per season - per club	All rec grounds (Excl. West Park Oval)		\$428	\$38.91	N/A
Senior cricket coordinating organisation - per season - per rec ground	All rec grounds (Excl. West Park Oval)	\$2,326	\$2,431	\$221.00	4.51%
Senior cricket club - per season	West Park Oval	\$3,959	\$4,137	\$376.09	4.50%
Junior cricket coordinating organisation - per season - per ground	All rec grounds (Excl. West Park Oval)	\$1,161	\$1,213	\$110.27	4.48%
Junior cricket club - per season	West Park Oval	\$2,323	\$2,428	\$220.73	4.52%
Harness racing user - per race day	Wivenhoe rec ground	\$1,176	\$1,229	\$111.73	4.51%
Harness racing user - per trial day	Wivenhoe rec ground	\$50	\$52	\$4.73	4.00%
Harness racing user - regular training	Wivenhoe rec ground - per month	\$180	\$188	\$17.09	4.44%
Soccer club - pre-season training	Montello rec ground - per season	\$903	\$944	\$85.82	4.54%
Softball club - per season	Acton rec ground	\$1,441	\$1,506	\$136.91	4.51%
Touch football club - per season	Upper burnie rec ground	\$178	\$186	\$16.36	4.49%
Athletic club casual users - per day	West Park Oval	\$646	\$675	\$61.36	4.49%
Athletic club regular users - per season	West Park Oval	\$508	\$531	\$48.27	4.53%
Cycling club users - per day	West Park Oval	\$646	\$675	\$61.36	4.49%
Cycling club users - per season	West Park Oval	\$1,179	\$1,232	\$112.00	4.50%
Sporting Clubs - summer pre season training	All rec grounds (Excl. West Park Oval) - per session		\$32	\$2.91	N/A
Rec ground casual user - per hour	All rec grounds (Excl. West Park Oval) - per hour \$30 capped at \$180/day	\$30 - \$180	\$31 - \$188	\$2.80 - 16.36	N/A
Rec ground casual user - per hour	West Park Oval	\$121	\$126	\$11.45	4.13%
<b>WINTER SPORTS</b>					
Auskick - per season	Wivenhoe rec ground	\$233	\$243	\$22.09	4.29%
Football association/league - per game day - per rec ground	All rec grounds (Excl. West Park Oval)	\$324	\$339	\$30.82	4.63%
Football training - per season - per club	All rec grounds (Excl. West Park Oval)	\$590	\$617	\$56.09	4.58%
Senior football training - per season	West Park Oval	\$1,179	\$1,232	\$112.00	4.50%
Junior football training - per season	West Park Oval	\$266	\$278	\$25.27	4.51%
Senior football user - per game day	West Park Oval	\$646	\$675	\$61.36	4.49%
Junior football user - per game day	West Park Oval	\$323	\$338	\$30.73	4.64%
Soccer club training - per season	Montello rec ground	\$590	\$617	\$56.09	4.58%
Soccer club user - per game day	Montello rec ground	\$324	\$339	\$30.82	4.63%
Rugby club - per season	Upper burnie rec ground	\$743	\$617	\$56.09	-16.96%
Rugby club - per game day	Upper burnie rec ground	\$0	\$339	\$30.82	N/A
Athletic club casual users - per day	West Park Oval	\$646	\$675	\$61.36	4.49%
Athletic club regular users - per season	West Park Oval	\$508	\$531	\$48.27	4.53%
Cycling club users - per day	West Park Oval	\$646	\$675	\$61.36	4.49%
Cycling club users - per season	West Park Oval	\$1,179	\$1,232	\$112.00	4.50%
Sporting Clubs - winter pre season training	All rec grounds (Excl. West Park Oval) - per session		\$32	\$2.91	N/A
Rec ground casual user - per hour	All rec grounds (Excl. West Park Oval) - per hour \$30 capped at \$180/day	\$30 - \$180	\$31 - \$188	\$2.80 - 16.36	N/A
Rec ground casual user - per hour	West Park Oval	\$121	\$126	\$11.45	4.13%
<i>The fees and charges for summer and winter sports have been developed to contribute towards the cost to maintain the facility including grass care, maintenance, facility management, irrigation and general ground maintenance.</i>					
<b>EVENTS</b>					
Use of recreation ground for an event			By Neg		N/A
Refundable Bond - applicable for all events			By Neg		N/A

### Fees and Charges

(GST Inclusive where GST applies)

	Fee	Fee	Variance		
Area	Description of Fee	2022-23	2023-24	2022-23 to 23-24	GST % Increase
AQUATIC CENTRE					
Daily Rate					
	Adult	\$7.50	\$7.90	\$0.40	\$0.72 5.33%
	Child 5-15	\$4.50	\$4.80	\$0.30	\$0.44 6.67%
	Child 2-4	\$2.30	\$2.50	\$0.20	\$0.23 8.70%
	Infant 0-2	Free	Free	-	N/A N/A
	Student (age 18 and over)	\$4.50	\$4.80	\$0.30	\$0.44 6.67%
	Family (2 adults, 2 children, each extra child \$2.10)	\$19.00	\$19.90	\$0.90	\$1.81 4.74%
	Aged pensioner/Seniors cardholder	\$4.00	\$4.20	\$0.20	\$0.38 5.00%
	School groups (per child per session)	\$2.90	\$3.10	\$0.20	\$0.28 6.90%
	Adult spectators	Free	Free	-	N/A N/A
	Child spectator (age 2 and above)	Free	Free	-	N/A N/A
Multi-use Tickets					
	Adult 10 Swim	\$61.00	\$64.00	\$3.00	\$5.82 4.92%
	Adult 20 Swim	\$110.00	\$115.00	\$5.00	\$10.45 4.55%
	Child 10 Swim	\$39.00	\$41.00	\$2.00	\$3.73 5.13%
	Child 20 Swim	\$73.50	\$77.00	\$3.50	\$7.00 4.76%
Season Tickets*					
	Adult 12 month	\$585.00	\$612.00	\$27.00	\$55.64 4.62%
	Child 12 month	\$335.00	\$351.00	\$16.00	\$31.91 4.78%
	Aged pensioner/Seniors cardholder 12 month	\$328.00	\$343.00	\$15.00	\$31.18 4.57%
	Family 12 month	\$991.00	\$1,036.00	\$45.00	\$94.18 4.54%
	Adult 6 month	\$344.00	\$360.00	\$16.00	\$32.73 4.65%
	Child 6 month	\$196.00	\$205.00	\$9.00	\$18.64 4.59%
	Aged pensioner/Seniors cardholder 6 month	\$192.00	\$201.00	\$9.00	\$18.27 4.69%
	Family 6 month	\$586.00	\$613.00	\$27.00	\$55.73 4.61%
Special Use					
	School carnival (one pool only, per hour)	\$208.10	\$218.00	\$9.90	\$19.82 4.76%
	School carnival (second pool per hour)	\$104.60	\$110.00	\$5.40	\$10.00 5.16%
	Weekend carnival (one pool only, per hour)	\$269.10	\$282.00	\$12.90	\$25.64 4.79%
	Club annual fee (for full use of facility)****	\$4,761.00	\$4,976.00	\$215.00	\$452.36 4.52%
Private Programs					
	Programs per lane per hour***	\$26.00	\$28.00	\$2.00	\$2.55 7.69%
Meeting Room Hire					
	All regular users (Swim Clubs, Private Clubs, PCYC, Masters, Surf Club etc)	Free	Free	-	Free Free
	Private hire (on availability, conditions apply)**	\$26.00	\$28.00	\$2.00	\$2.55 7.69%

\* Includes Masters Swim Club & Burnie Surf Life Saving Club members. Each member buys a season ticket

\*\* Attendees to pay entry fee if not already paid or holders of season tickets. Cleaning by user or by arrangement with management. Hire of equipment on approval by Manager and may be subject to bond.

\*\*\* Includes learn to swim, DOE learn to swim (charged ex GST in line with contract), Aqua Aerobics, School Holiday Programs, Adult Lessons etc. In addition to lane hire, in must pay an entry fee for each session or a season or multi-use ticket.

\*\*\*\* Exclusive hire of 4 lanes for indoor pool and 3 lanes for outdoor pool at the times negotiated with management. Club individuals pay season ticket.

**Fees and Charges**  
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>BURNIE CULTURAL CENTRE VENUE</b>						
<b>BASS AND FLINDERS ROOM</b>						
	Morning or afternoon (4 hours)	\$228	\$239	\$11	\$21.73	4.82%
	Morning and afternoon (8 hours)	\$344	\$360	\$16	\$32.73	4.65%
	Evening (4 hours)	\$402	\$421	\$19	\$38.27	4.73%
	Full Day*	By Neg	By Neg	-		
<b>BRADDON HALL</b>						
	Morning or afternoon (4 hours)	\$275	\$288	\$13	\$26.18	4.73%
	Morning and afternoon (8 hours)	\$412	\$431	\$19	\$39.18	4.61%
	Evening (4 hours)	\$450	\$471	\$21	\$42.82	4.67%
	Full day*	By Neg	By Neg	-		
<b>VIP ROOM</b>						
	Morning or afternoon (4 hours)	\$175	\$183	\$8	\$16.64	4.57%
	Morning and afternoon (8 hours)	\$264	\$276	\$12	\$25.09	4.55%
	Evening (4 hours)	\$402	\$421	\$19	\$38.27	4.73%
	Full day*	By Neg	By Neg	-		
<b>TOWN HALL</b>						
	Morning or afternoon (4 Hours)	\$445	\$466	\$21	\$42.36	4.72%
	Theatre/Table	\$634	\$663	\$29	\$60.27	4.57%
	Morning and afternoon (8 Hours)	\$702	\$734	\$32	\$66.73	4.56%
	Theatre/Table	\$888	\$928	\$40	\$84.36	4.50%
	Evening (4 Hours)	\$618	\$646	\$28	\$58.73	4.53%
	Theatre/Table	\$803	\$840	\$37	\$76.36	4.61%
	Full Day	\$946	\$989	\$43	\$89.91	4.55%
	Theatre/Table	\$1,077	\$1,126	\$49	\$102.36	4.55%
<b>TOWN HALL PLUS BRADDON HALL</b>						
	Morning or afternoon (4 hours)	\$508	\$531	\$23	\$48.27	4.53%
	Theatre/Table	\$692	\$724	\$32	\$65.82	4.62%
	Morning and afternoon (8 hours)	\$787	\$823	\$36	\$74.82	4.57%
	Theatre/Table	\$971	\$1,015	\$44	\$92.27	4.53%
	Evening (4 hours)	\$682	\$713	\$31	\$64.82	4.55%
	Theatre/Table	\$866	\$905	\$39	\$82.27	4.50%
	Full day	\$1,077	\$1,126	\$49	\$102.36	4.55%
	Theatre/Table	\$1,267	\$1,325	\$58	\$120.45	4.58%
<b>FOYERS (Per Foyer)</b>						
	Morning or afternoon (4 hours)	\$154	\$161	\$7	\$14.64	4.55%
	Theatre/Table	\$217	\$227	\$10	\$20.64	4.61%
	Morning and afternoon (8 hours)	\$239	\$250	\$11	\$22.73	4.60%
	Theatre Table	\$302	\$316	\$14	\$28.73	4.64%
	Evening (4 hours)	\$322	\$337	\$15	\$30.64	4.66%
	Theatre/Table	\$392	\$410	\$18	\$37.27	4.59%
	Full day	\$349	\$365	\$16	\$33.18	4.58%
	Theatre/Table	\$433	\$453	\$20	\$41.18	4.62%
<b>WHOLE VENUE (TH/BH/AT/BF/VIP/BR/Foy)</b>						
	Morning or afternoon (4 hours)	By Neg	By Neg	-		
	Theatre/Table	By Neg	By Neg	-		
	Morning and afternoon (8 hours)	By Neg	By Neg	-		
	Theatre/Table	By Neg	By Neg	-		
	Full day	By Neg	By Neg	-		
	Theatre/Table	By Neg	By Neg	-		
<b>ARTS THEATRE</b>						
	Morning or afternoon (4 hours)	\$402	\$421	\$19	\$38.27	4.73%
	Morning and afternoon (8 hours)	\$644	\$673	\$29	\$61.18	4.50%
	Evening (4 hours)	\$566	\$592	\$26	\$53.82	4.59%
	Full day	\$866	\$905	\$39	\$82.27	4.50%
<b>BOARD ROOM</b>						
	Morning or afternoon (4 hours)	\$106	\$111	\$5	\$10.09	4.72%
	Morning and afternoon (8 hours)	\$170	\$178	\$8	\$16.18	4.71%

### Fees and Charges

(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
Evening (4 hours)		\$254	\$266	\$12	\$24.18	4.72%
Full day*		By Neg	By Neg	-		
<b>ADDITIONAL HOURLY</b>						
Morning or afternoon (4 hours)		\$66	\$69	\$3	\$6.27	4.55%
Morning and afternoon (8 hours)		\$66	\$69	\$3	\$6.27	4.55%
Evening (4 hours)		\$66	\$90	\$24	\$8.18	36.36%
<b>DINNER SETUP (for all dinners in the TH)</b>						
Full day		\$528	\$552	\$24	\$50.18	4.55%
<b>CLEANING (for all dinners and large events in the TH)</b>						
Full day		\$206	\$216	\$10	\$19.64	4.85%
<b>OTHER</b>						
Equipment			By Neg	-		
Catering			By Neg	-		
<b>4 Hours Morning/Afternoon</b>	<i>Business Hours Only: 8.00am - 5.00pm</i>					
<b>8 Hours Morning/Afternoon</b>	<i>Business Hours Only: 8.00am - 5.00pm</i>					
<b>4 Hours Evening</b>	<i>After 5.00pm</i>					
<b>*Full Day Rates</b>	<i>Include evenings and covers unhirable setups, i.e. weddings, expo's, trade fairs, etc.</i>					
<b>NOTES:</b>	<i>Additional Catering Fees and Charges may be reason for the Director to waive Venue Hire Fees and Charges.</i>					
	<i>Room includes tablecloths, if additional tablecloths are required - charged at \$4.00 per cloth</i>					
<b>Surcharges</b>	<i>Saturday surcharge on all fees is 30%</i>					
	<i>Sunday surcharge on all fees is 50%</i>					
	<i>Public holiday surcharge on all fees is 50%</i>					
	<i>Setup days by negotiation</i>					
<b>Cleaning and Technicians</b>	<i>Cleaning \$206, if applicable events &amp; dinners in function rooms. Technicians as per Theatre hire fees and charges</i>					

**Fees and Charges**  
(GST Inclusive where GST applies)

Area	Description of Fee	Fee	Fee	Variance	GST	% Increase
		2022-23	2023-24	2022-23 to 23-24		
ANIMAL CONTROL						
Pursuant to Section 80 of the Dog Control Act 2000						
Dog Registrations						
	Payment by Due Date (30 days after reminder notice)					
	Male and female dog	\$41	\$43	\$2	Exempt	4.88%
	Male and female dog (pensioner rate)	\$32	\$34	\$2	Exempt	6.25%
	Working/Purebred/Greyhound	\$41	\$43	\$2	Exempt	4.88%
	Sterilized dog	\$25	\$27	\$2	Exempt	8.00%
	Sterilized dog (pensioner rate)	\$20	\$21	\$1	Exempt	5.00%
	Dangerous dogs declared under s29 Dog Control Act	\$349	\$365	\$16	Exempt	4.58%
	Dangerous dogs declared under s30 Dog Control Act (Guard Dogs)	\$68	\$72	\$4	Exempt	5.88%
	Payment after Due Date					
	Male and female dog*	\$48	\$51	\$3	Exempt	6.25%
	Male and female dog (pensioner rate)*	\$39	\$41	\$2	Exempt	5.13%
	Working/Purebred/Greyhound*	\$48	\$51	\$3	Exempt	6.25%
	Sterilized dog*	\$43	\$45	\$2	Exempt	4.65%
	Sterilized dog (pensioner rate)*	\$35	\$37	\$2	Exempt	5.71%
	Dangerous dogs declared under s29 Dog Control Act	\$352	\$368	\$16	Exempt	4.55%
	Dangerous dogs declared under s30 Dog Control Act (Guard Dogs)	\$85	\$89	\$4	Exempt	4.71%
Other Fees						
	Complaints - dogs causing a nuisance (Refundable if offence determined)	\$41	\$43	\$2	Exempt	4.88%
	Detention of Dog - impounded dogs are subjected to a daily maintenance fee	As established by the Burnie Dogs Home	As established by the Burnie Dogs Home	-		
	Replacement of dog tag	\$5	\$6	\$1	\$0.55	20.00%
	Transfer of registration from another municipal area	\$8	\$9	\$1	Exempt	12.50%
	Seizure of dog	\$57	\$60	\$3	Exempt	5.26%
Kennel Licences						
	For more than 2 dogs - initial application (does not include advertisement costs) plus registration fee per dog	\$128	\$134	\$6	Exempt	4.69%
	Renewal of existing kennel licence (+ registration fee for each dog)	\$57	\$60	\$3	Exempt	5.26%

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



**Fees and Charges**  
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>MOBILE FOOD VENDORS (to operate on Council land)</b>						
<b>Pursuant to the Public Reserves and Public Buildings By-law No 1 of 2023</b>						
<b>Pursuant to the Mobile Food Vendors Policy</b>						
	Annual Mobile Food Vendor Permit - per vendor per annum	\$1,617	<b>\$1,690</b>	<b>\$73</b>	\$153.64	4.51%
	Season Mobile Food Vendor Permit - per vendor per annum	\$863	<b>\$902</b>	<b>\$39</b>	\$82.00	4.52%
	Occasional Mobile Food Vendor Permit - per vendor per session	\$44	<b>\$46</b>	<b>\$2</b>	\$4.18	4.55%
	Use of electricity from a Council supply - per vendor per session	\$7	<b>\$8</b>	<b>\$1</b>	\$0.73	14.29%

**Fees and Charges**  
(GST Inclusive where GST applies)

		Fee	Fee	Variance		
Area	Description of Fee	2022-23	2023-24	2022-23 to 23-24	GST	% Increase
CEMETERIES						
Burials						
	Single depth burial	\$2,373	\$2,480	\$107	\$225.45	4.51%
	Double depth burial	\$2,539	\$2,654	\$115	\$241.27	4.53%
	Triple depth burial	\$2,826	\$2,954	\$128	\$268.55	4.53%
	Second interment	\$2,373	\$2,480	\$107	\$225.45	4.51%
	Third interment	\$1,478	\$1,545	\$67	\$140.45	4.53%
	Burial of child (under 5)	\$810	\$847	\$37	\$77.00	4.57%
	Burial of child (under 12)	\$1,049	\$1,097	\$48	\$99.73	4.58%
	Child - second interment	\$810	\$847	\$37	\$77.00	4.57%
Lawn Cemetery Memorial Wall Niche Red Brick						
	Reservation	\$625	\$654	\$29	\$59.45	4.64%
	Placing of ashes	\$722	\$755	\$33	\$68.64	4.57%
	Placing of ashes in reservation	\$722	\$755	\$33	\$68.64	4.57%
Lawn Cemetery Memorial						
	Reservation	\$624	\$653	\$29	\$59.36	4.65%
Wall Niche Sandstone						
	Placing of ashes	\$832	\$870	\$38	\$79.09	4.57%
	Placing of ashes in reservation	\$720	\$753	\$33	\$68.45	4.58%
Lawn Cemetery - Ground						
	Family plot	\$802	\$839	\$37	\$76.27	4.61%
Memorial Area						
	Placing of ashes in family plot	\$549	\$574	\$25	\$52.18	4.55%
	Placing of ashes in pond perimeter	\$810	\$847	\$37	\$77.00	4.57%
Miscellaneous						
	Gravesite reservation – Lawn Cemetery only	\$2,328	\$2,433	\$105	\$221.18	4.51%
	Ashes in grave	\$677	\$708	\$31	\$64.36	4.58%
	Removal of Ashes in Wall		\$110	\$110	\$10.00	N/A
	Additional fee for digging and/or attendance on weekends and public holidays	\$1,226	\$1,282	\$56	\$116.55	4.57%
	Additional fee for attendance after 4.30pm weekdays	On application	On application	-	On application	On application
	Pre cast surround for plaques not provided through Council – Lawn Cemetery only	\$228	\$239	\$11	\$21.73	4.82%
	Replacement of plaque surround	\$158	\$166	\$8	\$15.09	5.06%
	For late funerals - for each 15 minutes later than appointed time	\$156	\$164	\$8	\$14.91	5.13%
	Fee for exhumation of body - weekdays	\$2,331	\$2,436	\$105	\$221.45	4.50%
	Fee for exhumation of body - weekends and public holidays	\$3,124	\$3,265	\$141	\$296.82	4.51%
	Fee for re-interment (in same grave) - weekdays	\$833	\$871	\$38	\$79.18	4.56%
	Fee for re-interment (in same grave) - weekends and public holidays	\$1,081	\$1,130	\$49	\$102.73	4.53%
	Fee payable if request for burial not given within prescribed time - weekdays	\$552	\$577	\$25	\$52.45	4.53%
	Fee payable if request for burial not given within prescribed time - weekends and public holidays	\$728	\$761	\$33	\$69.18	4.53%
	Records search fee per half hour or part thereof	\$95	\$100	\$5	\$9.09	5.26%
	Fee for supervising construction of brick grave	\$624	\$653	\$29	\$59.36	4.65%
	Fee for constructing layer of concrete over coffin - weekdays	\$980	\$1,025	\$45	\$93.18	4.59%
	Fee for breaking concrete - weekdays	\$667	\$698	\$31	\$63.45	4.65%
	Fee for breaking concrete - weekends	\$832	\$870	\$38	\$79.09	4.57%
	Fee for constructing layer of concrete over coffin - weekends and public holidays	\$1,289	\$1,348	\$59	\$122.55	4.58%
	Fee for intact removal and replacement of surface slab at Wivenhoe or Ridgley Cemetery - weekdays	\$469	\$491	\$22	\$44.64	4.69%
	Fee for intact removal and replacement of surface slab at Wivenhoe or Ridgley Cemetery - weekends and public holidays	\$810	\$847	\$37	\$77.00	4.57%

### Fees and Charges

(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	GST	% Increase
<b>PARKING</b>					
<b>Pursuant to Part IV of the Local Government (Highways) Act 1982</b>					
<b>Parking per hour or part thereof unless otherwise specified</b>					
	Parking Meters per hour short term (2 hour or less)	\$2.00	<b>\$2.00</b>	\$0.18	0.00%
	Parking Meters per hour long term (5 hours or more)	\$1.60	<b>\$1.60</b>	\$0.15	0.00%
	Parking Meters Spring Street	\$1.40	<b>\$1.40</b>	\$0.13	0.00%
	Carparks Ground Level (Hilder Parade)	\$1.90	<b>\$1.90</b>	\$0.17	0.00%
	Carparks Ground Level (Little Alexander St, Burnie Arts & Function Centre, North Terrace)	\$1.60	<b>\$1.60</b>	\$0.15	0.00%
	Early Bird King Street (voucher purchased prior to 10.00am)	\$6.30	<b>\$6.30</b>	\$0.57	0.00%
	Early Bird Nth Terrace (voucher purchased prior to 10.00am)	\$7.20	<b>\$7.20</b>	\$0.65	0.00%
	Carparks Ground Level (King Street, Portside)	\$1.40	<b>\$1.40</b>	\$0.13	0.00%
	Early Bird Portside (voucher purchased prior to 10.00am)	\$6.30	<b>\$6.30</b>	\$0.57	0.00%
	Carparks (Marine Terrace) Minimum fee 1st half an hour	N/A	<b>N/A</b>	N/A	N/A
	Carparks (Marine Terrace) 1st hour only	No charge	<b>No charge</b>	N/A	N/A
	Carparks (Marine Terrace) 2nd hour only	\$2.50	<b>\$2.50</b>	\$0.23	0.00%
	Carparks (Marine Terrace) 3rd hour and each hour thereafter	\$1.50	<b>\$1.50</b>	\$0.14	0.00%
	Carparks (Marine Terrace) Sunday and Public Holidays Flat Fee	No charge	<b>No charge</b>		
	Carparks (Marine Terrace) 6.30pm until midnight Monday to Saturday Flat Fee	\$2.00	<b>\$2.00</b>	\$0.18	0.00%
	Carparks (Marine Terrace) Lost Ticket fee up until 8.00pm	\$16.00	<b>\$16.00</b>	\$1.45	0.00%
<b>Hoods and Permits</b>					
	Parking Hoods - per day per hood	\$30.00	<b>\$30.00</b>	\$2.73	0.00%
	Parking Permit - per year	\$403.00	<b>\$403.00</b>	\$36.64	0.00%
<b>Multi-storey Long Term</b>					
	Multi-storey Carpark 1 month - Level 7 - Undercover	\$129.00	<b>\$129.00</b>	\$11.73	0.00%
	Multi-storey Carpark 12 months - Level 7 - Undercover	\$1,548.00	<b>\$1,548.00</b>	\$140.73	0.00%
	Multi-storey Carpark 1 month - Levels 8 & 9 - Outside	\$112.50	<b>\$112.50</b>	\$10.23	0.00%
	Multi-storey Carpark 12 months - Levels 8 & 9 - Outside	\$1,350.00	<b>\$1,350.00</b>	\$122.73	0.00%
<b>Ground Level Car Parks Long Term</b>					
	Little Alexander Street, Civic Centre - 1 month	\$120.00	<b>\$120.00</b>	\$10.91	0.00%
	Little Alexander Street, Civic Centre - 12 months	\$1,440.00	<b>\$1,440.00</b>	\$130.91	0.00%
	King Street, Portside - 1 month	\$105.00	<b>\$105.00</b>	\$9.55	0.00%
	King Street, Portside - 12 months	\$1,260.00	<b>\$1,260.00</b>	\$114.55	0.00%

**Fees and Charges**  
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>PLANNING</b>						
<b>Permit Applications</b>						
	Assessment and determination of a permit application under s57 or s58 Land Use Planning and Approvals Act 1993	\$286 plus \$1.15 per \$1,000 of value for use or development	\$299 plus \$1.15 per \$1,000 of value for use or development + \$50 per lot if subdivision	\$13	Exempt	4.55%
	Amendment of a Permit s56 Land Use Planning and Approvals Act 1993	\$271	\$284	\$13	Exempt	4.58%
	Extension of Time on a Permit s53(5A) Land Use Planning and Approvals Act 1993	\$271	\$284	\$13	Exempt	4.58%
	No Permit Required Statement		\$75	\$75	Exempt	N/A
<b>Request to Initiate a Draft Scheme Amendment</b>						
	Request under Land Use Planning and Approvals Act 1993 to initiate a draft scheme amendment	\$3439 + notification fee + TPC fee	\$3472 + notification fee + TPC fee	\$150	Exempt	4.52%
	Request under Land Use Planning and Approvals Act 1993 to initiate a draft scheme amendment and under s43A to concurrently consider a permit application	\$3280 + notification fee + TPC Fee + permit application fee	\$3311 + notification fee + TPC Fee + permit application fee	\$143	Exempt	4.51%
<b>Notification Fee</b>						
	Notification of a draft amendment to a planning scheme provision, including if combined with a permit application; or notification of a discretionary permit application under s57	\$341	\$344	\$15	Exempt	4.56%
<b>Assessment of Subdivision construction plans</b>						
	Roadworks	\$1004 plus \$6.5 per lot	\$1013 plus \$6.5 per lot	\$44	Exempt	4.54%
	Drainage Works	\$478 plus \$9.1 per lot	\$482 plus \$9.1 per lot	\$21	Exempt	4.56%
<b>Planning Certificates</b>						
	Consideration of Certificate of Approval under s31 Strata Titles Act 1998	\$257 plus \$40 per lot	\$260 plus \$40 per lot	\$12	Exempt	4.84%
	Consideration of Staged Development Scheme under s36 Strata Titles Act 1998	\$321 plus \$43 per lot	\$324 plus \$43 per lot	\$14	Exempt	4.52%
<b>Miscellaneous</b>						
	Sealing of documents under – Part 5 Land Use Planning and Approvals Act 1993, Part 7 Historic Cultural Heritage Act 1995; and Part 3 Local Government (Building and Miscellaneous Provisions) Act 1993	\$322	\$325	\$14	Exempt	4.50%
	Consideration of Adhesion Orders under s110 of the Local Government (Building & Miscellaneous Provisions) Act 1993	\$339	\$342	\$15	Exempt	4.59%
	Permit Search of adjoining properties - per lot	\$47	\$48	\$3	\$4.36	6.67%

### Fees and Charges

(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>BUILDING, DEMOLITION AND PLUMBING WORK</b>						
<b>Assessment and determination of an application for an approval or consent in relation to building, demolition or plumbing work, pursuant to the <i>Building Act 2016</i> and <i>Building Regulations 2016</i>.</b>						
<b>Food Premises (s13)</b>						
	Application to an Environmental Health Officer for consent for variation from National Construction Code in relation to Food Premises	\$180	\$189	\$9	Exempt	5.00%
<b>Contaminated or Unhealthy land (s70)</b>						
	Application to an Environmental Health Officer for an opinion in relation to whether land is contaminated or unhealthy	\$180	\$189	\$9	Exempt	5.00%
<b>Remediation of contaminated or unhealthy land before building work takes place (s70)</b>						
	Application for General Manager's consent to build on contaminated or unhealthy land	\$227	\$238	\$11	Exempt	4.85%
<b>Adequate arrangements for drainage (s70)</b>						
	Application for General Manager's statement that land can be appropriately drained	\$227	\$238	\$11	Exempt	4.85%
<b>On-site Waste Water Management (s157)</b>						
	Application to an Environmental Health Officer for consent to install an On-site Waste Water Management System	\$180	\$189	\$9	Exempt	5.00%
<b>Demolition (s182)</b>						
	Application to an Environmental Health Officer for consent to perform Demolition Work	\$180	\$189	\$9	Exempt	5.00%
<b>Occupation of a Building (s216)</b>						
	Application to an Environmental Health Officer for consent to issue a new Occupancy Permit	\$180	\$189	\$9	Exempt	5.00%
<b>Protection of drains from likely damage from building work (s73)</b>						
	Application for General Manager's consent to build over or in proximity to a drain	\$227	\$238	\$11	Exempt	4.85%
<b>Habitation of a non-dwelling building (s308)</b>						
	Application for General Manager's consent to residential use of a non-habitable building	\$227	\$238	\$11	Exempt	4.85%
<b>Fencing off of unbuilt area (s309)</b>						
	Application for General Manager's consent to fence off unbuilt area	\$227	\$238	\$11	Exempt	4.85%
<b>Associated Works (Reg 58)</b>						
	Application for General Manager's consent to carry out associated works in a landslip hazard area or bushfire-prone area	\$170	\$178	\$8	Exempt	4.71%
<b>Building Certificate (Reg 79)</b>						
	Application to the General Manager for a Building Certificate	\$308	\$322	\$14	Exempt	4.55%
<b>Land Use Planning Compliance Statement</b>						
	Application for a statement from the General Manager in relation to status of proposed building works under the relevant planning scheme	\$58	\$61	\$3	Exempt	5.17%
<b>Low Risk Plumbing Work (Reg 33)</b>						
	Application for consent to use material which does not comply to National Construction Code in low risk Plumbing Work	\$170	\$178	\$8	Exempt	4.71%
<b>Low Risk Plumbing Work (Reg 39)</b>						
	Application for consent to perform plumbing work in an easement	\$114	\$120	\$6	Exempt	5.26%
<b>Low Risk Plumbing Work (Reg 40)</b>						
	Application for consent of Network Utility Operator for connection or disconnection to an urban stormwater disposal system	\$114	\$120	\$6	Exempt	5.26%
<b>PERMIT BUILDING WORK (Building Act Part 11)</b>						
Application for Building Permit - Inclusive of lodgement of documents, assessment against high risk considerations, and issue of permit documents. No refund if permit refused.						
<b>Building Permit for Class 1,2,3 and 10 Buildings</b>						
<i>Value of Building Work (exclude plumbing and demolition)</i>						
	Less than \$20,000	\$101	\$200	\$99	Exempt	98.02%
	\$20,000 - \$50,000	\$250	\$262	\$12	Exempt	4.80%
	\$50,001 - \$250,000	\$340	\$356	\$16	Exempt	4.71%
	\$250,001 - \$1,000,000	\$399	\$417	\$18	Exempt	4.51%
	More than \$1,000,000	\$468	\$490	\$22	Exempt	4.70%
<i>Additional Fee for Building Work on Class 1,2,3 and 10 Buildings</i>						
	Variation of certified work	\$114	\$120	\$6	Exempt	5.26%
	Change in each of building surveyor, builder or other responsible person	\$56	\$59	\$3	Exempt	5.36%
	Associated demolition work	\$136	\$143	\$7	Exempt	5.15%
<b>Building Permit for Class 4 - 9 Buildings</b>						
<i>Value of Building Work (exclude plumbing and demolition)</i>						
	Less than \$20,000	\$131	\$200	\$69	Exempt	52.67%
	\$20,000 - \$50,000	\$324	\$339	\$15	Exempt	4.63%
	\$50,001 - \$250,000	\$391	\$409	\$18	Exempt	4.60%
	\$250,001 - \$1,000,000	\$570	\$596	\$26	Exempt	4.56%
	More than \$1,000,000	\$710	\$742	\$32	Exempt	4.51%
<i>Additional Fee for Building Work on Class 4-9 Buildings</i>						
	Variation of certified work	\$114	\$120	\$6	Exempt	5.26%

### Fees and Charges

(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
	Change in each of building surveyor, builder or other responsible person	\$56	\$59	\$3	Exempt	5.36%
	Associated demolition work	\$136	\$143	\$7	Exempt	5.15%
<b>EXTENSION OF DURATION OF A PERMIT</b>						
	Extension of duration of a Plumbing Permit (s173)	\$111	\$116	\$5	Exempt	4.50%
	Extension of duration of a Building Permit (s143)	\$111	\$116	\$5	Exempt	4.50%
	Extension of duration of a Demolition Permit (s197)	\$111	\$116	\$5	Exempt	4.50%
	Extension of duration of Notifiable Plumbing work (s110)	\$111	\$116	\$5	Exempt	4.50%
<b>EXTENSION TO EXPIRED PERMIT – SPECIAL CIRCUMSTANCES</b>						
	Special Circumstances when expired approvals may be extended under Building Act 2016 s99(4A), s110(4A), s122(4A), s147(IA), s173(IA), s197(IA) and s263A	\$110	\$110	\$0	Exempt	0.00%
<b>PERMIT DEMOLITION WORK (Building Act Part 13)</b>						
	Application for Demolition Permit (If demolition is not associated with Notifiable Building Work or Permit Building Work) - Inclusive of lodging of an application; assessment of high risk considerations; and issue of permit documents. No refund if permit refused.					
<b>Demolition Permit for Class 1,2,3 and 10 Buildings</b>						
	<i>Value of Building Work (exclude plumbing and demolition)</i>					
	Less than \$50,000	\$164	\$172	\$8	Exempt	4.88%
	\$50,001 - \$250,000	\$225	\$236	\$11	Exempt	4.89%
	\$250,001 - \$1,000,000	\$262	\$274	\$12	Exempt	4.58%
	More than \$1,000,000	\$309	\$323	\$14	Exempt	4.53%
<b>Demolition Permit for Class 4 - 9 Buildings</b>						
	<i>Value of Building Work (exclude plumbing and demolition)</i>					
	Less than \$50,000	\$215	\$225	\$10	Exempt	4.65%
	\$50,001 - \$250,000	\$258	\$270	\$12	Exempt	4.65%
	\$250,001 - \$1,000,000	\$375	\$392	\$17	Exempt	4.53%
	More than \$1,000,000	\$469	\$491	\$22	Exempt	4.69%
<b>DEFECTIVE WORK (s211)</b>						
	Application for Certificate for Defective Work	\$308	\$322	\$14	Exempt	4.55%
<b>RECTIFICATION OF ILLEGAL BUILDING WORK (Building Act Part 18 Div 4)</b>						
	Application for Permit of Substantial Compliance - Inclusive of lodgement of documents, assessment against high risk considerations, and issue of permit documents. No refund if permit refused.				Exempt	See note left
	Double the fee which applies for a Building Permit, Demolition Permit or Plumbing Permit					
<b>PLUMBING AND DRAINAGE - PERMIT WORK &amp; NOTIFIABLE WORK (Building Act Part 9 &amp; 12)</b>						
	Application for Certificate of Likely Compliance and Plumbing Permit - Inclusive of lodging an intention to undertake plumbing work; application for Certificate of Likely Compliance (plumbing work); assessment and determination of CLC (plumbing work); assessment of high risk considerations; determination of a plumbing permit; inspections at each mandatory notification stage and as indicated on CLC; final inspection and notification; and lodge Standard of Work Certificate. No refund if permit refused.					
<b>New Building</b>						
	Building Class 1 (single dwelling only), and 2-9 for - - stormwater - water supply; and - sanitary facilities comprising not more than - - 1 x WC; - 1 x bathroom; - 1 x kitchen; and - 1 x laundry	\$573	\$599	\$26	Exempt	4.54%
	Building Class 10 - Stormwater	\$327	\$342	\$15	Exempt	4.59%
	Building Class 10 - sanitary facilities comprising not more than - - 1 WC; and - 1 x Basin, Sink or Trough	\$459	\$480	\$21	Exempt	4.58%
	Building Class 1 (multiple dwellings only)	\$327	\$342	\$15	Exempt	4.59%
	- Stormwater, water supply, standard sanitary facilities comprising 1 x bathroom		\$377	\$377	Exempt	N/A
	- Stormwater, water supply, standard sanitary facilities comprising 2 x bathroom		\$536	\$536	Exempt	N/A
<b>Additions/Alterations to an existing building</b>						
	Building Class 1 and 2-9 for - - stormwater; and - sanitary facilities not more than - - 1 x WC; and - 1 x Basin, Sink or Trough	\$360	\$377	\$17	Exempt	4.72%
	Building Class 10 - Stormwater	\$114	\$120	\$6	Exempt	5.26%

### Fees and Charges

(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
	Building Class 10 for sanitary facilities comprising not more than - - 1 x WC; and - 1 x Basin, Sink or Trough	\$246	\$258	\$12	Exempt	4.88%
<b>Other Fees</b>						
	Additional sanitary facility (eg WC, basin, bath, shower, sink) - per fitting	\$49	\$52	\$3	Exempt	6.12%
	Backflow prevention device - per device	\$94	\$99	\$5	Exempt	5.32%
	Grease trap - per trap	\$94	\$99	\$5	Exempt	5.32%
	Pump - per pump	\$94	\$99	\$5	Exempt	5.32%
	Triple Interceptor Trap - per trap	\$94	\$99	\$5	Exempt	5.32%
	Application to Environmental Health Officer for consent to install an on site waste water system	\$180	\$189	\$9	Exempt	5.00%
	Work approval for plumbing work not associated with building work	\$137	\$144	\$7	Exempt	5.11%
	Fire Safety System - new work or alterations/additions to existing work for fire hose reels and hydrants	\$137	\$144	\$7	Exempt	5.11%
	Onsite Waste Water System (unsewered site - Plumbing Surveyor assessment)	\$107	\$112	\$5	Exempt	4.67%
	Unique plumbing installation (i.e. prototype)	\$226	\$237	\$11	Exempt	4.87%
	Alternative performance solution (section 166 <i>Building Act 2016</i> ) - per solution	\$170	\$178	\$8	Exempt	4.71%
	Each additional inspection - variation of approved work, re-inspect non- compliant work, missed inspection, special circumstances inspection - per inspection	\$137	\$144	\$7	Exempt	5.11%
	Assessment and approval of application for variation of approved work (section 162 <i>Building Act 2016</i> )	\$115	\$121	\$6	Exempt	5.22%
	Each change in plumber or other responsible persons - per person	\$56	\$59	\$3	Exempt	5.36%
	Drainage Plan Fee	\$26	\$28	\$2	Exempt	7.69%
<b>CREATION AND KEEPING OF RECORDS</b>						
Pursuant to the <i>Building Act 2016</i> and <i>Building Regulations 2016</i>						
<b>Registration of backflow prevention device (s27(3))</b>						
	Registration of on-site backflow prevention device or on-site testable backflow prevention device	\$56	\$59	\$3	Exempt	5.36%
<b>Provide access to Council building records (s27(4))</b>						
	Non-recoverable search fee (includes digital copies of documents provided by email)	\$95	\$100	\$5	Exempt	5.26%
	Hard copy of documents - In accordance with Miscellaneous – printing costs	See note left	See note left	-	Exempt	Exempt
<b>Record of current building services provider (s37)</b>						
	Notification from building surveyor of change in engagement	\$56	\$59	\$3	Exempt	5.36%
<b>Record of current building services provider (s39)</b>						
	Notification of discontinuation by engaged building surveyor	\$56	\$59	\$3	Exempt	5.36%
<b>Record of current building services provider (s40)</b>						
	Notification from owner of change in engaged building surveyor	\$56	\$59	\$3	Exempt	5.36%
<b>Record of current building services provider (s50)</b>						
	Notification of change in persons responsible for or providing building services	\$56	\$59	\$3	Exempt	5.36%
<b>Protection work</b>						
	Notification of intention to perform protection works (s77)	\$56	\$59	\$3	Exempt	5.36%
	Notification of disagreement in relation to protection work (s81(1))	\$56	\$59	\$3	Exempt	5.36%
	Lodgement of documents for protection work (s87)	\$56	\$59	\$3	Exempt	5.36%
<b>Notice of Low Risk Building Work (Reg 27)</b>						
	Notification of intention to install a heating appliance	\$29	\$31	\$2	Exempt	6.90%
	Notification of completion of installation of a heating appliance	\$29	\$31	\$2	Exempt	6.90%
	Notification of completion of low risk building work	\$56	\$59	\$3	Exempt	5.36%
	Notification of completion of low risk demolition work	\$56	\$59	\$3	Exempt	5.36%
<b>Notifiable Building Work all Class of Building</b>						
	<i>Value of Building Work (exclude plumbing and demolition)</i>					
	Less than \$20,000		\$113	\$113	Exempt	N/A
	\$20,000 - \$50,000		\$145	\$145	Exempt	N/A
	\$50,001 - \$250,000		\$166	\$166	Exempt	N/A
	\$250,001 and greater		\$197	\$197	Exempt	N/A
	Notification of approval to extend authorisation for Notifiable Building Work (s99)	\$109	\$114	\$5	Exempt	4.59%
<b>Notification of Low Risk Plumbing Work (s29)</b>						
	Notification of Category 2B Plumbing Work	\$56	\$59	\$3	Exempt	5.36%
<b>Notifiable Demolition Work</b>						
	Notification of Certificate of Likely Compliance for Notifiable Demolition Work (s121)	\$109	\$114	\$5	Exempt	4.59%
	Notification of approval to extend approval period for Notifiable Demolition Work (s122)	\$109	\$114	\$5	Exempt	4.59%
	Notification of Certificate of Completion for Notifiable Demolition Work (s127)	\$109	\$114	\$5	Exempt	4.59%
<b>Emergency Order (s215)</b>						
	Notification of Emergency Order	\$56	\$59	\$3	Exempt	5.36%
<b>Occupation of a Building (s224)</b>						
	Notification of Occupancy Permit	\$56	\$59	\$3	Exempt	5.36%
	Notification of Temporary Occupancy Permit	\$56	\$59	\$3	Exempt	5.36%

**Fees and Charges**  
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>ENVIRONMENTAL HEALTH</b>						
<b>Public Health Act 1997</b>						
	New registration of a Public Health Risk Activity at a fixed premise - includes application / assessment / inspection (pro rata fee if less than 6 months of the year is remaining)		\$250	\$250	Exempt	N/A
	Retrospective Registration of a Public Health risk Activity at a fixed premise (started operation without Registration in place)		\$500	\$500	Exempt	N/A
	Annual renewal of registration to carry out a public health risk activity at a fixed premise	\$150	\$157	\$7	Exempt	4.67%
	Annual Skin Penetration License (operator)	\$55	\$58	\$3	Exempt	5.45%
	Inspection report for a Public Health Risk Activity		\$150	\$150	Exempt	N/A
	Additional inspection for a Public Health Risk Activity due to non-compliance of a registration or license		\$150	\$150	Exempt	N/A
	Registration of regulated system (systems for air and water)	\$150	\$157	\$7	Exempt	4.67%
	Collection, testing and reporting of water samples	\$113	\$119	\$6	\$10.82	5.31%
	Collection, testing and reporting of water re-samples	\$152	\$159	\$7	\$14.45	4.61%
	Registration of supplier of private drinking water to the public	\$150	\$157	\$7	Exempt	4.67%
	Water Carrier Registration		\$157	\$157	\$14.27	N/A
	License to operate a Mass Outdoor Events					
	- > 30 days notice before event	\$150	\$250	\$100	Exempt	66.67%
	- < 30 days notice before event		\$300	\$300	Exempt	N/A
<b>Food Act 2003</b>						
	New Registration to sell and manufacture food - includes application / assessment / inspection (pro rata fee if less than 6 months of the year is remaining)		\$250	\$250	Exempt	N/A
	Retrospective New Registration to sell and manufacture food (started operation without Registration in place)		\$500	\$500	Exempt	N/A
	Renewal of Registration to sell and manufacture food, Food Act 2003					
	- If paid by 31 July	\$150	\$180	\$30	Exempt	20.00%
	- If paid after 31 July (pro rata fee if less than 6 months of the year is remaining from date of payment)	\$160	\$212	\$52	Exempt	32.50%
	Notification to Council by a low risk Food Business not requiring registration to sell and manufacture food		\$35	\$35	Exempt	N/A
	Registration of a Temporary Food Premises to sell and manufacture food (including markets) with restrictions		\$90	\$90	Exempt	N/A
	Inspection and report for a Food Business		\$150	\$150	Exempt	N/A
	Mobile food permit - per occasion	\$28	\$30	\$2	Exempt	7.14%
	Mobile food permit - statewide	\$150	\$180	\$30	Exempt	20.00%
<b>Burial and Cremation Act 2002</b>						
	Private burial - Report from Environmental Health Officer	\$179	\$188	\$9	\$17.09	5.03%
	Private burial - permission/consent from the General Manager	\$305	\$319	\$14	\$29.00	4.59%
<b>Miscellaneous</b>						
	Sharps disposal fee	\$5	\$6	\$1	\$0.55	20.00%
	Assessment and inspection of plans from a building surveyor for newly constructed or altered food premises and supply of Certificate of Others Form 49 and Occupancy Form 50	\$358	\$400	\$42	Exempt	11.73%
	Assessment / Inspection / Issuance of Environment Protection Notice		\$250	\$250	Exempt	N/A



**Fees and Charges**  
(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>SERVICE LOCATION FEES</b>						
	Normal service location	\$126	\$132	\$6	\$12.00	4.76%
	Service location within 24 hours	\$137	\$144	\$7	\$13.09	5.11%
	After hours service locations	\$437	\$457	\$20	\$41.55	4.58%
<b>PRIVATE WORKS FIXED CHARGES</b>						
	Reinstatement - minimum charge	\$243	\$254	\$11	\$23.09	4.53%
	Reinstatement - bitumen footpath/m2	\$97	\$102	\$5	\$9.27	5.15%
	Reinstatement - bitumen roadway/m2	\$137	\$144	\$7	\$13.09	5.11%
	Reinstatement - concrete footpath/m2	\$228	\$239	\$11	\$21.73	4.82%
	Reinstatement - concrete vehicular access/m2	\$260	\$272	\$12	\$24.73	4.62%
	Reinstatement - pavers/m2	\$158	\$166	\$8	\$15.09	5.06%
	Reinstatement - plus per broken paver	\$4.00	\$5	\$1	\$0.45	25.00%
	Kerb and channel - reinstatement and/or replacement of kerb and channel, or vehicular crossing per m	\$275	\$288	\$13	\$26.18	4.73%
	Supply fit and adjust replacement covers - heavy duty gatic	\$1,066	\$1,114	\$48	\$101.27	4.50%
	Supply fit and adjust replacement covers - light duty gatic	\$821	\$858	\$37	\$78.00	4.51%
	Adjust existing covers - + 100mm	\$479	\$501	\$22	\$45.55	4.59%
	Adjust existing covers - + 300mm	\$631	\$660	\$29	\$60.00	4.60%

### Fees and Charges

(GST Inclusive where GST applies)

Area	Description of Fee	Fee 2022-23	Fee 2023-24	Variance 2022-23 to 23-24	GST	% Increase
<b>MISCELLANEOUS</b>						
<b>Regulatory Services</b>						
	Abandoned vehicles - impounding/recovery costs	\$360	\$377	\$17.00	\$32.73	4.72%
	Truck wash fees - flat tray	\$1,046	\$1,094	\$48.00	\$95.09	4.59%
	Truck wash fees - semi trailer	\$1,571	\$1,642	\$71.00	\$142.82	4.52%
	Truck wash fees - multi deck	\$2,091	\$2,186	\$95.00	\$190.09	4.54%
	Street dining permit (per chair per month)	\$6	\$6	\$0.00	Exempt	0.00%
	Permit to set up or use a stall on a local highway to sell goods, Highways By-Law No 3 of 2013	\$150	\$157	\$7	Exempt	4.67%
	Fire Abatement Reduction Administration Fee		\$250		\$22.73	0.00%
<b>All applicable council reserves</b>						
	Casual use of electricity from a council supply - 240V/15amp - per hour		\$8		\$0.00	N/A
	Casual use of electricity from a council supply - 3 phase - per hour		\$15		\$0.00	N/A
<b>Governance</b>						
	Copies of Historical Photographs (eg. Museum)	\$15.50	\$15.50	\$0.00	\$1.41	0.00%
	Black and white photocopying - A4, per side	\$0.25	\$0.25	\$0.00	\$0.02	0.00%
	Black and white photocopying - A3, per side	\$1.60	\$1.60	\$0.00	\$0.15	0.00%
	Black and white photocopying - A2, per side	\$6.20	\$6.20	\$0.00	\$0.56	0.00%
	Black and white photocopying - A1, per side	\$12.00	\$12.00	\$0.00	\$1.09	0.00%
	Colour photocopying - A4, per side	\$1.05	\$1.05	\$0.00	\$0.10	0.00%
	Colour photocopying - A3, per side	\$1.85	\$1.85	\$0.00	\$0.17	0.00%
	Colour photocopying - A2, per side	\$6.20	\$6.20	\$0.00	\$0.56	0.00%
	Colour photocopying - A1, per side	\$12.20	\$12.20	\$0.00	\$1.11	0.00%
	Notification fee - newspaper (eg road closures, etc)	\$331.00	\$331.00	\$0.00	\$30.09	0.00%
	Copy of Drainage Plan	\$25.00	\$25.00	\$0.00	\$2.27	0.00%
<b>RIGHT TO INFORMATION CHARGES</b>						
<i>As prescribed under Right to Information Regulations 2010</i>						
	Right to Information Application for Assessed Disclosure under Section 16 (25 fee units)	\$42.50	\$44.50	\$2.00	Exempt	4.71%
<b>LOCAL GOVERNMENT ACT STATUTORY CHARGES</b>						
<i>Fee units prescribed under Local Government (General) Regulations 2015 and Local Government (Meeting Procedures) Regulations 2015</i>						
	132 Certificates (30 fee units)	\$51.00	\$53.40	\$2.40	Exempt	4.71%
	337 Certificates - (132.50 fee units)	\$225.25	\$235.85	\$10.60	Exempt	4.71%
	Copy of Agenda (1 fee unit for every 5 pages)	\$1.70	\$1.78	\$0.08	Exempt	4.71%
	Copy of Minutes - (1 fee unit for every 5 pages)	\$1.70	\$1.78	\$0.08	Exempt	4.71%
	Copy Annual report - per copy (5 fee units)	\$8.50	\$8.90	\$0.40	Exempt	4.71%
	Lodgement fee for a code of conduct complaint under section 28V of the Act (50 fee units)	\$85.00	\$89.00	\$4.00	Exempt	4.71%
<b>WESTERN LINE RAIL CORRIDOR FEES</b>						
<i>Pursuant to the Strategic Infrastructure Corridors (Strategic and Recreational Use) Act 2016</i>						
	Service Infrastructure Permission - Commencement Fee	\$1,139.00	\$1,191.00	\$52.00	\$108	4.57%
	Service Infrastructure Permission - Annual Fee (term of agreement)	\$171.00	\$179.00	\$8.00	\$16	4.68%
	Private Road Use Permission - Annual Fee (term of agreement)	\$171.00	\$179.00	\$8.00	\$16	4.68%
	Private Road Construction and Use Permission - Commencement Fee	\$1,139.00	\$1,191.00	\$52.00	\$108	4.57%
	Private Road Construction and Use Permission - Annual Fee (term of agreement)	\$171.00	\$179.00	\$8.00	\$16	4.68%
	Business Permission - Application Fee	\$1,139.00	\$1,191.00	\$52.00	\$108	4.57%
	Business Permission - Renewal Fee	\$171.00	\$179.00	\$8.00	\$16	4.68%
	Business Permission - Transfer Fee	\$171.00	\$179.00	\$8.00	\$16	4.68%
	Business Permission Use Fee - Annual Fee under s106 may apply subject to proposed use	On Assessment	On Assessment	On Assessment	Yes	N/A

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**CORPORATE AND COMMERCIAL SERVICES****AO097-23 POLICY REVIEW - RATES AND CHARGES POLICY AND RATES  
RESOLUTION 2023-24**

FILE NO: 4/14/2

PREVIOUS MIN:

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**1.0 RECOMMENDATION:*****“THAT Council*****1. Adopt the following 2023-24 Rates Resolution, by absolute majority:**

**1.1 In accordance with the provisions of the Local Government Act 1993 (as amended) and the Fire Services Act 1979, the Council makes the following Rates and Charges for land within the Council’s municipal area for the period 1 July 2023 to 30 June 2024.**

**1.1.1 Definitions Used in this Resolution**

- (a) “AAV” means the assessed annual value (AAV) for the land as determined by the Valuer-General under the Valuation of Land Act 2001 and adjusted under the Act;**
- (b) “land” means a parcel of land which is shown as being separately valued in the valuation list pursuant to the provisions of the Valuation of Land Act 2001;**
- (c) “commercial” means land that is shown as commercial (C), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**
- (d) “industrial” means land that is shown as industrial (I), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**
- (e) “primary production” means land that is shown as primary production (L), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**
- (f) “residential” means land that is shown as residential (R), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**

- (g) "vacant land" means land that is shown as vacant (V) in the list of valuation prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;*
- (h) "Separately occupied tenement" means any land in relation to which the Valuer-General has separately determined assessed annual values having regard to occupation or construction of the land or improvement or structural alterations made in it;*
- (i) "Multiple dwelling" means a dwelling containing more than one separately occupied tenement where that dwelling does not have a separate title.*
- (j) "the Act" means the Local Government Act 1993.*
- (k) Terms used in this resolution have the same meaning as given to them in Part 9 of the Act, unless it is inconsistent with the context of this resolution.*

## **1.2 General Rate**

**1.2.1** *In accordance with the provisions of Section 90 of the Act Council makes a general rate of 11.8603 cents in the dollar of AAV on all land (excluding land which is exempt pursuant to the provisions of section 87 of the Act) within the Burnie municipal area subject to a minimum amount payable of \$270.*

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

- (a) the use or predominant use of the land and in particular the following variations are made:-*
  - (i) for all land which is used for residential purposes the general rate is varied by decreasing it to 7.7622 cents in the dollar of the AAV;*
  - (ii) for all land which is used for primary production the general rate is varied by decreasing it to 8.6629 cents in the dollar of the AAV;*
- (b) the locality of land and in particular:-*
  - (i) within the hatched area shown on the attached location map marked as Attachment 1 to this report "Central Burnie" (the Location) for all land that is used*

*for a commercial or industrial purpose, the general rate is varied by increasing it to 13.6500 cents in the dollar* AAV.

- (ii) Land that is used for residential purposes within the Location is to be rated in accordance with 1.2.2(a)(i).*
- (iii) Vacant use of land within the Location is to be rated in accordance with 1.2.1.*

### **1.3 Service Rates and Charges**

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

- (a) A Waste Management Charge levied as follows:*
  - (i) \$133.38 Municipal Waste Charge on all land within the municipal area.*
  - (ii) \$327.41 on all land that has access to the Kerbside Collection Service (waste and recycling services) marked as Attachment 3 to this report, and amended from time to time.*
- (b) A Stormwater Removal Charge of 1.9403 cents in the dollar AAV on all land, except residential and vacant land, that has access to the Burnie or Ridgley Water Districts or access to the Burnie or Ridgley Sewer Districts, marked as Attachment 2 to this report; with a minimum amount payable of \$83.77.*
- (c) A Stormwater Removal Charge of \$83.77 on all residential land, vacant land and each separately occupied tenement that has access to the Burnie or Ridgley Water Districts or access to the Burnie or Ridgley Sewer Districts, marked as Attachment 2 to this report.*
- (d) A Landfill Levy of \$11.32 on all land, and for each separately occupied tenement for costs associated with the Waste and Resource Recovery Act 2022.*
- (e) A general fire protection rate of 0.2960 cents in the dollar AAV on all land in the municipal area with a minimum amount payable of \$48 for all land. The Rating Districts are the areas so declared and named under Section 74A of the Fire Service Act 1979.*

#### **1.3.2 In accordance with the provisions of Section 107(1) of the Act, and**

*by absolute majority, the Council declares that the general fire protection rate is varied within the municipal area and within different parts of the municipal area of Burnie according to the following factors;*

- (a) the locality of the land:*
  - (i) for land within the Burnie Composite Brigade Rating District the general fire protection rate is varied by increasing it to 1.2879 cents in the dollar AAV;*
  - (ii) for land within the Ridgley Volunteer Brigade Rating District the general fire protection rate is varied by increasing it to 0.3170 cents in the dollar AAV.*

#### **1.4 Remissions**

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

- (a) A ratepayer has applied in accordance with Section 129(2) of the Act; and*
- (b) The applicant has satisfied the General Manager that the remission of the Stormwater Removal Charge should be granted on the basis that the property does not have access to the stormwater system marked at Attachment 2 to this report, or meets the definition for exemption outlined in the Council's Rates and Charges Policy.*

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

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

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

- (a) For all land that does not have access to the waste collection service in accordance with the Waste Collection Service Area Map, marked as Attachment 3 to this report, as amended from time to time, a remission of \$245.84 is to be granted;*
- (b) For all land that does not have access to the recycling collection service in accordance with the Waste Collection Service Area Map, marked as Attachment 3 to this report, as amended from time to time, a remission of \$81.57 is to be granted;*
- (c) For all land that has a registered Conservation Covenant under the Private Land Conservation Program, a rebate of \$5 per hectare per annum, with a minimum amount of \$50 and a maximum amount of \$500.*

## **1.5 Payment Options**

### **1.5.1 Due Dates**

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

*1st Instalment – 31 August 2023*

*2nd Instalment – 30 November 2023*

*3rd Instalment – 29 February 2024*

*4th Instalment – 31 May 2024*

### **1.5.2 Discount for Early Payment**

*In accordance with the provisions of Section 130 of the Act Council will provide a discount of 2.0% of the total current rates and charges (excluding fire levy) specified in a rates notice applying to all the rates and charges for the financial year 2023-24, that are paid by 5.00 pm, 31 August 2023 and providing all arrears of rates and charges are paid.*

### **1.5.3 Defaults and Penalties**

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

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

## **1.6 Supplementary Rates**

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

## **2. Waste Vouchers**

- 2.1 *Authorise the General Manager to provide each separately occupied tenement with four green waste vouchers and four general waste vouchers.***

## **3. Adopt the Rates and Charges Policy as presented."**

## **2.0 EXECUTIVE SUMMARY**

### **Purpose and Background**

The purpose of this report is to seek Council's adoption of both the Rates and Charges Policy and the Rates Resolution for 2023-24.

### **Key Issues**

The rating strategy has been documented and discussed comprehensively with Council at a number of Council Workshops. These formed part of the discussions related to the Financial Management Strategy (FMS) and more recently the Draft Annual Plan and Budget Estimates 2023-24 (APBE).

Given Council's current need for budget repair it is forecast in the FMS that in 2023-24 and for the next two years, Council will need to implement rate increases that represent CPI plus a percentage, in order to pave the way to financial sustainability over the long term.

## **3.0 SUPPORTING INFORMATION**

### **Strategic Alignment**

This report aligns to the Council Plan Enabler *Financial Management*.



## Legal

Part 9 of the *Local Government Act 1993* outlines the principles and framework for the adoption of rates and charges. In particular section 86 relates to the general provisions that must be considered:

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

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

### **86B. Rating and charging policies to be made available to public**

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

## Finance

Income derived from rates represents 73% of Council's income in 2023-24. Any adjustments to the proposed rating strategy would need to be fully considered and modelled to understand the resulting impact on both the APBE and the long term Financial Management Strategy.

**Relation to Council Policy**

The Rates and Charges Policy is a subset of the FMS from a strategic perspective insofar as it must support the general intent of Council's long term financial management planning.

Additionally, the Policy and the Rates Resolution represent a major input into the APBE process.

Importantly the Financial Hardship Assistance Policy supports the Rates and Charges Policy by assisting those that may be struggling to pay their rates, with payment plans, and the remission of interest.

**Discussion**

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

The purpose of the Rates and Charges Policy is to outline Council's approach to determining and collecting rates from the community. It also serves as a means of transparency to the community about how Council makes decisions in relation to setting its annual rates and charges and how Council distributes the impact of the rate burden across its community.

Over a five year period, the Council made a decision to reduce the rate burden to its community, as a means of ensuring equity with other similar Council's that provide comparable services.

This resulted in four years of annual 1% rate decreases followed by a rate freeze in the 2020-21 financial year. Overall this strategy achieved the desired outcome and reduced the amount of rates paid by the Burnie community over a long period of time.

Unfortunately this has resulted in a significant loss of income for the Council, approximately \$2.7 million this year alone, and every year thereafter. Subsequently for many years now the Council has realised underlying financial deficits, which has meant that cash previously held by the Council, has been significantly reduced over time. The consequence of this is that the Council is at present only able to deliver the services it provides now, without the ability to consider additional services for the future, increased service levels or new or upgraded strategic infrastructure, until the financial position and cash reserves are improved.

The structure of the rates methodologies in 2023-24 have not changed. There are a number of refinements that have been made to the Rates and Charges Policy and Rates Resolution however as a means of ensuring equity of service, that all ratepayers who are able to access services contribute to paying for the service, and alignment with current operations. These include:

- a) Linking the Kerbside Collection Charge to the Waste Collection Service Area Map so that all properties that have access to the service within the compulsory zone,

contribute to the service provided, irrespective of whether it is used or not.

- b) Linking the Stormwater Removal Charge to all properties that have access to the service.
- c) Proving clarity around the process to determine a charitable institution's ability to receive a general rate exemption under the definitions of the Act.
- d) Providing clarity around the early payment discount, in that it is not available on rates arrears.
- e) Providing narrative that ensures the community is aware that once an instalment is outstanding for longer than 21 days, that the full 2023-24 rates become due and payable under section 124 of the *Local Government Act 1993*, as a means of streamlining the debt collection process.

Council's amended methodology within the FMS provides for a rate increase each year of CPI, with the exception of this year and the following two financial years, where in order to achieve long term sustainability the increase will need to be a percentage above CPI. It is expected that after this time Council will be able to move to increase rates in line with CPI.

The rating strategy was a key component of the feedback sought through the community consultation process recently conducted for the Annual Plan and Budget Estimates. There were 14 individuals that attended the information sessions and took the opportunity to inform themselves and feed into the proposed budget.

The majority of those that participated acknowledged appreciation of the Council's financial situation, and were interested to learn of the benefit the Council had provided over many years resulting from the previous rate reduction strategy. There were a number of concerns raised that some in the community may not be able to sustain the rate increase proposed, however the participants were pleased the Council would be continuing to provide assistance under the Financial Hardship Assistance Policy in these circumstances where needed.

Rate Type	How Applied	2023	2024
General Rate	Cents in the \$ of AAV	10.7063	11.8603
Commercial	Cents in the \$ of AAV	12.3273	13.6500
Industrial	Cents in the \$ of AAV	12.3273	13.6500
Primary Production	Cents in the \$ of AAV	7.8210	8.6629
Residential	Cents in the \$ of AAV	7.0100	7.7622
Vacant	Cents in the \$ of AAV	10.7063	11.8603
General Fire Protection (Rural)	Cents in the \$ of AAV	0.3387	0.2960
Burnie Composite Brigade Rating District (Urban)	Cents in the \$ of AAV	1.2611	1.2879
Ridgley Volunteer Brigade Rating District	Cents in the \$ of AAV	0.3043	0.3170
Stormwater Removal Rate	Cents in the \$ of AAV	1.8566	1.9403
Stormwater Removal Rate - Minimum charge	\$ per property	\$80.17	\$83.77
Municipal Waste Management Charge	\$ per property	\$127.64	\$133.38
Landfill Levy	\$ per property	\$10.84	\$11.32
Kerbside Collection - Garbage & Recycling	\$ per property	\$313.32	\$327.41
Kerbside Collection - Recycling Only	\$ per property	\$78.07	\$81.57
Kerbside Collection - Garbage Only	\$ per property	\$235.25	\$245.84

The early payment discount for payment of rates and any arrears on or before the first instalment date has been maintained at 2.0%.

### **Health and Safety**

There are no health and safety impacts resulting from this report.

### **Risk**

The following table identifies relevant risk and how they may need to be addressed to either eliminate or reduce the risk.

<b>Risk Category</b>	<b>Risk identified</b>	<b>Ways to eliminate or reduce the risk</b>
Political	Some within the community may not be able to afford the rate increase proposed.	Council continues to support the Financial Hardship Policy in order to enable officers to provide assistance to those in genuine need.

### **Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

### **Consultation**

Consultation with councillors with regard to rating strategies has occurred through numerous Council Workshops, briefing papers and Council reports.

The Audit Panel met on 6 June 2023 and considered the Draft Annual Plan and Budget Estimates and subsequently endorsed the approach proposed.

### **Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

### **ATTACHMENTS**

- 1 [↓](#). Attachment A - Central Burnie Map
- 2 [↓](#). Attachment B - Burnie and Ridgley Water and Sewer Districts Map
- 3 [↓](#). Attachment C - Waste Collection Service Area Map
- 4 [↓](#). Draft - Rates and Charges Policy

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**COUNCIL RESOLUTION**

**Resolution number: MO111-23**

**MOVED:** Cr A Keygan

**SECONDED:** Cr C Lynch

***“THAT Council***

**1. Adopt the following 2023-24 Rates Resolution, by absolute majority:**

**1.1 In accordance with the provisions of the Local Government Act 1993 (as amended) and the Fire Services Act 1979, the Council makes the following Rates and Charges for land within the Council’s municipal area for the period 1 July 2023 to 30 June 2024.**

**1.1.1 Definitions Used in this Resolution**

- (a) “AAV” means the assessed annual value (AAV) for the land as determined by the Valuer-General under the Valuation of Land Act 2001 and adjusted under the Act;**
- (b) “land” means a parcel of land which is shown as being separately valued in the valuation list pursuant to the provisions of the Valuation of Land Act 2001;**
- (c) “commercial” means land that is shown as commercial (C), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**
- (d) “industrial” means land that is shown as industrial (I), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**
- (e) “primary production” means land that is shown as primary production (L), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**
- (f) “residential” means land that is shown as residential (R), in the list of valuations prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**
- (g) “vacant land” means land that is shown as vacant (V) in the list of valuation prepared by the Valuer-General pursuant to the provisions of the Valuation of Land Act 2001;**

- (h) "Separately occupied tenement" means any land in relation to which the Valuer-General has separately determined assessed annual values having regard to occupation or construction of the land or improvement or structural alterations made in it;*
- (i) "Multiple dwelling" means a dwelling containing more than one separately occupied tenement where that dwelling does not have a separate title.*
- (j) "the Act" means the Local Government Act 1993.*
- (k) Terms used in this resolution have the same meaning as given to them in Part 9 of the Act, unless it is inconsistent with the context of this resolution.*

## **1.2 General Rate**

*1.2.1 In accordance with the provisions of Section 90 of the Act Council makes a general rate of 11.8603 cents in the dollar of AAV on all land (excluding land which is exempt pursuant to the provisions of section 87 of the Act) within the Burnie municipal area subject to a minimum amount payable of \$270.*

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

- (a) the use or predominant use of the land and in particular the following variations are made:-*
  - (i) for all land which is used for residential purposes the general rate is varied by decreasing it to 7.7622 cents in the dollar of the AAV;*
  - (ii) for all land which is used for primary production the general rate is varied by decreasing it to 8.6629 cents in the dollar of the AAV;*
- (b) the locality of land and in particular:-*
  - (i) within the hatched area shown on the attached location map marked as Attachment 1 to this report "Central Burnie" (the Location) for all land that is used for a commercial or industrial purpose, the general rate is varied by increasing it to 13.6500 cents in the dollar AAV.*

*(ii) Land that is used for residential purposes within the Location is to be rated in accordance with 1.2.2(a)(i).*

*(iii) Vacant use of land within the Location is to be rated in accordance with 1.2.1.*

### **1.3 Service Rates and Charges**

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

**(a) A Waste Management Charge levied as follows:**

*(i) \$133.38 Municipal Waste Charge on all land within the municipal area.*

*(ii) \$327.41 on all land that has access to the Kerbside Collection Service (waste and recycling services) marked as Attachment 3 to this report, and amended from time to time.*

**(b) A Stormwater Removal Charge of 1.9403 cents in the dollar AAV on all land, except residential and vacant land, that has access to the Burnie or Ridgley Water Districts or access to the Burnie or Ridgley Sewer Districts, marked as Attachment 2 to this report; with a minimum amount payable of \$83.77.**

**(c) A Stormwater Removal Charge of \$83.77 on all residential land, vacant land and each separately occupied tenement that has access to the Burnie or Ridgley Water Districts or access to the Burnie or Ridgley Sewer Districts, marked as Attachment 2 to this report.**

**(d) A Landfill Levy of \$11.32 on all land, and for each separately occupied tenement for costs associated with the Waste and Resource Recovery Act 2022.**

**(e) A general fire protection rate of 0.2960 cents in the dollar AAV on all land in the municipal area with a minimum amount payable of \$48 for all land. The Rating Districts are the areas so declared and named under Section 74A of the Fire Service Act 1979.**

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

**(a) the locality of the land:**

- (i) for land within the Burnie Composite Brigade Rating District the general fire protection rate is varied by increasing it to 1.2879 cents in the dollar AAV;**
- (ii) for land within the Ridgley Volunteer Brigade Rating District the general fire protection rate is varied by increasing it to 0.3170 cents in the dollar AAV.**

**1.4 Remissions**

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

- (a) A ratepayer has applied in accordance with Section 129(2) of the Act; and**
- (b) The applicant has satisfied the General Manager that the remission of the Stormwater Removal Charge should be granted on the basis that the property does not have access to the stormwater system marked at Attachment 2 to this report, or meets the definition for exemption outlined in the Council's Rates and Charges Policy.**

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

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

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

- (a) For all land that does not have access to the waste collection service in accordance with the Waste Collection Service Area Map, marked as Attachment 3 to this report, as amended from time to time, a remission of \$245.84 is to be granted;**



- (b) For all land that does not have access to the recycling collection service in accordance with the Waste Collection Service Area Map, marked as Attachment 3 to this report, as amended from time to time, a remission of \$81.57 is to be granted;*
- (c) For all land that has a registered Conservation Covenant under the Private Land Conservation Program, a rebate of \$5 per hectare per annum, with a minimum amount of \$50 and a maximum amount of \$500.*

## **1.5 Payment Options**

### **1.5.1 Due Dates**

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

*1st Instalment – 31 August 2023*

*2nd Instalment – 30 November 2023*

*3rd Instalment – 29 February 2024*

*4th Instalment – 31 May 2024*

### **1.5.2 Discount for Early Payment**

*In accordance with the provisions of Section 130 of the Act Council will provide a discount of 2.0% of the total current rates and charges (excluding fire levy) specified in a rates notice applying to all the rates and charges for the financial year 2023-24, that are paid by 5.00 pm, 31 August 2023 and providing all arrears of rates and charges are paid.*

### **1.5.3 Defaults and Penalties**

- (a) In accordance with the provisions of Section 124(5) of the Act if a ratepayer fails to pay any instalment within 21 days of the date on which the instalment is due, the ratepayer is liable and is to immediately pay the full amount of the unpaid rates and charges.*
- (b) In accordance with the provisions of Section 128(2) if any rates and charges or instalment of rates and charges are not paid on or before the date they fall due, then daily interest charged monthly, at the prescribed percentage determined in the Council's Rates and Charges Policy, is payable from the date*

*they fell due to the date of payment.*

**1.6 Supplementary Rates**

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

**2. Waste Vouchers**

**2.1** *Authorise the General Manager to provide each separately occupied tenement with four green waste vouchers and four general waste vouchers.*

**3. Adopt the Rates and Charges Policy as presented."**

For: Cr T Brumby, Cr G Simpson, Cr T Aitken, Cr K Dorsey, Cr J Grave, Cr A Keygan, Cr C Lynch, Cr D Pease.

Against: Cr S Kons.

**CARRIED**

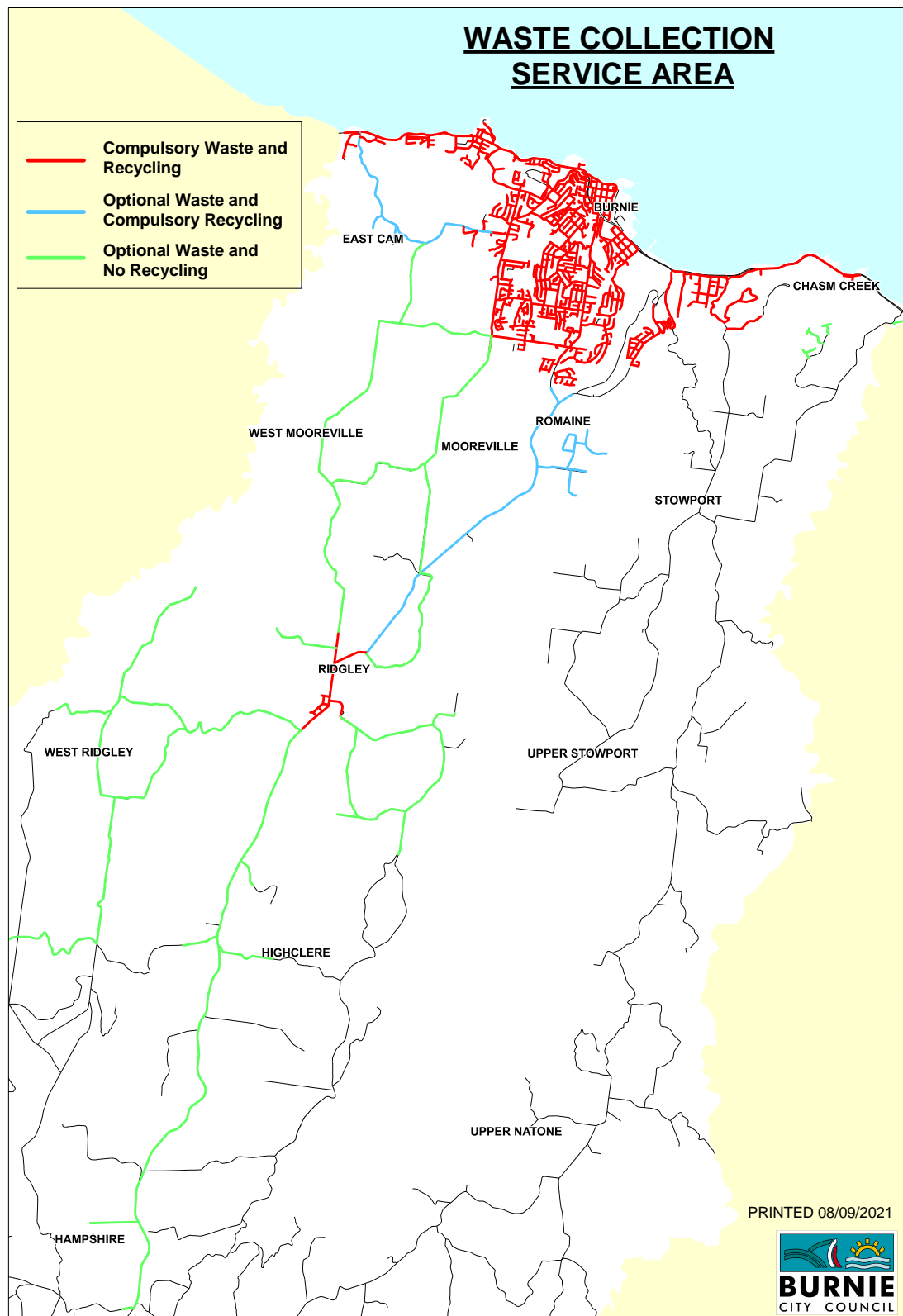
ATTACHMENT A – CENTRAL BURNIE




RATING RESOLUTION CBD

ATTACHMENT B – BURNIE AND RIDGLEY WATER AND SEWER DISTRICTS





 <b>BURNIE</b> CITY COUNCIL	COUNCIL POLICY		
	<b>Rates and Charges Policy (Draft)</b>		
	Approved By: Council	Document Code: CP-CCS-CG-004	
	Doc Controller: Director Corporate and Commercial Services	Version: 13.1	
	File: 4/14/2	Approved Date: XXX	
		Next Review Date: XXX	

## 1 PURPOSE

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

## 2 OBJECTIVE

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

## 3 SCOPE

This policy covers:-


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

## 4 POLICY

### 4.1 Rating Strategy

Rates and charges are an important revenue source for local government, comprising approximately 73% of the Burnie City Council's annual income. In setting its rates and charges Council has the challenge of balancing the need to fund existing services, the continual demand for increased services, the need to maintain and renew essential infrastructure, the desire to keep increases and charges to a minimum while ensuring long term financial sustainability for its community.

The Council ensures it only raises the revenue it needs, and does so in the most efficient and equitable manner possible. The aim of the rates and charges decision-making process is to spread the burden fairly across the community with those that have the greatest capacity to pay, paying more than those with a lesser capacity to pay.

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

To achieve this balance Council has established a rating structure which is comprised of two key elements – general rates and service charges. The general rates are levied based on the Annual Assessed Value (AAV) of properties, as adjusted from time to time, by the Valuer-General. Property values generally reflect the capacity of the ratepayer to pay.

The other element is the service charges, which are a user pay component and currently covers stormwater and waste management services. Services charges are designed to reflect payment based on access to services provided by the Council.

#### ***Rates per Capita***

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

Burnie is a regional centre and Council provide a broad range of services relative to its population, unlike many other Council's in Tasmania.

As such, the Council appreciates and recognises that rates for our community may be higher than in some other jurisdictions. This is because our City is required to supply services that rival much larger city Council's, such as having an airport, Aquatic Centre and Cultural Centre, however unlike those other City's that have a significant number of rateable properties to share the cost. Some much larger Council's with similar assets have as an example 25,000 – 30,000 rateable properties, where our municipal area has approximately 10,800 rateable properties in which to share the burden.


#### **4.2 Council's Revenue Raising Powers**

The *Local Government Act 1993* provides for a Council to raise revenue for the purposes of providing broad services to the community. The Act provides a range of methods for councils to raise rates in a way that each council deems is most suitable to their own municipal area.

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

#### **4.3 Property Valuation Base**

Under section 89A of the Act, Council has the choice of three bases of value of land which are determined by the Valuer-General in accordance with the *Valuations of Land Act 2001*.

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

- Land Value
- Capital Value; or
- Assessed Annual Value (AAV).

A revaluation is required under the Act to be conducted in each valuation district within a seven-year period. The valuations undertaken by the State Government through the Office of the Valuer-General are important for ratepayers because Council must by law use the valuation data in order to levy its rates. Property values are generally considered a reasonable proxy for assessing a ratepayer's capacity to pay. The Council adopts the valuations made by the Valuer-General and uses the valuation of each property as a means of calculating the rates owned on that property. For this reason, ratepayers are encouraged to contact the Office of the Valuer-General if they have any objections in relation to their property valuation.

The Burnie City Council, along with most other councils in Tasmania, use the AAV for calculating its rates and charges (with the exception of fixed charges). The AAV is the estimated rental value of the property or four percent of the capital value of the property (whichever is greater).


AAV adjustment factors are issued by the Valuer-General typically at the mid- point between a revaluation cycle in an attempt to ensure property assessments closely reflect changes in the property market, in order to keep pace with market influences between revaluation processes. In 2022-23 the City of Burnie had adjustment factors applied by the Office of the Valuer-General to take account of the recent increases in the property market. The increases in property values range from an uplift of 20% to 50% in value, depending upon the property category.

#### 4.4 General Rates

The general rate is calculated on a cent in the dollar amount, based on the AAV of a property. The general rate pays for general services such as:-

- Sporting facilities and recreation grounds;
- Roads, streets, kerb and channel, footpaths, street furniture, and street lighting;
- Parks and reserves;
- Public buildings including halls and amenities;
- Burnie Aquatic Centre;
- Burnie Airport;
- Environmental services, land use, building and development control, animal control and cemeteries;
- Burnie Arts and Function Centre; and
- Community grants, programs and events.



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### ***Variations to the General Rate***

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

In recognition that, land use codes are applied by the Valuer-General and provide the ability for councils to apply different rates or changes by category of property. For the general rate payable, the rate is varied for those properties used for the following purposes:-

- Residential;
- Primary production;
- Commercial (including industrial) properties in the Burnie CBD;
- Commercial (including industrial) properties outside the CBD;
- Vacant land.

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

#### **4.5 Minimum General Rate Payable**


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

#### **4.6 Exemption from General Rate**

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

In relation to properties that are defined for charitable purpose under Section 87(1)(d) of the *Act*, they must first meet the threshold of the *Act* to be eligible for an exemption. An exemption will then be granted if the land or part of the land then meets the criteria of being owned and occupied by a non-government organisation exclusively for: -

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

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Church owned manses are included in the definition of the “advancement of religion”.

#### 4.7 Service Charges

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

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

**Waste Management** - Covers waste collection including recycling, and running the waste management centre. Waste management charges are split into two components being the kerbside collection charge, and the municipal waste charge.

The kerbside collection charge is established to cover the cost of kerbside collection (both waste and recycling) and is payable by all ratepayers who have access to Council’s kerbside collection as defined by the Waste Collection Service Area Map (**Attachment A**).

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


**Fire Levy** - This charge is collected on behalf of the State Government through the State Fire Commission as a contribution toward fire protection services. The Council has no control or influence over the amount of the rate levied annually.

**Landfill Levy** - This charge was first implemented in 2022-23 and is collected on behalf of the State Government as part of the Waste and Resource Recovery Bill. The Landfill Levy acts as an incentive to divert waste from landfill and assists in funding innovative waste and resource recovery initiatives.

#### 4.8 Remissions and Discounts

##### **General Remissions**

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

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

A ratepayer experiencing financial hardship may apply to the General Manager under the Financial Hardship Assistance Policy CP-CBS-SG-049, for rates and charges levied in accordance with Part 9, Rates and Charges, of the *Local Government Act 1993*. The policy does not apply to rates and fees collected on behalf of other authorities in accordance with section 88, such as the fire service contribution and waste levy.

The Council can offer three methods of rate relief for those eligible for financial hardship assistance:

- Postponing rate payments;
- Remission of late payment interest; and
- Remission of rates.

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


#### ***Stormwater Service Charge Remissions***

In accordance with section 129(2) of the *Local Government Act 1993*, owners of properties with no ability to connect and/or access to the stormwater system may make an application to Council for a remission of the stormwater service charge.

An application must be made in writing and lodged with the General Manager. Application forms are available online at [www.burnie.tas.gov.au](http://www.burnie.tas.gov.au) or from the Customer Service Centre at 80 Wilson Street, Burnie.

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

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

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#### ***Kerbside Collection Charge Remissions***

The Kerbside Collection charge is payable by all ratepayers who have access to Council's kerbside collection as defined by the Waste Collection Service Area Map (**Attachment A**).

A remission of the kerbside collection charge for waste and/or recycling may be approved where collection is impractical due to limited presentation space at kerbside or insufficient storage space within the property or there is no access to the service.

An application must be made in writing and lodged with the General Manager. Application forms are available online at [www.burnie.tas.gov.au](http://www.burnie.tas.gov.au) or from the Customer Service Centre at 80 Wilson Street, Burnie.

To be eligible for a remission the following conditions must be met:-

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

#### ***Discount for Early Payment***

Council provides a discount of 2.0% of the total current financial years rates and charges, to any ratepayer, if the full rates including arrears are paid and received by Council in full by the 31 August.


The discount does not apply to any levy collected on behalf of another authority, such as the fire and landfill levies.

#### ***Rate Rebate – Conservation Covenants***

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

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

#### ***Pensioner Remissions***

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

The Act defines that a ratepayer who is a holder of any of these three types of cards, to be an eligible pensioner for rates remission purposes:-

- Pensioner Concession Card;
- Health Care Card; or a
- Department of Veteran’s Affairs ‘Gold Card’ endorsed with TIP or War Widow/Widower.

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

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

Any pensioner who has not previously received a remission must complete an application form. Application forms are available online at [www.burnie.tas.gov.au](http://www.burnie.tas.gov.au) or from the Customer Service Centre at 80 Wilson Street, Burnie.


Eligibility of a pensioner remission is determined by the State Government through the Department of Treasury and Finance, who will access Centrelink records to confirm details as required.

#### 4.9 Supplementary Valuations

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

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

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

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When any of the above situations arise, a supplementary valuation will be undertaken by the Valuer-General. The supplementary valuations will bring the valuation of the property in line with the general valuation of other properties in the municipal area. The values are determined based upon the same date of the general valuation currently in use for the municipal area.

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

#### 4.10 Payment of Rates

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

- 1st Instalment – 31 August 2023;
- 2nd Instalment – 30 November 2023;
- 3rd Instalment – 29 February 2024; and
- 4th Instalment – 31 May 2024.

Debt collection will commence for any amount that is overdue, in accordance with Section 124 of the *Local Government Act 1993*, and will be undertaken in line with Council's Debt Management Policy.


#### ***Difficulty in paying***

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

Council has a Financial Hardship Assistance Policy CP-CBS-SG-049 to provide assistance to those ratepayers who are experiencing difficulty meeting their rates liabilities.

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

If a ratepayer has not made a satisfactory arrangement to pay their outstanding rates and have rates and charges outstanding in excess of 3 years, action may be taken to sell the property in accordance with section 137 of the *Local Government Act 1993* to recover the amount owed.

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**Interest Penalties**

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

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

$$P = \frac{LTB + 6\%}{366}$$

where –

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

**4.11 Objection Rights**

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

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

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


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

**5 LEGISLATION**

Local Government Act 1993

**6 RELATED DOCUMENTS**

Debt Management Policy CP-CCS-CG-052  
 Financial Management Strategy 2032 (2022) CD-CBS-FIN-001  
 Financial Hardship Assistance Policy CP-CBS-SG-049

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Policy Endorsement	
Responsibility:	It is the responsibility of the General Manager to ensure Council's compliance with this policy. It is the responsibility of the Director Corporate and Commercial Services to administer and review this policy as required, and to ensure that rating is carried out in accordance with the policy.
Minute Reference:	Item AO119-22
Council Meeting Date:	XXX
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	XXX
Date of Commencement:	XXX
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website ( <a href="http://www.burnie.tas.gov.au">www.burnie.tas.gov.au</a> )



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**CORPORATE AND COMMERCIAL SERVICES****AO098-23 ANNUAL PLAN AND BUDGET ESTIMATES 2023-24**

FILE NO: 13/5/19  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council approve the Annual Plan and Budget Estimates for 2023-24 as attached.”***

**2.0 EXECUTIVE SUMMARY****Purpose and Background**

This report seeks the approval of the Annual Plan and Budget Estimates (APBE) for the 2023-24 financial year.

**Key Issues**

- The APBE meets the objectives of the Council’s FMS 2022-32, and the draft FMS that has been developed and is included in the June 2023 Council meeting agenda.
- The APBE forecasts an operating surplus of \$437,000 and an underlying surplus position of \$127,000.
- The Council has made substantive change to the delivery of services over the past 18 months to achieve what is now an underlying surplus as the first step in repairing the Council’s budget position and providing a pathway to financial sustainability.
- More work needs to be done however to make additional strategic structural changes to Council’s financial position to enable the Council to accumulate cash to enable consideration of strategic infrastructure and service decisions in the future.
- To this end, in the past several months councillors have committed to finding an additional \$450,000 in strategic savings in the long-term Financial Management Strategy in order to ensure that the cost burden to our ratepayers through rates and charges is minimised to the lowest extent possible over the life of the Strategy. These savings will not largely start to be realised until the 2024-25 financial year and beyond.

### 3.0 SUPPORTING INFORMATION

#### Strategic Alignment

The Annual Plan and Budget Estimates align with the enablers *Financial Management* and *Community Consultation*, under the Council Plan 2022 – 2025. The key enablers are critical to ensuring Council can pursue its objectives under the Plan.

#### Legal

The Council's Draft APBE 2023-24 has been prepared in accordance with the provisions of the *Local Government Act 1993*. Section 82 of the Act which outlines the responsibility the Council has in preparing the statements:

**82. Estimates**

- (1) *The general manager must prepare estimates of the council's revenue and expenditure for each financial year.*
- (2) *Estimates are to contain details of the following:*
  - (a) *the estimated revenue of the council;*
  - (b) *the estimated expenditure of the council;*
  - (c) *the estimated borrowings by the council;*
  - (d) *the estimated capital works of the council;*
  - (e) *any other detail required by the Minister.*
- (3) *Estimates for a financial year must –*
  - (a) *be adopted by the council, with or without alteration, by absolute majority; and*
  - (b) *be adopted before 31 August in that financial year; and*
  - (c) *not be adopted more than one month before the start of that financial year.*
- (4) *A council may alter by absolute majority any estimate referred to in [subsection \(2\)](#) during the financial year.*
- (5) *A council may make adjustments to individual items within any estimate referred to in [subsection \(2\)](#) by a simple majority so long as the total amount of the estimate is not altered.*
- (6) *A council, by absolute majority, may authorise the general manager to make minor adjustments up to specified amounts to individual items within any estimate referred to in [subsection \(2\)](#) so long as the total amount of the estimate is not altered.*
- (7) *The general manager is to report any adjustment and an explanation of the adjustment at the first ordinary meeting of the council following the adjustment.*

#### Finance

The APBE accords with the parameters of the FMS in that it:

- ✓ meets cash flow requirements to ensure there is sufficient liquidity to meet future liabilities and service provision.
- ✓ delivers the Council's aspirations for a surplus budget position as it continues to repair its budget and strive for financial sustainability for its community.
- ✓ enables a significant capital works program of \$39.69 million to be delivered, \$12.7 million of this from its own source funding.

In addition to these shorter term objectives, the APBE delivers on the two long term financial metrics outlined in the FMS, namely:

- ✓ an operating margin of 1.00

The APBE forecasts an operating margin of 1.01 which indicates that the Council is predicting to deliver an underlying surplus for the year.

- ✓ maintaining a current ratio above 1.10

That is, that the APBE maintains the current ratio at a level of 1.63% (well above the target of 1.10), meaning the Council is able to meet its debt and financial obligations as they fall due over the long term.

### Relation to Council Policy

The Council's Financial Management Strategy is applicable to this matter.

### Discussion

Please refer to the attached discussion paper for further detail.

### Health and Safety

There are no health and safety impacts resulting from this report.

### Risk

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	There is no contingency in the budget for any Council decisions that have not been made to date.	All decisions of the Council will need careful consideration of the budgetary and long term financial impacts before being passed to ensure the integrity of the Financial Management Strategy is maintained.
Financial	Inflationary rates may be higher than predicted in the FMS and Budget Estimates.	This will require regular and careful management by the Executive Management Team to identify issues early and put measures in place to address any concerns.
Financial	Capitalisation rates remain a risk, if Council does not fully deliver the Capital Works program for the year.	Early design of capital works projects and careful management to ensure that the delivery of the program is realized in its entirety.
Political	The impact of the rates increases required to keep pace with inflationary pressures.	The Council continues to maintain a Financial Hardship Policy that can assist those that are experiencing serious financial hardship.

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Risk Category	Risk identified	Ways to eliminate or reduce the risk
Political	Significant concerns raised by the community in respect to the draft Budget.	The community feedback process undertaken has not identified any significant community concerns with the proposed budget.

### Environmental Sustainability

There are no environmental sustainability impacts to be considered in this report.

### Consultation

The preparation of the FMS and the resulting APBE has been the subject of a number of Council Workshops conducted with councillors over the past several months.

Additionally the matter has been discussed internally with the Council's Executive Management Team on various occasions in arriving at the recommended APBE.

The Audit Panel considered the Draft FMS at their meeting of 3 May 2023 and suggested no change to the current approach. The Panel then considered the Draft APBE at its meeting of 6 June 2023 at which it was approved in-principle to enable Council to consider the matter.

A 21 day community feedback period has now been conducted. An outline of the feedback can be found in the attached Discussion Paper.

### Conflict Of Interest

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

### ATTACHMENTS

- 1 [↓](#). Discussion Paper - Annual Plan and Budget Estimates 2023-24
- 2 [↓](#). Formal feedback - Annual Plan and Budget Estimates 2023-24
- 3 [↓](#). Draft Annual Plan and Budget Estimates 2023-24

**COUNCIL RESOLUTION****Resolution number: MO112-23****MOVED:**            *Cr D Pease***SECONDED:**      *Cr A Keygan****“THAT Council approve the Annual Plan and Budget Estimates for 2023-24 as attached.”*****For:**            Cr T Brumby, Cr G Simpson, Cr T Aitken, Cr K Dorsey, Cr J Grave, Cr A Keygan, Cr C Lynch, Cr D Pease.**Against:**      Cr S Kons.***CARRIED***

**Discussion Paper – Annual Plan and Budget Estimates 2023-24**

The Financial Management Strategy (FMS) 2022-2032 adopted by the Council at its meeting of 22 March 2022, provides many of the overarching principles for the development of the APBE 2023-24. Additionally Council have recently considered at a number of Council Workshops, the new revised FMS, the components of which are discussed in more detail below.

These overarching principles in both the current, and the revised FMS, remain consistent and the APBE subsequently predicts a \$437,000 operating surplus (one year financial performance) and \$127,000 underlying surplus (measure of sustainability) budget position in 2023-24.

The most significant factors that have resulted in this achievement to date are:

- the Council's decision in 2021-22 to change the way it delivers some services to the community based upon the need to reduce costs;
- a number of operational savings strategies which have been instituted by the Executive Management Team;
- recent decisions by the Council to make a series of strategic savings over the next two year period which provides ongoing structural cost reductions; and
- the uplift in revenue generated through rate increases and property growth.

Community Feedback

The Council recently provided a 21 exhibition period for community feedback on the Draft APBE. As part of that process the Council encouraged its community to provide formal feedback which would be considered and where possible, updated in the APBE.

There were four Information Sessions conducted across the municipal area and one online session, to enable community members to inform themselves on the proposed APBE and to provide their thoughts.

There were 13 attendees at the meetings conducted and one formal submission received (**attached**). Below outlines the general thematic matters that were provided through the feedback period.

Feedback	Officers Commentary	Impact to APBE
Why is the Council having financial issues?	It was explained through the information sessions the reasons for the current financial position. Many left the information sessions commenting that they had a greater insight into how this problem has arisen.	No impact.
What can be done to support those that may need assistance to pay their rate increases?	Council continues to maintain its Financial Hardship Assistance Policy and where community members apply under this policy, we are able to assist by deferring instalments, implementing payment arrangement and/or remitting interest.	No impact.
Is it expected that rate	It was explained that yes it is expected each	No impact.

increases will continue?	year Council will raise rates by CPI and for the next few years potentially a factor above this.	
Why has it taken so long to repair the roads impacted by the October 2022 floods?	Many of the roads impacted have been repaired or are being repaired. Horseshoe Bend however is in a slip zone which means that no works could be considered until the site was safe for the community and employees to traverse which took time. Since then many other options have been canvassed to see if the road could be re-located due to the ongoing regular slipping of this road. Unfortunately this has taken time and did not provide another option as the entire area is a slip zone. Works will be completed on this road in the 2023-24 financial year.	No impact.
Can Council consider additional garbage services for rural areas?	During the 2023-24 financial year the Council have committed to undertaking a review of the waste service holistically so this matter will be considered as part of that work.	No impact.

#### Rates and Charges

The strategy around rates and charge in the Council's long-term FMS is to pass on CPI increases each year to its community as a means of keeping pace with the cost increases the Council bears in delivering services and providing infrastructure for its community.

For a number of years in the short-term, the rate increases passed on to the Burnie community will be CPI plus a percentage. This is required for a number of years while the Council continues its mission to repair its budget position, and carve a pathway to financial sustainability.

It should be noted also that the Council have recently conducted an analysis of those properties that are not paying the respective waste collection costs, despite being in a waste collection area. This will be corrected in the 2023-24 financial year, and those ratepayers who will receive this charge, despite not having done so previously, will receive communication from the Council of this, prior to the end of the financial year so that they are aware of this liability in advance.

Of those community members that attended Information Sessions during the feedback period, there were many constituents who said that the context provided about the impact of the savings that have been provided under the rates reduction strategy was important for them because otherwise they simply think about rate increases on a year by year basis. Many were surprised to learn that many properties even today are paying less rates than they did in 2015-16, and where an increase has materialized over that time, in many cases it is not considered significant when compared to rates eight years ago.

#### Position Establishment

The Establishment of the organisation represents the number of staff that we have employed to provide services to our community. One FTE represents one employee working at full time hours, a percentage of an FTE represents those that work a portion of full time hours. The total Establishment is 129.08 FTE across operational service delivery and capital works. This is a reduction of 1.39 FTE from the Establishment in 2022-23 of 130.47 FTE.

#### Employee Benefits

Wages have increased as expected as each year this is a requirement under the Council's Enterprise Agreement. In 2022-23 the Enterprise Agreement is being actively negotiated for a four year period and therefore the costs are inflated to represent where senior management believe negotiations will land with employees. It should be noted also that the final increase will take account of a number of savings measures that will also be realized through the negotiation process, in an ongoing effort to curb expenditure.

#### Community Grants Program

The Community Grants Program indicates those grant applications supported by the Council. A number of community members advised through the Information Sessions provided during the feedback period that they were comfortable with the grants the Council were indicating approval for. There was no contrary feedback received.

#### Capital Works Program

This year sees another significant capital works program proposed which includes a number of exciting large scale strategic projects occurring within the City concurrently, namely:

The completion of the refurbishment of the Cultural Centre – a \$20 million project;

- The completion of the Coastal Pathway – a \$13.78 million project;
- The replacement of a number of key roads damaged as part of the October 2022 flood event – a \$7.5 million investment;
- The City Gateway Project - \$1.25 million project; and
- The Urban Design Project and initial works to kick off what will be a multi-year project - \$400k.

The Council remains focused on repairing its asset sustainability ratio, which for many years was the lowest in the State. Over the past 12 months much work and effort has gone into improving this which has made a noticeable difference to our asset sustainability ratio in a short period of time. The ultimate desire of the Council is to increase this level to between 70% and 80% sustainability in the short term, as an equivalent benchmark to other similar Councils.

Longer term the aspirations are to consistently achieve 100% in line with the Tasmanian Audit Office recommendation. The progress that has been achieved to date has been bought about



for a number of reasons but includes the Council being more conscious about spending their annual renewal money on the improvement of existing assets, rather than on building new assets. This provides benefit to the community in two ways, by reducing the additional depreciation costs that arise when new assets are constructed, and mitigating a resulting increase in operational costs to run or maintain a brand new asset.

It is important to note that with the exception of the strategic infrastructure projects outlined above, there are no other strategic infrastructure projects included in the long-term FMS, or Budget. This is because the Council is not able to fund the operational costs associated with building new assets at this time, until the results of its current budget repair process are realised – which in reality may take some years to achieve.

The asset sustainability ratio based on the Draft Capital Program presented (excluding overheads) is 289% against a target ratio of 100% in the FMS. This is a considerable amount higher than would ordinarily be the case, because the refurbishment of the Arts and Function Centre is largely renewal money and funded by the Australian Government. This estimate overall will reduce throughout the financial year depending upon Council's capacity to physically deliver the intended capital works program.



## APBE 2023-24

Name	
email	
Do you have any comments in relation to Councils Annual Plan for 2023-24 ?	Unsure
Yes - please provide your thoughts on the Annual Plan	
No or Unsure - please provide your thoughts on the Annual Plan (optional)	Looks pretty with no substance
Do you have any comments in relation to the range of services the Council provides as detailed in the Service Level Detail section?	Yes
Yes - Please provide your thoughts on Service Levels	All city based nothing for the rural clients
No or Unsure - Please provide your thoughts on Service Levels (optional)	
Are there additional services or activities you feel the Council should be delivering?	Yes
Yes - What are the additional services you feel Council should be delivering?	More garbage services for rural clients
Yes - What can Council do to balance the cost of these new proposed services?	Would be willing for rate increase
No or Unsure - Please provide your thoughts on additional services or activities (optional)	
2. Proposed Budget	
Do you think the proposed budget for 2023-24 could be improved to better service the lifestyles and aspirations of our Burnie City residents and ratepayers?	Yes
Yes - please provide your thoughts on what can be improved	Consider your rural clients

Do you think the proposed budget has achieved a balance between the provision of Council's core services and the civic needs of the community?	No
No - please provide your thoughts on the balance	There is no substance
Do you consider the proposed rate increase considered affordable for the majority of the community?	No
Yes - please provide your thoughts on the affordability (optional)	
No - please provide your thoughts on the affordability	The financial pressures families are under needs more consideration
No - What are the services or activities the Council currently delivers to the community that you feel could be modified or ceased to reduce costs?	Civic centre can wait
Are you aware the Council has a Financial Assistance Policy to assist those who are struggling to meet their financial commitments?	Yes

### 3. Assets and Capital Works

Are you satisfied with the level of investment the Council is making into its existing assets?	No
No - please provide your thoughts on the asset investment level	Twelve months plus just to repair a road that is not safe and is still failing even now. Not good enough
Unsure - please provide your thoughts on the asset investment level (optional)	
Are you satisfied with the capital works program proposed?	No
No - please provide your thoughts on the capital works program	Not enough money on roads, too much money on pretty things
Unsure - please provide your thoughts on the capital works program (optional)	
Is there any asset improvement projects that you feel should be included in the capital works program?	Unsure
Yes - please provide your thoughts on other improvement projects	

4. other Financials	
Are you satisfied with the community grants the Council proposes to support?	Yes
No - please provide your thoughts on the community grants	
Unsure - please provide your thoughts on the community grants (optional)	
Do you have any feedback on the Council's core financial statements?	Unsure
Yes - please provide your thoughts on the core financial statements	
Unsure - please provide your thoughts on the core financial statements (optional)	Looks like it hasn't been managed properly
Is there any other matter reflected in the budget consultation document that you would like to comment on?	No
Yes - please provide your thoughts on the budget consultation document	
Unsure - please provide your thoughts on the budget consultation document (optional)	



# Annual Plan & Budget

## ESTIMATES

2023 / 2024

[www.burnie.tas.gov.au](http://www.burnie.tas.gov.au)



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<b>11</b> REVENUE	<b>26</b> SERVICE LEVEL DETAIL
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## Acknowledgement of Country

Burnie City Council acknowledges that every part of Australia is, always was and always will be, Aboriginal land. Burnie City Council pays respect to the pakana / palawa - original owners and cultural custodians - of all the lands and waters across trouwunna / lutruwita / Tasmania upon which pataway / Burnie is situated and where council meets.



This document outlines the Burnie City Council's 2023-24 Annual Plan and Budget Estimates. It outlines how the Council intends to utilize the resources it has available to it, within the upcoming financial year.

This document is designed to detail the income (revenue) that is available to the Council this year, and the allocation of those funds toward the many community programs, services, maintenance and renewal of Council facilities and critical infrastructure, and to meet other responsibilities like our numerous compliance obligations.

It is true that our Council remains in budget repair mode, since the decisions to reduce the rate burden to our community for a five year period which commenced in 2016-17. We continue to make progress in this area but just as this decision has taken a long time to produce the present financial constraints that we are now experiencing – it will take a number of years to repair (but it won't be forever). We need to gradually repair our financial position as we continue to pursue a more financially sustainable future for our community.

We continue to work hard to supplement our normal income with grant funding made available from the Australian and Tasmanian governments through new partnerships and initiatives. This year alone we have forecast capital grant funding of \$27 million being made available to our City through these relationships.

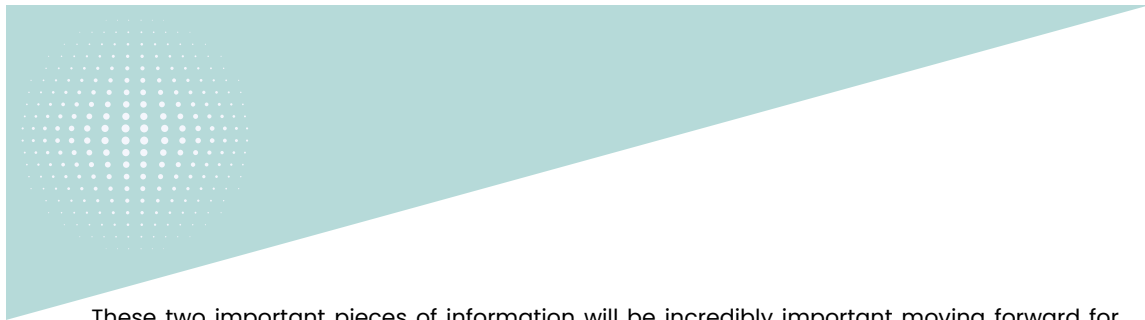
We remain committed to shifting our focus from building brand new assets during our budget repair period, to instead improving the many valuable community assets and facilities we have now in order to refresh them for the future. As there is never enough money to go around we have started work on determining the usage of our assets and the condition of the assets themselves.



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These two important pieces of information will be incredibly important moving forward for the Council to make financial decisions around where to invest its funding. This will mean that we can make evidenced based decisions of where to allocate funding based upon not only the condition of the asset but also the usage of the assets to ensure that our funding is provided to assets where the community will get the largest return in terms of community value. This work will then allow the Council to think about those assets that are not used frequently and whether there may be benefit in consolidating our assets into the future.

I am so very proud that within this next financial year we are delivering a number of key strategic projects for our City, incredibly exciting projects that everyone will have an opportunity to enjoy:

- The Western section of the Coastal Pathway
- The New Reimagined Cultural Centre
- The redevelopment of significantly flood impacted roads (from the October rainfall event)
- The Gateway project for the City
- An Urban Design Plan for the City

In adopting its long term Financial Management Strategy two years ago, Council set an ambitious target to deliver an underlying break even budget from the 2022-23 financial year. We are working hard to deliver that, and the new financial year presents similar challenges to this year, particularly with inflationary pressures. We are up for this challenge and continue to evaluate our costs and income sources as a means of continuing our pathway to long term financial sustainability.

Mayor Teeny Brumby  
Burnie City Council





## Budget Overview

In setting the budget the Council must balance the provision of essential infrastructure and services (such as roads, bridges, stormwater and waste) with the delivery of community facilities and other services that enhance the liveability of our City (parks, gardens, pools, airport, and recreational complexes). This must also be balanced against the need to encourage and plan for the future growth and sustainability of our region through tourism and development opportunities.

Each year Council's overall budget (called it's operating position) demonstrates how we have gone in a particular year, balancing our income that comes in, against our expenditure. This year our operating surplus is forecast to be \$436,645.

This is a one year performance measure however and to be good financial custodians, Council needs to look over the next ten year period at our financial sustainability. This is also reported each year and is the metric that more appropriately shows how our Council performs overall from a sustainability perspective against other Tasmanian Councils. This is referred to as our underlying surplus or deficit – and takes the same calculation above, but removes transactions that are not received by all Tasmanian Councils, or payments or expenditure that are one off and not normal occurrences. It essentially provides a more accurate reflection of how we are managing our business overall.

The 2023-24 budget at this time reflects an underlying surplus of \$127,008. This result while successfully delivering the Council's desire to achieve a break even budget, is a very small surplus and does not have any capacity to manage unforeseen circumstances or events.

For this reason the Council has in the past several months been considering strategic income opportunities and cost reduction potential that we will continue to progress, as an important part of our pathway to financial sustainability.



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## Rates

In setting rates and service charges, Council carefully considers all aspects of the budget to ensure that:

- Other revenue streams are maximised so as not to over rely on rates income;
- Operational expenses are reasonable and reflect the real cost of service delivery;
- We manage inflationary pressures on Council's budget, which each year means delivering services and providing infrastructure for our community that gets more expensive than the year before; and
- The capital works program ensures the continuity of service delivery while striving to maintain an extensive asset base.

Council's rates are made up of three components – general rates; service charges which reflect Council provided services; and levies which are collected by Tasmanian Council's on behalf of the State Government.

### General Rates

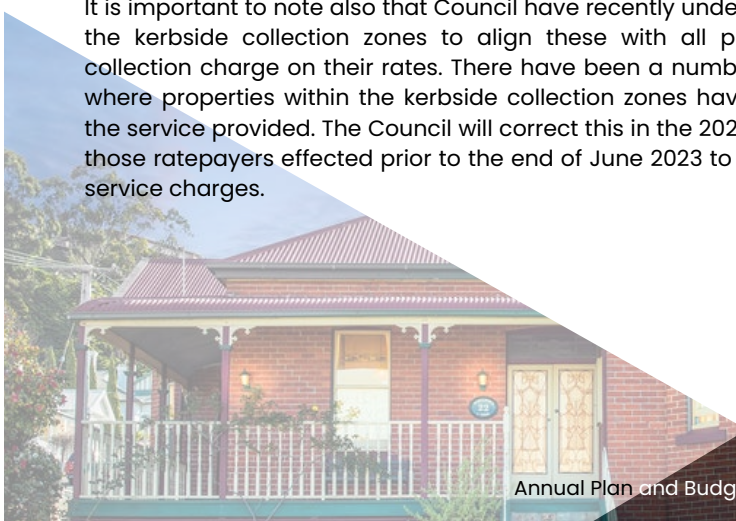
General rates are calculated by applying the 'cents in the dollar rate' which is set by the Council, against the Adjusted Annual Value (AAV) of an individual property being rated. The AAV of a property is determined by the State Government through the Office of the Valuer-General.

This year the Council will increase the General Rate in order to keep pace with inflationary pressures that continue to put pressure on the Council's budget position, and long term sustainability.

### Service Rates

Council's service charges will increase by 4.5% this financial year.

It is important to note also that Council have recently undertaken an audit of properties within the kerbside collection zones to align these with all properties receiving the respective collection charge on their rates. There have been a number of inconsistencies found, largely where properties within the kerbside collection zones have not been charged previously for the service provided. The Council will correct this in the 2023-24 financial year and will write to those ratepayers effected prior to the end of June 2023 to inform them of the change to their service charges.



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## Rates - Continued

### State Government Levies

There are two levies that are charged by the State Government in Tasmania. The Fire Levy is income collected through Tasmanian Councils and sent to the State Fire Commission and represents part of their annual funding model. In 2023-24 the Fire Levy will increase by 4.48%.

More recently the Landfill Levy has been introduced by the State Government. The Landfill Levy income is collected by Tasmanian Councils and sent to the Environmental Protection Authority as a means of incentivizing households to divert waste from landfill, and to enable waste and resource recovery initiatives. The Landfill Levy will increase by 4.5% in 2023-24.

### Why do my rates go up each year?

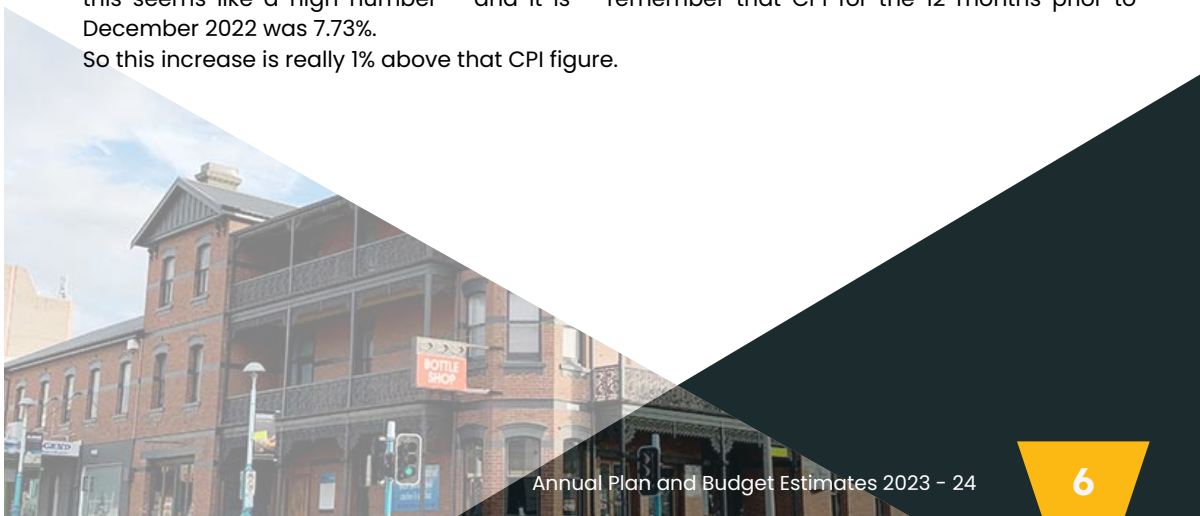
Each year the cost of running a business increases because the costs for goods and services increase each year, generally by inflation or CPI. CPI is the measure of the change in costs across Australia for these goods and services. Local government is no different, we procure many goods and services in order to deliver a range of services and infrastructure needs to our community.

An example of the significant impact this can have is shown in the 2022-23 Council budget where inflationary pressures were greater than expected, coming off the residual impacts of COVID-19. Council used the best available economic predictions to estimate inflation on the 2022-23 budget at 3% CPI. In reality the December inflationary rate (for the 12 months to December 2022) was 7.73% – over double what was predicted. This means the additional costs of goods and services the Council ended up paying, was double what we expected when we set the budget.

### What are my rates going up by this financial year?

The Effective Average Rate Increase across the municipal area is an increase of 8.78%. While this seems like a high number – and it is – remember that CPI for the 12 months prior to December 2022 was 7.73%.

So this increase is really 1% above that CPI figure.



## Rates - Continued

### **Why did the Council reduce rates over many years?**

In 2016-17 Council sought to reduce the rate burden to its residents by providing a 1% reduction in rates each year for four years until 2019-20, and then providing a 0% rate increase in 2020-21. While this initiative did in fact lower the rate burden as intended for its ratepayers, it is the primary cause of the current financial challenges the Council is now grappling with. We talked earlier about why many businesses need to increase their income each year by CPI, now think about what the Council did – it didn't recoup any of the additional income needed in these five years to counteract the increasing costs of providing services – and in addition actually reduced the income that it had available to it in order to run its business and continue to provide services to its community. The lost income equates to \$2.7 million extra income the Council would have had to provide community services and infrastructure – each and every year!

The impact to Council's financial position is evidenced by the Council running underlying deficit budgets for four of the five years of the rates reduction strategy (2016-17: \$943,000 deficit; 2018-19: \$1,296,000 deficit; 2019-20: \$851,000 deficit; and 2020-21: \$1,921,000 deficit).

### **So how do my rates compare now with where they would have been if Council did not provide the rates reduction strategy?**

We have done some analysis of what properties in various rating categories are paying in rates now, compared to what they were paying back in 2015-16 before the Council made the decision to provide the rate reduction strategy. The data might surprise you – but at the very least it helps to illustrate why the Council is in budget repair at this time:



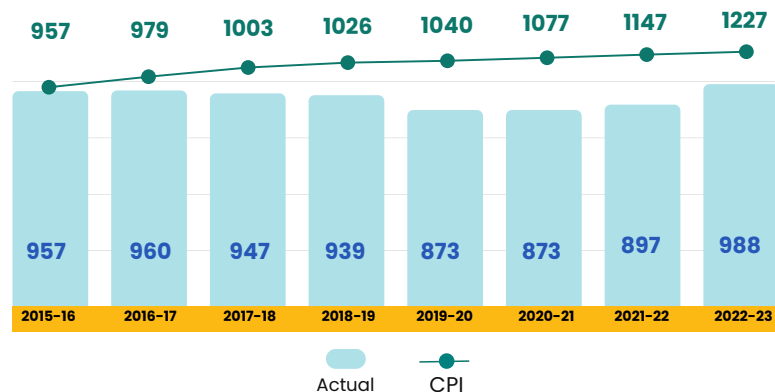
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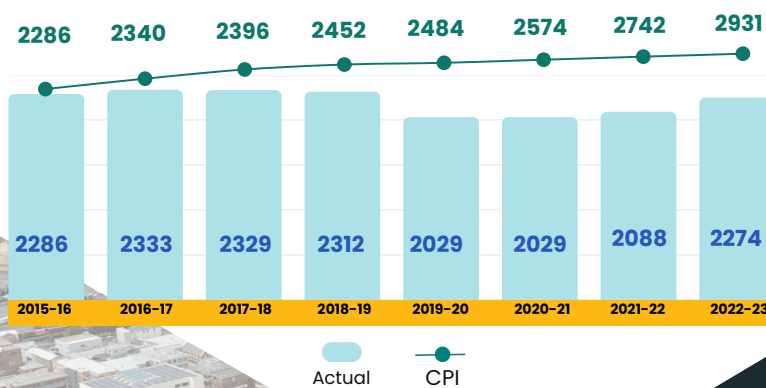
## Rates - Continued

### Residential properties:

A small residence on Upper Natone Road in Upper Natone that has an adjusted capital value of \$262,500 and an adjusted Assessed Annual Value (AAV) of \$11,492 is paying \$31 more now in 2023-24 than the property was paying in 2015-16. If Council had continued to increase rates in line with CPI each year, that property would now be paying \$1,227 - a saving of \$239 in the 2022-23 financial year.



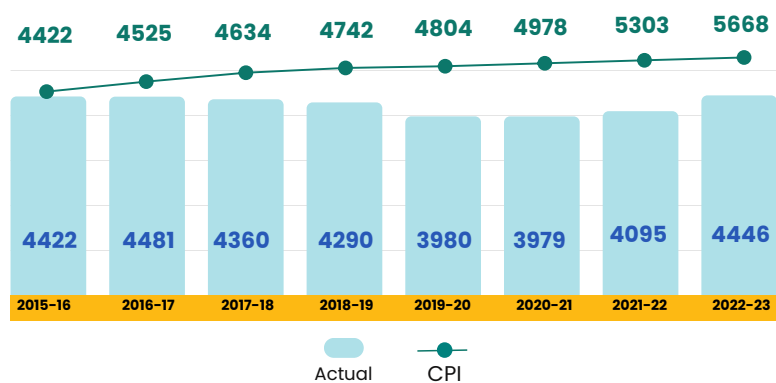
A large residential property on Panorama Cresnet in Cooebe that has an adjusted capital value of \$592,500 and an adjusted Assessed Annual Value (AAV) of \$21,060 is paying \$12 less now in 2023-24 than the property was paying in 2015-16. If Council had continued to increase rates in line with CPI each year, that property would now be paying \$2,951 - a saving of \$657 in the 2022-23 financial year.



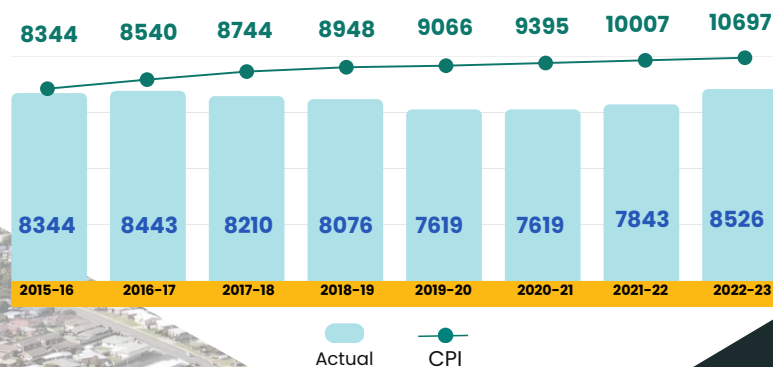
## Rates - Continued

### Commercial properties:

A CBD restaurant in Wilson Street, Burnie that has an adjusted capital value of \$344,500 and an adjusted Assessed Annual Value (AAV) of \$26,364 is paying \$24 more now in 2023-24 than the property was paying in 2015-16. If Council had continued to increase rates in line with CPI each year, that property would now be paying \$5,668 - a saving of \$1,222 in the 2022-23 financial year.



A CBD retail outlet in Wilson Street, Burnie that has an adjusted capital value of \$754,000 and an adjusted Assessed Annual Value (AAV) of \$52,780 is paying \$182 more now in 2023-24 than the property was paying in 2015-16. If Council had continued to increase rates in line with CPI each year, that property would now be paying \$10,697 - a saving of \$2,171 in the 2022-23 financial year.

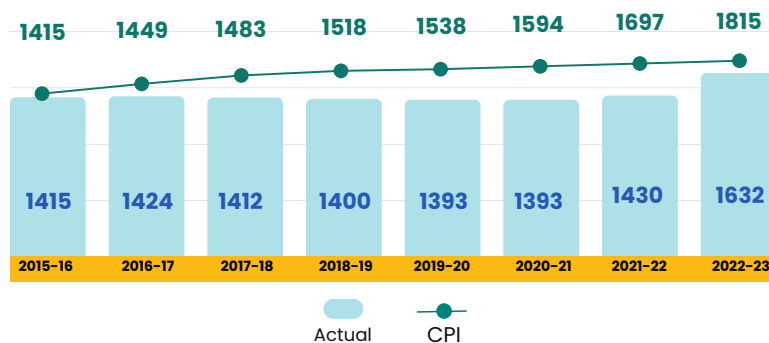




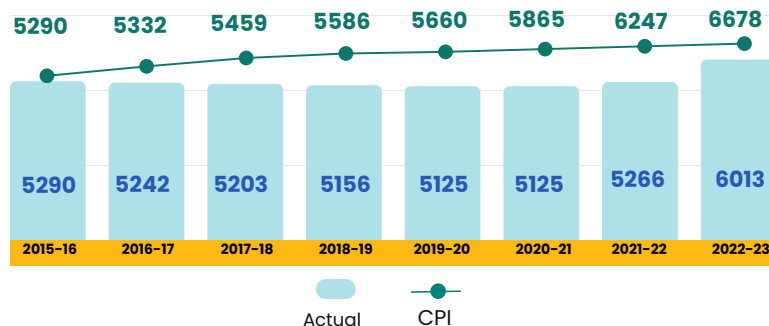
## Rates - Continued

### Primary production properties:

A small primary production property on Upper Stowport Road, Upper Stowport that has an adjusted capital value of \$457,500 and an adjusted Assessed Annual Value (AAV) of \$18,300 is paying \$217 more now in 2023-24 than the property was paying in 2015-16. If Council had continued to increase rates in line with CPI each year, that property would now be paying \$1,815 – a saving of \$183 in the 2022-23 financial year.



A large primary production property on Mooreville Road, Mooreville that has an adjusted capital value of \$1,800,000 and an adjusted Assessed Annual Value (AAV) of \$72,000 is paying \$804 more now in 2023-24 than the property was paying in 2015-16. If Council had continued to increase rates in line with CPI each year, that property would now be paying \$6,678 – a saving of \$665 in the 2022-23 financial year.



### On account of the Council's financial constraints, is it expected that rates will continue to go up each year?

Yes, the Council has modified its approach to its rating policies under its newly defined Financial Management Strategy. While this year and potentially for the next two years thereafter, rate increases will be based upon CPI plus a percentage – this is needed in order to bring about Council's budget repair strategy.

After that time it is anticipated in the Financial Management Strategy that the Council will be able to resume a rate increase each year based upon CPI.

## Revenue

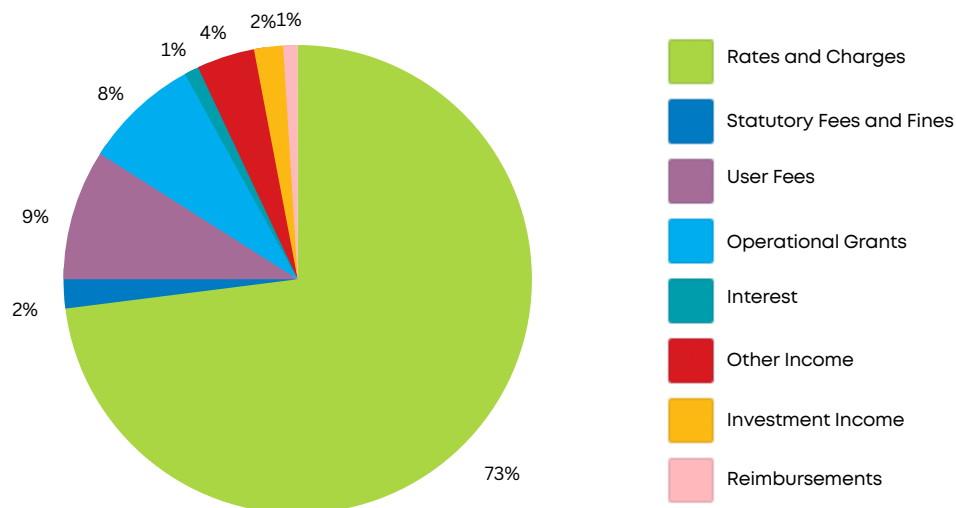
The Burnie City Council receives revenue from several streams, with the majority being made available through the collection of rates, charges for services and other sources such as dividends from enterprises such as TasWater.

Revenue is supplemented through grants that are made available through the Australian and Tasmanian governments, and by way of ad-hoc opportunities that present each year for specialist grants for specific purposes.

In the 2023-24 financial year, general fees and charges will increase largely by 4.5% which is our prediction of the average CPI during that period. There are a number of exceptions to this such as the Aquatic Centre where fees are determined with the Centre operator based upon operational requirements, and where fees are attached to Fee Units or Penalty Units which are therefore determined by the State Government under legislation.

The below graph outlines the projected revenue for the 2023-24 financial year of \$45.984 million in terms of the breakdown of revenue by source

% of Council Income Sources in FMS 2024





## Expenses

Burnie City Council is committed to making our community a vibrant and attractive place in which to live, work and play as well as an appealing place for others to visit. Each year we deliver important facilities and services to the community, and 2023-24 is no exception.

This year \$45.547 million has been identified to meet the community needs and expectations. Below is a snapshot of how some of these funds will be allocated to support our community over the next financial year.

### Community Facilities

**\$6.754 million**

Providing a range of community facilities accessible by the community for little or no cost. Community facilities include the Aquatic Centre, community halls, skate park, public toilets, parks and gardens, Burnie's Arts and Function Centre and cultural spaces, the airport, sports fields and centres and buildings occupied by community groups.

### Essential Services

**\$6.087 million**

Ensuring the supply of important services for the community such as the waste disposal centre, tip shop, ensuring that household waste is collected from the kerbside from 8857 properties, in addition to providing green waste, and the collection of rubbish from public spaces throughout out City. This also includes critical emergency management response and community recovery during natural events such as bushfires or flooding.

### Roads, Footpaths and Drainage

**\$1.844 million**

Maintaining roads, kerbs, bridges, footpaths, drains, boat ramps and associated carparking as core services for our community.

### Depreciation

**\$10.061 million**

An accounting method of collecting funds to replace an asset when it reaches the end of its useful life.

**Depreciation Expenses** are the setting aside of funds to replace an asset when it reaches the end of its life. For example, if Council owns a lawn mower that costs \$1,000 and it lasts 4 years, Council needs to set aside \$250 per year so we can buy a new mower when the existing one wears out.

Burnie City Council



## Community Grants

The Burnie City Council have sought grant applications from local organisations and groups, to support their efforts in delivering a range of community events and programs, environmental projects and to enable the improvement of existing facilities such as buildings and recreational facilities used by the community.

A total of **35 grant applications** were received across the three grant programs. Of these 29 applications have been supported in principle by the Council, while 6 applications were not supported. Totalling a cost of **\$145,299** in 2023-24.

The following tables reflect those applications the Council has supported.



Annual Plan and Budget Estimates 2023 – 24

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Burnie City Council



## Environmental Grants

Recipient	Project Name	Proposed Council Contribution to the Project	Frequency	Deliverables for the Community
RSPCA Tasmania	Colony Cat Trapping in Burnie	\$4,500	One year	To trap and assess semi owner cats (fed-by the community) and feral cats for rehabilitation or other
North West Car Club	Gorse-Be-Gone	\$5,000	One year	To remove noxious weeds to reclaim the use of ground and to stop the spread into neighbouring properties
Emu Valley Rhododendron Garden	Compost Production	\$15,000 Major Grant	One year	To install compost production to better use green waste produced by the garden

A total of **\$24,500** support in the 2023-24 financial year.

## Maintenance and Improvement Grants

Recipient	Project Name	Proposed Council Contribution to the Project	Frequency	Deliverables for the Community
South Burnie Bowls Club	Replace Retractable Shades	\$9,500	One year	To repair and replace shades on one side of the green.
Burnie Athletic Club	Equipment for Burnie Sporting Events	\$5,200	One year	To purchase new crowd control barriers due for the use in 3 major sporting events in the Burnie community
Natone Football Club	Kitchen appliances Upgrade	\$3,000	One year	Update kitchen appliances to run larger functions and better service the community
Youth, Family & Community Connections Inc	Youth shelter eight-ball table repair	\$1,500	One year	To repair an eight-ball table within the Crisis Accommodation Support Centre
North Western Kart Club	Grandstands rejuvenation	\$2,000	One year	To repair and rejuvenate the NWKC 5 grandstands to provide a safer and better viewing experience
Friends of Burnie Penguins Inc.	Enhanced Penguin Visitor Engagement	\$10,000	One year	To enhance the visitors penguin experience by providing a projector and associated equipment
Burnie Highland Pipe Band	Fit-out of kitchen of new Band rooms	\$1,000	One year	To provide small electrical kitchen appliances

A total of **\$32,200** support in the 2023-24 financial year.

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Burnie City Council



## Community Grants

Recipient	Project Name	Proposed Council Contribution to the Project	Frequency	Deliverables for the Community
Burnie Coastal Art Group Inc.	Major Sponsorship Funding for TASART Exhibition	\$5,000	One year	To provide the major acquisitive award for the TASART Exhibition
Burnie Carols by Candlelight	Burnie Carolsby Candlelight 2023	\$5,000	One year	To provide a family-friendly community event
Ten Days on the Island Ltd	Ten Days on the Island Partnership Proposal	\$15,000 Major Grant	One year	To deliver the Burnie 2023 Ten Days on the Island Festival
Out of the shadow suicide awareness walk Burnie	Out of the shadow suicide awareness walk Burnie	\$2,000	Three years (\$2k per year for 3 years)	To bring together families of the community who have lost someone to suicide and offer help with who to speak to for grief counselling.
Burnie Musical Society	Youth Program	\$15,000 Major Grant	Three years (\$5k per year over 3 years)	To assist with the continuous program and produce two major productions
Santa's Christmas Winter Wonderland	Santa's Christmas Winter Wonderland	\$1,500	Three years (\$1.5k per year over 3 years)	Towards providing a family Christmas exhibition
Burnie Parkrun	Storage Trolley	\$400	One year	To purchase a trolley to assist with transportation of equipment
Burnie Amateur Swimming Club	Burnie 100 Swimming Event	\$3,000	Three years (\$3k per year for 3 years)	To enable the Burnie 100 swimming meet
Cornerstone Youth Services Inc	Tasmanian Rock Challenge – Youth Week	\$5,000	One year	To provide a Youth week event in Burnie
Friends of the Burnie Regional Museum	Reprinting of Picturing the Past	\$5,000	Three years (\$5k per year for 3 years)	To publish a new addition of "Picturing the Past"
Burnie Surf Life Saving Club	Starfish Nippers – An aquatic program for youth with a disability	\$2,404	One year	Provide a program for youth with disabilities, and their family/carer, the opportunity to participate in a recreational activity
North West Tasmania Liliium Society	Annual Burnie Liliium Show	\$4,000	One year	To provide a Liliium Show in Burnie Town Hall

Burnie City Council



## Community Grants

Recipient	Project Name	Proposed Council Contribution to the Project	Frequency	Deliverables for the Community
Fuelled Combat	Host Amateur Boxing Event	\$5,000	One year	To hold an amateur boxing competition in Burnie
Youth, Family & Community Connections Inc	Burnie ARVOs Program	\$5,000	One year	To provide young people aged 11 to 18 years, in the Burnie region, a safe and accepting environment where they can build their confidence
North Western Kart Club	2024 Bonfire and cracker night	\$1,500	One year	To provide a free open event to the community
Girl Guides Association of Tasmania	Safe access to resources, to empower girls in Burnie	\$5,000	One year	To partly fund the building and installing of a portable and lockable internal storage unit that includes shelving and flexible spaces
Burnie Probus Club (Men's)	Purchase of portable projector	\$1,295	One year	To replace existing screen projector used for presentations by guest speakers.
Mission to Seafarers, Burnie	Celebration of the International Day of the Seafarer	\$5,000	One year	To help celebrate and raise awareness in the community of the role that seafarers play in our lives by providing educational activities
Natone Football Club	Western Country night	\$2,500	One year	To provide a Western Night community event

A total of **\$88,599** support in the 2023-24 financial yearA further **\$15,000** support in the 2024-25 and **\$15,000** in the 2025-26 year





In developing the capital works program for the 2023–24 year, Council considers the overall financial position of the Council, the ability to fund capital projects from our own source funding, the availability of external funding and the priority need to renew essential infrastructure.

The 2023–24 capital works program below is a result of those considerations and will invest an unprecedented **\$39.69 million** into our community assets.

2023–24	NEW ASSETS	UPGRADE OF EXISTING ASSETS	RENEWAL OF ASSETS	TOTAL PROJECT FUNDING	COUNCIL FUNDING	GRANT FUNDING
<b>Total Program Value</b>	<b>\$8,020,798</b>	<b>\$1,792,750</b>	<b>\$29,877,286</b>	<b>\$39,690,834</b>	<b>\$12,695,500</b>	<b>\$26,995,334</b>
<b>Maintain Asset Base</b>	<b>\$560,000</b>	<b>\$650,000</b>	<b>\$6,709,686</b>	<b>\$7,919,686</b>	<b>\$7,435,500</b>	<b>\$484,186</b>
Buildings – Program value	\$110,000	\$12,000	\$550,000	\$672,000	\$672,000	
<b>Annual Program</b> Minor upgrades and renewals Multi Storey Car Park – Building program Plant & equipment renewals Switchboard upgrades & compliance <b>Aquatic Centre</b> Aquatic Centre – Repaint 50m pool Aquatic Centre – Replacement of filter medium 50m pool filter <b>City Office</b> City Offices – Replace atrium gutters <b>Depot</b> Depot – Eastern boundary fence replacement Depot – Main entry – Access controls Depot Admin building – Replace roofing iron <b>Public Halls</b> Coeee Memorial Hall – install suspended ceiling and new lighting Coeee Memorial hall – replace lintels and repair brickwork <b>Sporting Grounds and Facilities</b> Burnie Harness Club – Replace existing sliding door Stowport Recreation Ground – Away changeroom replace roofing iron, fascia and eaves The Point – Replace existing oval window flashing Wivenhoe Showground – Grandstand timber seat and cladding replacement Ridgley Sportsman's Club – Upgrade showers and toilets in changerooms Wivenhoe Showgrounds – Away changeroom – Upgrade changeroom facilities, new showers etc.						
Stormwater – Program value	\$100,000	\$210,000	\$275,000	\$585,000	\$585,000	
<b>Annual Program</b> Manholes/Mains replacement Ocean outfall improvement program Subsurface drainage program Gully Pit improvement program Kerb outfall replacement program <b>Stormwater Upgrades</b> Alma Place Reserve – Mains upgrade						
Waste – Program value	\$70,000		\$100,000	\$170,000	\$170,000	
<b>Garbage &amp; Recycling</b> CBD bin pairs upgrade program <b>Waste Management Centre</b> BWMC – Sludge management infrastructure						



2023-24	NEW ASSETS	UPGRADE OF EXISTING ASSETS	RENEWAL OF ASSETS	TOTAL PROJECT FUNDING	COUNCIL FUNDING	GRANT FUNDING
Parks and Reserves – Program Value	\$40,000	\$93,000	\$525,000	\$658,000	\$658,000	
<b>Annual Program</b> Bin upgrade program Parks furniture replacement program Playground equipment program Walking tracks upgrade program <b>Burnie Park</b> Oldaker Falls – Area redevelopment <b>Cemeteries</b> Lawn Cemetery – Connect to Tas Water reticulated main Lawn Cemetery – Create additional family plots Lawn Cemetery – Stage 1 & 2 Retaining wall remediation (Niche wall) <b>Parks and Reserves</b> Beach access step replacement New Cam River Bridge – Integration landscaping Shorewell Park – North – Replace shelters Waterfront West Beach – East end extend stair and remove rock Fern Glade Reserve – Replace post and rail fence between northern and southern nodes <b>Sporting Grounds and Facilities</b> Montello Soccer Ground – Ground lighting and replace lighters and lamps West Park Oval – Storage bays Upper Burnie Recreation Ground – Replace fence Wivenhoe Showground – Seal grassed area inside northern gate Wivenhoe Showground – Smith Street – Seal verge from main road to showground entry <b>West Park</b> West Park – Northern boundary fence between kiosk and point						
Property, Plant and Equipment – Program Value	\$95,000		\$1,467,000	\$1,562,000	\$1,562,000	
<b>Computer Equipment/Systems</b> Computer equipment / Systems – annual provision Parking Equipment – System upgrade Switch replacement – core servers Switch replacement – site offices Router replacements UPS replacements CCTV switching infrastructure <b>Other</b> Aerial Photography for GIS Systems Asset Failure Contingency Forward Design Works <b>Plant</b> Plant – Works Fleet Plant – Corporate Fleet Plant – Major Plant Plant – Minor Plant Plant – SES Plant and Equipment GPS Tracking System						

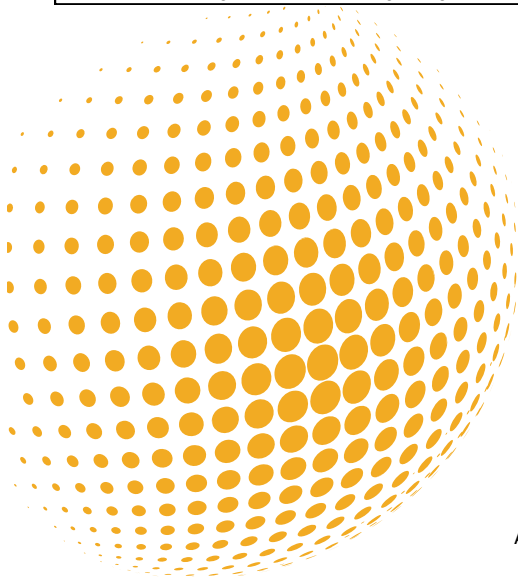


2023-24	NEW ASSETS	UPGRADE OF EXISTING ASSETS	RENEWAL OF ASSETS	TOTAL PROJECT FUNDING	COUNCIL FUNDING	GRANT FUNDING
Transport – Program Value	\$145,000	\$335,000	\$2,953,686	\$3,433,686	\$2,949,500	\$484,186
<b>Annual Program</b> Asphalt footpath replacement program Bridge approach upgrade program Bridge inspection report works Gravel re-sheeting Kerb ramp upgrade program Rural Road culvert upgrade program Traffic islands & safety improvements Retaining walls – safety compliance improvement program Guard rail upgrade program Footpath – Kerb and channel replacements program <b>Rural – Major Patching and Resealing</b> West Mooreville Road – West of Three Mile Line Road intersection <b>Rural – Resealing</b> Talunah Road – Ridgley Hwy to St Josephs River <b>Rural – Road Upgrade</b> West Mooreville Road – Stage 1 <b>Urban – Car Parking</b> Car Parks – Disability parking compliance <b>Urban – CBD and Commercial</b> CBD – paver replacement <b>Urban – Other Infrastructure</b> River Road – Surface restoration View Road – Reserve intersection <b>Urban – Reconstruction and Upgrades</b> Colegrave Road reconstruction – near Mount Street Speed Street <b>Urban – Resealing</b> Alma Place – Kennedy Street – Bernard Place Bird Street – Joyce Street to Terrylands Street Boland Avenue – Damian Avenue to Ritchie Avenue Brickport Road – Bass Highway to Hospital access George Street – Ridgley – Parker Court to Queen Street Grandview Avenue Reseal – From View Road for 235 metres Ladbroke – Mount Street to Wilson Street Ocean View Lane Pearl Street – Main Road to Ready Street Reeves Street – Reseal Roslyn Avenue – Mount Street to Quamby Place <b>Urban – Retaining Walls</b> Retaining Walls – Brickport Road NWRH South Retaining Wall – Joshua Place Retaining Wall – Hodgman Street						
Works and Depot Overhead			\$839,000	\$839,000	\$839,000	
<b>Other</b> Works and Services overhead Councils employee time in undertaking the capital program						





23/24	NEW ASSETS	UPGRADE OF EXISTING ASSETS	RENEWAL OF ASSETS	TOTAL PROJECT FUNDING	COUNCIL FUNDING	GRANT FUNDING
<b>Strategic</b>	<b>\$7,460,798</b>	<b>\$1,142,750</b>	<b>\$23,167,600</b>	<b>\$31,771,148</b>	<b>\$5,260,000</b>	<b>\$26,511,148</b>
Buildings	\$794,650	-	\$15,098,350	\$15,893,000	\$1,793,000	\$14,100,000
<b>Burnie Arts &amp; Function Centre</b> Burnie Arts and Function Centre Redevelopment						
Parks & Reserves	\$6586,148	-	-	\$6,586,148	\$300,000	\$6,286,148
<b>Parks and Reserves</b> Emu River - Flood warning infrastructure Coastal Pathway - Erosion control revetment works Coastal Pathway - Red Rock to Cam River View Road Reserve - reserve BBQ under shelter and dog park lighting						
Property, Plant and Equipment	\$30,000	-	\$50,000	\$80,000	\$80,000	-
<b>Computer Equipment/Systems</b> Body worn camera technology Decommissioning of TasCom and make good						
Transport	\$116,000	\$50,000	\$902,750	\$8,019,250	\$8,972,000	\$6,125,000
<b>Urban - CBD and Commercial</b> Urban Renewal <b>Urban - Other Infrastructure</b> Metro Bus - All Access upgrades <b>Urban - Reconstruction and Upgrades</b> Mount Street / Three Mile Line Road intersection upgrade Ironmine Road <b>Rural - Flood Damage Repairs</b> Upper Natone Road - Horseshoe Bend Oonah Road Fernglade Road						
Waste	-	-	\$240,000	-	\$240,000	\$240,000
<b>Waste Management Centre</b> Burnie Waste Management Centre - Weighbridge and site improvements						



## Delivering Exciting Strategic Projects for our City

In the 2023-24 financial year the Council will be delivering a number of significant projects for our City that will invest in our recreational and cultural activities in particular.



*Council welcomes the Federal Government continued commitment of **\$18 million** for the reimagined Burnie Cultural Centre Project*

Project name	Project Grant Funding	Council Renewal Contribution to the Project	Total Project Value
New Cultural Centre	\$18,000,000	Up to \$2,000,000	Up to \$20,000,000
Completion of the Western section Coastal Pathway	\$13.86 million	—	\$13.86 million
Urban Design Project	—	\$400,000	Yet to be determined as this is a multi-year project
Gateway Project	\$1.25 million	—	\$1.25 million
Repair of significant flood damaged roads	\$5,625,000	\$1,875,000	\$7,500,000

## Annual Plan

The Council's Plan 2022-25 outlines the key objectives the Council will focus its resources and effort on.

The following details the major projects and initiatives that Council will undertake in the Annual Plan for 2023-24 in order to achieve its key objectives:

### Four Year Objectives

- The town centre is clean, well maintained and attractive
- Recreational and public space is activated
- Entertainment and leisure events are facilitated with key partners
- The town centre is multi-functional, well connected and lived in



### Key Goal One



#### VIBRANT TOWN CENTER

Create an integrated asset that delivers on the vision of establishing a cultural, artistic and creative hub for the Burnie community



2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Complete the redevelopment of the new Burnie Cultural Centre	Create an integrated asset that delivers on the vision of establishing a cultural, artistic and creative hub for the Burnie community	Director Works and Services	\$2,000,000 (up to)	\$18,000,000	\$20,000,000 (up to)	The building refurbishment is complete



## Four Year Objectives

- The building and maintenance of Council facilities aligns with Council's strategic priorities and community needs
- Council facilities maximise community benefit
- Council facilities are well managed
- Council facilities are used safely

### Key Goal Two

#### COMMUNITY FACILITIES TO SUPPORT LIVEABILITY

We will update our Asset Management Strategy and Plan so that we can make better informed decisions about our financial investments into our community facilities including our open spaces



2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Asset Management Planning	Update our Asset Management Strategy and Plan so that we can make better informed decisions about our financial investments into our community facilities & open spaces	Director Works and Services	-	-	-	A revised Strategic Asset Management Plan

### Key Goal Three

## Four Year Objectives



#### ENVIRONMENTAL RESPONSIBLE

Commence implementing recommendations from the Emu River Flood Warning Study

- The building and maintenance of Council facilities aligns with Council's strategic priorities and community needs
- Council facilities maximise community benefit
- Council facilities are well managed
- Council facilities are used safely



2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Flood Mitigation	Commence implementing recommendations from the Emu River Flood Warning Study Implement	Director Works and Services	\$280,000	-	\$280,000	Determine the required actions from the recommendation received. Commence implementing flood mitigation measures



## Council Plan Enablers

To support the key goal areas, there are **six key enablers** that the Council will invest in, that will underpin our performance and ability to continue to provide quality, cost effective, efficient services to our community. These key enablers are:



### FINANCIAL MANAGEMENT

So that we can afford to enable our strategy and services



2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Refresh the Council's financial planning	Develop a robust Long Term Financial Management Plan	Director Corporate and Commercial Services	-	-	-	A legislative compliant Long Term Financial Management Plan is delivered



### OUR PEOPLE

Are motivated and skilled to meet our purpose and deliver our strategy and services



2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Conduct an Engagement Survey	To benchmark our improve on the prior survey & look for areas of focus over the next 2 years	Director Corporate and Commercial Services	-	-	-	Participation rate higher than 50% Outcomes are an improvement on the prior survey



### COMMUNITY CONSULTATION

To build community through deep, genuine and ongoing consultation



2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Satisfaction survey	Undertake a satisfaction survey about Council's performance so we can improve where needed	Director Corporate and Commercial Services	\$20,000	-	\$20,000	Survey conducted Benchmarking other local government jurisdiction Improvement Plan developed

**DATA**

To inform decisions, measure performance  
and adapt to change

**CITY OF BURNIE**  
*Strategic Plan*

2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Update core information for decision making	Review our asset condition data and asset usage data to better inform decision making	Director Corporate and Commercial Services	-	-	-	Condition assessment for buildings, playgrounds, traffic and recreational facilities is undertaken  Council has access to sound usage data for its buildings and recreational spaces

**AGILITY**

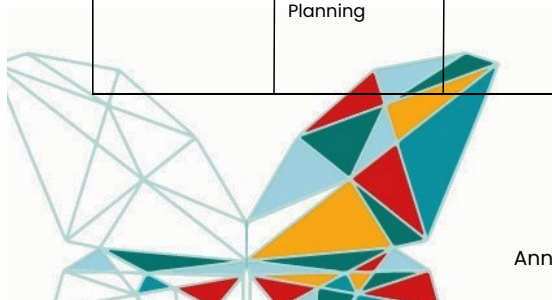
To monitor our environment and respond  
quickly to changing circumstances

2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Emergency Recovery Plan	Review the Emergency Recovery Plan for the City of Burnie	Director Corporate and Commercial Services	-	-	-	A revised Emergency Recovery Plan is developed

**DIGITAL TRANSFORMATION**

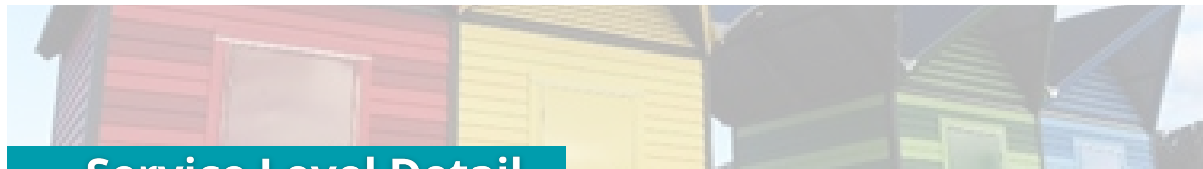
So we are digitally smart to support community  
and staff needs and deliver efficiency

2023-24 Annual Plan Objective	Objective Outline	Responsibility	Council \$	Grant \$	Total Cost \$	Success Measures
Disaster Recovery	Refresh the Council's Business Continuity Planning	Director Corporate and Commercial Services	-	-	-	Updated Business Continuity Plan  Disaster Recovery site successfully tested



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## Service Level Detail

### LAND AND ENVIRONMENTAL SERVICES DEPARTMENT

#### Directorate

Costs associated with operating a department

INCOME	2,163
EXPENDITURE	37,686
Total cost of providing this service	35,523
Full Time Equivalent (FTE) staff	-

#### Public Health and Environmental Management

To assist in protecting the health of the community and the environment, through programs which address food premises, swimming water quality, noise and air pollution, and school based immunisation.

INCOME	58,410
EXPENDITURE	280,695
Total cost of providing this service	222,285
Full Time Equivalent (FTE) staff	2.09

#### Land Use Planning

Providing opportunity for the best use of land in accordance with community and economic need, and assisting to safeguard against risk to the health, safety and amenity of people, property and the environment from the use or development on land.

INCOME	144,656
EXPENDITURE	475,362
Total cost of providing this service	330,706
Full Time Equivalent (FTE) staff	3.77

#### Building and Plumbing Compliance

Promote community awareness of compliance requirements for building, plumbing and demolition work, maintaining a register of approved works, and taking action to address non-compliance.

INCOME	148,734
EXPENDITURE	403,926
Total cost of providing this service	255,192
Full Time Equivalent (FTE) staff	4.00



## Service Level Detail

### Applications for Use

Managing the fair, safe and appropriate use of Council land, including roads, community buildings, sport and recreation grounds and parks.

INCOME	13,794
EXPENDITURE	108,713
Total cost of providing this service	94,919
Full Time Equivalent (FTE) staff	1.00

### Cemetery Management

Managing places and maintaining records associated with burial operations.

INCOME	184,931
EXPENDITURE	66,765
Total cost of providing this service	(118,166)
Full Time Equivalent (FTE) staff	-

### Municipal Inspections

Identifying and addressing conditions on land which may be likely to create a risk to people or property, include fire hazard reduction

INCOME	53,723
EXPENDITURE	309,933
Total cost of providing this service	256,210
Full Time Equivalent (FTE) staff	1.00

### Parking

The provision of parking to meet demand, and monitoring and enforcing controls which provide for the fair and orderly use of parking spaces

INCOME	2,133,301
EXPENDITURE	1,259,779
Total cost of providing this service	(873,522)
Full Time Equivalent (FTE) staff	7.56





## Service Level Detail

### CORPORATE AND COMMERCIAL SERVICES DEPARTMENT

#### Directorate

Costs associated with operating a department

INCOME	40,000
EXPENDITURE	1,090,987
Total cost of providing this service	1,050,987
Full Time Equivalent (FTE) staff	3.40

#### Information Communications Technology

Delivering technology to our organisation that enables important services to be delivered to our community, and protecting data.

INCOME	267,805
EXPENDITURE	1,914,940
Total cost of providing this service	1,647,135
Full Time Equivalent (FTE) staff	3.80

#### Burnie Cultural Centre

Providing our community with art and cultural services including The Burnie Regional Museum, Burnie's Art Gallery, performing arts and events

INCOME	619,791
EXPENDITURE	2,683,752
Total cost of providing this service	2,063,961
Full Time Equivalent (FTE) staff	11.86

#### Corporate Finance

Providing a suite of financial activities that enable the organisation to function effectively and efficiently in the delivery of services and activities for the community and to meet statutory obligations, while planning for our future needs by monitoring financial sustainability.

INCOME	36,674,406
EXPENDITURE	4,729,034
Total cost of providing this service	(31,945,372)
Full Time Equivalent (FTE) staff	6.40



## Service Level Detail

### Corporate Governance

Delivering a range of services that both ensure the compliance of our organisation, and minimise risk to our community, while engaging with the community through consultation process, media and communication activities.

INCOME	2,532,142
EXPENDITURE	9,056,315
Total cost of providing this service	6,524,173
Full Time Equivalent (FTE) staff	2.64

### People and Safety

Ensuring that our people are provided a safe and harmonious working environment, and provided with every opportunity to succeed in their roles of providing quality services to our community.

INCOME	79,550
EXPENDITURE	807,366
Total cost of providing this service	727,816
Full Time Equivalent (FTE) staff	5.20

### Customer Services

Delivering our front of house interactions with customers who either visit or call the Council Offices

INCOME	-
EXPENDITURE	388,497
Total cost of providing this service	388,429
Full Time Equivalent (FTE) staff	4.39

### Information Management

Ensuring compliance of Council's statutory responsibilities with regard to management and reporting of information, and ensuring that the information needs of the community and staff are accessible.

INCOME	148,947
EXPENDITURE	409,412
Total cost of providing this service	260,465
Full Time Equivalent (FTE) staff	3.59



## Service Level Detail

### WORKS AND SERVICES DEPARTMENT

#### Works Unit

Coordinating the delivery of a range of essential services to the community and the delivery of the capital works program, through the management of resources and the necessary infrastructure, including the repair and upkeep of plant and equipment.

INCOME	1,490,036
EXPENDITURE	2,190,966
Total cost of providing this service	700,930
Full Time Equivalent (FTE) staff	5.00

#### Transport and Stormwater Services

Carrying out activities associated with the construction and maintenance of Council's local roads network and the maintenance and management of road reservations.

INCOME	1,419,953
EXPENDITURE	7,666,366
Total cost of providing this service	6,246,413
Full Time Equivalent (FTE) staff	17

#### Engineering Services

Providing engineering and technical advice on the design, construction, maintenance and condition of Council's asset, and the management of statutory activities and external contractors who deliver asset services for the Council.

INCOME	-
EXPENDITURE	128,239
Total cost of providing this service	128,239
Full Time Equivalent (FTE) staff	10.59



## Service Level Detail

### Waste Management

The delivery of waste management services to the community including kerbside waste and recycling collection and public place litter bin collection, management of illegal dumping and waste transfer station operation as well as considering waste minimisation activities.

INCOME	919,705
EXPENDITURE	5,090,571
Total cost of providing this service	4,170,867
Full Time Equivalent (FTE) staff	9.80

### Parks, Reserves, Sporting Grounds and Cemeteries

Care and maintenance of a wide range of open spaces including natural bushland, waterways, cemeteries, parks and reserves and sporting grounds, to enable them to be used

INCOME	95,870
EXPENDITURE	3,794,531
Total cost of providing this service	3,698,661
Full Time Equivalent (FTE) staff	15.00

### Weeds Management

Providing maintenance for the control of weeds and problematic vegetation within the residential and central business locations

INCOME	17,000
EXPENDITURE	183,351
Total cost of providing this service	166,351
Full Time Equivalent (FTE) staff	1.0

### Buildings

Providing maintenance for council buildings and managing their compliance with building regulations including the coordination of specialist contractors.

INCOME	421,952
EXPENDITURE	3,510,008
Total cost of providing this service	3,088,056
Full Time Equivalent (FTE) staff	8

## Core Financial Reports

### Estimated Statement of Comprehensive income

Revised Budget	Annual Budget
2023 \$'000	2024 \$'000



<b>Recurrent Income</b>		
Rates and charges	26,281	28,667
Statutory fees and fines	1,100	912
User fees	3,879	3,592
Operational Grants	2,443	3,067
Interest	678	281
Other income	736	8,225
Investment income	828	828
Reimbursements	505	217
Share of Profit of Joint Venture	64	194
<b>Total recurrent income</b>	<b>36,514</b>	<b>45,985</b>
<b>Recurrent Expenses</b>		
Employee benefits	11,324	11,645
Materials and services	12,296	19,805
Depreciation and amortisation	9,284	10,061
Impairment losses on receivables	-	40
Finance costs	160	136
Other expenses	3,763	3,860
<b>Total recurrent expenses</b>	<b>36,828</b>	<b>45,548</b>
<b>Operating surplus/(deficit) before capital items</b>	<b>(313)</b>	<b>437</b>
<b>Capital Items</b>		
Capital grants	1,931	28,245
Contributions - non-monetary assets	3,496	-
Profit/(Loss) on disposal of assets	(392)	539
	<b>5,034</b>	<b>28,785</b>
<b>Result from continuing operations Surplus/(Deficit)</b>	<b>4,721</b>	<b>29,221</b>
<b>Other Comprehensive Income</b>		
Net asset revaluation increment/(decrement)	32,900	19,101
<b>Total Other Comprehensive Income</b>	<b>32,900</b>	<b>19,101</b>
<b>Total Comprehensive Result</b>	<b>37,621</b>	<b>48,323</b>
<b>Operating Margin</b>	<b>0.99</b>	<b>1.01</b>
<b>Underlying surplus or deficit</b>		
<b>Recurrent Income</b>		
Total income from continuing operations	41,549	74,769
<b>Less non operating income</b>		
Capital grants	(1,931)	(28,245)
Contributions - non-monetary assets	(3,496)	-
Revenue from Constructed Assets	-	(7,484)
Disposal of Land	-	(900)
Adjustments to timing of Financial Assistance Grants	755	51
<b>Recurrent Income</b>	<b>36,877</b>	<b>38,191</b>
<b>Recurrent Expenditure</b>	<b>36,828</b>	<b>45,548</b>
<b>Less non-operational expenditure</b>		
Capital works completed on assets not owned by Council	-	(7,484)
<b>Recurrent Expenditure</b>	<b>36,828</b>	<b>38,064</b>
<b>Adjusted Underlying surplus or (deficit)</b>	<b>50</b>	<b>127</b>

## Core Financial Reports



### Estimated Statement of Financial Position

	Revised Budget	Annual Budget
	2023 \$'000	2024 \$'000
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	15,116	6,483
Trade and other receivables	3,414	3,895
Investments	-	-
Prepayments	535	559
Inventories	72	75
Contract Assets	121	6,645
<b>Total current assets</b>	<b>19,258</b>	<b>17,656</b>
<b>Non-current assets</b>		
Investment in water corporation	64,551	64,551
Investment in joint venture	3,341	3,341
Investment in subsidiaries	-	-
Property, infrastructure, plant and equipment	433,996	482,517
<b>Total non-current assets</b>	<b>501,888</b>	<b>550,409</b>
<b>Total assets</b>	<b>521,146</b>	<b>568,065</b>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Trade and other payables	3,716	3,951
Trust funds and deposits	132	132
Contract liabilities	4,040	3,290
Provisions	2,305	2,420
Interest-bearing loans and borrowings	1,010	1,029
<b>Total current liabilities</b>	<b>11,204</b>	<b>10,822</b>
<b>Non-current liabilities</b>		
Provisions - NC	125	131
Interest-bearing loans and borrowings - NC	6,465	5,436
<b>Total non-current liabilities</b>	<b>6,590</b>	<b>5,567</b>
<b>Total liabilities</b>	<b>17,793</b>	<b>16,389</b>
<b>Net Assets</b>	<b>503,353</b>	<b>551,675</b>
<b>Equity</b>		
Reserves	215,695	234,796
Surplus / (deficit)	4,721	29,221
Accumulated surplus / (deficit)	282,937	287,658
<b>Total Equity</b>	<b>503,353</b>	<b>551,675</b>
<b>CURRENT RATIO</b>	<b>1.72</b>	<b>1.63</b>

## Core Financial Reports



### Estimated Statement of Cash Flows

	Revised Budget	Annual Budget
	2023 \$'000	2024 \$'000
<b>Cash flows from operating activities</b>		
Rates	26,182	28,553
Statutory fees and fines	1,094	905
User fees (inclusive of GST)	4,195	3,856
Operational Grants (inclusive of GST)	2,490	3,067
Reimbursements (inclusive of GST)	555	238
Rents (inclusive of GST)	657	660
Other receipts (inclusive of GST)	152	8,387
Interest	675	277
Investment revenue from Water Corporation	828	828
Distributions from Joint Venture	326	-
Payments to employees	(11,265)	(11,513)
Payments to suppliers	(13,457)	(21,695)
Finance Costs paid	(160)	(136)
Other payments	(4,105)	(4,246)
Net GST refund / (payment)	1,091	1,164
<b>Net cash provided by (used in) operating activities</b>	<b>9,259</b>	<b>10,346</b>
<b>Cash flows from investing activities</b>		
Payments for property, infrastructure, plant and equipment	(16,316)	(40,941)
Proceeds from sale of property, plant, infrastructure and equ	-	2,000
Capital grants	5,312	20,972
Receipts from maturity of short term investments	7,512	-
Funds deposited as short term investments	-	-
<b>Net cash provided by (used in) investing activities</b>	<b>(3,492)</b>	<b>(17,969)</b>
<b>Cash flows from financing activities</b>		
Proceeds from trust funds and deposits	-	-
Repayment of interest bearing loans and borrowings	(1,230)	(1,010)
<b>Net cash provided by (used in) financing activities</b>	<b>(1,230)</b>	<b>(1,010)</b>
Net increase (decrease) in cash and cash equivalents	4,536	(8,634)
Cash and cash equivalents at the beginning of the financial year	10,580	15,116
<b>Cash and cash equivalents at the end of the period</b>	<b>15,116</b>	<b>6,483</b>

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Burnie, 7320



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**CORPORATE AND COMMERCIAL SERVICES****AO099-23 AUDIT PANEL INDEPENDENT MEMBER RECRUITMENT**

FILE NO: 13/2/2  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council:***

- 1) Instruct the General Manager to undertake an expression of interest process for the vacant position of independent member of Council’s Audit Panel; and***
- 2) Endorse the proposed approach to the recruitment including the proposed Selection Panel comprising the current Chairperson of the Audit Panel, the Mayor, Councillor Lynch and Councillor Pease; and***
- 3) Request that a report be prepared by the Selection Panel recommending the appointment of a new independent member prior to the end of September 2023.”***

**2.0 EXECUTIVE SUMMARY****Purpose and Background**

This report has been prepared in order to initiate the recruitment process for a new independent member of Council’s Audit Panel.

**Key Issues**

The appointment of Lisa Dixon is due to end in September 2023. This report recommends the commencement of the recruitment process. Council are required to determine the Selection Panel, which is set out in the recommendation above.

**3.0 SUPPORTING INFORMATION****Strategic Alignment**

The Audit Panel has direct alignment with the Council Plan Enabler, *Financial Management*.

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**Legal**

The *Local Government Act 1993* requires that all Councils have an Audit Panel. The framework that Council has established for its Audit Panel is set out in the Audit Panel Terms of Reference (TOR), attached. The TOR sets out the selection criteria for the recruitment of members.

**Finance**

This decision does not have any direct financial implications. The allowance for Committee Members is set in the TOR and is budgeted for annually in Council's budget estimates.

**Relation to Council Policy**

There are no Council policies relating to this report.

**Discussion**

The following table sets out the current independent Audit Panel Members:

Name	Term	Reference	Expires
Ken Clarke (Chair)	3 years	AO206-21 dated 23 Nov 2021	31 Oct 2025
Ken Clarke (Member)	4 years	AO206-21 dated 23 Nov 2021	31 Oct 2024
Lisa Dixon	2 years	AO206-21 dated 23 Nov 2021	30 Sep 2023
Bill Hutcheson	4 years	AC146-20 dated 17 Nov 2020	31 Dec 2024

Lisa Dixon's appointment is due to expire in September and therefore Council needs to undertake a recruitment process for a new independent member. The TOR allows for existing members to be reappointed should a re-application be successful.

Independent members are to be appointed for a term of not less than one year and no longer than four years.

Clause 5.3 of the TOR require that the Selection Panel be comprised of two elected members appointed by the Council, and the Mayor. It is recommended that the two councillors be the two councillors currently appointed to the Audit Panel, Cr Lynch and Cr Pease.

A further report will be brought back to Council to recommend appointment of the preferred candidate at the completion of the selection process.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

There are no identified risks that require consideration in relation to this report.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Relevant Council officers have been consulted in the preparation of this report.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**ATTACHMENTS**

1 [!\[\]\(4fe57c3593bf1b21d272ae7ac8dfaf77\_img.jpg\)](#). Audit Panel - Terms of Reference

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**COUNCIL RESOLUTION****Resolution number: MO113-23****MOVED:**            *Cr A Keygan***SECONDED:**      *Cr S Kons****“THAT Council:***

- 1) Instruct the General Manager to undertake an expression of interest process for the vacant position of independent member of Council’s Audit Panel; and***
- 2) Endorse the proposed approach to the recruitment including the proposed Selection Panel comprising the current Chairperson of the Audit Panel, the Mayor, Councillor Lynch and Councillor Pease; and***
- 3) Request that a report be prepared by the Selection Panel recommending the appointment of a new independent member prior to the end of September 2023.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

# **Burnie City Council**



## **Audit Panel**

## **Terms of Reference**

Terms of Reference

AUDIT PANEL

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**Document Management**

Document Code: GL-CBS-SG-102

	Date	Minute Reference	Version
AMENDED	27 July 2021	AO128-21	7.0
AMENDED	31 January 2017	AO013-17	6.0
AMENDED	16 September 2014	AO241-14	5.0
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AMENDED	16 Oct 2012	AO246-12	3.0
AMENDED	26 July 2011	AC091-11	2.0
ADOPTED	19 April 2011	AO115-11	1.0

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Terms of ReferenceAUDIT PANEL

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The Council has approved the establishment of the Audit Panel to, among other things, act as the Audit Panel established pursuant to section 85 of the *Local Government Act 1993*.

An Audit Panel is responsible for the effective application of its responsibilities in accordance with sections 85, 85A and 85B of the *Local Government Act 1993* and the *Local Government (Audit Panels) Order 2014* and the applicable Terms of Reference. The Audit Panel is not a special committee of the Council for the purposes of the Act.

The Terms of Reference set out the Panel's objectives, authority, composition, and tenure, roles and responsibilities, reporting and administrative arrangements. The *Local Government (Audit Panels) Order 2014* sets out the compliance requirements for the operations of an Audit Panel.

**1. Objective**

- 1.1. The Panel's objective is to provide assurance and advice to the Council in relation to the assessment, management and review of risk across all Council activities and services in accordance with a contemporary governance and risk management framework.
- 1.2. The Panel exists to:
  - a) Provide an independent mechanism to review Council processes and decision-making;
  - b) Provide assurance that Council decisions are effective and reasonable;
  - c) Act as an advisory body;
  - d) Review and provide recommendations;
  - e) Monitor the integrity of Council's activities; and
  - f) Review Council's performance.
- 1.3. In accordance with section 85A of the *Local Government Act 1993*, the Panel is to undertake reviews of performance in relation to:
  - a) The Council's financial system, financial governance arrangements and financial management arrangements;
  - b) All plans of the Council under Part 7 of the *Local Government Act 1993* (the strategic plan, annual plan, long term financial management plan, financial management strategy and long term strategic asset management plan);
  - c) The policies, systems and controls the Council has in place to safeguard its long term future;
  - d) Any matters referred to it by the Council; and
  - e) Any other matters specified in an order under section 85B of the *Local Government Act 1993* or *Local Government (Audit Panels) Order 2014*.



Terms of Reference

AUDIT PANEL

**2. Panel composition**

- 2.1. The Council is responsible for the appointment of Panel members.
- 2.2. The Panel shall consist of five (5) members, being two elected members and three independent members.
- 2.3. An independent member of the Panel shall be appointed by the Council as Chairperson of the Panel.
- 2.4. An employee, or contractor who has a longstanding contract with the Council, is not eligible to be a member of the Panel.
- 2.5. A person who is a current General Manager or Mayor of another Council, is not eligible to be an independent member of the Panel.

**3. Tenure of appointment**

- 3.1. The two elected member positions will become vacant every four (4) years directly following a Council election.
- 3.2. Subsequent appointments shall be for a period of four (4) years to the following election, and may be an elected member who has served on the Panel previously.
- 3.3. If an elected member resigns from the Panel prior to the election the Council will appoint a replacement at the earliest opportunity.
- 3.4. The three independent positions on the Panel shall be appointed for a fixed term period of not less than one year and not more than four years, and may be reappointed.
- 3.5. The Mayor, following resolution by the Council, has the power to end the term of the Chairperson or independent member of the Panel.

**4. Authority**

- 4.1. The Council authorises the Panel within the scope of its role and responsibilities to:
  - a) Obtain information it needs from any employee or external party (subject to their legal obligations to protect information);
  - b) Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations);
  - c) Request the attendance of any employee or elected member at Panel meetings;
  - d) Obtain external legal or other professional advice considered necessary to meet its obligations.
- 4.2. The Panel has an advisory role only and holds no executive powers.
- 4.3. The Panel is directly responsible and accountable to the Council for the exercise of its responsibilities.
- 4.4. In carrying out its responsibilities, the Panel at all times recognises the primary responsibility for management of the Council resides with the General Manager.

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## Terms of Reference

## AUDIT PANEL

- 4.5. The responsibilities of the Panel may be revised or expanded in consultation with, or as requested by the Council, from time to time.
- 4.6. Any specific recommendations of the Panel will be forwarded to the Council as soon as possible after each meeting.
- 4.7. The Panel's role relates to system issues and process improvements rather than individual complaints.

**5. Selection of Independent Members**

- 5.1. The independent members, taken collectively, are to possess a broad range of skills and experience and strong business acumen relevant to the operations of the Council.
- 5.2. Calls for independent members to apply for a position on the Panel shall be publicly advertised.
- 5.3. The selection process for independent members will be determined and undertaken by the two elected members appointed by the Council and the Mayor.

**6. Meetings of the Panel**

- 6.1. The Panel will meet at least four times per year.
- 6.2. The Panel is to develop a program of meetings and provide this to the Council on an annual basis.
- 6.3. The Chairperson is able to call additional meetings and is required to, if asked to do so by the Council or at least two other members of the Audit Panel.
- 6.4. A quorum will consist of an absolute majority of members (3 members), two of which must be independent members.
- 6.5. Elected members of the Council are to be invited to each meeting of the Audit Panel.
- 6.6. The public and non-essential staff will not be invited to attend meetings of the Audit Panel.
- 6.7. The two elected member positions may be represented by a nominated proxy. The nomination is to be made and the Chairman is to be advised in a reasonable timeframe prior to the meeting. The proxy must be an elected member of the Council. It is the responsibility of the elected member to make contact and ensure that their proxy is available to attend the meeting in their absence.
- 6.8. The Panel may regulate its own meeting procedures with the aim of ensuring:
  - a) Free and open discussion is encouraged;
  - b) Independence, and ensuring ethical standards are applied and maintained;
  - c) Conflicts of interest are avoided or disclosed; and
  - d) Members are reliable and professional in the discharge of their duties.

**7. Ex-Officio Members**

- 7.1. The General Manager, Director Corporate and Commercial Services, and Chief Financial Officer are ex officio members of the Panel and required to be in attendance unless excused by the Chairperson.
- 7.2. Ex officio members are not entitled to vote at Panel meetings.

**8. Functions of the Audit Panel**

- 8.1 Section 85A(1)(d) specifies the matters that an Audit Panel is to consider in reviewing Council's performance:
  - a) Whether the annual financial statements of the Council accurately represent the state of affairs of the Council;
  - b) Whether and how the Part 7 plans are integrated and the processes by which, and assumptions under which, those plans were prepared;
  - c) The accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position;
  - d) The Panel is to consider whether the Council is complying with the provisions of the Act and any other relevant legislation; and
  - e) The Panel is to consider whether the Council has taken any action in relation to previous recommendations provided by the Panel to the Council, and if it has so taken action, what that action was and its effectiveness.
- 8.2 In fulfilling its functions, the Audit Panel works across the following key operational areas of the Council:
  - a) corporate governance;
  - b) systems of internal control;
  - c) risk management frameworks;
  - d) human resource and work health and safety management, including policies, procedures and Enterprise Agreements;
  - e) information and communication technology governance;
  - f) management and governance of data, information and knowledge systems; and
  - g) internal and external reporting requirements (both financial and non-financial).
- 8.3 To review the General Manager's corporate credit card expenditure including the relevance and integrity of transactions and the evidence of appropriate and independent authorisation of that expenditure.

**9. Annual Work Program Principles**

- 9.1 It is recommended that the Audit Panel develop a three year program of works that takes account of the range of operational risks of the Council, in keeping with their roles and responsibilities, as a means of ensuring attention to the diverse range of risks that exist.
- 9.2 From this program the Annual Work Plan is determined. In compiling the Annual Work Plan, the Panel should also ensure that the following considerations are made each year:

**9.2.1 Risk management**

- a) Review and provide any comment on the Strategic Risk Register;
- b) Actively review the Council's risk management processes and their effectiveness in identifying and managing the Council's financial and business risks;
- c) Monitor strategic risks with a residual rating of Extreme or High and the progress of the implementation of respective risk treatments;
- d) Monitor emerging risks that may have an impact on the sustainability of the organisation.

**9.2.2 Internal Audit**

- a) Review and provide advice on the annual internal governance and compliance work program;
- b) Investigate the merits of Council engaging an internal auditor;
- c) Oversee the coordination of audit programs conducted by the finance department and external audit functions;
- d) Provide advice to Council on actions taken on significant issues identified in audit reports and better practice guidelines; and
- e) If considered necessary to engage internal auditors, recommend to Council the appointment of the internal audit services contract.

**9.2.3 External Audit**

- a) Provide input and feedback on the performance audit coverage proposed by external auditor and provide feedback on the audit services provided;
- b) Provide feedback on the financial statements and the management representation letter;
- c) Review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations; and
- d) Provide advice to Council on action taken on significant issues raised in relevant external audit reports and better practice guides.

**9.2.4 Integrated Planning Process**

- a) Review Council's performance in relation to how Part 7 Plans are integrated, the assumptions underpinning them and the processes undertaken in preparing these plans:
  - i) Strategic Plan;
  - ii) Long Term Financial Management Plan;
  - iii) Long Term Asset Management Plan;
  - iv) Annual Plan; and
  - v) Annual Report

**9.2.5 Financial management**

- a) Review and endorse the financial statements and be satisfied that they accurately represent the state of affairs of the Council and are supported by the Management Representation Letter, prior to submission to the Tasmanian Audit Office;
- b) Provide advice to the Council on the adoption of the audited financial statements taking into account Tasmanian Audit Office recommendations and adjustments; and
- c) Review the Tasmanian Audit Office report to Parliament on local government performance.

**9.2.6 Long Term Financial Sustainability**

- a) Review the Financial Management Strategy and monitor Council's compliance with the Plan and whether it is consistent with, and reflects the Council's Strategic Plan.
- b) Provide advice to the Council in preparation of the annual budget and its alignment with the objectives of the Financial Management Strategy and the explanations of the impacts of changes to both documents.
- c) Review the accounting, internal controls, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long term financial position.

**9.2.7 Asset management**

- a) Review the Long Term Strategic Asset Management Plan and monitor Council's compliance with the Plan and whether it is consistent with the Council's Strategic Plan.
- b) Ensure the Asset Management Policy is consistent with and guides the development of Long Term Strategic Asset Management Plans.

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Terms of ReferenceAUDIT PANEL

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**10. Remuneration**

- 10.1. Each independent member of the Panel is to be paid a sitting fee of \$482.93 (excluding GST) per sitting.
- 10.2. The Chairperson will be paid an additional fee of \$2,441.66 (excluding GST) per annum.
- 10.3. Fees will increase in line with CPI (Hobart March Quarter Annual Figure) on 1 July each year.
- 10.4. If there are more than five meetings in a calendar year, sitting fees will be at the discretion of the Council.
- 10.5. The Council will include independent members of the Audit Panel in its professional indemnity insurance coverage for the services they provide to the Council.
- 10.6. The Council will include an allocation in its Annual Plan and Budget Estimates to allow the Panel to conduct investigations as deemed necessary and important.

**11. Reporting Requirements**

- 11.1. The Panel should develop a three year work program addressing the inherent risks of the Council.
- 11.2. The Panel shall develop an annual work plan, from the three year program, that includes the known objectives for each scheduled meeting and provide this to the Council by 1 July each year for adoption.
- 11.3. The Panel shall within ten days of a meeting provide a copy to the Mayor to allow inclusion in the next ordinary meeting of the Council a copy of the minutes and a report from the Chairperson explaining any specific recommendations and key outcomes.

**12. Secretariat and Technical Support**

- 12.1. The Council will provide the Panel with the necessary secretariat support to allow the Panel to function effectively.
- 12.2. The Director Corporate and Commercial Services will be available to provide information for the Panel.

**13. Confidentiality**

- 13.1. Elected members, council staff and members of the Panel must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Panel members to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.
- 13.2. Independent Panel members must complete a Confidentiality Undertaking (Form FO-CCS-CG-035) upon appointment and submitted to the Council Governance Officer. Elected members and council staff are bound by the same agreement which

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will have been completed upon their respective appointments. All elected members, staff and members are bound by the terms stated in the Undertaking.

- 13.3. Once distributed, Panel papers including but not limited to Agendas and Minutes and the confidentiality of such documents (including the disposal process) are the personal responsibility of the members.

#### **14. Conflict of Interest**

- 14.1. Elected members, council staff and members of the Panel must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council Officials. It is the personal responsibility of Panel members to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.
- 14.2. Panel members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. The declaration should be made using Council Form FO-CBS-SG-019 – Declaration of Interest by Special Committee Members and submitted to the Council Governance Officer. Details of any conflicts of interest should be appropriately minuted.
- 14.3. Where members or invitees at Panel meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Panel deliberations on the issue where the conflict of interest may arise. The final arbiter of such a decision is the Chair of the Panel.

#### **15. Alteration to Terms of Reference**

- 15.1. The Panel is to conduct a review of the terms of reference contained in this document providing Council with a recommendation for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every four years.
- 15.2. This delegation and rules of procedure may be amended at any time by Council.

#### **16. Definitions**

- 16.1. 'Panel' means the Burnie City Council Audit Panel.
- 16.2. 'Council' means the Burnie City Council.
- 16.3. 'General Manager' means the General Manager of the Burnie City Council as appointed from time to time.

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**GENERAL MANAGER****AO100-23 COUNCIL STRATEGIC PLAN DEVELOPMENT - DRAFT FOR CONSULTATION**

FILE NO: 4/13/2; 23/3573  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council:***

- 1) Note the public feedback received during the first phase of public consultation in development of Council’s Strategic Plan as required by section 66 of the Local Government Act 1993; and***
- 2) Authorise the release of the community feedback from phase 1 of the community consultation and the draft Strategic Plan for a second phase of community consultation.”***

**2.0 EXECUTIVE SUMMARY****Purpose and Background**

Burnie City Council is developing its Strategic Plan as required by section 66 of the *Local Government Act 1993* (the Act).

The Strategic Plan is the key strategic document off which a number of other strategies required by the Act must be developed, informed and referenced. Once finalized the Strategic Plan should inform all aspects of Council’s decision making and operations over the next 20 years.

**Key Issues**

Council previously authorized release of a Background Paper as part of the first round of community consultation as a way of framing input into the development of the Strategic Plan. The community consultation period was open from 9 March 2023 until 24 May 2023. Approximately 220 submissions were received representative of the demographic spectrum of the Burnie community.

A draft Strategic Plan responsive to the community feedback has been developed and it is recommended that Council authorize its public release for a second round of community consultation to enable the Strategic Plan to be finalized at the August 2023 Council meeting.



### **3.0 SUPPORTING INFORMATION**

#### **Strategic Alignment**

The development of the Strategic Plan, including the community consultation, will bring Council into compliance with its obligations under the Act and provide the required strategic direction for Council's future operations.

#### **Legal**

Council is required to have a Strategic Plan by section 66 of the Act, for a period greater than 10 years. Council does not currently have such a document and this process will bring Council into compliance with a key statutory duty.

#### **Finance**

There are no direct financial impacts resulting from this report, however once approved the Strategic Plan should be a key driver of financial and strategic decision making by Council.

#### **Relation to Council Policy**

There are no Council policies relating to this report.

#### **Discussion**

The community feedback from the first round of consultation has been analysed and considered by councillors in drafting Council's Strategic Plan. It is recommended that a second round of community consultation occur throughout July 2023, where the community feedback from the first round is reported back to the community along with the draft Strategic Plan.

The second round of community consultation will be directed at seeking further community input into the development of Council's Strategic Plan. The key questions for the community will be first, whether the draft Strategic Plan adequately reflects the community feedback and secondly, whether the draft Strategic Plan adequately expresses the community's long-term (10 years +) expectations of Council.

#### **Health and Safety**

There are no health and safety impacts resulting from this report.

#### **Risk**

There is significant risk in Council not having a Strategic Plan that adequately reflects the community's legitimate expectations of Council over the longer-term, as the Burnie municipality may not develop as the community wants and expects. The absence of strategic planning as required by the Act, may result in decision making by Council that does not meet

the functions of Council as required under section 20 of the Act and/or result in individual councillors not meeting their obligations under section 28 of the Act.

### **Environmental Sustainability**

There are no direct environmental sustainability impacts to be considered in this report. The draft Strategic Plan reflects community feedback on Council's future role in environmental sustainability.

### **Consultation**

The first round of community consultation is reported back in this report and has informed development of the draft Strategic Plan. The second round of community consultation will test whether the draft Strategic Plan meets the expectations of the community.

### **Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

## **4.0 DETAIL**

The **attached** document will be released in the second round of community consultation, to both report back to the community on the results of the first round of consultation, and to seek responses to the draft Strategic Plan that has been developed.

### **ATTACHMENTS**

1 [!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd\_img.jpg\)](#). Strategic Plan Feedback - Draft Presentation

**COUNCIL RESOLUTION****Resolution number: MO114-23****MOVED:**            *Cr C Lynch***SECONDED:**      *Cr J Grave****“THAT Council:***

- 1) Note the public feedback received during the first phase of public consultation in development of Council's Strategic Plan as required by section 66 of the Local Government Act 1993; and***
- 2) Authorise the release of the community feedback from phase 1 of the community consultation and the draft Strategic Plan for a second phase of community consultation.”***

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

**Against:**

***CARRIED UNANIMOUSLY***







CITY OF BURNIE

# DRAFT STRATEGIC PLAN

## *Feedback Consultation Round 2*

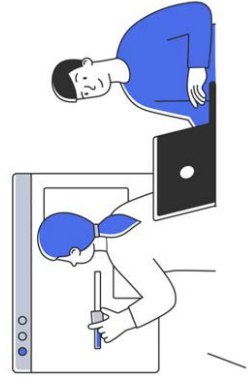
Thank you Burnie community for supplying your feedback and assisting in co-creating our twenty-year Strategic Plan and Vision. Amazing.

You have given us your ideas on housing affordability. You have shown us that you want improved parks and better waste management. You are passionate about having more and better events for our community - for us all to come together and enjoy.

We have read each and every submission, and have created a Draft Plan that speaks to what you - the community wants. We truly believe that diversity of option achieves the best outcomes for all

## FEEDBACK FRAMEWORK

- ➔ How can Council help house our growing population?
- ➔ How can Council support growth of jobs and services?
- ➔ What more can Council do to make our city centre lively?
- ➔ What more can Council do to help keep our environment healthy?
- ➔ How can Council support you to improve health and wellbeing?
- ➔ How can Council support you to participate to strengthen our community?
- ➔ How would you make Burnie better?



## HOW CAN COUNCIL HELP HOUSE OUR GROWING POPULATION ?



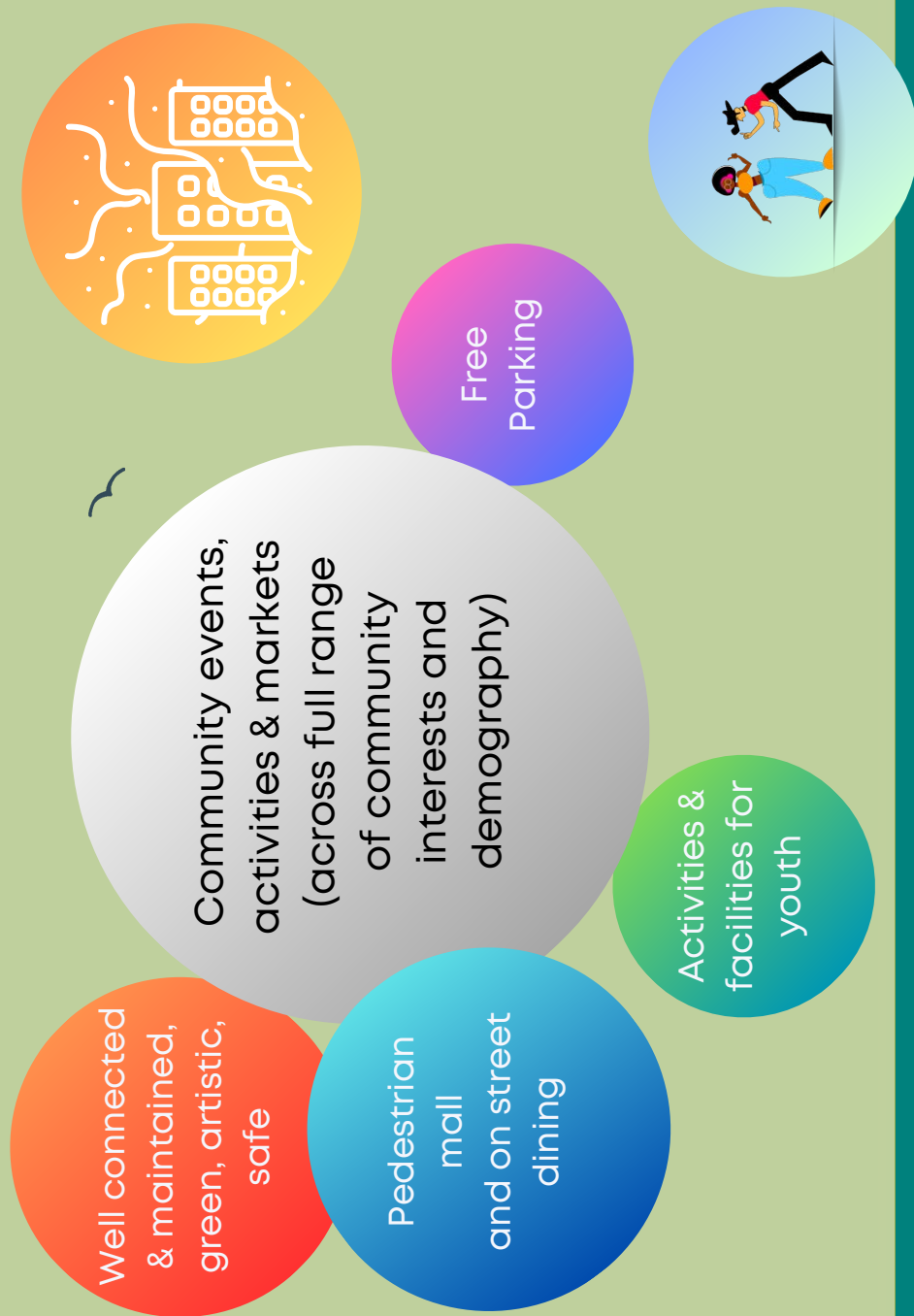


## HOW CAN COUNCIL SUPPORT GROWTH OF JOBS AND SERVICES?





## WHAT MORE CAN COUNCIL DO TO MAKE OUR CITY CENTRE LIVELY?



## WHAT MORE CAN COUNCIL DO TO HELP KEEP OUR ENVIRONMENT HEALTHY?

### Environmental initiatives

Improve parks and open space across Burnie & surrounds;  
plant more native trees and plants;  
manage weeds; keep water and marine environments clean



CBD smoke free and clean

**Manage waste**  
More public bins, recycling, dog waste bins, FOGO, manage illegal dumping

### Sustainability

Council use renewable energy, community gardens, encourage active transport

## HOW CAN COUNCIL SUPPORT YOU TO IMPROVE HEALTH AND WELLBEING?

Green, well cared for public open space with improved playgrounds (including undercover), connected by shared pathways across Burnie and surrounds and clean, serviced facilities

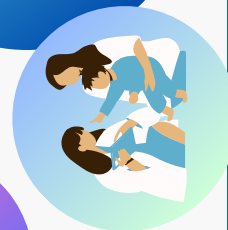


Community events, activities & markets including health programs and activities

Better information about what's on

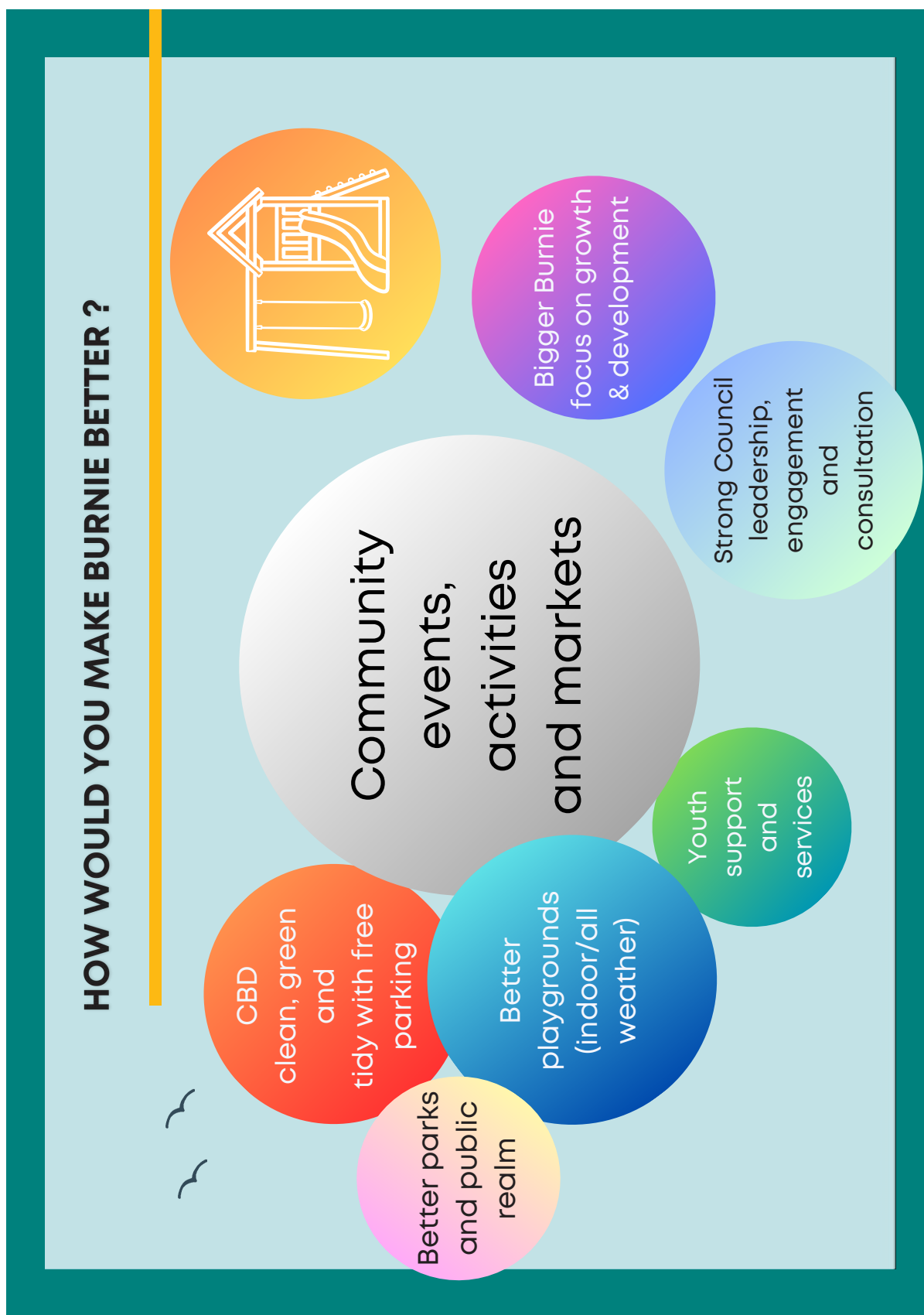
Improved health services

CBD: ban smoking, free parking



## HOW CAN COUNCIL SUPPORT YOU TO PARTICIPATE TO STRENGTHEN OUR COMMUNITY ?













*The* **DRAFT**



## DRAFT STRATEGY

### Sustainable built & Natural environments

1. Leaders in sustainability
2. Green and clean
3. Healthy, cared for and sustainable environments

### Active Town Centre

1. A great place to live, shop, work and play
2. Clean, well serviced & maintained
3. Green, visually attractive & safe

### Livable Local Communities

1. Planned, connected communities
2. Clean green streets, parks & open spaces
3. Diverse well located housing

### Culturally rich and vibrant communities

1. Active communities
2. Thriving diverse community groups
3. Participating communities

### Democratic and engaged communities

1. Leadership through communication, consultation, collaboration and facilitation
2. Strong advocacy for all communities
3. Transparent and accountable



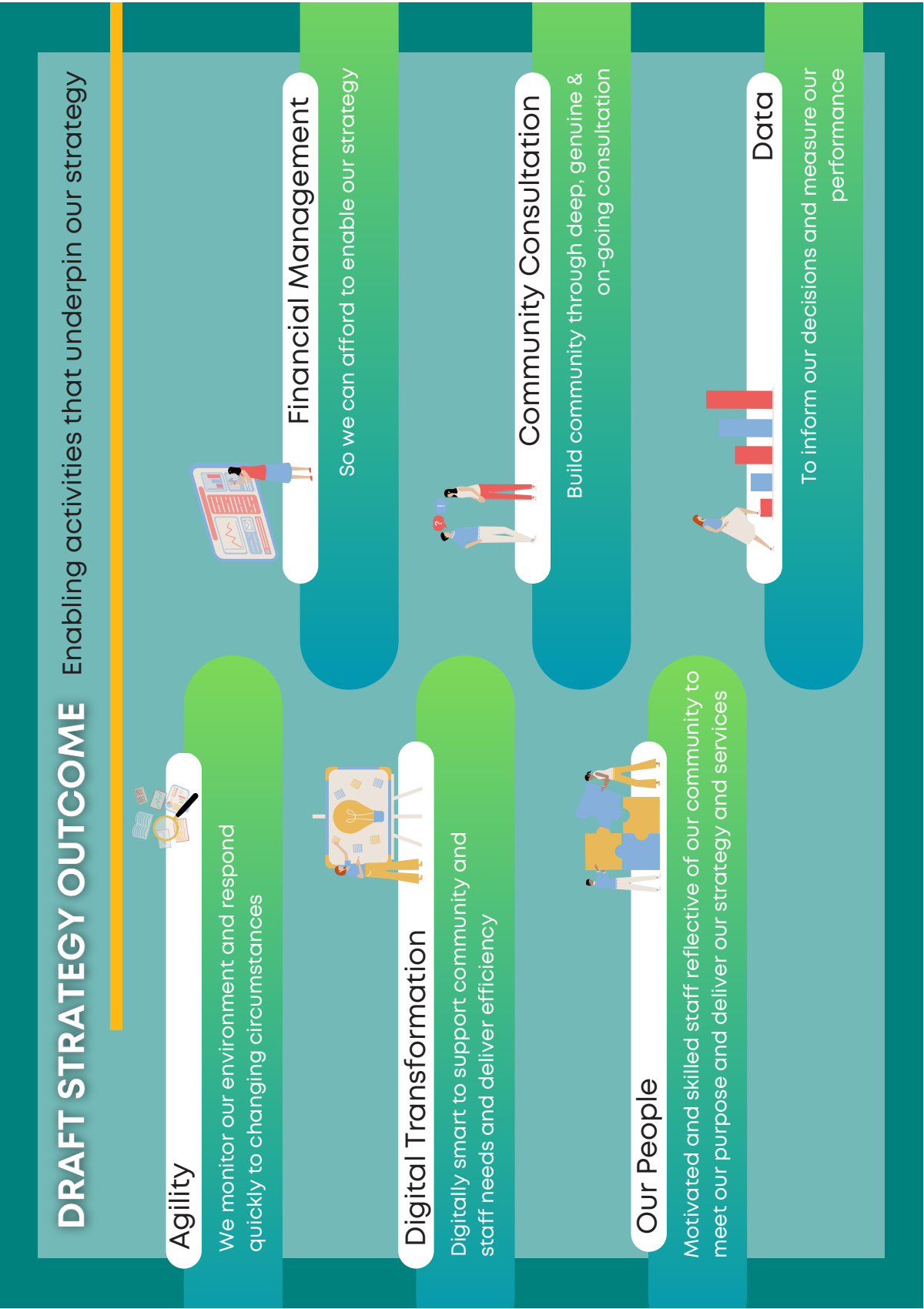






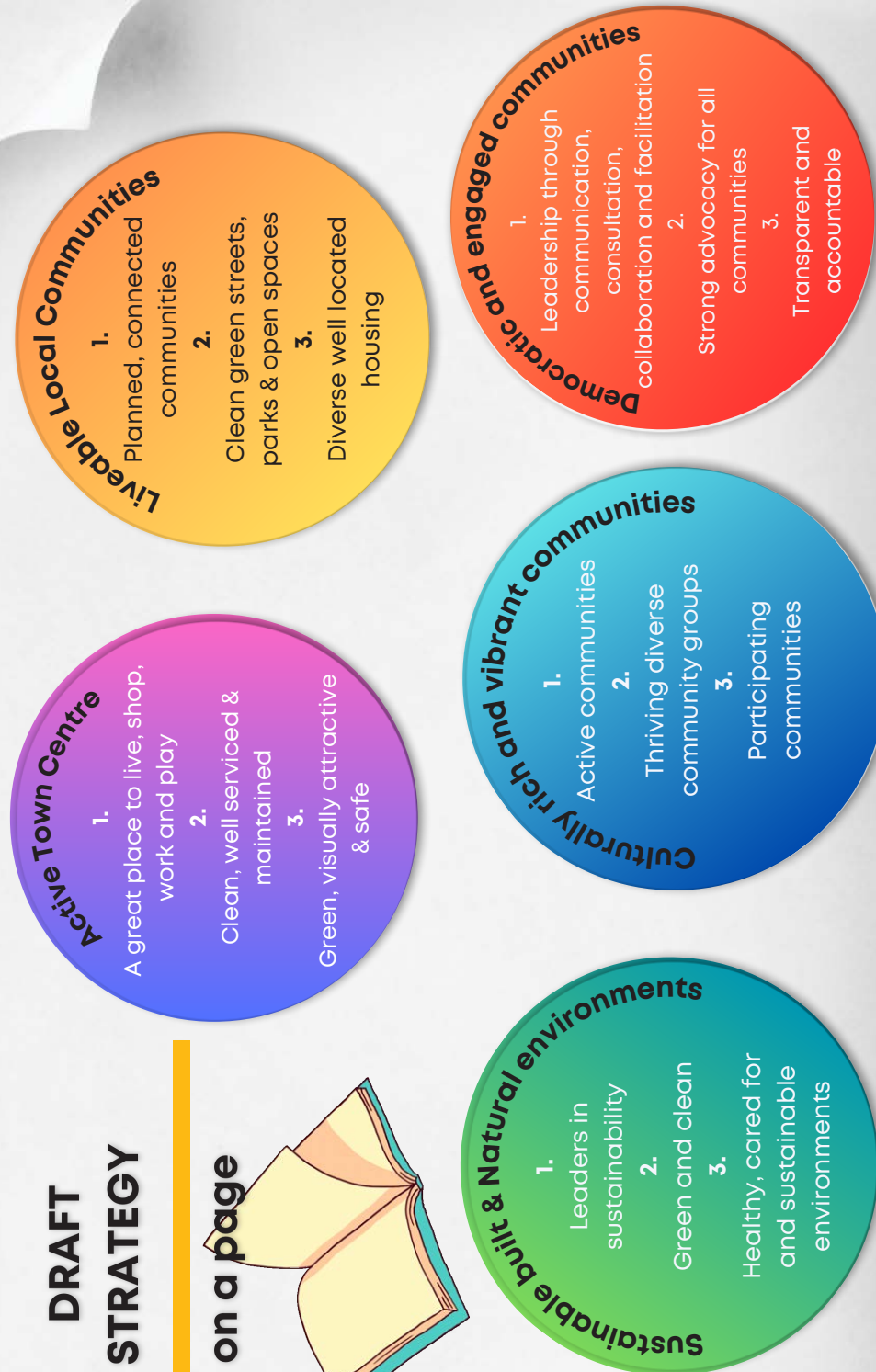
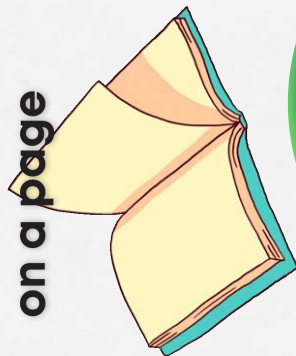






## DRAFT STRATEGY

on a page



Agility      Financial Management      Digital Transformation      Community Consultation      Our People      Data



## FEEDBACK FRAMEWORK

Other feedback to each question not included in the above summary

➔ How can Council help house our growing population?

➔ How can Council support growth of jobs and services?

➔ What more can Council do to make our city centre lively?

➔ What more can Council do to help keep our environment healthy?

➔ How can Council support you to improve health and wellbeing?

➔ How can Council support you to participate to strengthen our community?

➔ How would you make Burnie better?



## HOW CAN COUNCIL HELP HOUSE OUR GROWING POPULATION?

### Other issues raised

- Manage housing better -**  
e.g. single person living in a 3 bedroom house
- Lower rates**
- Better services outside CBD**
- Better services, health, child care, education**
- Reduce short stay accommodation**
- Improve public transport**
- Rent to buy**
- Manage climate risk**
- Activities for children**
- Free parking**
- Improve retail areas**
- Housing not a council issue**
- Increase tax/levy on vacant properties**
- Housing options for homeless**
- Reduce cost of living**



# HOW CAN COUNCIL SUPPORT GROWTH OF JOBS AND SERVICES?

## Other issues raised

### Education

job expos; encourage trades/work experience/traineeships/youth employment

### Housing

affordable; community gardens; rural properties

### Council

amalgamate/don't amalgamate; improve service response; provide aged care; be more efficient; support community events; list sites for new businesses; arts development; ensure ROI on Council assets; encourage tourism; upgrade port

### Infrastructure

build a marina/ice skating complex/roller rink/Coose Wynyard by pass

Improve public transport

Child care

Encourage healthy eating/provide fresh food

Palliative care

Working hubs for remote workers

Buy/preference local

Tourism

Events



Open and transparent Council - attract businesses

Increase rates/levy on vacant properties

Cultural and creative industry

More paleontology equipment in Hobart and

nursing equipment in Burnie

More money

# WHAT MORE CAN COUNCIL DO TO MAKE OUR CITY CENTRE LIVELY ?

## Other issues raised

### Infrastructure

marina; beach pool; passenger train; upgrade bus mall; Burnie by pass; demolish old court house and build a park; bowling alley; foreshore

### Retail

more large retail; encourage local not chains; encourage night economy; reduce rents

### Tourism

more/better accommodation; Makers Workshop

### Park at South Burnie

### Smoke free CBD

### Increase residential living

### Visitor Information Centre

### Late night public transport

### Incentives for new businesses

### Remote working hub

### Let dogs walk on the beach

### Bike friendly



## WHAT MORE CAN COUNCIL DO TO KEEP OUR ENVIRONMENT HEALTHY ?

### Other issues raised

#### Environmental initiatives

better use of technology; community education; fence in penguins

#### CBD

deal with homeless/drunkenness; high rise living; street art; discourage cars; control birds/trolleys; dress windows of empty shops

#### Waste management

No FOGO; collect from rural areas; reduce tip fees; more hard waste pick ups; public education

#### Sustainability

install EV charging stations; better shared pathways; limit burn offs/fires; community gardens/water efficiency; no salmon farms; support green energy projects;

#### General

make environmental grants available all year; mental health support; ban single use plastics; better public transport; focus on big polluters; manage dogs; move the bus mall;

Wynyard Cooe by pass



# HOW CAN COUNCIL SUPPORT YOU TO IMPROVE HEALTH AND WELLBEING ?

## Other issues raised

### Infrastructure

drinking fountains; improve pool/water play; extend Bay Box toilets, keep Burnie clean and maintained; community safety/CCTV; public basketball courts; more trees; community gardens; better lighting in parks; new indoor sports centre

### Services

improved public transport; support sporting/community groups

### CBD

safety, remove homeless people; safe spaces for youth; pedestrian safety

### Support arts and culture

Free surfing lessons

Reduce cost of living

More sporting facilities



## HOW CAN COUNCIL SUPPORT YOU TO PARTICIPATE TO STRENGTHEN OUR COMMUNITY ?

### Other issues raised

#### Community safety

better lighting; CCTV; activities for youth

#### Council

no amalgamation; give staff time to 'donate' to community groups; support youth; be strategic, have medium and short term plans; be approachable; support local; work with other Councils; allow businesses to apply for grants, highlight community diversity

#### More trees and gardens

#### Infrastructure

upgrade indoor pool; indoor play centre; playgrounds; adult exercise equipment; get Makers Workshop back; science and discovery hub; tourism information centre

#### General

Free parking; public art; better public and community transport; disability access provide female driving instructors; manage election signage (Get GM off his butt!); child care; keep CBD clean and tidy; make a zoo

## HOW WOULD YOU MAKE BURNIE BETTER ?

### Other issues raised

#### Infrastructure

upgrade the pool; bring back makers Workshop; better shared pathways; City gateway; marina; develop the waterfront; tourism information centre; salt water Pool; no more sports centres; more outdoor seating

#### CBD

greener; create a mall; cheaper shop rents; safe

#### Services

more police patrols; increase tourism; integrated health centre; more art

#### Council

better support rural areas; support volunteers; reduce red tape; keep community informed; collaborate

#### Create a village with a community centre

#### Improve Xmas decorations

#### Decorative lights along Bass Highway

#### Free showers/laundry for homeless/tourists

#### Tourism trail

#### Put a broom through management

#### Focus on sustainability

#### Wynyard Cooe by pass

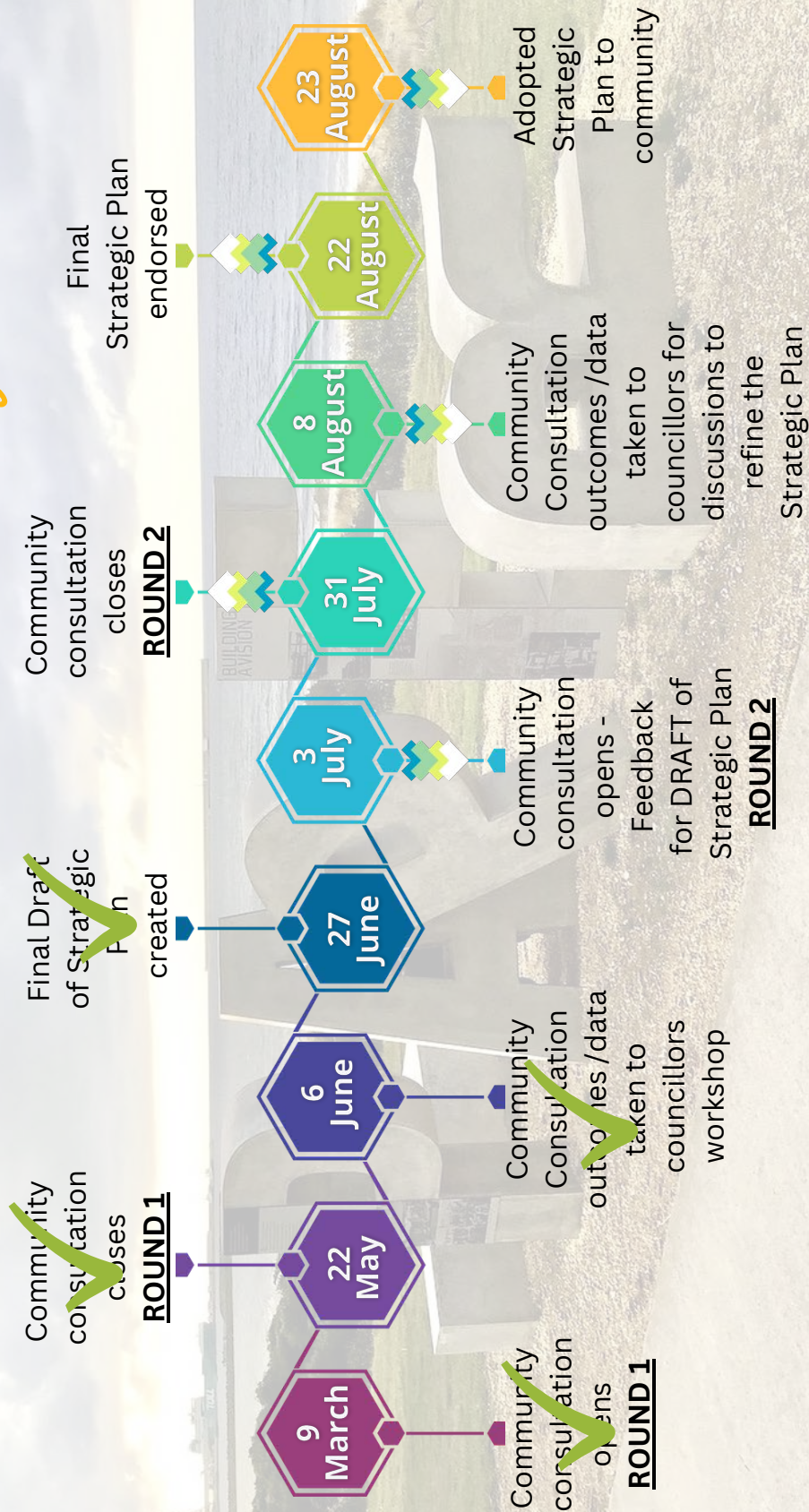
#### Heritage list 'deco' buildings

#### Rezone industrial land away from foreshore areas





# TIMELINE Strategic Plan and Vision *Burnie*



# Did we get it right?



Scan the QR code and let us know if we got it right

*Thank you for being part of Burnie's story*

[www.burnie.tas.gov.au/Burnie-Strategic-Background-Report-2023](http://www.burnie.tas.gov.au/Burnie-Strategic-Background-Report-2023)

**GENERAL MANAGER****AO101-23 LAND DISPOSAL - PROPOSAL TO DISPOSE OF PUBLIC LAND -  
CAMDALE, CT VOLUME 65830 FOLIO 1, CT VOLUME 65830 FOLIO  
2 AND CT VOLUME 65830 FOLIO 3**

FILE NO: 5/2/2, 6184656  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

*“THAT Council, authorises the General Manager to dispose of public land, located at Bass Highway, Camdale CT Volume 65830 Folio 1, CT Volume 65830 Folio 2 and CT Volume 65830 Folio 3, the area identified on the plan attached, to JMC Group.”*

**2.0 EXECUTIVE SUMMARY****Purpose and Background**

Council has an opportunity to negotiate a potential sale agreement with an interested purchaser for land at Bass Highway, Camdale, CT Volume 65830, Folios 1, 2 and 3.

The proposed land is listed on Council’s Public Land Register, and is therefore subject to the legislative process for disposal of public land.

Council commenced this process at its meeting of 26 April 2023 with a resolution to determine its intention to dispose of the land. A public submission period has been advertised. The purpose of this report is to consider the submissions and the proposed disposal.

**Key Issues**

Council must undertake a disposal of public land process which provides for a public submission period, and for any submissions to be considered before it can dispose of the land to a potential purchaser.

Two submissions have been received, both in relation to environmental concerns for the Little Penguin habitats on the site.

The potential for sale of the land is an important opportunity for Council to foster development of business and tourism accommodation within the Burnie municipality. This would require re-zoning of the land and compliance with environmental requirements. The purchaser is aware of these limitations and is prepared to purchase the property on that basis.

### 3.0 SUPPORTING INFORMATION

#### Strategic Alignment

This report and the opportunity for disposal of the land is relevant to the Council Plan goal *Community Facilities to Support Liveability*, and to the Council Enabler *Financial Management*.

#### Legal

Section 178 of the *Local Government Act 1993* requires that Council must undertake a disposal of public land process which provides for a public submission period, and for any submissions to be considered before it can dispose of the land to a potential purchaser.

#### Finance

The Act requires that a valuation for land by a registered valuer be obtained before Council disposes of public land. Council has engaged a commercial valuation for the land which has been provided to Council under separate cover.

#### Relation to Council Policy

There are no Council policies relating to this report.

#### Discussion

The land has coastal frontage to the north and is abutted to the south by the Bass Highway. Council is unlikely to be in a position to develop this land in the future and disposing of it to enable a development to proceed fits with Council's strategy.

Council determined its intention to dispose of the subject land at its 26 April 2023 meeting.

In accordance with requirements under the Act, a public submission period was advertised twice in the Advocate, on Saturday 13 May 2023 and Saturday 20 May 2023, with the period ending on 8 June 2023. Notices to this effect were also placed on the boundaries of the property abutting roadways.

Two submissions were received during the public notice period; copies are attached:

- Kathy Grieveson – Camdale to Cooe Point Coastcare, President Penguin Rehab and Release
- Perviz Marker – Penguin ecologist

The Act contains appeal provisions, should a person who lodges a submission, be aggrieved by the subsequent Council decision. The process to obtain all necessary approvals for any development of the land will require appropriate regard and response to the issues raised in the two submissions.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

The offer is unconditional, so subject to satisfying the requirements to dispose of public land Council can proceed.

**Environmental Sustainability**

The environmental issues raised in the two submissions received can be addressed through the statutory processes to obtain an development approval.

**Consultation**

The public submission period has provided the community with the opportunity to make a submission in respect to the proposed disposal of land. The submissions received have been provided with this report for consideration.

**Conflict of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**ATTACHMENTS**

- 1 [↓](#). Public Land Disposal Submission - Kathy Grieveson
- 2 [↓](#). Public Land Disposal Submission - Perviz Marker

**COUNCIL RESOLUTION****Resolution number: MO115-23****MOVED:**            *Cr D Pease***SECONDED:**      *Cr A Keygan*

***“THAT Council, authorises the General Manager to dispose of public land, located at Bass Highway, Camdale CT Volume 65830 Folio 1, CT Volume 65830 Folio 2 and CT Volume 65830 Folio 3, the area identified on the plan attached, to JMC Group.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

Dear Simon,

Pursuant to Council's determination at the meeting on 26 April 2023 of its intention to dispose of land located on the northern side of Bass Highway, at the mouth of the Cam River, for the development of business and tourist accommodation, I would like to remind council that this area has a long-established colony of Little Penguins (*Eudyptula minor*) that have nest burrows throughout the proposed sale area. That is, the penguins nest not only on the foreshore side of the penguin protection fence, but also within the native grasses and coastal scrub between the fence and the Bass Highway.

Council appears to have forgotten that Little Penguins are a protected species (Nature Conservation (Wildlife) Regulations 2021) specified to be sensitive wildlife and that the area is designated a sensitive wildlife area.

Burnie's penguin population is confined, throughout its range, to a very narrow strip along the coast due to urban development. It is under a number of stresses which, if not addressed, will threaten local extinctions.

Camdale to Cooee Point Coastcare, a Landcare Tasmania community group that cares for the penguin habitat from the Cam River to Cooee Point, also monitors penguin activity throughout the area. The severe storm surges of 2018 stripped large sections of penguin habitat along the coast, and I make special mention of the area opposite Burnie High School oval, where this extreme erosion event displaced at least two dozen penguins that then moved westward to the Camdale area. Consequently, penguin activity has increased in the area proposed for sale.

With future predicted sea-level rises and associated erosion, I believe it is essential that council ensure that existing penguin habitat is not just protected, but that every effort is made to increase the areas of available habitat to provide a buffer against future erosion events.

As both convenor of Camdale to Cooee Point Coastcare and president and registered seabird carer of Penguin Rehab & Release, I would like to strongly object to any such sale and consequent development, now and into the future.

However, if Burnie City Council is determined in this course, it is incumbent upon them to first perform the necessary due diligence to ensure that there are no actual or potential offences committed under the Nature Conservation Act 2002.

A baseline assessment of the area needs to be undertaken at an expert level to provide the groundwork for an environmental management plan ensuring conservation outcomes are addressed. This needs to meet all the required criteria under the Act, including Section 3, subsection 2 – Interpretation of products of wildlife (as legal advice to the Department of Natural Resources and Environment includes burrows as products of wildlife).

Yours sincerely,

Kathy Grieveson

Convenor - Camdale to Cooee Point Coastcare

President and registered seabird carer - Penguin Rehab & Release

phone: 

General Manager  
Burnie City Council  
PO Box 973  
Burnie 7320

7 June 2023



**Notice of Disposal (Sale of Public Land -Camdale site)**

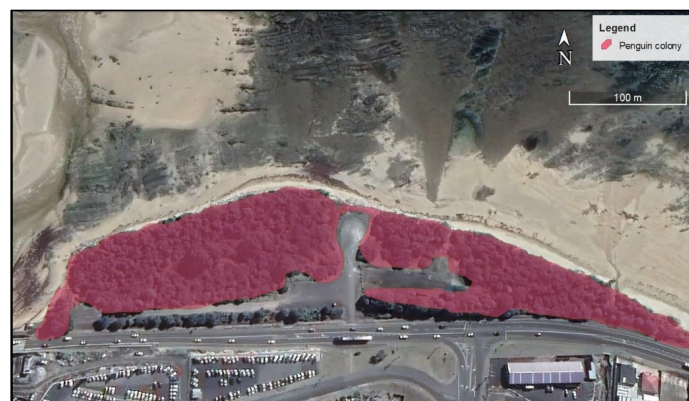
CT Volume 65830 Folio 1, CT Volume 65830 Folio 2 and CT Volume 65830 Folio 3.

Dear Sir,

Herein, I draw Council's attention to the presence of a well-established and documented Little Penguin *Eudyptula minor* breeding colony on the Camdale property that has been identified for sale by Council. I am strongly opposed to the proposed sale for reasons clearly detailed.

I ask Council to note that under State Legislation, Little Penguins are listed in Schedule 1 (Protected Wildlife) of the *Nature Conservation (Wildlife) Regulations 2021* under the *Nature Conservation Act 2002*. Recently, they have been declared as Sensitive Wildlife within declared Sensitive Areas under the *Dog Control (Sensitive Wildlife and Areas) Order 2019*.

This map identifies the extent of the presence of Little Penguins on the site, based on field surveys undertaken in January 2022. The number of penguins in this area have increased since an earlier survey in 2006, when a minimum of 59 active nests was recorded. Quite clearly, there is essentially nil opportunity for any development on the property.



This property is becoming a refuge for penguins due to loss of habitat as a consequence of the increase of storm surges and consequent erosion that has occurred over the last few years along the coast. This colony is typical of approximately 60% of the Australian population of Little Penguins, that are within colonies whose breeding population is fewer than 500 pairs. More importantly, almost 20% of the Tasmanian breeding population is within colonies of fewer than 100 breeding pairs. Without doubt, the Camdale breeding colony is representative of Little Penguin breeding colonies in Tasmania and should be protected.

From the List (<https://maps.thelist.tas.gov.au/listmap/app/list/map>), the Coastal Erosion of the site is shown on the following map. With predicted high and medium erosion risks (indicated in red and orange, respectively), there are clear and significant risks associated with any proposed development on site. The map clearly shows that the Little



Penguin colony is at risk along the Burnie and adjacent coasts, and penguins can be expected to occupy more of the site for nesting and moulting in the future.



With the predicted and expected loss of coastal habitat due to erosion, it is important to provide the necessary flexibility to move with any shoreline changes over time. Selling the property and allowing any form of development on the property will represent a loss of breeding habitat to the Little Penguins, a protected species, and pose a serious risk to any future owner or developer – and potentially opens Council to the risk of legal action given the coastal erosion is known to Council before the proposed sale.

It is surprising that in the Council Minutes of 26 April, 2023, under 'Environment Sustainability', it is recorded that, *"There are no environment sustainability impacts to be considered in this report"*. Clearly, as detailed in this submission, this claim is patently incorrect. I ask Council to formally withdraw this erroneous statement at the earliest opportunity, and to Minute that environmental values are present on the property.

In light of the detailed information presented above, I recommend that Burnie Council:

- Adopt a precautionary approach regarding this property, and undertake to protect the Little Penguin breeding colony,
- Commit to supporting a comprehensive contemporary survey of the Little Penguin breeding colony present to establish the current population and extent,
- Retain ownership of the property, and that it is established as a biodiversity refuge with a restoration plan for flora and fauna to be developed and implemented,
- Declare the property as a Council Reserve and remove the property from the Public Land Register to ensure it can never be considered for sale at any time in the future.

Yours sincerely,



Dr Perviz Marker  
Penguin ecologist

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**GENERAL MANAGER****AO102-23 INTENTION TO MAKE A NEW BY-LAW - HIGHWAYS BY-LAW**

FILE NO: 21/8/21  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council, by absolute majority, give notice of its intention to make a Highways By-law, in accordance with section 156 of the Local Government Act 1993.”***

**2.0 EXECUTIVE SUMMARY****Purpose and Background**

This report provides for Council to pass a resolution of its intent to make a new Highways By-law to replace the current by-law expiring toward the end of this year.

This commences the statutory process, which will include the preparation of a Regulatory Impact Statement and review and certification by the Director of Local Government in order to progress to a public consultation period. Further legal review and consideration of submissions will then be taken into account before finally making the by-law, anticipated to be later in the year.

**Key Issues**

By-laws are created by Councils under the *Local Government Act 1993*, for a maximum of ten years. The Act sets out the detailed process for making a by-law, starting with the *Intention to make a By-law*, certifications and regulatory impact process, followed by a public consultation period, before finally making a by-law.

It is proposed that the new by-law remain relatively similar to the previous, but incorporate a number of updates for improvement in administration, safe use and effective control, going forward.

This by-law applies to the use of local roads in the municipality (referred to as *highways* under the *Local Government Act 1993*).

### 3.0 SUPPORTING INFORMATION

#### Strategic Alignment

This report indirectly supports the Goal under the Council Plan 2022 – 2025 *Community Facilities to Support Liveability* by ensuring the safe and effective management of local roads across the municipality.

#### Legal

Councils may make by-laws for their municipality in accordance with the process set out under the *Local Government Act 1993*.

All by-laws expire after ten years.

#### Finance

There are no financial impacts resulting from this report.

#### Relation to Council Policy

There are no Council policies relating to this report.

#### Discussion

A number of improvements have been proposed and included in the attached draft by-law. In summary they include:

- Stronger penalties for obstructions, materials deposited on highways
- Removal of permit process for signboards on footpaths, but retain power to address them if there is a safety or congestion issues (simplification)
- Shifting responsibility for shopping trolleys to the retail owner of the trolleys, and the providing ability for Council to impound trolleys which are not collected, and charge a recovery fee
- Prohibition against living in a vehicle parked on a street
- Administrative updates to ensure officer delegations are simple to administer

The **attached** by-law is draft in nature and will be further reviewed by a legal practitioner, to ensure that the proposed changes can be lawfully included and are correctly drafted.

Should Council pass the above resolution of the *Intention to Make a By-law* this will start the process, which then proceeds to:

1. Preparation of the Regulatory Impact Statement
2. If satisfied, certification of the By-law by the Director of Local Government
3. Public consultation period
4. Further Council report to consider feedback and to make the by-law
5. Certification by the General Manager and a legal practitioner

6. Formal tabling and gazetting of the by-law for it to take effect

Council will therefore further consider the by-law after community consultation later in the year.

### **Health and Safety**

There are no health and safety impacts resulting from this report.

### **Risk**

The primary risk associated with this matter is if the new by-law is not completed prior to the expiry of the current by-law, Council would have no powers within that time to enforce matters under the by-law. The making of a by-law is a lengthy process, and officers are seeking to progress the new by-law as effectively as possible in order to meet this time frame and minimise any gap.

As part of the process to develop a by-law, a legal practitioner must certify that the by-law is in accordance with the law. Having the legal practitioner review and draft new clauses reduces the risk of creating an ineffectual or invalid by-law.

The risk of not having a Highways By-law into the future is that Council would have no powers to enforce any matters contained within the by-law, which are necessary for the safety of people and the protection of Council's roads as a significant municipal asset.

### **Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

### **Consultation**

Relevant Council Officers have been consulted in the preparation of this report. Councillors have discussed the proposed amendments at workshop in June.

### **Conflict of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

## **ATTACHMENTS**

- 1 [⬇](#). Draft Highways By-law

**COUNCIL RESOLUTION****Resolution number: MO116-23****MOVED:**            *Cr D Pease***SECONDED:**      *Cr T Aitken****“THAT Council, by absolute majority, give notice of its intention to make a Highways By-law, in accordance with section 156 of the Local Government Act 1993.”*****For:**            Cr T Brumby, Cr G Simpson, Cr T Aitken, Cr K Dorsey, Cr J Grave, Cr A Keygan, Cr S Kons, Cr C Lynch, Cr D Pease.**Against:*****CARRIED UNANIMOUSLY***

**DRAFT**

**BURNIE CITY COUNCIL**  
Highways By-Law  
By-Law No. X of 20xx **(DRAFT)**

A By-Law of the Burnie City Council made under Section 145 of the *Local Government Act 1993* for the purpose of regulating and controlling conduct on the highways in the municipal area.

**PART 1 - PRELIMINARY**

**1. SHORT TITLE**

This By-Law may be cited as the *Highways By-Law No. X of 20XX*.

**2. INTERPRETATION**

In this By-Law:

‘authorised officer’ means an employee of Council authorised by the General Manager and for the purpose of this by-law and includes a police officer;

‘Camper Van’ means a Vehicle that is constructed or modified for use as a dwelling;

‘caravan’ means:

- (a) a movable dwelling; or
- (b) an immovable dwelling situated in a Caravan Park; or
- (c) a Camper Van;
- (d) a Recreational Vehicle; or
- (e) a Self-Contained Vehicle.

‘Council’ means the Burnie City Council;

‘crossing’ means any construction in or over a highway, including a verge, kerb and channel or table drain, and footpath or nature strip to provide a vehicular access;

‘customer servery’ means a facility in a building that enables a business or person to trade, distribute or sell, goods and / or services to the members of the public without entering the building;

‘Environmental Health Officer’ means an environment health officer appointed pursuant to section 11 of the *Public Health Act*.

‘General Manager’ means the General Manager of the Council;

‘hawker’ includes a pedlar or itinerant vendor who, in the course of a business, profession, trade or calling, travels around the area by any means whatsoever (other than to commercial premises) to sell goods and / or services to the public;

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‘highway’ means a “local highway” or “highway under local management as defined in the *Local Government (Highways) Act 1982*” and includes part of a highway and a mall;

‘highway pavement’ means that portion of the highway between the kerb and channel and / or table drains, primarily used for vehicles;

‘infringement notice’ means a notice issued by an authorised officer to a person who commits an offence against this by-law;

‘livestock’ includes but is not limited to horses, cattle, swine, sheep, goats and deer;

‘local highway’ has the meaning assigned to it in the *Local Government (Highways) Act 1982*;

‘material’ includes stones, clay, earth, metal, cement, concrete, glass, dust, ashes, refuse, oil, liquid and animal droppings or other offensive or noxious substances;

‘occupy’ means, without limitation, to reside or live in or use for entertainment, sleeping, cooking, eating, commercial or retail activities or for any similar use whether for a temporary or permanent nature;

‘occupy a highway’ means to place on or above a highway any advertisement, goods, items, tables and chairs, or build or locate or establish any structure for sale or to enable the service of food and / or beverages and / or for any other purpose or to fence off any part of the highway;

‘penalty unit’ means the amount of money set under the *Penalty Units and Other Penalties Act 1987* as amended;

‘permit’ means a statement in writing with or without conditions issued by an authorised officer authorising an activity regulated by this by-law;

‘public space’ includes:

- (a) all public land as defined by section 177A(1) of the Act and as recorded on the municipal map maintained on behalf of Council;
- (b) any other land owned by Council;
- (c) any land in which Council has an interest including by way of a lease or license;
- (d) any highway;
- (e) any car park; and
- (f) all marinas, bridges, jetties, wharves, boat-houses and other similar structures owned or under the control of Council;

‘recovery fee’ is a fee payable to the Council to recover the expenses incurred in dealing with an impounded sign;

‘Recreational Vehicle (RV)’ means a Vehicle or trailer equipped with living space and amenities found in a home;

‘retailer’ means a proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop;

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‘roadside vendor’ means any person who in the course of a business, profession, trade or calling, sets up a stall in or on any highway to sell wares to the public;

‘sale’ includes to sell, agree to sell, offer or expose for sale, or keep in possession for sale;

‘Self-Contained Vehicle’ means a Vehicle that has internal cooking facilities, sleeping facilities plus water tanks for drinking and other purposes, holding tanks for “grey water” and holding tanks for toilet effluent and shower facilities;

‘shopping trolley’ includes any wheeled container or receptacle supplied by a retailer to enable a person to transport goods;

‘signboard’ means any board, sign, plaque, or banner, that in any way makes an announcement or is an advertisement for any restaurant, shop, place of business, product, goods or services or any other thing which is not permanently attached to any building or other structure;

‘stall’ means any table, wagon, trailer, wheelbarrow, vehicle or transportable structure used by any person to sell and distribute goods and / or services to the public, solicit donations and / or sell raffle/lottery tickets;

‘table drain’ means a constructed depression adjacent to a highway pavement which conveys surface water away from the area;

‘vehicle’ means a vehicle of any description of designed to move or to be moved on one (1) or more wheels or tracks and includes but is not limited to, passenger vehicles, trucks and construction equipment;

‘vehicular access’ means that part of a highway designed for, or used as a means of entry and exit by vehicles between the highway pavement and the frontage of land adjoining a highway;

‘vending machine’ means any device from which goods are able to be dispensed and includes an automatic teller machine.



**DRAFT****PART 2 – USE OF HIGHWAYS****Division 1 - Occupation****3. OCCUPATION, OBSTRUCTION OR ENCLOSURE OF HIGHWAY**

- (1) A person must not occupy a highway or place any obstruction or enclose a highway for any purpose unless that person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 5 penalty units and for a continuing offence a further daily fine not exceeding 1 penalty unit.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**4. VENDING MACHINES / CUSTOMER SERVERY**

- (1) A person must not install or cause to be installed a vending machine or customer servery in such a position that any part of the vending machine or customer servery is placed on or projects over a highway.

Penalty: a fine not exceeding 10 penalty units and for a continuing offence a further daily fine not exceeding 2 penalty units.

- (2) A person must not install or cause to be installed a vending machine or customer servery in such a position that in order to operate the machine or use the servery a person must stand or queue on a highway, unless the owner or operator has first obtained a permit under this By-law authorising the installation.

Penalty: a fine not exceeding 10 penalty units and for a continuing offence, a further daily fine not exceeding 2 penalty units.

- (3) Any person may apply under Part 7 of this by-law for a permit.

**Division 2 - Signboards****5. SIGNBOARD PERMITS**

- (1) A person must not place or display a signboard on a footpath or other footway if that signboard:
- (a) unreasonably obstructs a footpath or other foot way that is used by the public for the purpose of walking or cycling; and
  - (b) has a vertical dimension of 1.0 metre or more and a horizontal dimension of 600mm or more.

Penalty: a fine not exceeding 2 penalty units and for a continuing offence a further daily fine not exceeding 1 penalty unit.

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- (2) A person may not place or display a signboard on the travelled portion of a highway or any portion of a highway marked for or regularly used for parking, unless the person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 2 penalty units, and for a continuing offence a further weekly fine not exceeding 1 penalty unit.

- (3) Any person placing a signboard on that part of a highway referred to in clause 5(2), must ensure that:
- (a) it is constructed and located in accordance with any conditions stipulated in the permit;
  - (b) any directions given to that person by an authorised officer concerning that signboard are complied with.

Penalty: a fine not exceeding 2 penalty units, and for a continuing offence a further weekly fine not exceeding 1 penalty unit.

- (4) An authorised officer may remove and impound a signboard that:
- (a) does not comply with clause 5(1)(a) and (b),
  - (b) has not been placed so that it complies with a direction by an authorised officer, or
  - (c) has not been placed so that it complies with a permit issued under this by-law.
- (5) A person may recover an impounded signboard by payment of a recovery fee as determined by the Council.
- (6) Any person may apply under Part 7 of this by-law for a permit.

**Division 3 - Hawkers****6. PERMIT REQUIRED FOR HAWKING**

- (1) A person must not act as a hawker unless the person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 2 penalty units.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**7. PERMIT REQUIRED FOR ROADSIDE VENDORS**

- (1) A person must not act as a roadside vendor unless the person has first obtained permit under this by-law to do so.

Penalty: a fine not exceeding 2 penalty units

- (2) Any person may apply under Part 7 of this by-law for a permit.

**DRAFT****8. PROHIBITION OF TRADING ACTIVITIES IN CERTAIN AREAS**

- (1) A person must not act as a roadside vendor on any highway, unless:
- (a) the land has been designated as land upon which a roadside vendor may carry on trading activities; and
  - (b) the person has a permit pursuant to this clause to carry on trading activities on the land.
- (2) Any person may apply under Part 7 of this by-law for a permit.

Penalty: a fine not exceeding 2 penalty units

**9. PERMIT REQUIRED FOR STALLS**

- (1) A person must not set up, place, keep, maintain or park any stall on a highway to sell wares or to pursue any business, trade or employment without first obtaining a permit under this by-law to do so.

Penalty: a fine not exceeding 2 penalty units

**Division 4 - Vehicles for Sale****10. SALE OF VEHICLES ON A HIGHWAY**

- (1) A person must not park a vehicle on a highway for the purpose of attempting to sell that vehicle.

Penalty: a fine not exceeding 2 penalty units.

**Division 5 – Occupying Vehicles or Caravans on a Highway****11. OCCUPYING VEHICLES OR CARAVANS ON A HIGHWAY**

- (1) A person must not occupy a vehicle or caravan that is parked on a highway.

Penalty: a fine not exceeding 2 penalty units, and for a continuing offence, a further daily fine not exceeding 1 penalty unit.

**Division 6 - Noise****12. MAKING NOISE ON A HIGHWAY**

- (1) A person must not on any highway play, allow or cause to be played any musical instrument nor use nor allow to be used nor cause to be used any amplifier, loud speaker or loudhailer fitted to the exterior of a vehicle unless that person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 2 penalty units.

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- (2) Any person may apply under Part 7 of this by-law for a permit.

**Division 7 – Shopping Trolleys****13. Leaving shopping trolleys on a highway**

- (1) A person must not leave unattended or abandoned a shopping trolley on a highway.

Penalty: a fine not exceeding 5 penalty units.

**14. Retailer taken to own trolley**

- (1) In the absence of any proof to the contrary, a shopping trolley is to be taken to be owned by a retailer whose name is marked on the trolley.

**15. Retailer to remove abandoned trolley**

- (1) The owner of a shopping trolley after being advised (verbally or in writing) by the Council that one or more of its shopping trolleys is or are on a highway, must not leave that trolley on that highway for a period that exceeds 24 consecutive hours after receiving that advice.
- (2) If the owner of a shopping trolley does not comply with clause 15(1), then the Council may remove and impound the trolley.
- (3) A retailer may recover an impounded trolley by payment of a recovery fee as determined by the Council.

**DRAFT****PART 3 – MATERIALS ON HIGHWAYS****16. MATERIALS ON HIGHWAYS**

- (1) No person other than an authorised officer or Council contractor or employee is to deposit or allow to be deposited any material from that vehicle onto a highway unless the person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 10 penalty units and for a continuing offence a further daily fine not exceeding 2 units.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**17. WHEELS AND UNDERCARRIAGE OF VEHICLES TO BE CLEANED**

- (1) Unless a permit pursuant to this by-law has been obtained a person must not drive any vehicle for a commercial purpose or allow any such vehicle to be driven onto or over a highway unless the wheels and undercarriage of that vehicle are first cleaned of any material adhering to those wheels or that undercarriage.

Penalty: a fine not exceeding 10 penalty units.

**18. DIRECTIONS**

- (1) An authorised officer may issue a written direction
- (a) to any person who drives any vehicle or who permits any vehicle to be driven on any highway from which any material has been dropped or deposited onto a highway to remove that material.
  - (b) to any person who is the owner or occupier of any land in the municipal area from which the material referred to in sub-clause (a) has come to remove that material.
- (2) A person to whom a direction is given must comply with that direction.

Penalty: a fine not exceeding 10 penalty units.

**19. COUNCIL EXPENSES IN CARRYING OUT WORK**

- (1) Upon the expiry of any time limit contained in a direction issued pursuant to clause 15 the Council may undertake all or part of any work that is the subject of that direction.
- (2) Any expense incurred by the Council in undertaking the work referred to in sub-clause (1) is to be paid by the person to whom that direction was issued and the Council may recover any such expense as a debt due to it.
- (3) The Council may immediately undertake the work referred to in sub-clause (1) if it believes that the failure to carry out such work poses an immediate danger to those using the highway.

**DRAFT****PART 4 – FOOTPATHS, KERBS AND CHANNELS, TABLE DRAINS AND VEHICULAR ACCESS****Division 1 - Traversing of Footpaths, Kerbs and Channels, Table Drains or Vehicular Access****20. CONSTRUCTION OF A NEW OR ALTERED VEHICULAR ACCESS FROM LOCAL HIGHWAY**

- (1) A person must not create, relocate, or alter a vehicular access over any verge, kerb, channel or table drain, footpath or nature strip of a highway without first obtaining a permit under this by-law.

Penalty: a fine not exceeding 5 penalty units and for a continuing offence a further daily fine not exceeding 1 penalty unit.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**21. TEMPORARY OR OCCASIONAL ACCESS**

- (1) A person must not create a temporary access to drive a vehicle or allow a vehicle to be driven over any verge, kerb and channel, table drain, footpath or nature strip of a highway to or from any adjoining land, including land where building or excavating works are in progress or are about to commence unless the owner of the land or the builder or contractor who has conduct of the work has first obtained a permit under this by-law.

Penalty: a fine not exceeding 5 penalty units and for a continuing offence, a further daily fine not exceeding 1 penalty unit.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**22. DAMAGING FOOTPATH ETC**

- (1) A person must not cause or allow to be caused any damage to a foot path, kerb and channel, table drain, footpath or nature strip or vehicular access.

Penalty: a fine not exceeding 5 penalty units.

**23. FACTORS TO BE CONSIDERED IN GRANTING A PERMIT**

- (1) In deciding whether or not to grant a permit pursuant to clause 17 or 18 of this by-law, regard must be had to the following:
- (a) minimising the risk of damage to the highway;
  - (b) minimising the risk to vehicular and pedestrian safety;
  - (c) minimising the risk of damage to any infrastructure located within the highway.

**DRAFT****24. DIRECTIONS**

- (1) An authorised officer may issue a written direction to any person who damages a highway, including any pavement, kerb and channel, table drain, footpath or nature strip for vehicular access to re-instate the damaged area in a proper and workmanlike manner and in doing so must comply with any relevant Council standard or specifications and must do so within the time specified in the direction.

Penalty: a fine not exceeding 10 penalty units.

**25. COUNCIL EXPENSES IN CARRYING OUT WORK**

- (1) Upon the expiry of any time limit contained in a direction issued pursuant to clause 21 the Council may undertake all or part of any work that is the subject of that direction.
- (2) Any expense incurred by the Council in undertaking the work referred to in sub-clause (1) is to be paid by the person to whom that direction was issued and the Council may recover any such expense as a debt due to it.
- (3) The council may immediately undertake the work referred to in sub-clause (1) if it believes that the failure to carry such work poses an immediate danger to those using the highway.

**Division 2 – Construction of Crossings****26. CONSTRUCTION OF A CROSSING OVER FOOTPATHS, KERBS AND CHANNELS TABLE DRAINS OR VEHICULAR ACCESSES**

- (1) A person must not construct nor cause to be constructed nor place nor cause to be placed any crossing over a verge, kerb and channel, table drain, footpath or nature strip that forms part of a highway for vehicular access unless the person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 10 penalty units.

- (2) If a permit is granted the crossing is to be constructed in a proper and workmanlike manner, complying with any relevant Council standard or specification.
- (3) Any person may apply under Part 7 of this by-law for a permit.

**27. DIRECTION TO CONSTRUCT A CROSSING OVER A FOOTPATH, KERB AND CHANNEL, TABLE DRAIN OR VEHICULAR ACCESS**

- (1) The owner of any land that abuts a highway if required to do so by an authorised officer must provide a crossing over the verge, kerb and channel, table drain, footpath or nature strip for vehicular access.

Penalty: a fine not exceeding 10 penalty units.

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- (2) The crossing must be constructed in a proper and workmanlike manner and must comply with any relevant Council standard or specification.

Penalty: a fine not exceeding 10 penalty units.

**28. DIRECTIONS**

- (1) An authorised officer may issue a written direction to any person to:
- (a) repair or carry out maintenance to a crossing over which access to that person's land is gained;
  - (b) remove a crossing;
  - (c) reinstate the verge, kerb and channel, table drain or footpath or nature strip following the removal of a crossing; or
  - (d) construct a crossing.
- (2) Any work that is the subject of a written direction is to be carried out in a proper and workmanlike manner and in accordance with any relevant Council standard or specification and must be completed within the time specified in the direction.

Penalty: a fine not exceeding 10 penalty units.

**29. COUNCIL EXPENSES IN CARRYING OUT WORK**

- (1) Once any time limit imposed by a direction issued pursuant to clause 25 has expired the Council may undertake all or part of any work that is the subject of any such direction.
- (2) Any expense incurred by the Council in undertaking the work referred to in sub-clause (1) is to be paid by the person to whom that direction was issued and the Council may recover any such expense as a debt due to it.
- (3) The Council may immediately undertake the work referred to in sub-clause (1) if it believes that the failure to carry out such work poses an immediate danger to those using the highway.



**DRAFT****PART 5 – DAMAGE TO HIGHWAYS****30. CARRYING OUT WORKS ON HIGHWAY**

- (1) A person other than an authorised officer or Council employee or contractor must not carry out any work or allow any work to be carried out to a highway unless the person has first obtained a permit under this By-law.

Penalty: a fine not exceeding 10 penalty units and for a continuing offence a further daily fine not exceeding 2 penalty units.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**31. DIRECTIONS**

- (1) An authorised officer may issue a written direction to any person to reinstate the damage caused to a highway and to do so in a proper and workmanlike manner, complying with any relevant Council standard or specification and to do so within the time specified in the direction.

Penalty: a fine not exceeding 10 penalty units.

**32. COUNCIL EXPENSES IN CARRYING OUT WORK**

- (1) Once any time limit imposed by a direction pursuant to clause 28 has expired the Council may undertake all or any part of the work that is the subject of that direction.
- (2) Any expense incurred by the Council in undertaking the work referred to in sub-clause (1) is to be paid by the person to whom that direction was issued and the Council may recover any such expense as a debt due to it.
- (3) The Council may immediately undertake the work referred to in sub-clause (1) if it believes that the failure to carry out such work poses an immediate danger to those using the highway.

**33. REMOVAL OF VEGETATION**

- (1) A person must not wilfully destroy, cut, pluck, remove or injure any tree, shrub, flower or other vegetation growing on a highway other than for the purpose of destroying a declared weed under the Weed Management Act 1999 or lopping trees under power lines.

Penalty: a fine not exceeding 10 penalty units.

**DRAFT****PART 6 - DRIVING LIVESTOCK ON HIGHWAYS****34. STOCK ON THE HIGHWAY**

- (1) The owner of livestock must not cause, allow or permit such livestock to be on a highway.
- (2) Sub-clause 1 does not apply when the livestock are on a highway and are under the effective control of the owner of the livestock or another competent person.
- (3) For the purpose of this by-law, 'effective control' means that the livestock are being moved, are crossing or being driven as provided for in Part 6 of the Burnie City Council Highways By-law No. 3 of 2013 or are being led as provided for in Division 3 of Part 22 of the Traffic (Road Rules) Regulations 1999.

Penalty: a fine not exceeding 10 penalty units and for a continuing offence a further daily fine not exceeding 2 penalty units.

**35. GRAZING**

- (1) A person must not allow livestock to graze on a highway unless the person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 10 penalty units and for a continuing offence, a further daily fine not exceeding 2 penalty units.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**36. HOLDING YARD**

- (1) A person must not use any part of a highway as a holding yard unless that person has first obtained a permit under this by-law.

Penalty: a fine not exceeding 10 penalty units.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**37. MOVEMENT OF LIVESTOCK ALONG A HIGHWAY**

- (1) A person must not drive livestock along a highway for the purpose of moving the livestock from one area to another if it is reasonably practical to use an alternative route.

Penalty: a fine not exceeding 10 penalty units.

- (2) A person must not drive livestock along a highway more often than once per month without first obtaining a permit under this by-law.

Penalty: a fine not exceeding 10 penalty units.

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- (3) Any person may apply under Part 7 of this by-law for a permit.

**38. LIVESTOCK CROSSING**

- (1) A person must not drive livestock across a highway more often than once per week for the purpose of moving the livestock from one part of that person's land to another or from one farm to another without first obtaining a permit under this by-law.

Penalty: a fine not exceeding 10 penalty units.

- (2) Any person may apply under Part 7 of this by-law for a permit.

**39. DRIVING LIVESTOCK WITHIN TOWN AREAS**

- (1) A person must not drive any livestock at any time on any highway within the town areas of Burnie and Ridgley.

Penalty: a fine not exceeding 10 penalty units.

**DRAFT****PART 7 – PERMITS****40. APPLICATIONS**

- (1) Any application for a permit pursuant to this by-law is to be in accordance with the relevant form and should where applicable be accompanied by the following:
  - (a) A statement in writing of the type of activity proposed to be undertaken by the applicant; the date or dates when the activity will be carried out; the duration of the activity;
  - (b) A drawing with sufficient detail to determine the location and extent of the proposed activity;
  - (c) A statement in writing of the goods or services the person proposes to sell;
  - (d) A statement in writing of the location where the person proposes to sell or distribute the goods or services;
  - (e) Such other information as an authorised officer may reasonably require or as may be required by any act or regulation;
  - (f) For permits sought pursuant to Part 5 the application must state the name of the person or persons who will carry out the works; lodge a plan of the proposed work and where appropriate specifications for the work;
  - (g) For a permit sought pursuant to Part 6 the application must include the relevant matters required in earlier parts of this clause but also include details of how the livestock will be driven, how many people will accompany them and any other relevant information concerning controlling the animals on the highway.
  - (h) Any applicable fee.

**41. GRANT OF PERMITS**

- (1) An authorised officer may grant a permit pursuant to the provisions of this by-law.

**42. FACTORS TO BE CONSIDERED WHEN GRANTING A PERMIT**

- (1) In addition to any matter elsewhere specified in this by-law, in deciding whether or not to grant a permit pursuant to this Division the authorised officer may have regard to the following and any other relevant matters:
  - (a) pedestrian amenity and safety; and
  - (b) pedestrian access in the area; and
  - (c) the maintenance of public order in the area; and

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- (d) the movement of traffic in the area; and
- (e) the manner of any proposed advertising; and
- (f) the nature, size, shape, extent and location of any proposed highway furniture; and
- (g) the effect on premises in the area, including other stalls, or vendors which trade in similar or associated wares to those proposed for sale; and
- (h) the availability of suitable parking for motor vehicles in the area; and
- (i) damage to any highway asset; and
- (j) obstruction to any part of the highway; and
- (k) any representations made by a commissioned police officer.

**43. FACTORS TO BE CONSIDERED BY THE ENVIRONMENTAL HEALTH OFFICER**

- (1) In deciding whether or not the proposed method and manner of selling wares is satisfactory on the grounds of public health the authorised officer must have regard to the advice of an Environmental Health Officer on requirements of the *Food Act 2003* and the *Public Health Act 1997*, and any regulations made under those Acts, and the Food Standards Code.

**44. COMPLIANCE WITH TERMS AND CONDITIONS**

- (1) The holder of a permit issued pursuant to this Division must comply with the terms and conditions thereof or the permit could be subject to cancellation in accordance with Clause 45.

**45. STANDARD CONDITIONS**

- (1) A permit may be issued pursuant to this by-law subject to the following conditions where appropriate:
  - (a) any stall to be used in, during, or for purposes connected with the sale of food must be maintained to the satisfaction of the Environmental Health Officer; and
  - (b) hawking, itinerant sale of wares and the itinerant purchasing of wares is not permitted in the central business district; and
  - (c) such other conditions as the authorised officer may consider necessary in accordance with any matter under this by-law;
  - (d) the applicant signing an indemnity in the form approved by the General Manager; and

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- (e) the applicant providing evidence that he or she holds a current public liability policy that provides indemnity in the sum of 10 million dollars for the applicant for the activity for which the permit is sought.

**46. REFERRAL TO THE COUNCIL**

- (1) No provision of this by-law is to be construed as preventing an authorised officer from referring any application for a permit to the General Manager or the Council.

**47. PERMITS GENERALLY**

- (1) Every permit issued pursuant to any Division of this Part of the by-law is to:
  - (a) bear the date on which it was issued; and
  - (b) remain in force for the period for which it was issued, unless it is cancelled or surrendered; and
  - (c) be carried by the holder at all times; and
  - (d) be surrendered to the Council if it is cancelled or when it is due for renewal.

**48. CANCELLATION OF PERMITS**

- (1) An authorised officer may cancel any permit issued pursuant to this by-law if a permit holder commits any breach of this by-law or of any condition of any permit issued under this by-law.
- (2) The authorised officer may serve a notice in writing on a permit holder stating that a permit has been cancelled and the reason for the cancellation.
- (3) The notice of cancellation may be served in any of the following ways:
  - (a) On the holder of the permit;
  - (b) By being posted to the address shown on the application for the permit.
- (4) Cancellation of any permit is effective from the day of service of the notice.

**49. PRODUCTION OF THE PERMIT**

- (1) A permit holder is to immediately produce a permit issued pursuant to this By-law when requested to do so by a police officer, an authorised officer or in the case of a hawker a member of the public who is offered goods or services for sale.

Penalty: a fine not exceeding 2 penalty units.

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**50. FAILURE TO COMPLY WITH THE CONDITION OF A PERMIT**

- (1) Any person who is the holder of a permit issued pursuant to this by-law and who fails to comply with any condition of that permit is guilty of an offence.

Penalty: a fine not exceeding 10 penalty units.

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**PART 8 – SUPPLY NAME AND ADDRESS****51. SUPPLY OF NAME AND ADDRESS**

- (1) If required to do so by an authorised officer, in relation to a matter arising under this by-law a person must provide his or her name and address.
- (2) A police officer may arrest a person if an authorised officer finds the person offending against this clause.

Penalty: a fine not exceeding 5 penalty units.

**PART 9 – INFRINGEMENT NOTICES****52. INFRINGEMENT NOTICES**

- (1) In this clause “**specified offence**” means an offence against the clause specified in Column 1 of Schedule 1.
- (2) An infringement notice may be used in respect of a specified offence and the monetary penalty set out adjacent to the offence in Column 3 of Schedule 1 is the penalty payable under the infringement notice for that offence.

**53. AMOUNTS PAYABLE**

- (1) An authorised officer may:
  - (a) Issue an infringement notice to a person that the authorised officer has reason to believe is guilty of a specified offence;
  - (b) Issue one infringement notice in respect of more than one specified offence.
- (2) An infringement notice alleging that a vehicle has been used in relation to a specified offence may be served by affixing it to that vehicle.
- (3) The *Monetary Penalties Enforcement Act 2005* applies to an infringement notice issued under this by-law.

**54. FAILURE TO PAY INFRINGEMENT NOTICE FINE**

- (1) A person who fails to pay the fine specified in an infringement notice within the time specified therein, may be prosecuted for the alleged offence to which the notice relates and upon conviction will be liable to:
  - (a) a penalty no greater than the penalty prescribed for the offence; and
  - (b) in the case of a continuing offence a further penalty as prescribed for the offence.



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## SCHEDULE 1 – HIGHWAYS BY-LAW NO. X OF 20XX

## INFRINGEMENT NOTICE OFFENCES

Clause	General Description of Offence	Penalty (Penalty Units)
3 (1)	Occupation, obstruction or enclosure of highway	2
4 (1) & (2)	Vending machines	2
5 (1) (2) & (3)	Signboard permits	1
6 (1)	Hawking	1
7 (1)	Permit for roadside vendors	1
8 (1) (a)	Prohibition on trading activities	1
9 (1)	Permit for stalls	1
10 (1)	Sale of vehicles on a highway	1
11 (1)	Occupying vehicles or caravans on a highway	1
12 (1)	Making a noise on a highway	1
13 (1)	Leaving shopping trolley on highway	2
16 (1)	Materials on the highway	3
17 (1)	Wheels of vehicles to be cleaned	3
18 (2)	Directions	2
20 (1)	New or altered road access from highway	1
21 (1)	Driving over footpath etc when excavation works in progress	2
22 (1)	Damaging footpath etc	2
24 (1)	Directions	2
26 (1)	Construction of crossing	2
27 (1) & (2)	Direction to construct a crossing	2
28 (2)	Directions	2
30 (1)	Carrying out works on a highway	2
31 (1)	Directions	2
30 (1)	Removal of vegetation	2
34 (3)	Stock on the highway	2
35 (1)	Grazing	2
36 (1)	Holding yard	2
37 (1) & (2)	Movement of livestock	2
38 (1)	Livestock crossing	2

**DRAFT**

Clause	General Description of Offence	Penalty (Penalty Units)
39 (1)	Driving livestock	2
49 (1)	Production of permit	1
50 (1)	Failure to comply with permit	2
51	Supply of name and address	1

DRAFT

**GENERAL MANAGER****AO103-23 GENERAL MANAGER'S REPORT - OPEN SESSION**

FILE NO: 4/18/2  
PREVIOUS MIN:

---

**1.0 RECOMMENDATION:**

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

**EXECUTIVE SUMMARY**

The purpose of this report is to advise on the following items:

Mayor’s Communications  
General Manager’s Communications  
Notification of Council Workshops  
Notification of Special Committee Meetings  
Correspondence for Noting  
Council Meeting Action List

**3.0 DETAILS****Mayor’s Communications**

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

- Official Opening of J League Building and Fundraising BBQ
- Ridgley Community Market
- Burnie Athletic Club Inc, Burnie NYE Event
- Burnie Counts Maths Meeting, Burnie High School
- North West Mayors meeting
- Burnie Surf Life Saving Club
- Hospital Master Plan community session
- CBD Reference Group Meeting
- Business North West General Meeting
- Child and Family Learning Centre Site Visit
- National Volunteers Week thankyou event for Burnie Library Volunteers
- Friends of the Burnie Regional Art Gallery Meeting
- City of Burnie Brass Band
- Radio Interview with Leon Crompton, ABC

- 
- 2023-2024 Annual Plan and Budget Estimates – Community Consultation Session at the Burnie Beach Hotel
  - Radio Interview with Kim Napier, ABC
  - Burnie Musical Society Shrek production
  - Marist Regional College Principal, Gregg Sharman
  - Marist Regional College Improve My Town poster competition
  - 44<sup>th</sup> Anniversary of Kiribati Independence Day celebration event
  - 2023-2024 Annual Plan and Budget Estimates – Community Consultation Session at the Burnie Harness Racing Club
  - Nick Mackay and Pastor Greg Jones
  - Cooee Band Rooms
  - Business North West Breakfast Session with Guest Speaker, The Smith Family Tasmanian General Manager Lesley Mackay
  - Federal Circuit and Family Court Australia regarding the Burnie Circuit
  - 2023-2024 Annual Plan and Budget Estimates – Community Consultation Zoom Session
  - Cruise Season Feedback Session
  - 2023-2024 Annual Plan and Budget Estimates – Community Consultation Session at the Upper Burnie Memorial Hall
  - Radio Interview with Leon Crompton, ABC
  - NW Tasmania Home School Group Chambers Site Visit
  - Big Freeze, Burnie High School
  - Wilson Disability Care – Hub Open Day
  - Burnie Rugby Union Club – Winter Ball
  - 7BU Radio Interview with Leigh Kenworthy
  - Luke Edmunds MLC
  - Acton Methodist Church Community Dinner Invitation
  - Ellis Richmond – Telstra Award Winners
  - Funding announcement for City Mission
  - Anita Dow MP
  - COTA Walk Against Elder Abuse
  - Friends of the Burnie Regional Art Gallery General Meeting

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

- 7BU Radio Interview with Leigh Kenworthy, attended by Acting Mayor Giovanna Simpson
- National Simultaneous Storytime at the Burnie Library, attended by Cr Amina Keygan
- National Simultaneous Storytime at Montello Primary School, attended by Cr Chris Lynch
- South Burnie Bowls Club Annual Dinner and Presentation Night, attended by Acting Mayor Giovanna Simpson
- Radio Interview with Belinda King, ABC attended by Deputy Mayor Giovanna Simpson
- 7BU Radio Interview with Leigh Kenworthy, attended by Cr Trent Aitken

- Official Opening of the Mission to Seafarers Art Exhibition, attended by Deputy Mayor Giovanna Simpson
- 7BU Radio Interview with Leigh Kenworthy, attended by Cr Steve Kons

### 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
15 May	Meeting with Ian Jones, Business North West
16 May	Meeting with Burnie Athletic Club Inc, Burnie NYE Event
	Burnie TasPorts Technical Advisory Consultative Committee
17 May	PSC Meeting - BAFC Redevelopment
	Meeting with Burnie Surf Life Saving Club
	Business North West General Meeting
18 May	Meeting with City of Burnie Brass Band
19 May	Meeting with Burnie Show Society
	BCC / UTAS Band Rooms meeting
22 May	Meeting with Ian Jones and Justin McErlain, Business North West
25 May	Meeting with William Harkness, Housing Choices Tasmania
	Meeting with UTAS, Prof. Black and Assoc. Prof. Stanford
26 May	Infrastructure Pipeline Virtual Presentation
29 May	2023-2024 Annual Plan and Budget Estimates - Community Consultation Session at The Point
30 May	National Reconciliation Week (NRW) breakfast
	Meeting with Migrant Resource Centre Tasmania
31 May	2023-2024 Annual Plan and Budget Estimates - Community Consultation Session – Burnie Beach Hotel
2 June	BCC / UTAS Fortnightly meeting
5 June	Meeting with South Burnie Bowls Club
	2023-2024 Annual Plan and Budget Estimates - Community Consultation Session – Burnie Harness Racing Club
6 June	Extraordinary Audit Panel Meeting - Annual Plan and Budget Estimates
7 June	Meeting with Lyn Robertson and Jenny Claire
	Meeting with Sony Booth, TasNetworks
	Virtual meeting with Homes Tasmania
	2023-2024 Annual Plan and Budget Estimates - Community Consultation Session – Zoom Session
13 June	Meeting with Luke Edmunds MLC
14 June	PSC Meeting - BAFC Redevelopment
	Living in Australia 2023 - National Liveability Survey - Key Insights Launch

**Notification of Council Workshops**

The General Manager advises that the following Workshops were held since the last Council Meeting report:

<b>Workshop</b>	<b>16 May 2023</b>
Councillors in attendance	Mayor Brumby, Deputy Mayor Simpson, Cr Dorsey, Cr Grave, Cr Keygan, Cr Lynch, Cr Pease
Apologies	Cr Aitken and Cr Kons
Items Discussed	Out of Session Workshop Briefing Papers
	Upper Burnie Sports Centre – Indicative Costs for a Third Court
	Draft Annual Plan and Budget Estimates
	Mayor and General Manager's Update

<b>Workshop</b>	<b>6 June 2023</b>
Councillors in attendance	Mayor Brumby, Deputy Mayor Simpson, Cr Aitken, Cr Dorsey, Cr Grave, Cr Keygan, Cr Kons, Cr Lynch, Cr Pease
Apologies	
Items Discussed	Burnie Works Update
	Burnie Airport Corporation Update
	North West Transmission Developments and Marinus Link Updates
	Strategic Plan Consultation Feedback
	Mayor and General Manager's Update

<b>Workshop</b>	<b>13 June 2023</b>
Councillors in attendance	Mayor Brumby, Deputy Mayor Simpson, Cr Aitken, Cr Grave, Cr Keygan, Cr Kons, Cr Lynch, Cr Pease
Apologies	Cr Dorsey
Items Discussed	Out of Session Workshop Briefing Papers
	Rates and Charges Policy
	Final Draft Annual Plan and Budget Estimates
	Burnie Airport Corporation discussion
	Mayor and General Manager's Update

**Notification of Committee Meetings**

The General Manager advises that the following Committee Meetings were held since the last Council Meeting report:

17 May	Western Emergency Management Meeting
	CBD Reference Group Meeting
18 May	Public Events Working Group Meeting
25 May	Youth Council
6 June	Extraordinary Audit Panel Meeting - Annual Plan and Budget Estimates

**Correspondence for Noting**

No correspondence for noting

**Council Meeting Action List**

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

**ATTACHMENTS**

1. [All Actions - Open Session - 23 May 2023](#)
2. [Outstanding Actions - Open Session - up to 26 April 2023](#)

**COUNCIL RESOLUTION**

**Resolution number: MO117-23**

**MOVED:** *Cr T Aitken*

**SECONDED:** *Cr G Simpson*

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

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

Against:

***CARRIED UNANIMOUSLY***

**Council Meeting Action Report**

All Actions for Open Session of 23 May 2023

Date From: 23/05/2023  
 Date To: 23/05/2023  
 Printed: Thursday, 15 June 2023 5:19pm

**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
AO081-23	EMERGENCY MANAGEMENT ACT - NOMINATION FOR MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR AND DEPUTY	24 May 2023 RES: Make nomination for MEMC and Deputy MEMC to Minister, and update the Appointments in Register once the documentation is received and gazetted. 31 May 2023 Completed - Letter sent to SES for Ministerial appointments 23/14212	Office of the General Manager	31/05/2023
Council 23/05/2023				
AO080-23	DRAFT ANNUAL PLAN AND BUDGET ESTIMATES 2023-24	24 May 2023 RES: Progress the draft 2023-24 ABPE for public consultation, per Council Resolution AO080-23. 25 May 2023 Completed - Community feedback process launched 24 May 2023 for a 21 day exhibition period.	Corporate and Commercial Services	25/05/2023
Council 23/05/2023				
AO079-23	COUNCIL DELEGATIONS - LAND USE PLANNING AND APPROVALS ACT 1993	24 May 2023 RES: Revoke LUPAA delegation to P Earle in the delegations system and update register, per Council Resolution AO079-23. 25 May 2023 Completed - Instrument revoked and noted on Memo 23/13496	Office of the General Manager	25/05/2023
Council 23/05/2023				



**Council Meeting Action Report****Outstanding Actions for Open Sessions up to 26 April 2023**

**Date From:** 1/01/1900  
**Date To:** 26/04/2023  
**Printed:** Thursday, 15 June 2023 5:24pm

**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
AO265-20	MOTION ON NOTICE - DUAL NAMING POLICY	<p><b>18 Nov 2020</b> 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><b>14 Apr 2021</b> NOTE: Written to TAC seeking to engage in discussion as a starting point, 21/26471.</p> <p><b>11 Oct 2021</b> NOTE: 7/8 - follow up email sent, no response to date.</p> <p><b>10 May 2022</b> NOTE: Several attempts to engage have not provided a successful outcome. An alternative contact is being sourced through UTAS.</p> <p><b>15 Mar 2023</b> NOTE: Meeting scheduled with TAC for Tuesday, 21 March 2023</p> <p><b>12 Apr 2023</b> NOTE: Meeting took place 21/3. Agreement TAC will provide details of the geographical feature in Burnie municipality it would like to have dual named – mainly rivers and mountains. Also discussed TAC Language Program and Burning Country – Pakana Rangers.</p> <p><b>14 Jun 2023</b> NOTE: Contact received from Circular Head Aboriginal Corporation, requesting to meet, being arranged.</p>	Office of the General Manager	
Council 17/11/2020				
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	<p><b>23 Mar 2022</b> RES: Progress the potential disposal of land at Lot 2, 1 Mussen Close, to the Supported Affordable Accommodation Trust, in accordance with the authorisation of Council to dispose as public land, resolution AO042-22.</p> <p><b>29 Jul 2022</b> NOTE: General Manager working with PDA and MMT on plan of subdivision and contract of sale</p> <p><b>14 Jun 2023</b> NOTE: Works currently occurring to complete sub-division process.</p>	Office of the General Manager	
Council 22/03/2022				

Council Meeting Action Report				
<b>Outstanding Actions for Open Sessions up to 26 April 2023</b>				
<b>Date From:</b> 1/01/1900 <b>Date To:</b> 26/04/2023 <b>Printed:</b> Thursday, 15 June 2023 5:24pm				
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note				
Item Number	Report Title	Action	Department	Completed
AO106-22	BY-LAW - INTENTION TO MAKE A NEW BY-LAW - DRAFT PUBLIC PLACES BY-LAW	<b>05 Jul 2022</b> RES: Request the preparation of a Regulatory Impact Statement for the draft Public Places By-law and then progress the required Director's certification and public consultation process, before returning a report to Council, per AO106-22.  <b>06 Jul 2022</b> NOTE: Preparation of RIS requested from legal practitioner on 6.7.22, doc 22/19343.  <b>17 Nov 2022</b> NOTE: RIS received and being reviewed.  <b>11 Jan 2023</b> NOTE: RIS finalised and sent to Director Local Government on 10.1.22 with draft by-law, seeking certification, prior to final stage of community consultation.  <b>13 Apr 2023</b> NOTE: Public consultation information prepared, awaiting Certificate from Director Local Government.	Office of the General Manager	
Council 28/06/2022				
AO101-22	MOTION ON NOTICE - RELOCATION OF BURNIE FARMER'S MARKET	<b>05 Jul 2022</b> RES: Open negotiations with organiser and stallholders of BFM, on a suggested relocation of the market into the city, per Council resolution AO101-22  <b>09 Sep 2022</b> NOTE: Meeting sought with organisers <b>07 Oct 2022</b> NOTE: Meeting organised for 11/10/2022  <b>15 Mar 2023</b> NOTE: Re-contacted 10/3/2023. Additional information to be provided to Council	Office of the General Manager	
Council 28/06/2022				
AO007-23	MOTION ON NOTICE - RECOGNITION OF CORPORAL CAMERON BAIRD DRIVE	<b>02 Feb 2023</b> RES: In consultation with the Baird family, write to the Nomenclature Board to request naming of internal drive at Burnie Park to be named in recognition of Cpl Baird VC MG, per Council Resolution AO007-23.  <b>16 Feb 2023</b> NOTE: Correspondence sent to the Baird Family - DOC ID 23/3310  <b>12 Apr 2023</b> NOTE: Confirmation received from Baird Family and correspondence sent to the Nomenclature Office (DOC ID 23/8858)  <b>24 Apr 2023</b> NOTE: Request sent to Place Name Advisory Board - referring Council's request to the Place Names Advisory Panel for consideration as an exemption to the Guidelines (DOC ID 23/10170)  <b>29 May 2023</b> NOTE: 26/4/2023 - Advice received from Dept of Natural Resources and Environment Tasmania advising the name had been advertised as per the Place Names Act 2020 and included as an item on their June 2023 meeting agenda	Office of the General Manager	
Council 31/01/2023				

**Council Meeting Action Report****Outstanding Actions for Open Sessions up to 26 April 2023**

**Date From:** 1/01/1900  
**Date To:** 26/04/2023  
**Printed:** Thursday, 15 June 2023 5:24pm

**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
AO041-23	MOTION ON NOTICE - FREE MOTORCYCLE PARKING IN THE CBD	<b>27 Apr 2023</b> RES: Provide list of suitable CBD locations for conversion to free motorcycle parking as part of budget deliberations by 31 August 2023 (as later extended by AO057-23); for implementation in accordance with Council resolution AO041-23.	Land and Environmental Services	
Council 28/03/2023				
AO069-23	LAND DISPOSAL - PROPOSAL TO DISPOSE OF PUBLIC LAND - CAMDALE, CT VOLUME 65830 FOLIO 1, CT VOLUME 65830 FOLIO 2 AND CT VOLUME 65830 FOLIO 3	<b>27 Apr 2023</b> RES: Implement steps to commence the public land disposal process for land at Camdale, per Council Resolution AO069-23 and bring a further report to Council. <b>10 May 2023</b> NOTE: Consultation period commencing with advertising from Sat 13 May. Further report to be brought back to Council. <b>15 Jun 2023</b> NOTE: Report to June Council Meeting	Office of the General Manager	
Council 26/04/2023				

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**MINUTES AND REPORTS OF COMMITTEES****AO104-23 BURNIE CITY COUNCIL AUDIT PANEL - UNCONFIRMED MINUTES  
OF MEETING HELD ON 3 MAY 2023**FILE NO: 13/2/2

---

**RECOMMENDATION:*****“THAT Council:***

- 1) Note the unconfirmed minutes of the Audit Panel meeting held on the 3 May 2023; and***
- 2) Acknowledge receipt of the letter dated 10 May 2023 from the Chairperson of the Burnie City Council Audit Panel.”***

**SUMMARY**

Council’s Audit Panel met on 3 May 2023. The unconfirmed minutes and a report from the Chairperson are **attached** for the information of Councillors.

In addition to the Panel’s standing agenda items, the meeting had a special focus on the following matters:-

- Draft Financial Management Strategy 2024-2033
- Strategic Risk Register Review
- Status of Previous Tasmanian Audit Office Findings
- Strategic Procurement in Local Government
- Asset Management Practices Improvement Plan
- Review of Council's Gifts and Benefits Register
- Draft Audit Strategy 2022-23

There were no formal recommendations that require consideration by the Council arising from the meeting of the 3 May 2023.

**ATTACHMENTS**

- 1[!\[\]\(f6ec0429e2f15dbd4a39b612501b6fa4\_img.jpg\)](#) Audit Panel Unconfirmed Minutes of Meeting - 3 May 2023
- 2[!\[\]\(bccf48a45f044a80137a9e5c119c3170\_img.jpg\)](#) Chairperson Report - BCC Audit Panel 10 May 2023

**COUNCIL RESOLUTION****Resolution number: MO118-23*****MOVED: Cr D Pease******SECONDED: Cr A Keygan******“THAT Council:***

- 1) Note the unconfirmed minutes of the Audit Panel meeting held on the 3 May 2023; and***
- 2) Acknowledge receipt of the letter dated 10 May 2023 from the Chairperson of the Burnie City Council Audit Panel.”***

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

**Against:**

***CARRIED UNANIMOUSLY***



**Burnie City Council Audit Panel**

# Unconfirmed Minutes

**Meeting held on WEDNESDAY, 3 MAY 2023**

**At the Burnie City Council, 80 Wilson Street, Burnie**

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# ORDER OF BUSINESS

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# ORDER OF BUSINESS

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AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**MINUTES OF THE AUDIT PANEL MEETING  
HELD AT THE CITY OFFICES ON WEDNESDAY, 3 MAY 2023**

**HOURL:** 1.03 pm- 4.10 pm

**TIME OCCUPIED:** 3 hour 7 minutes

**PRESENT:**

**Members**

Ken Clarke (Chairperson), Lisa Dixon (Panel Member), Bill Hutcheson (Panel Member)

**Councillors**

Cr D Pease, Cr C Lynch

**Officers**

Acting General Manager (B Lynch), Chief Financial Officer (B Pilgrim), Executive Manager – Corporate Governance (M Neasey)

**Invited Guests**

NIL

**APOLOGIES:** General Manager (S Overland)

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**PRELIMINARIES****AUD022-23                      AUDIT PANEL DECLARATIONS OF INTEREST****FILE NO:**                      13/2/2**PREVIOUS MIN:**

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The Chairperson requested Members to declare any interest that they or a close associate may have in respect of any matter appearing on the Agenda.

Ken Clarke reiterated that he is on the board of Dulverton Waste Centre and Burnie Airport Corporation, and further advised that has been appointed to the Central Coast Council Audit Panel since 23 February 2023

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

---

***PRELIMINARIES***

**AUD023-23          ADOPTION OF AGENDA**

**FILE NO:**                13/2/2

**PREVIOUS MIN:**

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The Chairperson requested Members to adopt the Agenda as presented and called for any additional items.

The Agenda was adopted as presented, including the late supplementary report AUD041-23 issued on 2 May 2023.

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

**PRELIMINARIES****AUD024-23          CONFIRMATION OF MINUTES****FILE NO:**                13/2/2  
**PREVIOUS MIN:****RECOMMENDATION:**

***"THAT the minutes of the Audit Panel meeting held at the City Offices on Wednesday, 8 February 2023, be confirmed as true and correct."***

**SUMMARY**

The Audit Panel met on Wednesday, 8 February 2023. A copy of the unconfirmed minutes has been provided under separate cover.

**AUDIT PANEL RESOLUTION****MOVED:**                *Panel Member C Lynch***SECONDED:**        *Panel Member L Dixon*

***"THAT the minutes of the Audit Panel meeting held at The Point West Park on Wednesday, 8 February 2023, be confirmed as true and correct."***

**For:**                    Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

**Against:**

**CARRIED UNANIMOUSLY**

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**PRELIMINARIES****AUD025-23                      COMMUNICATION WITH COUNCIL**

FILE NO:                      13/2/2  
PREVIOUS MIN:

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**RECOMMENDATION:**

*"THAT the Audit Panel note, as attached:*

- 1) The Chairperson's Report to Council dated 24 February 2023, and*
- 2) The Council's response to the Chairperson dated 5 April 2023."*

**SUMMARY****Correspondence with Council**

The Audit Panel last met on Wednesday, 8 February 2023.

Following this meeting, the Chairperson provided the attached report (Attachment 1) to Council which was considered at the Council meeting of 28 March 2023.

A copy of Council's response from the Mayor is attached (Attachment 2).

**Matters referred by Council**

There are no new matters referred to the Audit Panel by the Council.

**ATTACHMENTS**

1. Chairperson Report - BCC Audit Panel - 24 February 2023
2. Councils Response to Chairperson Report 5 April 2023

## AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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## AUDIT PANEL RESOLUTION

**MOVED:** *Panel Member B Hutcheson***SECONDED:** *Panel Member D Pease****"THAT the Audit Panel note, as attached:***

- 1) The Chairperson's Report to Council dated 24 February 2023, and***
- 2) The Council's response to the Chairperson dated 5 April 2023."***

**For:** Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

**Against:**

***CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**PRELIMINARIES****AUD026-23                      RECOMMENDATIONS AND ACTIONS****FILE NO:**                      13/2/2  
**PREVIOUS MIN:**

---

**RECOMMENDATION:*****“THAT the Audit Panel note, as attached:***

- 1) All actions from the last Audit Panel meeting, and***
- 2) Those actions still outstanding from prior to the last meeting.”***

**SUMMARY****Schedule of Recommendations**

There are currently no outstanding formal recommendations made to Council by the Audit Panel.

**Action Reports**

Action Reports refer to informal actions to be completed, resulting from discussions at the Audit Panel meetings.

The attached Action Reports show:

- All actions from last meeting (including those since completed)
- Any actions which are still outstanding from prior meetings

**AUDIT PANEL DISCUSSION**

B Lynch provided a further update on the current outstanding actions listed in the attachments, with particular focus on the progress of the strategic plan, information security management system, and the new financial reporting framework.

**ATTACHMENTS**

1. Audit Panel - All Actions 8 Feb 2023
  2. Audit Panel - Outstanding Actions to Jan 2023
-

## AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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## AUDIT PANEL RESOLUTION

**MOVED:** *Panel Member L Dixon***SECONDED:** *Chairperson K Clarke****“THAT the Audit Panel note, as attached:***

- 1) All actions from the last Audit Panel meeting, and***
- 2) Those actions still outstanding from prior to the last meeting.”***

**For:** Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

**Against:**

***CARRIED UNANIMOUSLY***



AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**SPECIAL FOCUS MATTERS****AUD027-23                      DRAFT FINANCIAL MANAGEMENT STRATEGY 2024-2033****FILE NO:**                      13/2/2  
**PREVIOUS MIN:**

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**RECOMMENDATION:*****"THAT the Audit Panel receive and note the information provided."*****Report Author:** Bel Lynch, Director Corporate and Commercial Services**1.0           EXECUTIVE SUMMARY****Purpose and Background**

The purpose of this report is to provide the Audit Panel an update in relation to the adoption of the Financial Management Strategy (FMS).

**Key Issues**

- The Council is in a considerably compromised financial situation, which is projected to be sustained over the long term without intervention.
- Council had an initial FMS Workshop on 14 March 2023 at which it determined to continue with the financial parameters previously set, without change. No structural savings were identified at this Workshop which resulted in the only lever available to the Council in order to increase its financial capacity, falling to rate increases.
- The FMS tabled to the Council meeting of 28 March 2023 was deferred for decision.
- The Council has now had an additional two Workshops regarding the revised Financial Management Strategy 2024-2033, the most recent of which was conducted on 18 April 2023.
- At the last Workshop Council identified \$450,000 of strategic savings to be incorporated into the FMS.
- Modelling needs to now occur on the rate increase, particularly in 2023-24, that results from the need to increase income.
- The FMS will be provided to the June Council meeting for adoption, once it is finalised.

**2.0 SUPPORTING INFORMATION****Strategic Alignment**

The report aligns with the Council Plan 2022-2025 through the key enabler of Financial Management.

**Legal**

Sections 70 of the *Local Government Act 1993* requires the Council to have a Long Term Financial Management Plan for at least a 10 year period.

Additionally, the Council is required to have a Financial Management Strategy that prescribes as a minimum, the requirements under section 70A of the Act. Council has one FMS document that currently provides for both purposes and therefore meets the Council's legislative obligations.

**Finance**

There are significant financial impacts that arise from not having a Financial Management Strategy that sets the foundation to financial sustainability for the future. There remains a significant body of work, and key strategic decisions in order to provide structural savings in as a means of continuing to repair Council's financial situation over the long term.

**Relation to Council Policy**

The current Financial Management Strategy 2022-2032 is related to this matter.

**Discussion**

At the Workshop conducted on 18 April 2023, there were \$450,000 savings identified that will now be factored into the FMS before it goes before Council for adoption. These saving have arisen from the:

- Identification of variations between the physical waste collection services, and rating parameters within the rating system (circa \$100,000 income generation annually); and
- Savings now made through the Council decision to outsource the waste management service to Dulverton Waste Management (\$300,000 saving annually); and
- A commitment by the Council to reduce or negate depreciation and other expenses over the 2024-25 and 2025-26 financial years, by developing a Disposal Strategy for Council assets (committed \$50,000 saving in each financial year – total \$100,000).

Additionally councillors agreed with a number of other strategies officers put forward that will be considered on the basis that there are potential material income uplifts, or structural savings to be made. These strategies however for the most part require a significant body of work to achieve a position to take to the Council for decision, and therefore officers have

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committed to progressing the work during 2023-24, so as to have a position on many of these strategies before the next budget cycle.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

There are significant risks associated with the Council's present financial situation, which is the subject of ongoing discussions between councillors and senior management. Strategies are being developed to set Council on a path to financial sustainability over the long term.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Relevant Council officers have been consulted in the preparation of this report. Additionally councillors have had three Council Workshops on this matter.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**3.0 DETAIL**

For the benefit of the Audit Panel, there are a number of attachments provided indicating the financial information provided to councillors at Council Workshops.

**AUDIT PANEL DISCUSSION**

B Lynch provided an update on the progress of discussions with Council around the draft Financial Management Strategy, noting that the draft budget will be prepared based on the proposed draft Financial Management Strategy which will each then be brought back to Council for final adoption.

The Panel raised questions around proposed rates, waste charges, rating system, asset lives and disposals, the management of specific risks relating to rates management, cost indexes applied, rates discount impact, and a communication plan for the community in preparation for 2023-24 rates.

B Lynch and B Pilgrim outlined work progressing in the review of asset data.

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K Clarke acknowledged that the draft FMS is a good document with clear visuals, helpful sensitivity analysis, and with clear and direct language.

**ATTACHMENTS**

1. Draft Financial Management Strategy (as presented to Council)
2. Workshop Papers and Presentation - 14 March 2023
3. Workshop Papers and Presentation - 4 April 2023
4. Workshop Papers and Presentation - 18 April 2023

**AUDIT PANEL RESOLUTION****MOVED:** *Panel Member C Lynch***SECONDED:** *Chairperson K Clarke****"THAT the Audit Panel receive and note the information provided."***

For: Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

Against:

***CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

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**SPECIAL FOCUS MATTERS****AUD028-23 STRATEGIC RISK REGISTER REVIEW**

FILE NO: 13/2/2

PREVIOUS MIN:

**RECOMMENDATION:**

***“THAT the Audit Panel note the revised Strategic Risk Register, updated in February 2023.”***

**Report Author:** Michelle Neasey, Executive Manager Corporate Governance

**1.0 EXECUTIVE SUMMARY****Purpose and Background**

To review the Strategic Risk Register as adopted by Council, and the accompanying report since the report tabled to the last Audit Panel meeting.

**Key Issues**

The Audit Panel considered the progress update report at its last Audit Panel meeting, and provided suggestions which have been incorporated into this report. The Strategic Risk Register was then discussed with councillors at a Council Workshop, and adopted by the Council on 28 February 2023.

Specifically, the Audit Panel provided the following feedback which was incorporated into the report to Council:

- The inclusion of a one page summary (attached to this report)
- The need for additional commentary around the removal of the compliance risk (outlined in this report)
- Clarification on the terminology used for risk register reviews. From here-on the annual full review of the register will be termed ‘Review’. The six monthly report will be termed an ‘Update Report’, to assist in clarifying the difference.

**2.0 SUPPORTING INFORMATION****Strategic Alignment**

This report relates to the Council Plan Enablers, Financial Management, Data and Agility. Current and relevant risk information is necessary to effectively inform the budget and

## AUDIT PANEL MEETING

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planning process. Understanding the changing environment and approaching risks assists to enable agility.

**Legal**

There are no direct legal implications or legislative requirements for Council arising from the recommendation in this report. Council does have broad legal obligations relating to duty of care, workplace responsibilities, as well as specific legislative compliance.

**Finance**

There are no direct financial impacts resulting from this report. The Strategic Risk Register is an important input for the allocation of resources in future budgets, to reduce areas of highest risk.

**Relation to Council Policy**

The Strategic Risk Register has been reviewed in the context of Council's Risk Management Framework GL-CCS-RM-001.

**Discussion**

A detailed review has been undertaken and was outlined in the previous Review Progress Report, which was tabled to Audit Panel on 8 February and later to a Council Workshop held on 14 February 2023.

The review process resulted in:

- a) A recommendation to **remove** Compliance as a strategic risk, on the basis that the risk did not present the same level of strategic risk exposure for Council, given the strength of its existing controls, its status continues to remain stable, and no new actions are currently identified. These factors continue to support a revised risk rating of Low. The risk continues to be managed at an operational level. The following update was included in the Council Progress Report:

*Removal of Compliance as a strategic risk*

This risk profile was considered noting that this risk area did not present the same level of strategic risk exposure for Council, given the strength of its existing controls and that its status continued to remain stable. There is only one committed action for this risk which remains ongoing (compared to other risks which have multiple actions required), and the number of stable controls in place are continuing to support a revised risk rating of Low. At this level, the risk is no longer considered a current threat to achieving Council's strategic objectives, and therefore recommended to be removed from the register for 2023.

This does not mean the risk no longer exists, and the controls will still continue to be maintained.

- b) A recommendation to **add** Climate Adaptation as a strategic risk, being the single most important emerging risk both at a sector level and specific to council

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experience. A new risk profile has been included, with a rating of Extreme before and after controls, noting Council's limited ability to reduce risk and the need to resource responsiveness.

- c) A recommendation to **add** Asset Management as a new risk in its own right, on the basis of recent work in asset management maturity. A new risk profile has been included with a revised rating of High, and actions are included to address areas of current exposure.
- d) A review of all other risk profiles, including the current factors influencing the risk, ratings, and a revision of current committed actions.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

It is important that Council maintains a current and relevant focus on those strategic risks which may impact its ability to achieve its objectives. A six monthly Strategic Risk Update will be maintained to focus on new and emerging risks, critical risk actions listed in the risk profiles, and the status of current risks.

By retaining a clear focus and understanding of current strategic risks, Council is better positioned to plan and budget its resources to mitigate its various risks. The effective review and application of the risk register is in itself a primary risk management tool.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Senior managers have participated in several sessions to review the Strategic Risk Register. Suggestions from the Audit Panel on 8 February 2023 have been incorporated, as outlined in the Review Report tabled to the Council Workshop. Councillors have discussed the Review Report and Strategic Risk Register on 14 February 2023.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**3.0 DETAIL**

The attached documents include:

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- a one page summary snapshot of Council's strategic risks, and
- the Strategic Risk Register, as adopted by Council.

The overview in the Strategic Risk Register provides an explanation of each of the terms used in the risk profiles.

Ratings for each risk (before and after controls) are assessed in accordance with the Risk Management Framework.

Each risk then has a set of 'committed actions' aimed at reducing the risk: these are the high level actions which have been agreed and resourced. The actions are then linked through to various Service Level Plans within the organisation and monitored through quarterly Service Level Plan reviews.

Separate to this and at an operational level, all Service Level Plans across Council (down to Business Unit and Team level), include a risk section, to analyse the current risks impacting that service. Service Level Plans are prepared annually and reviewed on a quarterly basis.

The Review Report which outlined the process, information considered, and outcomes of the review is not attached but was tabled to Council Workshop in February.

**AUDIT PANEL DISCUSSION**

B Lynch provided a summary of the tabled report, noting the changes made in the recent review.

K Clarke made a suggestion for future register reviews, that each risk include a history of the revised risk rating in past periods (eg traffic light style) to depict the movement of the risk over time, which was noted and agreed.

A question was raised around explanation of the governance risk description which incorporates councillor behaviour and conduct. The incoming legislation for providing a safe workplace was noted, which impacts the management of this risk.

It was noted that risks with ratings over the set threshold in the Risk Management Framework are then included for review in the Audit Panel Work Plan.



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## ATTACHMENTS

1. One Page Summary - Snapshot of Strategic Risks
2. Strategic Risk Register - Profiles

## AUDIT PANEL RESOLUTION

**MOVED:** *Panel Member D Pease***SECONDED:** *Chairperson K Clarke****"THAT the Audit Panel note the revised Strategic Risk Register, updated in February 2023."***

For: Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

Against:

***CARRIED UNANIMOUSLY***

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**SPECIAL FOCUS MATTERS****AUD029-23 STATUS OF PREVIOUS TASMANIAN AUDIT OFFICE FINDINGS****FILE NO:** 13/2/2  
**PREVIOUS MIN:****RECOMMENDATION:*****"THAT the Audit Panel receive and note the information provided."*****Report Author:** Bel Lynch, Director of Corporate and Commercial Services**1.0 EXECUTIVE SUMMARY****Purpose and Background**

The TAO provided their last Memorandum of Audit Findings for the 2021-22 financial year, on 2 December 2022. In summary the report indicates that there were:

- There are no matters that remain outstanding from prior year audits; and
- Three matters arose from the audit conducted in 2021-22 that remained outstanding at the time of the report being developed. Two of these recommendations are considered low risk and one is deemed to be a moderate risk.

The report provides a summary to the Audit Panel of those recommendations that remain outstanding and the status of each.

**Key Issues**

Due to other priorities there has been little action on the actions to be undertaken at this time.

**2.0 SUPPORTING INFORMATION****Strategic Alignment**

This matter aligns with the Council Plan 2022-2025 key enabler of Financial Management.

**Legal**

Division 4 of the Act provides the functions of the Audit Panel as follows:

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**85A. Functions of audit panels**

- (1) An audit panel established under section 85 is to review the council's performance in relation to –
- (a) the council's financial system, financial governance arrangements and financial management; and
  - (b) all plans of the council under Part 7 ; and
  - (c) all policies, systems and controls the council has in place to safeguard its long-term financial position; and
  - (d) any other matters specified in an order under section 85B as matters that an audit panel is to consider in such a review.
- (2) A council, audit panel or person is to comply with the requirements, specified in an order under section 85B that apply in relation to the council, audit panel or person.

**Finance**

There are no direct financial implications that arise from this report.

**Relation to Council Policy**

The Council's Audit Panel Terms of Reference outlines the Panel's role in monitoring management's implementation of the commitments made in relation to audit findings:

**9.2.3 External Audit**

- a) Provide input and feedback on the performance audit coverage proposed by external auditor and provide feedback on the audit services provided;
- b) Provide feedback on the financial statements and the management representation letter;
- c) Review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations; and
- d) Provide advice to Council on action taken on significant issues raised in relevant external audit reports and better practice guides.

**Discussion**

The last report of this nature was provided to the Audit Panel at the meeting of 7 December 2022.

The below table outlines the three recommendations that remain outstanding from the 2021-22 audit, and their relevant status:

Risk	Recommendation	Timeframe	Responsibility	Status
Documentation of financial procedures and control activities	Council improve documentation of procedures relating to financial procedures and control activities,	June 2024	Director Corporate and Commercial	Not yet commenced

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(reference 1.1) Low risk	including incorporation of key internal controls to mitigate financial risks		Services	
Identifying and assessing business risk relevant to financial reporting objectives (reference 1.2) Low risk	Management undertake a risk assessment to specifically assess business risks relevant to financial reporting objectives.	June 2024	Director Corporate and Commercial Services	Not yet commenced
Assessment of useful lives (reference 1.3) Moderate risk	It is recommended an annual review and assessment of asset's useful lives is performed	June 2023	Director Works and Services	The current condition assessment data collection process is collecting updated useful lives

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

There are no significant risks that arise from this report.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Relevant Council officers have been consulted in the preparation of this report.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**3.0 DETAIL**

The Memorandum of Audit Findings report is **attached** for comprehensive information related to this matter.

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**AUDIT PANEL DISCUSSION**

B Lynch provided a short update on the TAO findings still outstanding. The Panel queried progress on the assessment of useful lives, and it was responded that the work is being prioritised in categories to advance the work over time.

**ATTACHMENTS**

1. Memorandum of Audit Findings 2021-22

**AUDIT PANEL RESOLUTION**

**MOVED:** *Panel Member C Lynch*

**SECONDED:** *Panel Member B Hutcheson*

***“THAT the Audit Panel receive and note the information provided.”***

For: Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

Against:

***CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

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**SPECIAL FOCUS MATTERS****AUD030-23 STRATEGIC PROCUREMENT IN LOCAL GOVERNMENT****FILE NO:** 13/2/2**PREVIOUS MIN:****RECOMMENDATION:*****"THAT the Audit Panel receive and note the information provided."*****Report Author:** Bel Lynch, Director Corporate and Commercial Services**1.0 EXECUTIVE SUMMARY****Purpose and Background**

The purpose of this report is to provide the Audit Panel with the recommendations of the Tasmanian Audit Office regarding their recent strategic procurement audit, of which Burnie City Council were one of the audited councils.

**Key Issues**

In addition to the full report that went to Parliament, the Council has been provided with the findings of our specific audit which are attached. There are no significant deficiencies or risks that require addressing.

**2.0 SUPPORTING INFORMATION****Strategic Alignment**

This matter aligns to the Council Plan 2022-2025 with regard to the key enabler Financial Management.

**Legal**

There are no legal implications that arise from this report.

**Finance**

There are no significant financial impacts that arise from this report.

**Relation to Council Policy**

The Council's Code of Tenders and Contracts is relevant to this matter.

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**Discussion**

In late 2022, the Tasmanian Audit Office conducted its third audit report examining procurement in local government. This audit was different to the last insofar as it took a different approach by focussing on strategic procurement with an emphasis on assessing how councils determined and monitored the value they derive from procurement. In particular the audit examined how councils used procurement to help achieve their strategic goals and objectives and derived greater benefit for the council, suppliers and the community.

Burnie City Council was included in this audit along with a number of other councils from around Tasmania. The full report delivered on the matter has now been tabled to Parliament and is available [here](#) for the benefit of the Audit Panel.

Additionally, the Council has been provided with the findings of our particular audit which are also included for the benefit of the Panel as attached.

There are no significant deficiencies that have been found that would lead to a need to attend to risks or implement controls, which is a positive outcome for our council.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

There are no significant risks that arise from this report.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Relevant Council officers have been consulted in the preparation of this report.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**AUDIT PANEL DISCUSSION**

B Lynch spoke to the outcome of the recent TAO procurement audit.

## AUDIT PANEL MEETING

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## ATTACHMENTS

1. Burnie City Council - Strategic Procurement Audit Findings

## AUDIT PANEL RESOLUTION

**MOVED:** *Panel Member D Pease***SECONDED:** *Chairperson K Clarke****“THAT the Audit Panel receive and note the information provided.”***

For: Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

Against:

***CARRIED UNANIMOUSLY***



AUDIT PANEL MEETING

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**SPECIAL FOCUS MATTERS****AUD031-23            ASSET MANAGEMENT PRACTICES IMPROVEMENT PLAN****FILE NO:**            13/2/2**PREVIOUS MIN:**

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**RECOMMENDATION:*****"THAT the Audit Panel note the information provided."*****Report Author:** Bel Lynch, Director of Corporate and Commercial Services**1.0       EXECUTIVE SUMMARY****Purpose and Background**

The purpose of this report is to provide the Audit Panel with the Asset Management Practices Improvement Plan (AMPIP) developed following the Asset Maturity Assessment that was undertaken in January 2023.

**Key Issues**

There is a considerable amount of work to be undertaken in order to lift the Council's asset management capability to what is considered to be 'competent' in this area. Council seeks to do this over the next three years (Horizon 1).

Horizon 2 then seeks to increase our capability to where our target, or aspirational, levels of a local government jurisdiction and taking account of our size, complexity and asset base.

**2.0       SUPPORTING INFORMATION****Strategic Alignment**

This matter aligns with the Council Plan 2022 – 2025 under the key goal area of Community Facilities to Support Liveability, and the key enablers of Financial Management and Data.

**Legal**

The legislative framework for asset management is articulated in the document attached.

**Finance**

There are no financial impacts that result from this report.

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## AUDIT PANEL MEETING

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**Relation to Council Policy**

Council's Asset Management Policy is related to this matter.

**Discussion**

At the Audit Panel meeting of 8 February 2023, officers presented what was at that time the draft Asset Management Maturity Assessment which resulted from an assessment undertaken in January 2023. Since this time, the report has been finalised and is no longer draft.

To that end, the associated Asset Management Practices Improvement Plan (AMPIP) has now been developed and was adopted by core EMT on 21 April 2023. The Advisory Group that was established to undertake the Maturity Assessment will be retained in order to meet quarterly and provide oversight of the AMPIPs implementation.

Another meaningful change recently made is that a position within the Technical Services Unit has been modified to focus purely on asset management governance and practices in order to have some dedicated uplift in order to achieve our objectives.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	Asset management has one of the largest impacts on the Council's financial performance and planning	Develop a more mature asset management framework  Implement greater informed decision making for asset management
Asset and Infrastructure	Asset data is not comprehensive and the framework does not adequately inform EMT or Council of the inherent risks	Review asset data to improve its appropriateness and accuracy  Strengthen the processes around the capital works programming to consider risk more comprehensively

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Relevant Council officers have been consulted in the preparation of this report.

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**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**AUDIT PANEL DISCUSSION**

B Lynch outlined the progress to date in this area, noting that asset management remains the single biggest important issue contributing to Council's financial sustainability.

The current maturity assessment was noted, with current and target maturity levels shown in the report. The plan identifies key strategies and timeframes for improving asset management maturity over an extended period of time.

The Panel acknowledged the extensive amount of work required over the period, and raised questions around resourcing, the advisory group, and the asset management information system.

B Lynch confirmed that this work has been recognised as a high priority, with cross-department resourcing identified in the organisation to start advancing the work.

**ATTACHMENTS**

1. Asset Management Practices Improvement Plan

**AUDIT PANEL RESOLUTION**

**MOVED:** *Panel Member L Dixon*

**SECONDED:** *Panel Member B Hutcheson*

***"THAT the Audit Panel note the information provided."***

For: Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

Against:

***CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

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**SPECIAL FOCUS MATTERS****AUD032-23                      REVIEW OF COUNCIL'S GIFTS AND BENEFITS REGISTER****FILE NO:**                      13/2/2**PREVIOUS MIN:**

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**RECOMMENDATION:*****"THAT the Audit Panel note the information provided in this report."*****Report Author:** Michelle Neasey, Executive Manager Corporate Governance**1.0           EXECUTIVE SUMMARY****Purpose and Background**

This report provides the opportunity for the Audit Panel to review the Gifts and Benefits Register.

**Key Issues**

Council maintains a Gifts and Benefits Register, together with the required public disclosures, in accordance with the *Local Government Act 1993*.

**2.0           SUPPORTING INFORMATION****Strategic Alignment**

This report responds to a legislative requirement. There is alignment with the Council Plan 2022 – 2025 Enabler, Our People, in ensuring they are aware of obligations in carrying out their duties.

**Legal**

Part 5A of the *Local Government Act 1993* sets out the requirements in relation to Gifts and Donations for Councillors, including in summary:

- The requirement to notify the General Manager of any gift or donation; and
- The requirement to keep a register of gifts and donations that is publicly disclosed and updated monthly.

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**Finance**

There are no financial impacts resulting from this report.

**Relation to Council Policy**

In addition to the requirements of the Local Government Act which address gifts or donations to Councillors, Council maintains a Gifts, Benefits and Inducements Policy which sets the requirements for disclosure and approval or disposal of gifts received by staff. The policy was last reviewed in February 2022 and is attached for reference.

**Discussion**

Declarations are made by Councillors and staff on relevant forms which are submitted to the General Manager. All declarations made are entered onto the relevant Register for Councillors or staff.

The Councillors' Register of Gifts and Benefits is updated monthly and published on Council's website, <https://www.burnie.tas.gov.au/Council/About-Council/Elected-Officials>

The Staff Register of Gifts and Benefits is maintained internally but not published, in accordance with Council's policy.

A copy of both registers is attached for review.

Staff and Councillors are made aware of their reporting obligations in induction programs, and through annual reminders.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

There are no identified risks that require consideration in relation to this report.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Relevant Council Officers have been consulted in the preparation of this report.

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**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**AUDIT PANEL DISCUSSION**

The information was received with no further comments.

**ATTACHMENTS**

1. Policy - Receipt of Gifts, Benefits and Inducements
2. Councillors - Register of Gifts
3. Staff - Register of Gifts

**AUDIT PANEL RESOLUTION**

**MOVED:** *Panel Member D Pease*

**SECONDED:** *Chairperson K Clarke*

***"THAT the Audit Panel note the information provided in this report."***

For: Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

Against:

**CARRIED UNANIMOUSLY**

AUDIT PANEL MEETING

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**SPECIAL FOCUS MATTERS****AUD041-23                      DRAFT AUDIT STRATEGY 2022-23****FILE NO:**                      13/2/2**PREVIOUS MIN:****RECOMMENDATION:**

***"THAT the Audit Panel note the attached Draft Audit Strategy from Tasmanian Audit Office (TAO) for the 2022-23 financial year audit and provide any feedback on the draft document to Council officers."***

**Report Author:** Brad Pilgrim, Chief Financial Officer

**1.0            EXECUTIVE SUMMARY****Purpose and Background**

The Draft Audit Strategy has been tabled as a late paper to allow for the Audit Panel to consider the document and provide feedback to Council.

Officers are seeking to do this at the May meeting on the basis that waiting to the next Audit Panel meeting won't allow members the opportunity to provide feedback on the proposal.

**Key Issues**

An audit entry meeting was held with the Tasmanian Audit Office (TAO) on Thursday 27 April.

Following the meeting the Draft Audit Strategy was been received from TAO on Friday 28 April and was then reviewed by Council officers.

Council will collate the feedback and provide to TAO.

**2.0            SUPPORTING INFORMATION****Strategic Alignment**

This matter aligns with the Council Plan 2022-2025 by way of the key enabler of Financial Management.

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**Legal**

There are no direct legal implications or legislative requirements for Council arising from the recommendation in this report.

**Finance**

The cost for the 2022-23 financial year audit will be \$55,600 excluding GST.

**Relation to Council Policy**

There are no Council policies relating to this report.

**Discussion**

Further information is provided in the **attachment**.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

There are no identified risks that require consideration in relation to this report.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

Relevant Council officers have been consulted in the preparation of this report.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**AUDIT PANEL DISCUSSION**

B Pilgrim advised that the draft TAO strategy has been received as tabled. Panel members were invited to provide feedback after the meeting if necessary.

**ATTACHMENTS**

1. Draft Audit Strategy 2022-23



## AUDIT PANEL MEETING

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## AUDIT PANEL RESOLUTION

**MOVED:**            *Chairperson K Clarke***SECONDED:**      *Panel Member B Hutcheson****“That the Audit Panel note the attached Draft Audit Strategy from Tasmanian Audit Office (TAO) for the 2022-23 financial year audit.”*****For:**              Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.**Against:*****CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

**STANDING AGENDA ITEMS****AUD033-23                    GENERAL MANAGER'S CERTIFICATION - MARCH 2023****FILE NO:**                    13/2/2  
**PREVIOUS MIN:****RECOMMENDATION:**

***"THAT the Audit Panel note the General Manager's Certification for the period March 2023, as attached to this report."***

**SUMMARY**

Attached is the General Manager's certification for the period ending 31 March 2023.

**AUDIT PANEL DISCUSSION**

B Lynch provided an update on costs relating to the listed legal matter. There was no further discussion.

**ATTACHMENTS**

1. General Manager's Certification - March 2023

**AUDIT PANEL RESOLUTION****MOVED:**                    ***Panel Member B Hutcheson*****SECONDED:**            ***Panel Member D Pease***

***"THAT the Audit Panel note the General Manager's Certification for the period March 2023, as attached to this report."***

**For:**                    Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

**Against:**

***CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**STANDING AGENDA ITEMS****AUD034-23                      OUTSTANDING DEBTORS QUARTERLY REPORT - MARCH 2023****FILE NO:                      13/2/2**  
**PREVIOUS MIN:**

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**RECOMMENDATION:**

***"THAT the Audit Panel note the Outstanding Debtors Quarterly Report to March 2023, as attached."***

**SUMMARY**

A copy of the Outstanding Debtors Report as at 31 March 2023, as tabled to Council on 26 April 2023, is attached.

**AUDIT PANEL DISCUSSION**

B Lynch provided a verbal update on outstanding debtors.

K Clarke queried the process for follow-up, and B Lynch confirmed Council's debt management process.

**ATTACHMENTS**

1. Outstanding Debtors - March 2023

## AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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## AUDIT PANEL RESOLUTION

**MOVED:** *Panel Member L Dixon***SECONDED:** *Chairperson K Clarke****“THAT the Audit Panel note the Outstanding Debtors Quarterly Report to March 2023, as attached.”*****For:** Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.**Against:*****CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**STANDING AGENDA ITEMS****AUD035-23            GENERAL MANAGER'S QUARTERLY INFORMATION  
REPORT - CORPORATE AND COMMERCIAL SERVICES -  
MARCH 2023****FILE NO:**                13/2/2  
**PREVIOUS MIN:**

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**RECOMMENDATION:**

*"THAT the Audit Panel note the General Manager's Quarterly Information Report - Corporate and Commercial Services, as attached."*

**SUMMARY**

A copy of the General Manager's Quarterly Information Report for Corporate and Commercial Services for the March 2023 quarter, as tabled to Council on 26 April 2023, is attached.

**AUDIT PANEL DISCUSSION**

K Clarke queried the difference under current liabilities in staff provisions between forecast and revised budget – the question was taken on notice.

It was further noted that more commentary would be helpful on explaining balance sheet variances, particularly at this stage in the year. It was confirmed that commentary is currently focused on the PL but accepted that improvement is needed at a later stage on balance sheet commentary.

**ATTACHMENTS**

1. GM's Quarterly Report - Corporate and Commercial Services
2. 2022-23 Budget Estimates Review - March 2023 Quarter

## AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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## AUDIT PANEL RESOLUTION

**MOVED:**        *Panel Member C Lynch***SECONDED:**    *Panel Member B Hutcheson****“THAT the Audit Panel note the General Manager's Quarterly Information Report - Corporate and Commercial Services, as attached.”*****For:**            Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.**Against:*****CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**STANDING AGENDA ITEMS****AUD036-23                      PERSONNEL QUARTERLY REPORT - MARCH 2023****FILE NO:**                      13/2/2  
**PREVIOUS MIN:**

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**RECOMMENDATION:*****"THAT the Audit Panel note the Personnel Report for March 2023, as attached."*****SUMMARY**

A copy of the Personnel Report for the March 2023 quarter, as tabled to Council on 26 April 2023, is attached.

**AUDIT PANEL DISCUSSION**

B Lynch spoke to risk of planned capitalisation targets not being met by end of the year, and the potential impact on the operating budget. B Pilgrim further explained the impact of the current cycle of capital delivery and plans to improve this through a focus on planning and scheduling to ensure labour capitalisation is continuous.

K Clarke queried if the vacancy table could include the date the position first became vacant, noting that the suggestion could be taken on notice for further consideration.

**ATTACHMENTS**

1. Personnel Report - March 2023

## AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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## AUDIT PANEL RESOLUTION

**MOVED:** *Panel Member D Pease***SECONDED:** *Panel Member C Lynch****"THAT the Audit Panel:***

- 1) note the Personnel Report for March 2023, as attached***
- 2) request officers to consider updating the vacancy table to include the date the position first became vacant."***

**For:** Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

**Against:**

***CARRIED UNANIMOUSLY***



AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**STANDING AGENDA ITEMS****AUD037-23            GENERAL MANAGER'S PURCHASE CARD STATEMENT****FILE NO:**                13/2/2  
**PREVIOUS MIN:**

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**RECOMMENDATION:**

***"THAT the Audit Panel note the General Manager's Purchase Card Statement for the period 24 December 2022 to 27 March 2023."***

**SUMMARY**

A copy of the General Manager's Purchase Card Statements for the period 24 December 2022 to 27 March 2023 are attached for review.

In line with the Audit Panel's recommendation, this report no longer provides the tax invoice/receipt for each transaction. The Mayor as part of their approval, ensures there is appropriate evidentiary material to support the transactions.

**AUDIT PANEL DISCUSSION**

The information was received with no further comments

**ATTACHMENTS**

1. Purchase Card Statement 24 Dec 2022 - 25 Jan 2023
2. Purchase Card Statement 26 Jan 2023 - 24 Feb 2023
3. Purchase Card Statement 25 Feb 2023 - 27 Mar 2023

## AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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## AUDIT PANEL RESOLUTION

**MOVED:**        *Panel Member C Lynch***SECONDED:**    *Chairperson K Clarke****“THAT the Audit Panel note the General Manager’s Purchase Card Statement for the period 24 December 2022 to 27 March 2023.”*****For:**            Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.**Against:*****CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**STANDING AGENDA ITEMS****AUD038-23            AUDIT PLAN AND WORK PROGRAM****FILE NO:**                13/2/2  
**PREVIOUS MIN:**

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**RECOMMENDATION:*****“THAT the Audit Panel note the Work Plan for 2022-23, as attached.”*****SUMMARY**

At the March Council meeting the Financial Management Strategy was deferred for further consideration and in particular strategies the Council wish to consider in order to increase income, and decrease expenditure.

It is therefore proposed that the Audit Panel conduct an extraordinary meeting be held on Wednesday, 6 June 2023 at 1:00pm in the Council Chambers. This will enable Council officers to consult appropriate with the Audit Panel on the Annual Plan and Budget Estimates process prior to it proceeding to Council for adoption.

If this extraordinary meeting is not scheduled, the next meeting of the Audit Panel will be conducted in September 2023.

If this date does not work for Audit Panel members, a subsequent date may be agreed by negotiation at the meeting.

Attached is the Audit Plan and Work Program for reference.

**AUDIT PANEL DISCUSSION**

B Lynch noted that suggestion for an extraordinary Audit Panel meeting in June. It was agreed that Tuesday 6 June 1.00pm would be suitable, and a meeting invitation will be notified

**ATTACHMENTS**

1. Audit Plan and Work Program 2022-2024

## AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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## AUDIT PANEL RESOLUTION

**MOVED:**        *Chairperson K Clarke***SECONDED:**    *Panel Member L Dixon****“THAT the Audit Panel note the Work Plan for 2022-23, as attached.”***

For:        Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member C Lynch, Panel Member D Pease.

Against:

***CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**GENERAL BUSINESS**

**AUD039-23            NON-AGENDA ITEMS**

**FILE NO:            13/2/2**  
**PREVIOUS MIN:**

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**SUMMARY**

B Lynch provided an update on the progress of Enterprise Agreement negotiations.

AUDIT PANEL MEETING

MINUTES - WEDNESDAY, 3 MAY 2023

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**GENERAL BUSINESS**

**AUD040-23**                      **CONFIDENTIAL SESSION**

**FILE NO:**                      **13/2/2**  
**PREVIOUS MIN:**

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**SUMMARY**

The Audit Panel may determine to hold a confidential session as appropriate.

A Confidential Session was not held.

**COMPLETION OF AUDIT PANEL MEETING**

There being no further business the Chairperson declared the meeting closed at 4.10 pm.

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**Kenneth Clarke** B.Com (Tas) MBA (London)CHARTERED ACCOUNTANT

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10<sup>th</sup> May 2023

The Mayor  
Burnie City Council  
PO Box 973  
BURNIE TAS 7320

Dear Mayor

**Summary of Key Outcomes from the Audit Panel Meeting held on 3<sup>rd</sup> March**

The Audit Panel had a congenial meeting with frank and honest discussion between Audit Panel members and Council staff.

There were no formal recommendations to Council from this meeting.

Special focus matters for this meeting were: -

**Council's Financial Management Strategy 2024-2033**

- At the previous Audit Panel meeting in February, Panel members were provided an outline of the process for the completion of Council's Financial Management Strategy (FMS) and noted that the process would be similar to that successfully followed in the prior year. The FMS was workshopped with Councillors in early March, and Councillors determined to continue with the financial parameters previously set, without change, and no structural savings were identified.
- The subsequent FMS tabled to the Council meeting of 28 March 2023 was deferred for decision.
- The Council has now had an additional two Workshops regarding the revised Financial Management Strategy 2024-2033, the most recent of which was conducted in mid-April. The Panel were informed that at this last Workshop, Council identified significant strategic savings that will be incorporated into the FMS, and modelling now needs to now occur on any rate increase, particularly in 2023-24, that results from the subsequent changes.
- The FMS will be provided to the June Council meeting for adoption, once it is finalised.
- The Panel questioned Council staff on the difficulties in the current economic environment and subsequent complexities in providing financial forecasts and were satisfied with the responses and Council's approach.
- The Panel acknowledged the significant amount of time and resource that both Councillors and Council staff have applied to completing this Strategy work.



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**Review of Council's Strategic Risk Register**

- The Audit Panel received and noted the Strategic Risk Register was discussed with Councillors at a Workshop and subsequently adopted by Council at its February meeting.
- The Register is an important document that influences the allocation of resources in future budgets, to reduce areas of highest risk. The Panel noted that minor suggested improvements to the Register had been actioned and commended the author on the quality of the report.

**Status Update of Tasmanian Audit Office Findings**

- The Audit Panel were provided with an update on the most recent Tasmanian Audit Office (TAO) Findings.
- The TAO provided their last Memorandum of Audit Findings for the 2021-22 financial year, in late 2022. In summary the report indicated that there were:
  - no matters that remained outstanding from prior year audits; and
  - three matters that arose in the 2021-22 audit remained outstanding, however these matters were being actioned.
- The Audit Panel were provided with a report regarding the status of each outstanding matter. It was noted that the timeframe for completion of each matter had not yet been reached and the Panel were satisfied with the progress update.

**Tasmanian Audit Office Report – "Strategic Procurement in Local Government"**

- In late 2022, the Tasmanian Audit Office (TAO) conducted an audit assessing selected Councils' compliance with procurement and reporting obligations under their respective Codes for Tenders and Contracts, the Local Government Act 1993, and application Regulations. The audit focused on strategic procurement in local government with an emphasis on assessing how councils determined and monitored value from their procurement processes. In particular, the audit examined how councils used procurement to help achieve their strategic goals and objectives and derive greater benefit for the council, suppliers and the community.
- Burnie City Council was included in this audit, along with five other Councils. The full Report has been delivered and tabled in the Tasmanian Parliament.
- Each Council that participated in the Audit were additionally provided with a report detailing the findings in relation to their specific Council. The Audit Panel were provided with a copy of these findings for the Burnie City Council. The audit did not identify any significant deficiencies or risks identified for the Council.
- In relation to the Burnie City Council, the report stated in part –

*Burnie City Council followed the values and principles outlined in its Code and Purchasing Policy to derive value from procurement. One of these values was supporting and enhancing opportunities for local business. The Council included a three-tier weighting in its evaluation criteria based on the supplier's location, with a higher score awarded to suppliers within the municipality.*

- The Audit Panel believe that the report reflects positively on the Council and should be received favourably by relevant stakeholders.
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#### Asset Management Practices Improvement Plan

- In the later part of 2022 Council commissioned a consultant to undertake a broad review of Council's Asset Management system. This followed the Auditor General's Report on the 2021-22 Financial Statements of all 29 Councils in Tasmania, which showed that the Burnie City Council had the lowest asset sustainability ratio in the state at an average of 47.5% (47% in 2019-2020).
- At the February Audit Panel meeting, a report was tabled that included a draft Asset Maturity Assessment and detailed the asset management improvements that had commenced.
- Council has since finalised their Asset Maturity Assessment and based on this assessment tool, a 3-5-year Asset Management Practices Improvement Plan (AMPIA) has been developed. The AMPIA has been adopted by core EMT and was presented to the Audit Panel. An advisory Group that includes senior Council staff will govern the implementation of the medium-term plan and a current employment role within the Technical Services business unit has been modified to focus on the delivering the Plan outcomes.
- The Panel acknowledge and are satisfied that with the significant quantity of work and resource, particularly internal staff time that is being directed to improving Council's asset management capability.

#### Review of Council's Gifts and Benefits Register

- Part 5A of the *Local Government Act 1993* sets out the requirements in relation to Gifts and Donations for **Councillors**, including in summary:
  - the requirement to notify the General Manager of any gift or donation; and
  - the requirement to keep a register of gifts and donations that is publicly disclosed and updated monthly.
- In addition to the requirements of the Local Government Act which address gifts or donations to Councillors, Burnie City Council maintains a Gifts, Benefits and Inducements Policy which sets the requirements for disclosure and approval, or disposal of gifts received by **staff**.
- The Audit Panel reviewed both Gifts and Donations Registers and were satisfied that Council was complying with relevant Legislative requirements and its own policy.

The Audit Panel noted that the current Enterprise Agreement expires on 30<sup>th</sup> June 2023. The Acting General Manager provided an update on current negotiations, and the Panel have requested brief updates at future meetings until an Agreement has been forwarded to and approved by the Fair Work Commission.

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The Audit Panel noted that the Office of Local Government recently released two discussion papers regarding “Addressing Councillor misconduct” and “Merit-based recruitment in councils”. Legislation to amend the Local Government Act 1993 to give effect to the proposals outlined in the discussion papers is anticipated in 2023. As Chair of the Audit Panel, I assumed that the Burnie City Council may have made submissions regarding these matters, however, the Acting General Manager advised that she was unaware of any submission from Council, but committed to verifying this and advising the Panel further if a submission had been made.

The Audit Panel considered several other Standing Agenda Items, as noted in the Minutes.

Yours faithfully

*Kenneth Clarke*

Kenneth Clarke

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**MINUTES AND REPORTS OF COMMITTEES****AO105-23 BURNIE CITY COUNCIL AUDIT PANEL - UNCONFIRMED MINUTES  
OF EXTRAORDINARY MEETING HELD ON 6 JUNE 2023**FILE NO: 13/2/2

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**RECOMMENDATION:*****“THAT Council:***

- 1) Note the unconfirmed minutes of the Extraordinary Audit Panel meeting held on the 6 June 2023; and***
- 2) Acknowledge receipt of the letter dated 15 June 2023 from the Chairperson of the Burnie City Council Audit Panel.”***

**SUMMARY**

Council’s Audit Panel met on 6 June 2023. The unconfirmed minutes of the extraordinary meeting and a report from the Chairperson are **attached** for the information of Councillors.

The purpose of the extraordinary meeting was to focus on the following matter:-

- Draft Annual Plan and Budget Estimates 2023-24

There were no formal recommendations that require consideration by the Council arising from the meeting of the 6 June 2023.

**ATTACHMENTS**

- 1 [!\[\]\(f6ec0429e2f15dbd4a39b612501b6fa4\_img.jpg\) Audit Panel Unconfirmed Minutes of Meeting - 6 June 2023](#)
- 2 [!\[\]\(bccf48a45f044a80137a9e5c119c3170\_img.jpg\) Chairperson Report - BCC Audit Panel 15 June 2023](#)

**COUNCIL RESOLUTION****Resolution number: MO119-23*****MOVED: Cr D Pease******SECONDED: Cr A Keygan******“THAT Council:******1) Note the unconfirmed minutes of the Extraordinary Audit Panel meeting held on the 6 June 2023; and******2) Acknowledge receipt of the letter dated 15 June 2023 from the Chairperson of the Burnie City Council Audit Panel.”*****For: Cr T Brumby, Cr G Simpson, Cr T Aitken, Cr K Dorsey, Cr J Grave, Cr A Keygan, Cr S Kons, Cr C Lynch, Cr D Pease.****Against:*****CARRIED UNANIMOUSLY***



## **Burnie City Council Audit Panel**

# Unconfirmed Minutes

**Meeting held on TUESDAY, 6 JUNE 2023**

**At the Burnie City Council, 80 Wilson Street, Burnie**



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# ORDER OF BUSINESS

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AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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**MINUTES OF THE AUDIT PANEL MEETING  
HELD AT THE CITY OFFICES ON TUESDAY, 6 JUNE 2023**

**HOURL:** 12.58 pm - 2.09 pm

**TIME OCCUPIED:** 1 hour 11 minutes

**PRESENT:**

**Members**

Ken Clarke (Chairperson), Lisa Dixon (Panel Member), Bill Hutcheson (Panel Member)

**Councillors**

Cr D Pease

**Officers**

General Manager (S Overland), Director Corporate and Commercial Services (B Lynch), Chief Financial Officer (B Pilgrim), Finance Systems Officer (M Knight)

**Invited Guests**

Nil

**APOLOGIES:** Cr Lynch

AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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***PRELIMINARIES***

**AUD041-23            AUDIT PANEL DECLARATIONS OF INTEREST**

**FILE NO:**                13/2/2  
**PREVIOUS MIN:**

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The Chairperson requested Members 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.

AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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***PRELIMINARIES***

**AUD042-23          ADOPTION OF AGENDA**

**FILE NO:**                13/2/2  
**PREVIOUS MIN:**

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The Chairperson requested Members to adopt the Agenda as presented and called for any additional items.

The Agenda was adopted as presented.

AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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**SPECIAL FOCUS MATTERS****AUD043-23                      DRAFT ANNUAL PLAN AND BUDGET ESTIMATES 2023-24****FILE NO:**                      13/2/2**PREVIOUS MIN:**

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**RECOMMENDATION:*****“THAT the Audit Panel:***

- 1) note the Draft Annual Plan and Budget Estimates 2023-24, as attached, in-principle;***
- 2) Provide any feedback to staff for consideration prior to the final document being tabled to the Council in June 2023.”***

**Report Author:** Bel Lynch, Director Corporate and Commercial Services**1.0       EXECUTIVE SUMMARY****Purpose and Background**

To consider the draft Annual Plan and Budget Estimates 2023-24 (APBE) in-principle and to provide an opportunity to highlight any feedback for consideration, prior to the document being tabled to the Council for adoption.

**Key Issues**

- The Draft APBE meets the objectives of the Council’s FMS 2022-32, and the draft FMS that is currently under development which will be considered at the June 2023 meeting.
- The budget forecasts an operating surplus of \$322,000 and an underlying surplus position of \$12,000.
- The Council should be commended for their work in making substantive change to the delivery of services over the past 18 months in an effort to achieve what is now a balanced underlying surplus as the first step in repairing the Council’s budget position and providing a pathway to financial sustainability.
- More work needs to be done however to make additional strategic structural changes to Council’s financial position to enable the Council to now start to accumulate cash and invariably provide a platform to enabling strategic infrastructure and service decisions for the future.

## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

- To this end, in the past several months councillors have committed to finding an additional \$450,000 in strategic savings in the long-term Financial Management Strategy in order to ensure that the cost burden to our ratepayer through rates and charges is minimised to the lowest extent possible over the life of the Strategy. These savings will not largely start to be realised until the 2024-25 financial year and beyond.

**2.0 SUPPORTING INFORMATION****Strategic Alignment**

The Annual Plan and Budget Estimates align with the enablers *Financial Management* and *Community Consultation*, under the Council Plan 2022 – 2025. The key enablers are critical to ensuring Council can pursue its objectives under the Plan.

**Legal**

The Council's Draft APBE 2023-24 has been prepared in accordance with the provisions of the *Local Government Act 1993*. Section 82 of the Act which outlines the responsibility the Council has in preparing the statements:

**82. Estimates**

- (1) *The General Manager must prepare estimates of the council's revenue and expenditure for each financial year.*
- (2) *Estimates are to contain details of the following:*
- (a) *the estimated revenue of the council;*
  - (b) *the estimated expenditure of the council;*
  - (c) *the estimated borrowings by the council;*
  - (d) *the estimated capital works of the council;*
  - (e) *any other detail required by the Minister.*
- (3) *Estimates for a financial year must –*
- (a) *be adopted by the council, with or without alteration, by absolute majority; and*
  - (b) *be adopted before 31 August in that financial year; and*
  - (c) *not be adopted more than one month before the start of that financial year.*
- (4) *A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.*
- (5) *A council may make adjustments to individual items within any estimate referred to in subsection (2) by a simple majority so long as the total amount of the estimate is not altered.*
- (6) *A council, by absolute majority, may authorise the General Manager to make minor adjustments up to specified amounts to individual items within any estimate referred to in subsection (2) so long as the total amount of the estimate is not altered.*
- (7) *The General Manager is to report any adjustment and an explanation of the adjustment at the first ordinary meeting of the council following the adjustment.*

## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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**Finance**

The Draft APBE accords with the parameters of the FMS 2022-32 in that it:

- ✓ meets cash flow requirements to ensure there is sufficient liquidity to meet future liabilities and service provision.
- ✓ delivers the Council's aspirations for a surplus budget position as it continues to repair its budget and strive for financial sustainability for its community.
- ✓ enables a significant capital works program of \$39.69 million to be delivered, \$12.7 million of this from its own source funding.

In addition to these shorter term objectives, the Draft APBE delivers on the two long term financial metrics outlined in the FMS, namely:

- ✓ an operating margin of 1.00

The Draft APBE forecasts an operating margin of 1.01 which indicates that the Council is predicting to deliver an underlying surplus for the year.

- ✓ maintaining a current ratio above 1.10

That is, that the Draft APBE maintains the current ratio at a level of 1.62% (well above the target of 1.10), meaning the Council is able to meet its debt and financial obligations as they fall due over the long term.

Council officers will be able to address any specific financial questions regarding the composition of the Budget Estimates, with the Audit Panel at the meeting.

**Relation to Council Policy**

There are no policy implications that arise from this report.

**Discussion**

The Draft Financial Management Strategy (FMS) 2022-2032 adopted by the Council at its meeting of 22 March 2022, provides many of the overarching principles for the development of the Draft APBE 2023-24. Additionally Council have recently considered at a number of Council Workshops, the new revised FMS, the components of which are discussed in more detail below. This updated FMS will be tabled to the June 2023 Council meeting for adoption along with the final iteration of the APBE once it has been the subject of community consultation.

These overarching principles in both the current, and the revised draft FMS, remain consistent and the APBE subsequently predicts a \$322,000 operating surplus (one year financial performance) and \$12,000 underlying surplus (measure of sustainability) budget position in 2023-24.

## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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The most significant factors that have resulted in this achievement to date are:

- the Council's decision in 2021-22 to change the way it delivers some services to the community based upon the need to reduce costs;
- a number of operational savings strategies which have been instituted by the Executive Management Team;
- recent decisions by the Council to make a series of strategic savings over the next two year period which provides ongoing structural cost reductions; and
- the uplift in revenue generated through rate increases and property growth.

Fees and Charges

The majority of Council's Fees and Charges are proposed to increase by 4.5%, with a number of exceptions, such as services provided by third parties; for example the Aquatic Centre fees which are determined in conjunction with the operator. Additionally any fees which are comprised under the *Fee Units Act 1997* and *Penalty Units and Other Penalties Act 1987* are prescribed under legislation and therefore are set annually by the State Government.

An analysis of the cost recovery associated with the Waste Transfer Station has identified that Council are not sufficiently recovering the expenses incurred to run this service and as such an increase of 25% for gate fees is recommended. It should be noted that this increase still falls well short of full cost recovery of waste from the Waste Transfer Station, and will be the subject of further work in the 2023-24 to consider this matter in more detail prior to the next financial year budget being adopted.

Rates and Charges

The Rates and Charges Policy of the Council in its long-term FMS is to pass on CPI increases each year to its community as a means of keeping pace with the cost increases the Council bears in delivering services and providing infrastructure for its community.

For a number of years in the short-term, the rate increases passed on to the Burnie community will be CPI plus a percentage. This is required for a number of years while the Council continues its mission to repair its budget position, and carve a pathway to financial sustainability.

The Draft APBE is based upon Model 1 discussed with councillors, and will be the subject of context and transparent information in the APBE document that is distributed to the community in order to enable feedback on the proposed rates and charges increase.

It should be noted also that the Council have recently conducted an analysis of those properties that are not paying the respective waste collection costs, despite being in a waste collection area. This will be corrected in the 2023-24 financial year, and those ratepayers who will receive this charge, despite not having done so previously, will receive communication from the Council of this, prior to the end of the financial year so that they are aware of this liability in advance.

## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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Position Establishment

The Establishment of the organisation represents the number of staff that we have employed to provide services to our community. One FTE represents one employee working at full time hours, a percentage of an FTE represents those that work a portion of full time hours. The total Establishment is 129.08 FTE across operational service delivery and capital works. This is a reduction of 1.39 FTE from the Establishment in 2022-23 of 130.47 FTE.

Employee Benefits

Wages have increased by ~\$400k from the 2022-23 revised budget to be \$11.72 million in the Draft APBE 2023-24. This is largely reflective of the point at which Council are at in its Enterprise Agreement bargaining negotiations with its employees, resulting in the cost increases needing to be reflected in the new budget. The trade-offs however that are necessary in order to provide some cost savings to offset against these increases are still the subject of active negotiations.

It is expected that by the time the Draft APBE is submitted in its final form to the Council in June, that agreement will have been reached on many of these matters and subsequently some cost savings will be able to then be realised with a greater level of certainty.

Community Grants Program

The Community Grants Program indicative approvals for grant applications supported by the Council have been included in the Draft APBE which has been the subject of previous discussion with councillors. The Draft APBE that is distributed for community consultation will be transparent with regard to those applications the Council is seeking to support in this round of applications, and those it is not.

This will enable the community to provide their feedback to the Council on the proposed successful and unsuccessful grant applications, as part of the community consultation process.

Capital Works Program

The proposed capital works program is **attached**. This year sees another significant capital works program proposed which includes a number of exciting large scale strategic projects occurring within the City concurrently, namely:

- The completion of the refurbishment of the Cultural Centre – a \$20 million project;
- The completion of the Coastal Pathway – a \$13.78 million project;
- The replacement of a number of key roads damaged as part of the October 2022 flood event – a \$7.5 million investment;
- The City Gateway Project - \$1.25 million project; and
- The Urban Design Project and initial works to kick off what will be a multi-year project - \$400k.



## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

The Council remains focussed on repairing its asset sustainability ratio, which for many years was the lowest in the State. Over the past 12 months much work and effort has gone into improving this which has made a noticeable difference to our asset sustainability ratio in a short period of time. The ultimate desire of the Council is to increase this level to between 70% and 80% sustainability in the short term, as an equivalent benchmark to other similar Councils.

Longer term the aspirations are to consistently achieve 100% in line with the Tasmanian Audit Office recommendation. The progress that has been achieved to date has been bought about for a number of reasons but includes the Council being more conscious about spending their annual renewal money on the improvement of existing assets, rather than on building new assets. This provides benefit to the community in two ways, by reducing the additional depreciation costs that arise when new assets are constructed, and mitigating a resulting increase in operational costs to run or maintain a brand new asset.

It is important to note that with the exception of the strategic infrastructure projects outlined above, there are no other strategic infrastructure projects included in the long-term FMS, or Budget. This is because the Council is not able to fund the operational costs associated with building new assets at this time, until the results of its current budget repair process are realised – which in reality may take some years to achieve.

The asset sustainability ratio based on the Draft Capital Program presented (excluding overheads) is 289% against a target ratio of 100% in the FMS. This is a considerable amount higher than would ordinarily be the case, because the refurbishment of the Arts and Function Centre is largely renewal money and funded by the Australian Government. This estimate overall will reduce throughout the financial year depending upon Council's capacity to physically deliver the intended capital works program.

**Health and Safety**

There are no health and safety impacts resulting from this report.

**Risk**

The following table identifies relevant risks and how they may need to be addressed to either eliminate or reduce the risks.

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	There is no contingency in the budget for any Council decisions that have not been made to date.	All decisions of the Council will need careful consideration of the budgetary and long term financial impacts before being passed to ensure the integrity of the Financial Management Strategy is maintained.

## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	Inflationary rates may be higher than predicted in the FMS and Budget Estimates.	This will require regular and careful management by the Executive Management Team to identify issues early and put measures in place to address any concerns.
Financial	Capitalisation rates remain a risk, if Council does not fully deliver the Capital Works program for the year.	Early design of capital works projects and careful management to ensure that the delivery of the program is realized in its entirety.
Political	The impact of the rates increases required to keep pace with inflationary pressures.	The Council continues to maintain a Financial Hardship policy that can assist those that are experiencing serious financial hardship.
Political	Significant concerns raised by the community in respect to the draft Budget.	The Budget is only draft at this time. If there was a threshold issue the Council wanted to investigate following public consultation, there is sufficient time to do this prior to the adoption of the Budget Estimates formally in June 2023.

**Environmental Sustainability**

There are no environmental sustainability impacts to be considered in this report.

**Consultation**

The preparation of the FMS and then the Draft APBE has been the subject of a number of workshops conducted with councillors over the past several months.

Additionally the matter has been discussed internally with the Council's Executive Management Team on various occasions in arriving at the recommended Draft APBE.

The Audit Panel considered the Draft FMS at their meeting of 3 May 2023 and suggested no change to the current approach.

Should the Council endorse the Draft APBE presented, the summary document which explains what is to be achieved by the Council in the 2023-24 financial year will be finalised and released in order to seek community feedback. A focus of this document will be explaining the reasons around the rate increase recommended for this year, the context of why this is required, and the benefit that has been realised from the five year rating decrease vs rating levels now by comparison. A copy of this material will be provided to councillors out of session, prior to disseminating this information to the community.

The feedback period will run until the end at midnight on Sunday 11 June 2023 allowing sufficient time for consideration of the feedback provided during the consultation period,

## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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before concluding the process for the June meeting. A range of options will be made available to support community consultation, namely:

- Pop up drop in community sessions, to present the budget and enable questions to inform feedback;
- An online survey;
- Online forums;
- Receipt of written responses.

**Conflict Of Interest**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

**AUDIT PANEL DISCUSSION**

The panel queried why CPI was used as a benchmark to levy the rates and not the fees and charges. Staff discussed the financial impact of the rate reduction strategy and explained that many properties are still paying less than what they would have been paying, had the rate reduction not occurred. That is why the rate increases are now needing to be a little higher than CPI for a number of years, while conversely fees and charges had always been lifted by CPI.

The panel and staff discussed including a section highlighting the city's amenities and how the ratepayer benefits from having these services at their doorstep.

The panel and staff discussed including a more detailed explanation about the consequences of not budgeting for depreciating assets, including the risk of intergenerational debt.

Staff gave an overview of the detailed capital works program that sits underneath the Annual Plan and Budget Estimates.

## AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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## ATTACHMENTS

1. Annual Plan and Budget Estimates 2023-24

## AUDIT PANEL RESOLUTION

**MOVED:** Chairperson K Clarke**SECONDED:** Panel Member L Dixon***“THAT the Audit Panel note the Draft Annual Plan and Budget Estimates 2023-24, as attached, in-principle;*****For:** Chairperson K Clarke, Panel Member B Hutcheson, Panel Member L Dixon, Panel Member D Pease.**Against:*****CARRIED UNANIMOUSLY***

AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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**GENERAL BUSINESS**

**AUD044-23          NON-AGENDA ITEMS**

FILE NO:                13/2/2  
PREVIOUS MIN:

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**SUMMARY**

There were no Non-Agenda Items.

AUDIT PANEL MEETING

MINUTES - TUESDAY, 6 JUNE 2023

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**GENERAL BUSINESS**

**AUD045-23                      CONFIDENTIAL SESSION**

**FILE NO:**                      13/2/2  
**PREVIOUS MIN:**

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**SUMMARY**

The Audit Panel may determine to hold a confidential session as appropriate.

A Confidential Session was not required.

**COMPLETION OF AUDIT PANEL MEETING**

There being no further business the Chairperson declared the meeting closed at 2.09 pm.

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**Kenneth Clarke** B.Com (Tas) MBA (London)CHARTERED ACCOUNTANT

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15<sup>th</sup> June 2023

The Mayor  
Burnie City Council  
PO Box 973  
BURNIE TAS 7320

Dear Mayor

Summary of Feedback from the Extraordinary Audit Panel Meeting held on 6th June 2023

This meeting was a special meeting convened specifically to review Council's Annual Plan and Budget Estimates (APBE) as these documents had not been finalised in time for the scheduled Audit Panel meeting in May. The meeting was requested to enable Council officers to present the APBE documents to the Audit Panel for appropriate consultation and feedback, prior to it proceeding to Council for adoption. There were no formal recommendations to Council from this meeting.

In terms of background or context the Audit Panel acknowledge the following –

- Council's Financial Management Strategy (FMS) was workshopped with Councillors in early March, and Councillors determined to continue with the financial parameters previously set, without change, and no structural savings were identified.
- The FMS then tabled to the Council meeting of 28 March 2023 was deferred for decision.
- The Council subsequently conducted two additional Workshops with the aim of devising a revised Financial Management Strategy 2024-2033. At this last Workshop, Council identified significant strategic savings, and these were incorporated into the revised FMS. The identified savings required successive modelling to occur prior to any decision on the quantum of any rating increase, particularly in 2023-24.
- The updated FMS will be tabled to the June 2023 Council meeting for adoption along with the final iteration of the APBE once it has been the subject of community consultation.

The Audit Panel noted the draft Annual Plan and Budget Estimates in principle and provided feedback to Council officers. A summary of the feedback follows.

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### Property Rate and User Fee increases

- The Panel queried why a CPI benchmark was the reference point for property rate increases, but user fees and charges were being raised by a much lesser amount. Council officers pointed out that user fees had been raised through the past few years, however property rates were decreased through a 5-year period. The Panel accepted this explanation.
- There was a large amount of discussion concerning Burnie being a regional city and centre that provides various services, infrastructure and assets to users who live outside the municipality and do not pay property rates to the Burnie City Council. The Panel suggested that the Annual Plan highlight this reality and that Burnie residents do have these facilities at their “doorstep”.
- The Annual Plan document showed the amount that property owners in various rating categories are paying in rates now, compared to what they were paying back in 2015-16 before the Council’s rate reduction strategy. The analysis was forthright and illuminating – it showed that some property owners are paying less in rates than quite a few years ago.

### Asset Depreciation

- The Panel suggested that the Annual Plan could include a more detailed explanation of the consequences of not budgeting appropriately for depreciating assets, including the risk of inter-generational debt.
- Council’s current financial position has come about, in part, as a result of not taking into account the future costs of maintaining and/or replacing its physical assets. The APBE document could be improved with more detailed arguments and analysis of Council’s depreciation expenses and maintenance costs.

### Position Establishment (Staffing Levels) and Service Delivery

- The briefing paper provided to the Audit Panel, authored by the Director Commercial and Corporate Services introducing the subject matter of this meeting (Annual Plan and Budget Estimates) included background information and data surrounding Council’s current and historic staffing current levels and the commensurate costs. The Panel suggested that this is most relevant information and more of this data and material could be included in the Annual Plan. It is noted that Employee Benefits are the second highest line-item expense in the Council Budget and comprise over 30% of Council’s recurrent expenditure.

### Capital Works

- The Audit Panel would have liked more detail surrounding Council’s capital work programme. During the meeting Council officers did provide an overview of the Capital works program that sits beneath the Annual Plan and answered questions from the Panel.
  - The Panel acknowledge that there is a significant body of work that is currently proceeding including asset life-cycle determinations and a very recently developed 3–5-year Asset Management Improvement Plan.
  - The briefing paper provided to the Audit Panel, authored by the Director Commercial and Corporate Services included information and forecast improvements in Council’s asset management ratios – it is suggested that the Annual Plan could be improved as a stand-alone document if some of this information were also included.
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### Service Level Details

- The Annual Plan includes high-level information (Income, Expenditure and FTE details) across 6 pages of 23 “Service Level Details” of the Council. This information is in essence a high-level summary of “What Council does ...”. It is suggested that a one-page schematic would provide a good snapshot of all the services that Council provides, where staff are deployed and where/how Council expends its Budget. It is suggested that many rate-payers and members of the public may be unaware of all the services that Council provides, and how many staff and employees are engaged in delivering each service.

### Conclusion

The Audit Panel are very conscious of the amount of time and work that has been undertaken over the past few months by both Council officers and Councillors in preparing the current Financial Management Strategy and the Draft APBE, and Council’s endeavours seeking appropriate community feedback regarding its plans.

Whilst not wanting to over-step the Panel’s governance mandate into the realm of policy decisions and policy matters, the Panel acknowledge that because of previous decisions of Council to reduce the rate burden over a five-year period that commenced in 2016-17, Council is now in a “budget repair” mode. The APBE document states the reasons for Council’s current financial decisions, the rates increase recommended for this coming year, the context of why this is required, and the benefits that will be realised.

The Panel note the draft APBE forecast for 2023-2024 shows –

- an operating margin greater than 1.0, with a significant operating surplus;
- a small underlying surplus;
- a current ratio well above the Tasmanian Audit Office recommended 1.10; and
- continued improvement in Council’s asset sustainability and asset management ratios.

The Audit Panel has a duty under both relevant Legislation and the Panel’s own Terms of Reference to proficiently and sufficiently –

***consider whether and how the strategic plan, annual plan, long term financial management plan and long-term strategic asset management plans of the council are integrated and the processes by which, and assumptions under which, those plans were prepared.***

The Audit Panel are satisfied that the Council has developed the relevant plans referred to above, and that they are reasonable in the current economic climate and context.

Yours faithfully

*Kenneth Clarke*

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**MINUTES AND REPORTS OF COMMITTEES****AO106-23 BURNIE CITY YOUTH COUNCIL - UNCONFIRMED MINUTES OF  
MEETING HELD ON 25 MAY 2023**FILE NO: 2/5/34

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**RECOMMENDATION:**

***“THAT the Minutes of a meeting of the Burnie City Youth Council held on 25 May 2023,  
be received and noted”***

**SUMMARY**

The meeting of the Burnie City Youth Council was held on 25 May 2023 where nominations for representatives to attend the Youth Mental Health Forum on 2 June 2023 were provided and accepted.

A copy of the meeting notes are attached.

**ATTACHMENTS**

1 [!\[\]\(4fe57c3593bf1b21d272ae7ac8dfaf77\_img.jpg\)](#). Minutes - Burnie City Youth Council - 25 May 2023

**COUNCIL RESOLUTION****Resolution number: MO120-23*****MOVED: Cr G Simpson******SECONDED: Cr J Grave******“THAT the Minutes of a meeting of the Burnie City Youth Council held on 25 May 2023, be received and noted”***

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

**Against:**

***CARRIED UNANIMOUSLY***

## Meeting Minutes



Meeting: **BURNIE YOUTH COUNCIL**  
 Held on: Thursday 25 May 2023  
 Venue: Burnie City Council Chambers  
 File No(s): 2/5/34



The meeting opened at 9.17am

1.	<p><b>Present:</b></p> <p>(PHS) – Izzy Riley          (PHS) – Danika Johnston          (PHS) – Teleeka Campbell          (MRC) – Harry Poke          (MRC) – Bronte van der Ploeg          (HPS) – Madeline French          (RPS) – Kolby Hampson          (RPS) – Eila Argent          (RPPS) – Zoish Contractor          (BPS) – Sari Armstrong          (BPS) – Hudson Bain          (SMPS) – Charlie Brown          (SMPS) – Azra Khan          (LCS) – Kiana Gibson          (LCS) – Tiabella Bester          (CPS) – Jonte Schumann          (CPS) – Archer Collins          (MPS) – Kaha Taiaroa          (MPS) – Asha Taiaroa</p> <p><b>Apologies:</b></p> <p>(BHS) - Lottee Rolls, Ellie Sushames, Saxon Long, Imogen Lloyd          (PHS) - Gi'Annie Kingdon          (MRC) - Oceania Eustace, Jonty Brumby          (HPS) - Jagger Barnard</p> <p><b>Ex-officio Officers in attendance:</b></p> <p>Deputy Mayor Giovanna Simpson          Burnie Works – Kira Coghlan, Allison Daley</p>
2.	<p><b>Acknowledgement of Country by Deputy Youth Mayor Izzy Riley</b></p>
3.	<p><b>Confirmation of Minutes</b></p> <p><b>Motion:</b></p> <p><i>That the notes of a meeting held on 27 April 2023 are accepted as a true and accurate record.</i></p> <p>Moved: Tiabella Bester                      Second: Teleeka Campbell                      <b>CARRIED</b></p>

4.	<p><b>Correspondence – Connecting, Communicating and Opportunities</b></p> <p><b>1. Heywire Grants</b> were discussed.</p> <p><b>Motion:</b>  <i>"That the Burnie Youth Council apply for a Heywire Youth Innovation Grant".</i></p> <p>Moved: Eila Argent                      Seconded: Asha Taiaroa                      <b>CARRIED</b></p> <p><b>2. Rant Arts invitation</b> was discussed.</p> <p><b>Motion:</b>  <i>"That the Burnie Youth Council would like to feature the Burnie Youth Council's events, opportunities or projects on the digital youth platform – Spirited Devonport".</i></p> <p>Moved: Danika Johnston                      Seconded: Sari Armstrong                      <b>CARRIED</b></p> <p><b>3. YEP Program</b> was discussed.</p> <p><b>Motion:</b>  <i>"That the Burnie Youth Council register for the YEP program".</i></p> <p>Moved: Charlie Brown                      Seconded: Hudson Bain                      <b>CARRIED</b></p> <p><b>4. YNOT Youth Mental Health Forum – 3 reps</b>  Discussion held with the following nominations: Lottee Rolls (BHS), Jonty Brumby (MRC) and Teleeka Campbell (PHS).</p> <p><b>Motion:</b>  <i>"That the Burnie Youth Council will send two representatives to the YNOT Youth Mental Health Forum on Friday 2 June".</i></p> <p>Moved: Teleeka Campbell                      Seconded: Asha Taiaroa                      <b>CARRIED</b></p> <p><b>5. Burnie Counts</b>  Deputy Mayor Giovanna Simpson provided an overview of the program.</p> <p><b>Motion:</b>  <i>"That the Burnie Youth Council seek further information about the Burnie Counts program.</i></p> <p>Moved: Kaha Taiaroa                      Seconded: Charlie Brown                      <b>CARRIED</b></p>
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5.	<b>Placemaking Playgrounds and Public Spaces</b> <ul style="list-style-type: none"><li>- Fiona Miller (Jeder) lead Councilors through a placemaking workshop, exploring how community use public spaces and why they are important.</li><li>- Focus groups formed for discussion. Groups used the Roadmap Project tool to develop a placemaking project for Burnie.</li></ul>
6.	<b>Discussion and next steps</b> <ul style="list-style-type: none"><li>- Councillors to consider how they would like to communicate their Playground and Public Space ideas to Big Council.</li><li>- Heywire grant: read through information sheet, grant application must be from one of the identified issues on information sheet. Bring your ideas to the next meeting in June.</li></ul>
7.	<b>Next Meeting</b> Thursday 22 June

Closed: 11.25am

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**MINUTES AND REPORTS OF COMMITTEES****AO107-23 WESTERN EMERGENCY MANAGEMENT COMMITTEE  
UNCONFIRMED MINUTES OF MEETING HELD ON 17 MAY 2023****FILE NO: 2/5/39**

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**RECOMMENDATION:**

***“THAT the unconfirmed Minutes of a meeting of Western Emergency Management Committee held on 17 May 2023, be received for discussion.”***

**SUMMARY**

The Minutes report on the discussions which occurred at the 17 May 2023 Western Emergency Management Committee Meeting.

Matters for noting include:

- Municipal Emergency Management Plan – September 2022 - review on hold until risk register review finalised.
- Cam River Bridge – duplication planning study Scenario Development

The next meeting will be held on 16 August 2023 at Circular Head Council.

**ATTACHMENTS**

- 1 [!\[\]\(93b46f02aeb0dec7325ae721eddb1f5c\_img.jpg\)](#). Unconfirmed Minutes 17 May 2023 - Western Emergency Management Committee Meeting



## COUNCIL RESOLUTION

Resolution number: MO121-23

**MOVED:**            *Cr J Grave*

**SECONDED:**      *Cr A Keygan*

***“THAT the unconfirmed Minutes of a meeting of Western Emergency Management Committee held on 17 May 2023, be received for discussion.”***

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

Against:

***CARRIED UNANIMOUSLY***



## Meeting Minutes-Notes

**Meeting Held:** Wednesday 17 May 2023 10.00am  
**Venue:** Waratah Wynyard Council  
**Chairperson:** Mr Gary Neil ( Acting chair)

### 1 Introduction & Welcome Mr Gary Neil

Mr Neil noted that the WEMC had not met since August 2022 , primarily due to a number of the Council coordinators and deputy Coordinators leaving their respective Council. Progressively new officers have been employed and the Councils are working to return the WEMC to normal operations.

Commander Wilkinson attended the meeting and provided a brief overview on expectations for the MEMC.

It is noted that attendance at this meeting was very light. Discussion to occur with the Co-ordinators to address this concern.

Due to the low attendance a quorum was not achieved. The meeting progressed as a discussion with no decisions made.

### Present

Gary Neil	Waratah Wynyard Council – interim EO
Commander Stuart Wilkinson	Tasmania Police – Western District
Inspector Adrian Shadbolt	Tasmania Police – Burnie
Julie Bernhagen	SES – Emergency Planner NW
Clinton Heyworth	Tasmanian Fire Service – Planning Officer BRU
Mayor Gerard Blizzard	Councillor - Circular Head Council
Kevin Maguire	Dep MEMC Circular Head Council
Deb Mainwaring	Social Recovery Coordinator Circular Head Council
Jodie Saville – Dep Social Recovery Coordinator	Dep Social Recovery Coordinator Circular Head Council

### 2 Apologies/Absent

Bel Lynch	Burnie City Council
Cr Celisa Edwards	Dep Mayor Waratah Wynyard Council
Mark Williams	Tasports
Stewart Williams	Tasmania Police
Tony Woods	Tasmania Fire Service
Tracey Bradley	Waratah Wynyard Council
Damien Aherne	Burnie City Council
Lisa Allison	Department of Health

- 3 Minutes of the Previous Meeting**  
The committee noted the minutes of the previous meeting held on Thursday, 18 August 2022.
- 4 Matters Arising from the Previous Minutes**
- 4.1 Action List tidy up**  
  
Revised action list attached to minutes. Action items listed in agenda
- 4.2 Western EMP Exercise**  
Topics raised to date include Cyber security and mass casualty. Listed in agenda
- 4.3 WEMC representation**  
Noted as an ongoing concern. Limited attendance at the meeting agency and councils
- 4.4 Appointment of Executive Officer**  
Gary Neil providing admin support to the committee as an interim arrangement.
- 4.5 Western FMAC**  
Group met on 16 May 2023. Report to the meeting
- 5 Correspondence**
- 5.1 Inward**  
Due to the long period between meeting it was noted a range of communication has been received from various sources relevant to committee matters  
Advice from Councils as to new elected member representative and changes in Officers .
- 5.2 Outward**  
Meeting minutes , agenda , meeting invite
- 6 Presentation**
- 6.1 Simon Hughes SES- NE Flood Planner**  
Presentation on the activities of the SES Flood Policy Unit and NW flood planning project.  
Copy of presentation attached.
- 7 Standing Agenda Items**
- 7.1 Regional Emergency Coordination Centre (RECC)-**
- JB advised RECC activated for October 2022 severe weather event and December 2022 Rosebury fire . Refer attached report
- 7.2 NW Regional Emergency Management Committee (NWREMC) Update**
- JB reported on previous meeting. Refer notes attached
  - JB recommended that the MEMC rotate this report.
- 7.3 Regional Social Recovery Update**
- North West Regional Social Recovery Liaison Group inaugural meeting was held on 1 March 2023
  - Refer JB notes attached
  - Note – remove Lisa Allison as reporting officer.
- 7.4 Western FMAC**
- Clinton Heyworth provide a brief overview of the 16 May meeting
  - FRB planned for Burnie , Wynyard , Sisters beach and part of Smithton.

- Broad overview of STT and Park planned fire mitigation activities
- Activities of the BRU in regard to response and protection plans discussed.
- Discussion regarding comms on planned burnie . To link FMAC to Council comms officers . Adrian Shadbolt asked to be included in TFS comms regarding planned burns

**8 Municipal Emergency Management Coordinator Reports****8.1 Burnie City Council**

BCC MEMC Doug White has left Council.  
BCC working on the Emu River flood warning system. Status unknown  
Cr Justin Grave – elected member representative

**8.2 Circular Head Council**

No matters to report  
Mayor Gerald Blizzard – elected member representative

**8.3 Waratah-Wynyard Council**

- WWC have appointed a contractor to undertake the Port creek / Cam creek flood mitigation project
- New MEMC for WCC to be appointed in June.

**9 Municipal Social Recovery Coordinator Reports****9.1 Burnie City Council**

- No report

**9.2 Circular Head Council**

- DPAC will be conducting a session on recovery in Campbell town July
- Review of the Social Recovery plan in progress
- To attend Red Cross evacuation centre training
- Noted review of the State Recovery Plan.

**9.3 Waratah-Wynyard Council**

- No report

**10 Agency Reports****10.1 State Emergency Services( operational report)**

Refer attached report by JB. Total of 474.64 volunteer hours across the Councils.

**10.2 Tasmania Police ( Adrian Shadbolt)**

- Minna Road Heybridge – chlorine gas storage facility now in operation ( Major hazard Facility) . To date confident site has adequate controls, systems and processes in place
- North West Regional Hospital – a number of critical incidents have occurred. Discussed opportunities to provide support. JB noted THS etc have well established wrap around support services

**10.3 Tasmania Fire Service**

- No Report

**10.4 Ambulance Tasmania**

- No Report

**10.5 Tasmania Health Service North West**

- Lisa Allison has provide an email report

- My role recently changed to Senior Planner for the Department of Health Emergency Preparedness Unit representing Hospitals and Primary Care Northwest. I will remain the primary DOH contact for MEMCs and the REMC in the NW. The current focus of our unit is to improve consistency across the three regions, and focus on processes that will enhance our response in an incident such as notification processes, exercising, interoperability arrangements etc.
- The *Tasmanian Mass Casualty Management Arrangements* - a State Special Emergency Management Plan (SSEMP) maintained by the Department of Health (DoH) - have been reviewed and updated to reflect current state and national mass casualty management arrangements. Currently consolidating multi-agency feedback with the view for SEMC to endorse in the near future.
- In response to the security incident at the North West Regional Hospital's Emergency Department last month, the Department has engaged specialist security experts to conduct an independent review of safety and security protocols in Tasmanian EDs.
- Paula Hyland has now been appointed as Chief Executive Hospitals NW.
- The draft (20 year) North West Hospitals Masterplan (NWRH and MCH) has been released. An online portal has launched, where people can find out more about the draft and have their say. Drop-in sessions for the community are also being held in Burnie and Latrobe on the 17-18 May 2023. Further information is available from <https://engagement.health.tas.gov.au/> and feedback can be provided between now and Sunday, 21 May 2023.

**10.6 DPIPWE – Parks and Wildlife Service**

- No report.

**10.7 Tas Ports**

- No Report

**11 COMMITTEE PLANS AND ASSOCIATED DOCUMENTS****11.1 Terms of Reference**

- Copy of terms of reference circulated with agenda. Intention is to present a draft to the next meeting. Comment to be provided to GN out of session. JB flagged a number of suggestion- GN to meet with JB
- Note previously invited Burnie Airport Manager to join the committee

**11.2 Municipal Emergency Management Plan – September 2022 review date**

- Review on hold until risk register review finalised

**11.3 WEMC Risk Register**

- GN assigned task to review

**12 Emergency Management Programs****12.1**

- Noted JB updates

**13 General Business****13.1 Appointment of EO**

- GN to fill role temporarily.

**13.2 Suggestions for future presentation**

- Refer below

**13.3 MEMP Exercise – Scenario Development**

- Flooding – agreed to work with Simon Hughes SES to develop an exercise based around the community flood planning

**13.4 Cam River Bridge – duplication planning study Scenario Development**

- GN noted a study in progress. AS raised the additional concerns of the of Detention and Black river bridges. Ensure issue in risk register

**13.5 Emergency management report**

- JB provided an update on various EM matters . Refer attached

**14 Meeting Closed: 11.37 am**

**Next Meeting:** 16 August 2023 at Circular Head Council

***Forward Meeting Dates – Held quarterly on third Thursday***  
*15 November 2023 Burnie City Council*

## Open Actions

No.	Description	Owner	Date Assigned	Status	Date Closed
1	Work plan on Risk Register to become an Agenda item.	Committee	21/02/19	Work plan issued to MEMC for review 16/5/2023 GN to review and develop work plan	Standing agenda item
2	EO Role - 2022. Rotation of duties	Coordinators	Sep 2021	New EO to be appointed at 19 May Meeting 16/5/2023 – GN interim EO	
3	Municipal Plan Review	Coordinators	20 Jan 2022	Meeting with SES Regional Planner to occur. 16/5/2023 – on hold until risk review finished	
4	MEMP exercise to be organised	Coordinators	20 Jan 2022	Proposed to exercise a community flood plan at August meeting	
5	Terms of Reference	Coordinators	16/05/2023	Draft revised TOR for August meeting	

**AO108-23 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.

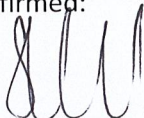
There being no further business the Mayor declared the Meeting closed at 8.02pm.



## 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 27 June 2023.

Confirmed:

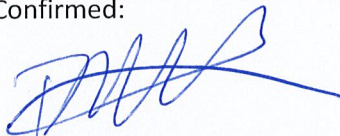


**Simon Overland**  
**GENERAL MANAGER**

Date:

25/7/23

Confirmed:



**Teeny Brumby**  
**MAYOR**

Date:

25.7.23.