



MINUTES

Ordinary Meeting

TUESDAY, 28 FEBRUARY 2023

7.00PM

CITY OFFICES, 80 WILSON STREET, BURNIE

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
AO026-23	COUNCILLORS DECLARATIONS OF INTEREST	9
AO027-23	CONFIRMATION OF MINUTES OF THE OPEN SESSION MEETING OF COUNCIL HELD ON 31 JANUARY 2023	10
<i>QUESTIONS ON NOTICE</i>		
AO028-23	QUESTIONS ON NOTICE - PROGRESS UPDATE ON COASTAL PATHWAY AND BAND ROOMS	11
<i>MOTIONS ON NOTICE</i>		
AO029-23	MOTION ON NOTICE - NEW YEAR'S EVE EVENT	13
<i>PUBLIC QUESTION TIME</i>		
AO030-23	PUBLIC QUESTION TIME	15
<i>QUESTIONS WITHOUT NOTICE</i>		
AO031-23	QUESTIONS WITHOUT NOTICE	18
<i>OFFICERS' REPORTS</i>		
<i>CORPORATE AND COMMERCIAL SERVICES</i>		
AO032-23	POLICY REVIEW - TREASURY MANAGEMENT POLICY CP-CCS- CG-038	19
<i>GENERAL MANAGER</i>		
AO033-23	POLICY REVIEW - COUNCILLORS' CODE OF CONDUCT CP-CCS- CG-024	31
AO034-23	STRATEGIC RISK REGISTER REVIEW	40
AO035-23	GENERAL MANAGER'S REPORT - OPEN SESSION	59
<i>MINUTES AND REPORTS OF COMMITTEES</i>		
AO036-23	BURNIE AUSTRALIA DAY SPECIAL COMMITTEE UNCONFIRMED MINUTES OF MEETINGS HELD ON 12 DECEMBER 2022 AND 16 JANUARY 2023	82

ORDER OF BUSINESS

OPEN SESSION

Min No.	Business	Page No
<i>NON AGENDA ITEMS</i>		
AO037-23	NON AGENDA ITEMS	89

**MINUTES OF THE OPEN SESSION ORDINARY MEETING
OF THE BURNIE CITY COUNCIL
HELD AT THE CITY OFFICES ON TUESDAY, 28 FEBRUARY 2023**

HOUR: 6.01pm – 6.02pm
7.06pm – 7.41pm

TIME OCCUPIED: 36 minutes

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 Compliance Services (M Peisker), Plumbing Surveyor (C Coad), Executive Manager Corporate Governance (M Neasey), Governance Officer (N French) and Media and Communications Officer (K Kong)

APOLOGIES: There were no apologies tendered

‘CLOSED SESSION’: COUNCIL

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

	Meeting Regulations Reference
AC015-23 COUNCILLORS DECLARATIONS OF INTEREST	15(2)(g)
AC016-23 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 31 JANUARY 2023	15(2)(g)
AC017-23 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC018-23 BURNIE AIRPORT CORPORATION - QUARTERLY REPORT DECEMBER 2022	15(2)(g)
AC019-23 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC020-23 NON AGENDA ITEMS	15(2)(g)
AC021-23 MATTERS CONSIDERED IN CLOSED SESSION	15(2)(g)
AC022-23 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(g)
AC023-23 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 AC015-23 to AC023-23 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”

COUNCIL RESOLUTION**Resolution number: MO038-23****MOVED:** Cr A Keygan**SECONDED:** Cr G Simpson

“THAT the meeting be closed to the public to enable Council to consider agenda items AC015-23 to AC023-23 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 A Keygan, 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:

Agenda Item	Title	Brief Description
AC0015-23	Councillor Declarations of Interest	A report to consider any declarations of interest by Councillors in any matter in the Agenda
AC016-23	Confirmation of Minutes of the Closed Session Meeting of Council held on 31 January 2023	A motion to confirm the Minutes of the previous meeting
AC017-23	Applications for Leave of Absence	A report to consider any requests for leave of absence by a Councillor
AC018-23	Burnie Airport Corporation Pty Ltd – Quarterly Report	A report to receive the quarterly report from Burnie Airport Corporation, of which Council is a shareholder
AC019-23	General Manager's Report – Closed Session	A report that considers various operational updates of a confidential nature
AC020-23	Non Agenda Items	A report to consider dealing with any matter that is not on the Council Agenda
AC021-23	Matters Considered in Closed Session	A report containing a brief description of all reports considered by Council in the Closed Session
AC022-23	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
AC023-23	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 Rev Sonny Singh from the Burnie Anglican Church.

AO026-23 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.

Mayor T Brumby declared an interest in Item AO035-23 General Manager's Report – Open Session.

AO027-23 CONFIRMATION OF MINUTES OF THE OPEN SESSION MEETING OF COUNCIL HELD ON 31 JANUARY 2023**RECOMMENDATION:**

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 28 February 2023, be confirmed as true and correct.”

COUNCIL RESOLUTION

Resolution number: MO039-23

MOVED: *Cr A Keygan*

SECONDED: *Cr D Pease*

“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 28 February 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**AO028-23 QUESTIONS ON NOTICE - PROGRESS UPDATE ON COASTAL PATHWAY AND BAND ROOMS**

FILE NO: 15/5/5, 23/4631

PREVIOUS MIN:

THE GENERAL MANAGER referred to Councillor Steve Kons's Questions on Notice which ask:

Can staff provide a detailed update on the following two matters.

- 1) Progress on the Burnie to Wynyard path, with time frames and budget estimates for the project in particular the commencement date and anticipated cost as delays may have caused the cost to go up.*
- 2) Progress on the new Brass Band rooms with time frames, budget estimates, locations of a new site or any alternative sites and acknowledging the Brass Band has to move out of their current location, due to the imminent demolition of their band rooms.*

COUNCILLOR'S COMMENTS

No comments provided.

GENERAL MANAGER'S COMMENTS**Question 1**

The project per se has actually commenced as a number of studies and investigations have been completed to allow both councils to commence the development approval process (15th December 2022). Current cost estimates suggest that the coastal erosion work will be significantly less than the original estimate (2019) due to the conformation of actual geological data gathered to submit plans for the DA. Current cost estimates for completion of the pathway (December 2022) are significantly higher than the original estimate completed in 2016. As a total project it is anticipated that the estimated total cost of the project (\$13.86M grant funds plus \$1.86M contribution by two councils) will not change but Council has written to the Minister to seek permission to alter the allocation of the grant deed funds so that the projected increase in pathway construction costs is offset by the reduction in cost of erosion work.

The current schedule has the project commencing (earliest) September 2023 and being complete October (earliest) 2024, the timing of the project is dependent on the approval process flowing smoothly and the Minister agreeing to redistributing the funds in the grant deed.

Question 2

Council has committed to deliver an alternative band room for the City of Burnie Brass Band rather than relocate the Band to the new band room currently under construction at West Park as the Band believes this band room is not suitable for their purposes. An alternative site at Les Clark Drive, Cooe, has been identified as a possible location and Council officers are currently exploring an alternative building with the Band. There is currently no timeframe or budget estimates for the alternate band room. Once the preferred option has been identified and agreed with the Band, then budget and timeframes will be developed. Council has committed to progressing this issue in the 2023/24FY and so provision will be made in the budget.

The City of Burnie Brass Band has been advised on progress of the building of the new band rooms at West Park. These are due for practical completion by end March 2023. The Burnie City Brass Band has been advised that they will need to vacate their current band room by end of April to enable demolition of that building and completion of car parking and landscaping works required as part of the redevelopment being undertaken by UTAS.

RECOMMENDATION:

“THAT the information be noted.”

COUNCIL RESOLUTION

Resolution number: MO040-23

MOVED: Cr S Kons

SECONDED: Cr D Pease

“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

MOTIONS ON NOTICE**AO029-23 MOTION ON NOTICE - NEW YEAR'S EVE EVENT****FILE NO:** 15/5/2, 23/4631**PREVIOUS MIN:**

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

“THAT Council take on the entire running and organising of the New Year’s Eve festivities on the waterfront as it used to do in previous years before the outsourcing model was applied and has been determined to have been a failure in this instance, for the coming New Year's Eve.”

COUNCILLOR’S COMMENTS

The last year’s outcome was unacceptable to the community.

There are limited capabilities in our community for not-for-profit groups to undertake this task.

There is a community expectation that this will be done.

GENERAL MANAGER’S COMMENTS

The Burnie City Council last ran a New Year’s Eve event on the waterfront in 2019, prior to the decision taken to outsource events which was determined by the Council in 2021.

The Council abolished the Community and Economic Development Department as part of that decision and 16 staff were made redundant as a result. It was with this context that the Council made the decision to change its event model to instead become a funder and enabler of events, by partnering with community groups, organisations and event management companies to deliver events for the City moving forward.

Therefore the event team that once run these events for the City are no longer employed by the Council. Subsequently the Council do not have sufficient staff at this time to reintroduce the delivery of this event. Should a decision be taken in the future for this to occur, the decision would need to be considered as part of the budget estimates process as it would require the recruitment of additional staff. Given that a number of the positions made formally redundant in 2021 were events specific positions, this would also raise potential industrial relation concerns the Council would need to carefully consider.

As Councillors are aware, there has recently been an Expression of Interest process conducted seeking partners to deliver a range of Major Events in 2023. Council has specifically sought partners interested in delivering a New Year's Eve event for the City in 2023. Four community organisations have expressed their interest in delivering this event, through the funding and enabling model with the Burnie City Council. EOIs close on 27 February after which the proposals will be considered and then discussed with Council.

COUNCIL RESOLUTION**Resolution number: MO041-23****MOVED:** Cr S Kons**SECONDED:** Cr G Simpson

"THAT Council take on the entire running and organising of the New Year's Eve festivities on the waterfront as it used to do in previous years before the outsourcing model was applied and has been determined to have been a failure in this instance, for the coming New Year's Eve."

The motion was not put due to the following procedural motion

COUNCIL RESOLUTION**MOVED:** Cr A Keygan**SECONDED:** Cr C Lynch

"THAT the matter be deferred."

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

PUBLIC QUESTION TIME**AO030-23 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.

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 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

Lauren Papworth of Burnie:

- 1) *What is being done to fix the issues with the new Tafe round-about with increased usage this needs updating to lights as a person who works at the Tafe campus this round about is highly dangerous with citizens approaching the round-about at 60kms per hour and it is a matter of time before someone is t-boned and dies.***

The Mayor provided the following response:

The roundabout was placed there originally as a trial for twelve months. It would appear that the trial has been successful as the roundabout has worked as intended and does allow traffic to move more freely. On the issue of the speed that motorists approach the roundabout, council will be implementing permanent traffic slowing infrastructure to reduce approach speed to the roundabout.

Tony Hainsworth of Burnie:

- 1) *Will the Burnie City Council be reopening planning for the cycle path from Burnie to***

Heybridge to ensure that the city is well-prepared to take advantage of future federal and state funding opportunities, and to ensure that the cycle path can be completed as quickly and efficiently as possible?

The Mayor provided the following response:

The Council's priority is on delivering the coastal pathway to the west of Burnie to connect with Wynyard. The issue of the eastern connection remains on Council's agenda, but it is not an immediate priority. And in fact I met with a couple of Ministers only last week to have a conversation around the Coastal Pathway so hopefully we have good news coming up in the next week.

Nathan Langley of Wynyard:

- 1) Hello again, I'm aware you have debated the issue, that was not my question. My question was about progression on the issue and moving forward with the rest of the state. I'd like to see the debate reopened as I didn't find your blanket response good enough. There is support in the council for motorbike parking and I'd like to hear each councillors response to the issue and why they don't want to move to motorcycles parking on the street like the rest of Tassie.***

The Mayor provided the following response:

The purpose of public questions is to allow rate payers to ask questions directed to the Mayor about Council matters. It is not a forum for discussion or in which Councillors individually state their views on particular matters.

Ian Jones of Burnie:

- 1) Will Council consider converting Wilson St between Cattley and Wilmot Streets into a mall for a trial period to gauge the suitability of a long term mall for our CBD?***

The Mayor provided the following response:

As you are aware Council has engaged consultants to develop an urban plan for the Burnie CBD. The development of the urban plan is being guided by a reference group and with extensive public consultation in its development. Council does not want to pre-empt what might come out of this current work, but expects that this type of issue may be raised and considered as part of that process. Ultimately we want good community input, guided by the professional advice of our consultants, to develop a plan that revitalises our CBD, making it an attractive, safe and welcoming space for our community and all visitors to Burnie.

Council will consider the draft urban plan around mid-year and encourage this issue to be included for consideration in that process.

- 2) *Will Council consider extending the awning currently attached to the MSCP across to the rear of Boland's Arcade to provide more rain protection for users?***

The Mayor provided the following response:

Wouldn't that be great, I'd certainly enjoy that. I have to repeat what I have said in response to your previous question, noting that an issue we expect to be addressed in the urban plan is facilitating pedestrian movement through the CBD. Again, Council encourages this thinking to be included in the development of the urban plan for our CBD.

QUESTIONS WITHOUT NOTICE**AO031-23 QUESTIONS WITHOUT NOTICE****FILE NO: 15/5/5**

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).

The Mayor facilitated responses to Questions Without Notice as raised by Councillors.

CORPORATE AND COMMERCIAL SERVICES**AO032-23 POLICY REVIEW - TREASURY MANAGEMENT POLICY
CP-CCS-CG-038**

FILE NO: 4/14/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

“THAT Council adopt the Treasury Management Policy CP-CCS-CG-038, as attached.”

2.0 EXECUTIVE SUMMARY**Purpose and Background**

The purpose of this report is to provide the draft Treasury Management Policy to Council for approval.

The Treasury Policy CP-CCS-CG-038 provides a clear framework to Council officers in respect to the borrowing of funds, investing community funds and sets the minimum reporting requirements of the treasury function.

The Policy was last adopted on 25 January 2022.

Key Issues

Two changes have been proposed in this draft which are outlined in the ‘Discussion’ section below.

3.0 SUPPORTING INFORMATION**Strategic Alignment**

This reports relate to the Council Plan 2022-2025 Key Enabler – Financial Management.

Legal

While the *Local Government Act 1993* prescribes the manner in which councils are able to borrow funds and undertake investments, there is no specific requirement for the Council to have a Treasury Policy. It is however seen as good governance to do so.

Finance

There are no financial implications that arise from this report.

Relation to Council Policy

This policy is aligned to many processes associated with both the long term financial performance of the Council, through the Financial Management Strategy (FMS) CD-CBS-FIN-001 and Strategic Asset Management Plan CD-WS-T-001, and operationally through the Annual Plan and Budget Estimates (APBE) CD-CCS-CG-001.

Discussion

The Treasury Management Policy is designed to ensure that there is sufficient working capital to support the operations and capital program requirements of the Council at all times.

Officers have recently reviewed the Treasury Management Policy having recently developed the Treasury Strategy, a key output for officers prescribed under the Financial Management Strategy. To ensure consistency between these two documents, two changes are considered necessary which are reflected in the revised document **attached**:

- Amendment to 5.1 – Treasury Management

It is not considered prudent to have such a significant cash buffer of 3-6 months cash expense ratio, invested only in an at call account. Term deposits provide a higher level of income from interest derived, while still allowing officers the flexibility to structure these funds to be on call when required.

Subsequently the revised document has been amended to provide for this.

- Amendment to 5.2 – Investment Strategy:
 - a) The table has been updated to reflect the amendment referred to at 5.1
 - b) Deletion of the reference to Council undertaking a physical transaction to mitigate fraudulent transactions. This is seen as impractical and poses a safety concern for our staff in taking significant quantities of cash to the bank to make a physical transaction. Senior officers have reviewed the processes around making such online transactions and are satisfied they are robust and a more appropriate way of mitigating the risk of fraud.

Health and Safety

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

Risk

The following table identifies relevant risks of not having a contemporary and robust treasury management system, and how the risks may need to be addressed to either eliminate or reduce them.

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	Liquidity risk i.e. Insufficient funds when required for operations and capital program	Mitigate risk through planning documents FMS, AMS and the Cash Flow Forecast that allow reasonable prediction of requirements to ensure adequate funds available through treasury management processes
Financial	Financial loss due to fraud or error	Mitigate risk through fraud control plan, data checks and notifications and organisation control structure
Financial	Opportunity loss / additional costs from investment / borrowing choice i.e. a better choice is not identified when it could have been	Mitigate risk through expression of interest process to select provider from a broad range (may not be all providers, but will be a representative sample)
Financial	Interest rate risk i.e. losses / gains from changes in rates, which may be material due to amount invested / borrowed	Use of fixed interest rate products for investments / borrowing. Where variable interest rate products are used, stress testing scenarios will be conducted to determine affordability and sustainability
Financial	Credit risk i.e. risk of default on loan repayments	Mitigate risk through planning documents FMS, AMS and the Cash Flow Forecast that allow reasonable
Emergency Management	Counterparty risk i.e. funds by party comply with limits within this policy	A schedule of all investments and borrowings is kept where limits by counterparty type and credit rating are recorded and monitored. It should be noted that limits are observed at time of investment and may vary as funds are redeemed
Service Delivery	Reinvestment risk i.e. that terms of investment or borrowing will be different depending on when decision is made (gains and losses) which may be material due to	Investments of cash are made for specified terms with automated redemption of funds as default. Terms are matched to surplus cash flow availability. Flexibility is

	amount invested / borrowed. This usually relates to delays in decision making.	maintained through maintaining a cash buffer based on 3 – 6 months cover in cash expense cover ratio
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Environmental Sustainability

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

Consultation

The changes recommended to the Policy were discussed at the December 2022 Audit Panel meeting. The draft Treasury Management Policy including the recommended changes was endorsed by the Audit Panel at the meeting held on 8 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.

ATTACHMENTS

1 [↓](#). Treasury Management Policy - Draft Review

COUNCIL RESOLUTION

Resolution number: MO042-23

MOVED: Cr D Pease

SECONDED: Cr A Keygan

“THAT Council adopt the Treasury Management Policy CP-CCS-CG-038, as attached.”

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 POLICY				
 BURNIE CITY COUNCIL	Treasury Management Policy (DRAFT)			
	Approved By:	Council	Document Code:	CP-CCS-CG-038
	Doc Controller:	Director Corporate and Commercial Services	Version:	6.0
			Approved Date:	TBC
	File:	4/14/2	Next Review Date:	+ 4 years

1 PURPOSE

To provide clear direction to management, staff and Council in relation to the treasury function including borrowings and investment of community funds, as a means of ensuring liquidity and mitigation of financial risks.

2 OBJECTIVE

To provide a decision framework that:

- Ensures there is sufficient working capital to support the operations and capital program requirements of the Council at all times;
- Invests funds surplus to working capital requirements within the parameters of this policy;
- Maximises Council's return on investment taking account of:
 - Available interest rates;
 - Available terms to maturity; and
 - Surplus funds available to invest.
- Maintains records and reports on current investments and borrowings and their performance;
- Minimises the risk of fraud and error through strong internal controls;
- Prudently obtains borrowings using reasonable care and diligence, to support capital program requirements;
- Minimises the cost of borrowings;
- Identifies and manages relative financial risk for all investments and borrowings, in accordance with the Risk Management Policy and Framework and the resulting risk appetite.

3 SCOPE

The scope of this policy applies to the:

- Management of the treasury function for the Council;
- Investment of funds surplus to the Council's working capital requirements; and
- Borrowing of funds to support capital projects.

The scope of the policy does not apply to other investments as specified in the *Local Government Act 1993*, Section 21 (1) Enterprise powers, although, the availability of funds to invest in these activities will be determined in accordance with this policy.

4 DEFINITIONS

Liquidity refers to the ability of the Council to meet their financial obligations when they fall due.



BURNIE
CITY COUNCIL

COUNCIL POLICY

Treasury Management Policy (DRAFT)

Approved By: Council

Doc Controller: Director Corporate and Commercial Services

File: 4/14/2

Document Code: CP-CCS-CG-038

Version: 6.0

Approved Date: TBC

Next Review Date: + 4 years

Intergenerational Equity is a term used for linking the payment for an asset (via debt repayments) to successive populations who receive the benefit of the asset over its useful life.

Treasury refers to those activities that are related to funding of Council operations, such as cash flow, budgeting, borrowings and investments.

Working Capital refers to the amount of funds available to meet financial obligations when they fall due.

5 POLICY STATEMENTS

5.1 Treasury Management

Treasury management ensures that the Council has enough funds available at any point in time to meet its obligations and deliver its services to the community and undertake its capital program.

Treasury management involves the raising of funds (cash inflows) through revenue and borrowings and the spending of funds (cash outflows) on expenditure and investments.

Risk management is an important aspect of treasury management to ensure that objectives within this policy are able to be achieved.

Council will target a cash buffer to the equivalent of 3 – 6 months, based on the cash expenses cover ratio in line with the Tasmanian Audit Office benchmark for adequate cash cover. These funds will be kept between the working capital fund, at call funds and term deposit investments. Sufficient funding will be available in working capital and at call funds (being immediately available for use) to allow Council to undertake its operations and meets its obligations. The maturity timing of term deposit investments will match predicted cash flow requirements.

Borrowings are not a form of revenue and do not replace the need for Council to generate sufficient operating revenue to service its operating requirements. Council will not borrow funds to finance operating activities, non-capital projects or recurrent expenditure unless there are genuine and extenuating circumstances.

5.2 Investment Strategy

Council receives significant funds early in the financial year, mainly through rate revenue. Council invests funds surplus to its working capital requirements in accordance with this policy to generate a return on these funds until they are required for use.

 BURNIE CITY COUNCIL		COUNCIL POLICY	
		Treasury Management Policy (DRAFT)	
Approved By: Council		Document Code: CP-CCS-CG-038	
Doc Controller: Director Corporate and Commercial Services		Version: 6.0	
File: 4/14/2		Approved Date: TBC	
		Next Review Date: + 4 years	

The investment strategy is developed as part of routine annual planning processes including the Financial Management Strategy, Strategic Asset Management Plan, Annual Plan and Budget Estimates and Cash Flow Forecasts. The quality of the investment plan and maximisation of return are dependent on the quality of information and assumptions in these planning documents.

The maximum term of investments is 12 months (to match revenue and expenditure cycles within the financial year) unless genuine extenuating circumstances warrant a longer investment timeframe. Proposed investment for a period longer than 12 months are outside the intent of this policy, and will require a resolution of the Council.

Council's risk appetite requires that investments must only be made with Authorised Deposit taking Institutions (ADIs) regulated by the Australian Prudential Regulation Authority, in products where the underlying assets are cash (refer to <https://www.apra.gov.au/register-of-authorised-deposit-taking-institutions>). Preference is given to term deposit investment products.

Council will undertake a request for quotation process with ADIs, as part of its investment strategy, to determine which products deliver the best return, balancing risk and other criteria contained within this policy. A minimum of 3 quotes will be sought. The request for quotation process applies to investments that are new and rollovers.

Borrowing for investment and investing in speculative products is prohibited. Speculative products include derivatives, future, options, swaps and forward contracts.

The Council, may choose to use an external advisor to provide investment advice or provide investment management services. A request for quotation process, seeking at least 3 quotes must be used in these situations.

The advisor must possess all necessary licenses and qualifications to perform their duties in a professional way with due care, diligence and skill. The external advisor must disclose any conflicts of interest (for management in accordance with relevant policy) and must not receive commissions or benefits from their investment advice.

Any external advisor engagement will accord with this policy, contain details of how the advisor may be terminated, contain performance and review requirements and be undertaken on a full fee for service basis to ensure transparency.

The Council's approved investment portfolio consists of:

		COUNCIL POLICY
		Treasury Management Policy (DRAFT)
Approved By:	Council	Document Code: CP-CCS-CG-038
Doc Controller:	Director Corporate and Commercial Services	Version: 6.0
		Approved Date: TBC
File: 4/14/2		Next Review Date: + 4 years

Fund Type	Purpose of Funds	Investment type	Benchmark	Institution
Working Capital Fund	To pay for daily obligations of Council and receipt funds	Cash	Returns on these accounts vary depending on market interest rates	(A1+) Bank
At Call Funds	Complement working capital fund while generating some return on funds	At Call Funds		(A1+) Bank
Investment Funds	Surplus funds invested to generate a return	Term Deposits	Average return compared to Budgeted target based on key market information (90 Day Bank Bill swap rate, CBA interest rate forecasts and RBA retail deposit and investment rates data sets)	Authorised Deposit Taking institution (ADI) with a credit rating allowed within the credit risk framework

Council will invest according to the stated objectives in this policy and in line with the following credit risk framework.

Short term Rating (Standard & Poor's)	Maximum weighted percentage of portfolio	Maximum percentage with any one institution
A1+	100%	100%
A1	80%	50%
A2	50%	20%
Rating definitions A1+ Extremely strong capacity to pay A1 Strong capacity to pay A2 Satisfactory capacity to pay – more susceptibility to adverse effects of changes in economic conditions than A1 or A1+		

This framework applies at the time of investment of funds at the start of each financial year. It does not apply throughout the year as funds reach maturity and are redeemed, as the portfolio mix will change.

Council has procedures in place to ensure that electronic funds transfers are made securely, minimising the risk of error and fraud.

5.3 Borrowing Strategy

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Treasury Management Policy (DRAFT)	
Approved By:	Council	Document Code: CP-CCS-CG-038
Doc Controller:	Director Corporate and Commercial Services	Version: 6.0
File: 4/14/2	Approved Date: TBC	Next Review Date: + 4 years

The Council determines, where appropriate, whether funds will be borrowed in accordance with this policy. This decision cannot be delegated, though it is expected officers will provide qualified advice to Council to inform this decision.

From time to time, the Council may borrow funds to support significant capital projects that would otherwise be unable to be undertaken. These needs are determined based upon the strategic direction of the Council and evidence based needs. Where borrowings are intended they are to form the basis of the annual planning processes to ensure the impacts can be fully considered and are viable from an inter-generational perspective.

Funds must not be borrowed to finance operating activities, non-capital projects or recurrent expenditure of council unless there are genuine and pressing extenuating circumstances.

The term of borrowing must not exceed the expected economic life of the asset (where relevant), with an upper limit of 15 years.

Borrowings must be repaid within the term of the loan. Loans must be considered within the long term financial planning and annual budgeting process to ensure repayments can be met.

Section 80 of the *Local Government Act 1993*, limits the borrowing of additional money for any purpose, if the annual payments required to service the total borrowings would exceed 30% of its revenue base of the preceding financial year (excluding grants for specific purposes).

5.4 Delegation of Authority for Investments

Authority for implementation of the Investment Policy is delegated to the General Manager in accordance with Section 75 of the *Local Government Act 1993*. The General Manager may delegate the authority to manage investments to appropriately qualified senior staff members. Officers with a delegated authority to manage investments are required to acknowledge that they have received a copy of this policy and understand their obligations.

5.5 Risk Management

The Council's risk appetite for financial matters including treasury management is 'minimal' indicating a preference for options that avoid risk or have low inherent risk (uncertainty).

For investments this risk appetite will mean that expected investment returns will be low, due to the positive correlation between risk and return i.e. low risk equals low return and vice versa. Keeping public funds secure is the primary goal.

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File: 4/14/2		Next Review Date: + 4 years

The below table details identified risks associated with treasury management, evaluates the likelihood and consequence of these risks, determines the assessed risk level and indicates the current controls in place.

Risk Description	Likelihood	Consequences	Assessed Risk Level	Risk Treatment / Controls
Liquidity risk i.e. Insufficient funds when required for operations and capital program	Unlikely	Moderate / Major	Medium – Acceptable - Planned Actions required	Mitigate risk through planning documents FMS, AMS and the Cash Flow Forecast that allow reasonable prediction of requirements to ensure adequate funds available through treasury management processes
Financial loss due to fraud or error	Unlikely	Moderate / Major	Medium – Acceptable - Planned Actions required	Mitigate risk through fraud control plan, data checks and notifications and organisation control structure
Opportunity loss / additional costs from investment / borrowing choice i.e. a better choice is not identified when it could have been	Possible	Minor	Medium – Acceptable - Planned Actions required	Mitigate risk through expression of interest process to select provider from a broad range (may not be all providers, but will be a representative sample)
Interest rate risk i.e. losses / gains from changes in rates, which may be material due to amount invested / borrowed	Possible	Moderate	High – Unacceptable Prioritised Action required	Use of fixed interest rate products for investments / borrowing. Where variable interest rate products are used, stress testing scenarios will be conducted to determine affordability and sustainability
Credit risk i.e. risk of default on loan repayments	Unlikely	Moderate / Major	Medium – Acceptable - Planned Actions required	Mitigate risk through planning documents FMS, AMS and the Cash Flow Forecast that allow reasonable prediction of requirements to ensure adequate funds available through treasury management processes for loan repayments
Counterparty risk i.e. funds by party comply with limits within this policy	Possible	Insignificant as counter party risk is unlikely to have a dollar impact, rather policy non compliance	Low – Acceptable - Action by routine procedure	A schedule of all investments and borrowings is kept where limits by counterparty type and credit rating are recorded and monitored. It should be noted that limits are observed at time of investment and may vary as funds are redeemed

		COUNCIL POLICY	
		Treasury Management Policy (DRAFT)	
Approved By:	Council	Document Code:	CP-CCS-CG-038
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		Approved Date:	TBC
File:	4/14/2	Next Review Date:	+ 4 years

Risk Description	Likelihood	Consequences	Assessed Risk Level	Risk Treatment / Controls
Reinvestment risk i.e. that terms of investment or borrowing will be different depending on when decision is made (gains and losses) which may be material due to amount invested / borrowed. This usually relates to delays in decision making.	Possible	Moderate / Major	High – Unacceptable Prioritised Action required	Investments of cash are made for specified terms with automated redemption of funds as default. Terms are matched to surplus cash flow availability. Flexibility is maintained through maintaining a cash buffer based on 3 – 6 months cover in cash expense cover ratio
Treasury operational risk i.e. that treasury processes don't operate as intended and on time.	Possible	Moderate / Major	High – Unacceptable Prioritised Action required	A list of authorised deposit taking institutions will be maintained with their credit rating. A list of all bank accounts is maintained and managed by Corporate Finance. A schedule of all investments and borrowing is maintained and reported on. Payments are made and funds redeemed according to the schedule

5.6 Performance Measurement and Reporting

An investment register must be maintained with all movements, which will include:


- List all investments in Council's investment portfolio;
- Current rate of return on individual investments;
- Credit Rating of Institution
- Percentage of total portfolio allocation with each institution
- Maturity dates
- Weighted average rate of return for the portfolio

Reporting on investments and borrowings will be tabled at Council meetings on a quarterly basis.

The cash expense cover ratio is calculated as the total unrestricted cash divided by the total cash payments for operating (suppliers, employees) and finance activities from the cash flow statement.

6 LEGISLATION

Part 8, Division 1 and 2 of the *Local Government Act 1993* (the Act) deals with investment and borrowings. The Act does not mandate the need for a Council to adopt a Treasury Policy.

 BURNIE CITY COUNCIL	COUNCIL POLICY Treasury Management Policy (DRAFT)	
Approved By: Council Doc Controller: Director Corporate and Commercial Services	Document Code: CP-CCS-CG-038	Version: 6.0
File: 4/14/2	Approved Date: TBC	Next Review Date: + 4 years

Section 75 of the Act permits funds to be invested in any manner in which a trustee is authorised by law to invest or in any investment the treasurer approves. The Council's Delegation Register specifies who has the authority of the Council to invest funds under this policy.

Sections 78 and 80 of the Act need to be considered with respect to any borrowing activity.

7 RELATED DOCUMENTS

Financial Management Strategy CD-CcS-FIN-001
 Annual Plan and Budget Estimates
 Delegations to the General Manager from Council REG-CCS-CG-100

8 OTHER REFERENCES

Australian Accounting Standards

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. It is the responsibility of the Corporate Governance Unit to maintain this policy within the Corporate Document Framework.
Minute Reference:	TBC
Council Meeting Date:	TBC
Strategic Plan Reference:	Strategy 7.4.2 Demonstrate financial accountability and ensure strong internal controls underpin performance. Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Audit Panel Review:	This policy was reviewed by the Audit Panel on 8 February 2023.
Previous Policies Replaced:	This policy replaces the previous Treasury Management Policy version 5.0 dated 25 January 2022 (Item AO012-22, 25 January 2022).
Date of Commencement:	TBC
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.net)

GENERAL MANAGER**AO033-23 POLICY REVIEW - COUNCILLORS' CODE OF CONDUCT
CP-CCS-CG-024**

FILE NO: 4/14/2

PREVIOUS MIN:

1.0 RECOMMENDATION:

“THAT Council adopt the Councillors’ Code of Conduct Policy, as presented.”

2.0 EXECUTIVE SUMMARY**Purpose and Background**

Section 28T(7) of the *Local Government Act 1993* requires that a council is to review its Code of Conduct within three months after each ordinary election.

Key Issues

There is a statutory requirement for Council to review the Councillors’ Code of Conduct.

It is recommended that minimal changes be made to this document, given the current focus on governance and councillor conduct by the State Government and that Council will need to undertake its own work, further to the advice contained in the Briefing Paper provided on statutory changes impacting workplace conduct.

3.0 SUPPORTING INFORMATION**Strategic Alignment**

This report aligns with the Council Plan 2022-25 Enabler, Our People.

Legal

There is a statutory requirement to conduct this review within three months after an ordinary election, per section 28T *Local Government Act 1993*.

Finance

There are no financial impacts resulting from this report.

Relation to Council Policy

The relevant Council policy for review is attached.

Discussion

This current policy was last reviewed four years ago and is based on the Model Code of Conduct set down by the Minister of Local Government at that time, without amendment.

No changes are proposed to the policy at this time, due the significant reform that is likely in this area, including the state Government legislating a model Councillor Code of Conduct in the future. Council will need to undertake further work and review at that time.

Health and Safety

This relates to the health and safety of councillors and staff.

Risk

Failure to conduct the review will result in non-compliance with a statutory requirement

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 had opportunity to discuss this report at workshop.

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 Policy - Councillors' Code of Conduct

COUNCIL RESOLUTION**Resolution number: MO043-23****MOVED:** *Cr C Lynch***SECONDED:** *Cr S Kons****“THAT Council adopt the Councillors’ Code of Conduct Policy, 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

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Councillor's Code of Conduct	
	Approved By: Council	Document Code: CP-CCS-CG-024
	Doc Controller: Executive Manager Corporate Governance	Version: 6.0
	File: 4/14/2	Approved Date: TBA
		Next Review Date: 1 Dec 2026

1 PURPOSE

This Code of Conduct sets out the standards of behaviour expected of councillors of Burnie City Council, with respect to all aspects of their role. This policy incorporates the Model Code of Conduct made by Order of the Minister responsible for local government.

2 SCOPE

The Code of Conduct applies to all Councillors at Burnie City Council while performing the functions and exercising the powers of their office with the council.

3 POLICY

*A copy of the **Code of Conduct** is attached to this policy.* The code of conduct framework is legislated under the *Local Government Act 1993*.

3.1 Making a Code of Conduct Complaint

A person may make a code of conduct complaint against a councillor in relation to the contravention by the councillor of the relevant council's code of conduct.


A person may make a complaint against more than one councillor if the complaint relates to the same behaviour and the same code of conduct contravention.

Code of conduct complaints are lodged with the general manager of the relevant council and must comply with legislative requirements, as outlined below.

A complaint may not be made by more than two complainants jointly.

A code of conduct complaint is to –

- be in writing; and
- state the name and address of the complainant; and
- state the name of each councillor against whom the complaint is made; and
- state the provisions of the relevant code of conduct that the councillor has allegedly contravened; and
- contain details of the behaviour of each councillor that constitutes the alleged contravention; and
- be lodged with the general manager of the relevant council within six months after the councillor or councillors against whom the complaint is made allegedly committed the contravention of the code of conduct; and
- be accompanied by a statutory declaration, signed by the complainant or by each complainant, verifying the accuracy of the information in the complaint; and

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Councillor's Code of Conduct	
	Approved By: Council	Document Code: CP-CCS-CG-024
	Doc Controller: Executive Manager Corporate Governance	Version: 6.0
	File: 4/14/2	Approved Date: TBA
		Next Review Date: 1 Dec 2026

- contain details of all efforts by the complainant to resolve the issue the subject of the complaint; and
- be accompanied by the code of conduct complaint lodgement fee (being 50 fee units as prescribed under the Act).

Once satisfied that the code of conduct complaint meets prescribed requirements, the General Manager forwards the complaint to the Code of Conduct Panel.

3.2 Councillors' Dispute Resolution

Councillors commit to developing strong and positive working relationships and working effectively together at all times.

Prior to commencing a formal code of conduct complaint, the councillors who are parties to any disagreement should endeavour to resolve their differences in a courteous and respectful manner, recognising that they have been elected to act in the best interests of the community.

A councillor who is party to any disagreement should request the Mayor or the General Manager to assist that councillor in resolving the disagreement informally.

If the informal assistance does not resolve the disagreement, the General Manager may, with the consent of the parties involved, choose to appoint an external mediator to assist in the resolution of the disagreement. If an external mediator is appointed, councillors who are party to the disagreement must strive to cooperate with the mediator and use their best endeavours to assist the mediator and participate in the mediation arranged.

Where a matter cannot be resolved through internal processes, the next step may be to lodge a formal code of conduct complaint.


Councillors should only invoke the provisions of the Code of Conduct in good faith, where it is perceived that another councillor has not complied with the provisions or intent of the Code of Conduct.

3.3 Public Interest Disclosure

Any instances of suspected corrupt conduct, maladministration and serious and substantial waste of public resources or substantial risk to public health or safety or to the environment should be reported in accordance with the *Public Interest Disclosures Act 2002*. Disclosures may be made to the Tasmanian Ombudsman or the Tasmanian Integrity Commission.

4 LEGISLATION

Local Government Act 1993
Public Interest Disclosures Act 2002

 BURNIE CITY COUNCIL	COUNCIL POLICY Councillor's Code of Conduct	
Approved By: Council Doc Controller: Executive Manager Corporate Governance File: 4/14/2	Document Code: CP-CCS-CG-024 Version: 6.0 Approved Date: TBA Next Review Date: 1 Dec 2026	

5 RELATED DOCUMENTS

Model Code of Conduct by Ministerial Order: Local Government (Model Code of Conduct) Order 2016 incorporating Local Government (Model Code of Conduct) Amendment Order 2018.

Code of Conduct Complaint Form available from the Department of Premier and Cabinet website
 Public Interest Disclosure Procedures PRO-CCS-CG-105
 Receipt of Gifts and Benefits Policy CP-CCS-CG-028
 Councillor's Declaration of Interest Form FO-CCS-CG-010
 Code of Conduct Flowchart as updated from time to time by the Local Government Division


6 OTHER REFERENCES

Department of Premier and Cabinet's Local Government Division

Email: lgd@dpac.tas.gov.au

Web: www.dpac.tas.gov.au/divisions/local_government

Policy Endorsement	
Responsibility:	It is the responsibility of the Executive Manager Corporate Governance to review this policy and ensure compliance with the <i>Local Government Act 1993</i> . It is the responsibility of the Governance Unit to maintain this policy within the Corporate Document Framework.
Minute Reference:	TBA
Council Meeting Date:	TBA
Strategic Plan Reference:	Strategy 7.7.3 Provide support to elected members to assist them to fulfil their roles effectively.
Previous Policies Replaced:	This policy replaces the previous policy <i>Code of Conduct</i> version 5.0 dated 19 Feb 2019 (Item Number AO041-19), and subsequent amendment to version 5.1 dated 7 August 2019.
Date of Commencement:	TBA
Review Requirements:	This policy must be reviewed by Council within three months of an ordinary election, or within three months of a new Code being issued by the Minister for Local Government, in accordance with section 28T of the Local Government Act 1993.
Publication of policy:	Members of the public may access this policy on Council's website (www.burnie.net)

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Councillor's Code of Conduct	
	Approved By: Council	Document Code: CP-CCS-CG-024
	Doc Controller: Executive Manager Corporate Governance	Version: 6.0
	File: 4/14/2	Approved Date: TBA
		Next Review Date: 1 Dec 2026

ATTACHMENT 1

Local Government (Model Code of Conduct) Order 2016 incorporating the Local Government (Model Code of Conduct) Amendment Order 2018: Schedule 1 – Model Code of Conduct


CODE OF CONDUCT

PART 1 - Decision making

- 1) A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
- 2) A councillor must make decisions free from personal bias or prejudgement.
- 3) In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
- 4) A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - Conflict of interests that are not pecuniary

- 1) When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
- 2) A councillor must act openly and honestly in the public interest.
- 3) A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.
- 4) A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.
- 5) A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.
- 6) A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –
 - a) declare the conflict of interest and the nature of the interest before discussion of the matter begins; and
 - b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.
- 7) This Part does not apply in relation to a pecuniary interest.

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Councillor's Code of Conduct	
	Approved By: Council	Document Code: CP-CCS-CG-024
	Doc Controller: Executive Manager	Version: 6.0
	Corporate Governance	Approved Date: TBA
	File: 4/14/2	Next Review Date: 1 Dec 2026

PART 3 - Use of Office

- 1) The actions of a councillor must not bring the Council or the office of councillor into disrepute.
- 2) A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.
- 3) In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 - Use of resources


- 1) A councillor must use Council resources appropriately in the course of his or her public duties.
- 2) A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.
- 3) A councillor must not allow the misuse of Council resources by any other person or body.
- 4)

PART 5 - Use of information

- 1)
- 2) A councillor must only access or use Council information needed to perform his or her role and not for personal reasons or non-official purposes.
- 3)
- 4) A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - Gifts and benefits

- 1) A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances and is not in contravention of any relevant legislation.
- 2) A councillor must avoid situations in which a reasonable person would consider that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.
- 3)
- 4)
- 5)
- 6)

 BURNIE CITY COUNCIL	COUNCIL POLICY	
	Councillor's Code of Conduct	
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	Doc Controller: Executive Manager Corporate Governance	Version: 6.0
	File: 4/14/2	Approved Date: TBA
		Next Review Date: 1 Dec 2026

7)

8)

PART 7 - Relationships with community, councillors and Council employees

- 1) A councillor –
 - a) must treat all persons fairly; and
 - b) must not cause any reasonable person offence or embarrassment; and
 - c) must not bully or harass any person.
- 2) A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.
- 3)
- 4) A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
- 5) A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 - Representation

- 1) When giving information to the community, a councillor must accurately represent the policies and decisions of the Council.
- 2) A councillor must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.
- 3) A councillor must not speak on behalf of the Council unless specifically authorised or delegated by the Mayor or Lord Mayor.
- 4) A councillor must clearly indicate when he or she is putting forward his or her personal views.
- 5) A councillor's personal views must not be expressed publicly in such a way as to undermine the decisions of the Council or bring the Council into disrepute.
- 6) A councillor must show respect when expressing personal views publicly.
- 7) The personal conduct of a councillor must not reflect, or have the potential to reflect, adversely on the reputation of the Council.
- 8) When representing the Council on external bodies, a councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - Variation of Code of Conduct

- 1) Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

GENERAL MANAGER**AO034-23 STRATEGIC RISK REGISTER REVIEW**

FILE NO: 30/6/1; 23/2960

PREVIOUS MIN:

1.0 RECOMMENDATION:

“THAT Council adopt the revised Strategic Risk Register, as presented.”

2.0 EXECUTIVE SUMMARY**Purpose and Background**

The Strategic Risk Register is a key input for the annual budget process to assist in prioritising the allocation of resources and committing to actions that will reduce the impact of known risks.

Council last adopted its Strategic Risk Register in March 2022. The review was due in November 2022, but deferred due to the local government elections.

Key Issues

Strategic risks are those that affect the sustainability of Council or its ability to deliver strategic objectives, significant risks affecting the longer term interests of Council and the community, and are of a higher level, possibly affecting future service delivery.

The Strategic Risk Register identifies the key areas of risk, threat or concern that should guide the prioritisation of resources and actions in the development of the Budget, Annual Plan and Service Level Plans.

Risks with a revised risk rating of high or extreme will be scheduled for inclusion in the Audit Panel Work Plan.

This paper notes the review process and presents the revised draft Strategic Risk Register to Council for consideration and adoption.

3.0 SUPPORTING INFORMATION

Strategic Alignment

This report relates to the Council Plan Enablers, Data and Agility. Current and relevant risk information is necessary to effectively inform the budget and 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 is outlined in the Review Progress Report, which was tabled to Workshop 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.
- b) A recommendation to **add** Climate Adaption as a strategic risk, being the single most important emerging risk both at a sector level and specific to council 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 Workshop. Councillors have discussed the Review Report and draft Strategic Risk Register at workshop 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.

4.0 DETAIL

The attached documents include:

- a one page summary snapshot of Council's strategic risks, and
- the Draft Strategic Risk Register, as revised.

The Overview in the 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.

ATTACHMENTS

1. [Snapshot of Strategic Risks 2023](#)
2. [Draft Revised Strategic Risk Register - Feb 2023](#)

COUNCIL RESOLUTION

Resolution number: MO044-23

MOVED: Cr A Keygan

SECONDED: Cr J Grave


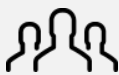




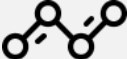



"THAT Council adopt the revised Strategic Risk Register, as presented."

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

Snapshot of Strategic Risks 2023

 <p>Climate Adaption</p>	<p>The ability of the council to protect against the potential impact on assets, infrastructure and service continuity, arising from increasing frequency and severity of extreme weather events, natural disasters and changing climate conditions, and the possible failure to adapt to these changing needs</p> <p>Before controls</p> <table border="1"> <tr> <td>Almost Certain</td><td>Major</td><td>Extreme</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Almost Certain</td><td>Major</td><td>Extreme</td></tr> </table>	Almost Certain	Major	Extreme	Almost Certain	Major	Extreme	 <p>People</p> <p>The ability of the Council to attract, retain and develop a workforce with the right skills, capabilities and attitudes to service the community, including strategic workforce planning and ensuring a supportive workplace culture</p> <p>Before controls</p> <table border="1"> <tr> <td>Likely</td><td>Moderate</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Possible</td><td>Minor</td><td>Medium</td></tr> </table>	Likely	Moderate	High	Possible	Minor	Medium
Almost Certain	Major	Extreme												
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 <p>Financial Sustainability</p>	<p>The ability of the Council to manage the financial sustainability of the Council and deliver the services expected by the community, by adequately managing the revenue base, maintenance and provision of renewal of infrastructure, and the regulatory roles</p> <p>Before controls</p> <table border="1"> <tr> <td>Likely</td><td>Major</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Possible</td><td>Moderate</td><td>High</td></tr> </table>	Likely	Major	High	Possible	Moderate	High	 <p>Governance</p> <p>The ability of the Council to maintain effective and transparent decision making and governance processes including Councillor behaviour and conduct</p> <p>Before controls</p> <table border="1"> <tr> <td>Likely</td><td>Moderate</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Possible</td><td>Minor</td><td>Medium</td></tr> </table>	Likely	Moderate	High	Possible	Minor	Medium
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 <p>Work Health and Safety</p>	<p>The ability of the Council to provide a safe and engaging workplace for staff, third party contractors, and the community, across a diverse working environment that includes high-risk activities.</p> <p>Before controls</p> <table border="1"> <tr> <td>Likely</td><td>Major</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Possible</td><td>Moderate</td><td>High</td></tr> </table>	Likely	Major	High	Possible	Moderate	High	 <p>Emergency Planning, Management and Response</p> <p>The ability of the Council to effectively plan and respond in emergency situations such as natural disasters, including Council's ability to provide essential services for the community such as evacuation centres.</p> <p>Before controls</p> <table border="1"> <tr> <td>Possible</td><td>Major</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Unlikely</td><td>Moderate</td><td>Medium</td></tr> </table>	Possible	Major	High	Unlikely	Moderate	Medium
Likely	Major	High												
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 <p>Asset Management</p>	<p>The ability of the Council to ensure that its considerable range of community assets will remain operational, productive, safe, and meet the long term needs of the community</p> <p>Before controls</p> <table border="1"> <tr> <td>Possible</td><td>Major</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Possible</td><td>Major</td><td>High</td></tr> </table>	Possible	Major	High	Possible	Major	High	 <p>Community Confidence</p> <p>The ability of the Council to create, maintain and develop positive community confidence and relationships including good communication and consultation, managing stakeholder risks, ensuring transparency and sound decision making, and proactive engagement</p> <p>Before controls</p> <table border="1"> <tr> <td>Possible</td><td>Moderate</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Unlikely</td><td>Minor</td><td>Low</td></tr> </table>	Possible	Moderate	High	Unlikely	Minor	Low
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Possible	Moderate	High												
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 <p>IT Systems and Cyber Risk</p>	<p>The ability of the Council to maintain appropriate and secure IT systems which facilitate effective Council activities and service delivery, including the ability to mitigate, manage and respond to cyber risks</p> <p>Before controls</p> <table border="1"> <tr> <td>Likely</td><td>Catastrophic</td><td>Extreme</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Unlikely</td><td>Moderate</td><td>Medium</td></tr> </table>	Likely	Catastrophic	Extreme	Unlikely	Moderate	Medium	 <p>Strategy and Planning</p> <p>The ability of Council to develop and implement long term strategies and plans, and responding to emerging long term impacts</p> <p>Before controls</p> <table border="1"> <tr> <td>Possible</td><td>Moderate</td><td>High</td></tr> </table> <p>After controls</p> <table border="1"> <tr> <td>Unlikely</td><td>Minor</td><td>Low</td></tr> </table>	Possible	Moderate	High	Unlikely	Minor	Low
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 BURNIE CITY COUNCIL	REGISTER Strategic Risk Register - Profiles (DRAFT REVIEW)	Approved By: Council Doc Controller: Executive Manager Corporate Governance	Document Code: REG-CCS-RM-002 Version: 2.0 Approved Date: TBC Next Review Date: + 1 year
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Strategic Risk Register

Revised Risk Profiles
as at February 2023




Climate Adaption	Financial Sustainability	Work Health and Safety	Asset Management	IT Systems and Cyber Risk	People	Governance	Emergency Planning, Management & Response	Community Confidence	Strategy and Planning
									

Strategic Risk Register Overview

The following pages set out the profile for each Strategic Risk, forming the Strategic Risk Register for Burnie City Council.

 <p>Risk ratings are assessed using the Risk Assessment Criteria set out in Council's Risk Management Framework with defined likelihood and consequence scales to determine risk rating.</p>	 <p>Inherent risk means the level of risk before any treatment or controls.</p>	 <p>Existing controls refer to current measures in place that are aimed at reducing the risk rating.</p>	 <p>Revised risk means the level of risk remaining after treating the risk.</p>	 <p>Risk appetite is set by the Council in the Risk Management Framework. It sets a threshold for what is considered an acceptable level of risk. Intentionally, the <i>inherent</i> risk rating is considered against the appetite, so as to focus on the potential effect of the risk if it is not controlled.</p>
 <p>Current exposures identify any current concerns or known gaps where there is exposure for Council.</p>	 <p>Committed actions are those which have been resourced and identified as current 'to do and/or are in progress'. They do not include future un-resourced actions. Ideally they are linked either to Annual Plan actions or Service Level Plan actions. The accompanying table highlights when the work is planned, if it is linked to a Plan, and the responsible Director and business unit.</p>	 <p>Status refers to how effectively the risk is being managed given the current exposures, the planned and in-progress actions, and its relevant risk appetite. Levels include: Stable or reducing; Stable but rising slightly (within appetite); Stable, active monitoring (outside appetite); Escalating, attention required.</p>	 <p>Risk Action Plan refers to any further detailed actions plans that may be required in order to implement more comprehensive future actions. Most risk will not require this level of detail, but some will.</p>	 <p>How the risk is reported lists current reporting mechanisms for each risk. These reporting channels are a key method for monitoring the risk. It is not necessary to duplicate risk reporting in another system. Instead the emphasis is on developing reliable data based on effective indicators to the appropriate reporting channels.</p>
 <p>Risk Indicators list any current data indicators that provide a measure of that risk. It is not necessary to have indicators on every risk, but if they are available and relevant, they are listed.</p>	 <p>Sub-Risk Register refers to any further established registers or systems which provide a greater level of detail for that particular risk.</p>	 <p>The role of the Risk Owner is to have carriage of how the risk is managed, to monitor the effectiveness of controls and facilitate review of the risk.</p>	 <p>Audit Panel Work Plan indicates whether or not the risk is currently included for review in the Audit Panel Work Plan. Risks with a revised risk rating of high or greater, are scheduled for review.</p>	 <p>Register Review The Risk Management Framework requires that this Register be reviewed in full annually, and that a Strategic Risk Report be provided to Council twice yearly in October and April.</p>

Climate Adaption 	Risk Description The ability of the council to protect against the potential impact on assets, infrastructure and service continuity, arising from increasing frequency and severity of extreme weather events, natural disasters and changing climate conditions, and the possible failure to adapt to these changing needs.
Current Risk Factors	<ul style="list-style-type: none"> Riverine flooding More extreme weather events occurring (both in heat and storm events), resulting in increasing likelihood of risk Risk of damage to infrastructure including roads and bridges, with community flow-on impacts to access routes and service provision Potential bushfire risks
Council Plan Linkage	Our Goals – Environmentally Responsible, Community Facilities to Support Liveability Enablers – Financial Management, Agility
Risk Owner	General Manager, Directors

Assessment and Controls

Inherent Risk Rating	Likelihood – Almost Certain	Consequence – Major	Rating – Extreme
Existing Controls	<ul style="list-style-type: none"> Emu River Flood Warning Study Codes now applicable under Planning Scheme for new developments affected by bushfire risks, floodprone areas, erosion risks, and land slip areas SGS Strategic Background Paper providing informative data on current and future trends Annual fire hazard management and abatement measures Monitoring of Bureau of Meteorology warnings, addressing hot spot areas for storm damage 		
Revised Risk Rating	Likelihood – Almost Certain	Consequence – Major	Rating – Extreme

Appetite, Exposures and Actions

Appetite Statement	Council has a Minimal appetite for <i>Environment</i> risks	Inherent Risk – Extreme Residual Risk – Extreme	If unmanaged – Not acceptable Prioritised action required		
Current Exposures	<ul style="list-style-type: none">Severe weather events – including both increasing heat and storm eventsBushfire risks impacting community access, services, properties and livesRisk of flooding and damage from stormwater limitations (high volume over short time)				
Committed Actions	Completion of Round Hill bushfire mitigation measures (grant)	22-23	23-24		TS
	Implement parts 1&2 of the Emu River Flood Warning Study	22-23	23-24	SLP	DWS
	Start considering relocation of Emu River low-lying areas	22-23	23-24		
Risk Action Plan	<ul style="list-style-type: none">New Council Strategic Plan to provide strategic context, drive priorities and funding				
Status	No scope to limit external factors Committed actions are focused on priority areas		Escalating		

Reporting

How this risk is reported	<ul style="list-style-type: none"> Tabling of various environmental studies (eg Emu River Flood Warning Study) Responsive reporting to Council on events as they occur Western Emergency Management Committee minutes tabled to Council Meetings 		
Risk Indicators	<ul style="list-style-type: none"> Flood mapping data Bushfire severity modelling 		
Sub-Risk Register	Not applicable	Audit Panel Work Plan Review	Yes

Financial Sustainability 	Risk Description The ability of the Council to manage the financial sustainability of the Council and deliver the services expected by the community, by adequately managing the revenue base, maintenance and provision of renewal of infrastructure, and the regulatory roles.
Current Risk Factors	<ul style="list-style-type: none"> Continued pressure for low rates / decreased rates Inflation (recent historical high) impacting costs of service and capital program delivery Financial decision making – strategies, forecasts, projections, accountabilities, asset life cycle costing Financial governance and oversight – appropriate Council decision making having fully considered the financial impacts of decisions Significant capital renewal program Delivery of the capital renewal program including achievement of target capitalisation rates of wages and materials COVID impacts – loss of dividends,, and inflation
Council Plan Linkage	Enabler – Financial Management
Risk Owner	General Manager, Director Corporate and Commercial Services, Directors

Assessment and Controls


Inherent Risk Rating	Likelihood – Likely	Consequence - Major	Rating – High
Existing Controls	<ul style="list-style-type: none"> 10 year Financial Management Strategy Plans required under the Local Government Act Policies and procedures aimed at strong financial management Budget process 	<ul style="list-style-type: none"> Budget review process Monthly management reporting Quarterly Service Level Plan reviews Quarterly reporting to Council and Audit Panel Audit Panel Work Plan 	
Revised Risk Rating	Likelihood – Possible	Consequence - Moderate	Rating – High

Appetite, Exposures and Actions

Appetite Statement	Council has a Minimal appetite for <i>Financial</i> risks	Inherent Risk – High Residual Risk – High	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none"> COVID-19 Cost shifting Inflationary impact on cost of existing service levels 	<ul style="list-style-type: none"> Variable transfers of cost between capital and operational Asset lifecycle sustainability with data, strategy and policy 				
Committed Actions	Reporting framework review	22-23	23-24	SLP	CF	
	Reporting framework – KPI Dashboard	22-23	23-24	SLP	CF	
	Develop enhanced Long Term FM Plan and Strategy	22-23	23-24	SLP	CF	
Risk Action Plan	<ul style="list-style-type: none"> Asset condition and life cycle data Critical infrastructure - expected asset failures 					
Status	Limited scope to reduce external factors Committed actions are focused on priority areas		Stable, Active Monitoring			

Reporting

How this risk is reported	<ul style="list-style-type: none">Monthly management reporting to budget managers, Directors and CouncilQuarterly Service Level Plan reviewQuarterly Reports to Audit Panel, Council	<ul style="list-style-type: none">Six month forecast and budget reviewAnnual audited financial statementsAnnual ReportFinancial Risk Register, quarterly to Council	
Risk Indicators	<ul style="list-style-type: none">Compliance with Treasury PolicyFinancial Management Plan Target Metrics	<ul style="list-style-type: none">Delivery of budget within FMS parameters and Annual Budget Estimates	
Sub-Risk Register	Financial Risk Register	Audit Panel Work Plan Review	Yes

Work Health and Safety 	Risk Description The ability of the Council to provide a safe and engaging workplace for staff, third party contractors, and the community, across a diverse working environment that includes high-risk activities.
Current Risk Factors	<ul style="list-style-type: none"> COVID-19 Safe and respectful workplaces Culture and capability Contractor management Volunteer management Limited lead indicator data
Council Plan Linkage	Enabler – Our People
Risk Owner	General Manager, Director Corporate and Commercial Services

Assessment and Controls


Inherent Risk Rating	Likelihood – Likely	Consequence - Major	Rating – High
Existing Controls	<ul style="list-style-type: none"> COVID-19 Safety Plan WHS Policies WHS Management System Health and Safety Committee Dedicated Health and Safety Advisor Volunteer and contractor induction Employee Assistance Program 		
Revised Risk Rating	Likelihood - Possible	Consequence - Moderate	Rating – High

Appetite, Exposures and Actions

Appetite Statement	Council has a Zero appetite for <i>Workers</i> risks	Inherent Risk – High Residual Risk – High	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">• Safety leadership culture• Inconsistent contractor management and induction• Mental health• Change management• Manual handling• Resourcing for auditing and testing of systems• Incoming legislation with obligations on employers to protect psychosocial wellbeing					
Committed Actions	Improvements to Policies	22-23	23-24			P&S
	Safety Leadership Capability	22-23	23-24	SLP		P&S
	Improve Induction and Onboarding Program	22-23	23-24	SLP		P&S
	Enhanced H&S reporting including LTIFR monitoring	22-23	23-24	SLP		P&S
	Refined process for proactive hazard and risk identification	22-23	23-24	SLP		P&S
	Build Operational Capability	22-23	23-24			P&S
Risk Action Plan	Not required					
Status	Committed actions are focused on priority areas		Stable, Active Monitoring			

Reporting

How this risk is reported	<ul style="list-style-type: none"> Monthly reporting to EMT, Health and Safety Committee, Council Quarterly reports to the Audit Panel 		
Risk Indicators	<ul style="list-style-type: none"> WHS Metrics 		
Sub-Risk Register	WHS Management System, Safety Reporting Register	Audit Panel Work Plan Review	Yes

Asset Management 	Risk Description The ability of the Council to ensure that its considerable range of community assets will remain operational, productive, safe, and meet the long term needs of the community.
Current Risk Factors	<ul style="list-style-type: none"> A low level of maturity assessment in asset management system Lack of strategy to drive asset management priorities Resourcing and capacity challenges to address the scope of work required Governance and system framework weaknesses
Council Plan Linkage	Our Goals – Community Facilities to Support Liveability Enablers – Financial Management, Data, Agility
Risk Owner	General Manager, Directors

Assessment and Controls

Inherent Risk Rating	Likelihood – Possible	Consequence – Major	Rating – High
Existing Controls	<ul style="list-style-type: none"> Strategic Asset Management Plan Asset Management Plans Existing asset management data Basic service level agreements for some classes of assets 		
Revised Risk Rating	Likelihood – Possible	Consequence – Major	Rating – High

Appetite, Exposures and Actions

Appetite Statement	Council has a Moderate appetite for <i>Assets and Infrastructure</i> risks	Inherent Risk – High Residual Risk – High	If unmanaged – Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">• Lack of complete data for informed decision making• Risk of investing in the wrong assets without understanding priority needs from data• Risk to community if assets are not maintained to a safe standard• Non-conformance to legislation with SAM Strategy not covering 10 year period					
Committed Actions	Asset Management System Maturity Assessment	22-23	23-24	SLP	DWS	
	Update condition assessment data	22-23	23-24	SLP	DCCS	
	Develop the Asset Improvement Plan	22-23	23-24	AP,SLP	TS	
	Resource a dedicated asset management officer	22-23	23-24	SLP	WS	
	Update the Asset Management Policy, AM Strategy & Plan	22-23	23-24	DF	DWS	
	Improve strategic governance framework with Council	22-23	23-24		GM	
Risk Action Plan	<ul style="list-style-type: none">• Asset Improvement Plan					
Status	Limited scope to limit external factors Committed actions are focused on priority areas			Stable, Active Monitoring		

Reporting

How this risk is reported	<ul style="list-style-type: none"> Asset Management System Maturity Assessment outcomes Review of asset data within annual budget process Asset Improvement Plan – implementation reporting to EMT and Council 				
Risk Indicators	<ul style="list-style-type: none"> Asset Management System Maturity over time Asset Sustainability Ratio Asset Renewal Ratio Intervention levels (optimum and critical) – future indicator when data available 				
Sub-Risk Register	Asset Register	Audit Panel Work Plan Review	Yes		

IT Systems & Cyber Risk 	Risk Description The ability of the Council to maintain appropriate and secure IT systems which facilitate effective Council activities and service delivery, including the ability to mitigate, manage and respond to cyber risks.
Current Risk Factors	<ul style="list-style-type: none"> • Protection against cyber threats • IT strategic planning and prioritisation • Operating environment • IT systems configuration • Business continuity planning • Disaster recovery planning and testing • Investment levels in capital funding to underpin security and effective environment
Council Plan Linkage	Enablers – Digital Transformation, Data, Agility
Risk Owner	Director Corporate and Commercial Services

Assessment and Controls

Inherent Risk Rating	Likelihood – Likely	Consequence – Catastrophic	Rating – Extreme
Existing Controls	<ul style="list-style-type: none"> • Information Security Management System • Business Continuity Plan • Managed Detection and Response • Disaster Recovery • Information and security related Policies • Staff resourcing in managing and responding to cyber risks 		
Revised Risk Rating	Likelihood – Unlikely	Consequence – Moderate	Rating – Medium

Appetite, Exposures and Actions

Appetite Statement	Council has a Moderate appetite for <i>Technology</i> risks	Inherent Risk – Extreme Residual Risk – Medium	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">• Infrastructure investment• Cyber vulnerability• Asset and intangibles data• Reliable, accessible data					
Committed Actions	Disaster recovery infrastructure and testing	22-23	23-24	DTS	ICT	
	Priority server upgrades	22-23	23-24	SLP	ICT	
	Establish Information Security Management System	22-23	23-24	SLP	DCCS	
	Review Business Continuity plans	22-23	23-24		DCCS	
	Development of ICT related policies	22-23	23-24	DF	ICT	
	Determine current state of infrastructure and software	22-23	23-24	SLP	ICT	
	Commence implementation of DTS	22-23	23-24	SLP	DCCS	
	Re-launch fraud control plan	22-23	23-24	SLP	CF	
Risk Action Plan	ICT Action Plan (Digital Transformation and Cyber Vulnerability)					
Status	Committed actions are focused on priority areas		Stable, Active Monitoring			

Reporting

How this risk is reported	<ul style="list-style-type: none"> • Managed Detection and Response reporting to DCCS • Service Level Plan quarterly reviews 		
Risk Indicators	<ul style="list-style-type: none"> • Managed Detection and Response reporting 		
Sub-Risk Register	ICT Risk Register	Audit Panel Work Plan Review	No

People 	Risk Description The ability of the Council to attract, retain and develop a workforce with the right skills, capabilities and attitudes to service the community, including strategic workforce planning and ensuring a supportive workplace culture.
Current Risk Factors	<ul style="list-style-type: none"> Labour supply constraints and competition – key roles and skills, attraction and retention Culture, integrity, values and behaviours, including resilience and adaptability to change Succession planning for key roles and specialist expertise Some processes not contemporary, leading to inefficiency and ineffectiveness
Council Plan Linkage	Enabler – Our People
Risk Owner	General Manager, Directors

Assessment and Controls


Inherent Risk Rating	Likelihood – Likely	Consequence – Moderate	Rating – High
Existing Controls	<ul style="list-style-type: none"> Behaviours Framework Code of Conduct Organisational design to allow for the right people in roles (future capability) HR Policies Enhancing leadership clarity and expectation Use of employment consultants for key roles and specialist skills 		
Revised Risk Rating	Likelihood – Possible	Consequence – Minor	Rating – Medium

Appetite, Exposures and Actions

Appetite Statement	Council has a Moderate appetite for <i>Service Delivery</i> risks	Inherent Risk – High Residual Risk – Medium	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">• Evolving people practices and processes• Needs analysis• Limited resources• Lack of reliable, accessible and automated data• Recruitment risk areas, eg engineering, planning, EHOs – demand across local government					
Committed Actions	Employee Engagement Survey and Action Planning	22-23	23-24	SLP	P&S	
	Organisational Cultural Survey and Action Planning	22-23	23-24	SLP	P&S	
	Negotiate and then embed new Enterprise Agreement	22-23	23-24	SLP	P&S	
	Code of Conduct and Behaviours Framework revision	22-23	23-24	SLP	P&S	
	Payroll processing optimisation	22-23	23-24		P&S	
	Succession planning	22-23	23-24		P&S	
	Workforce planning	22-23	23-24		P&S	
Risk Action Plan	Not required					
Status	Limited scope to reduce external factors Committed actions are focused on priority areas		Stable			

Reporting

How this risk is reported	<ul style="list-style-type: none"> Quarterly recruitment and termination data to Council and Audit Panel 		
Risk Indicators	<ul style="list-style-type: none"> Recruitment and termination data Employee demographic data Employee Engagement and Organisational Culture survey responses 		
Sub-Risk Register	People Reporting Register	Audit Panel Work Plan Review	No

Governance 	Risk Description The ability of the Council to maintain effective and transparent decision making and governance processes including Councillor behaviour and conduct.
Current Risk Factors	<ul style="list-style-type: none"> Stronger long term strategic direction needed Evidence based information needed for good decision making Community satisfaction levels Perceived lack of genuine consultation and transparency Councillor conduct and cohesion
Council Plan Linkage	Enablers – Financial Management, Community Consultation, Our People, Data
Risk Owner	General Manager, Director Corporate and Commercial Services

Assessment and Controls


Inherent Risk Rating	Likelihood – Likely	Consequence – Moderate	Rating – High
Existing Controls	<ul style="list-style-type: none"> Council Plan 2022-2025 Councillor induction, Portal information Councillor Code of Conduct Governance policies and procedures Quarterly departmental reporting 	<ul style="list-style-type: none"> Majority of Council reports in open session Minutes and audios are published, with decisions communicated via social media Compliance Register Audit Plan 	
Revised Risk Rating	Likelihood – Possible	Consequence – Minor	Rating – Medium

Appetite, Exposures and Actions

Appetite Statement	Council has a Minimal appetite for <i>Legal and Compliance</i> risks	Inherent Risk – High Residual Risk – Medium	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">• Misalignment between Council’s Strategic Plan and FMP, FMS, Long-term Strategic Asset Management Plan, Asset Management Strategy with Council Plan and Budget Estimates• Negative community perception/sentiment/feedback about Council’s engagement, consultation and councillor behaviours• Reliable, accessible and automated data for operational reporting					
Committed Actions	Improve Council papers to support decision making	22-23	23-24	SLP	CG	
	Delegations review	22-23	23-24	SLP	CG	
	Prepare Background Report to inform new strategic plan	22-23	23-24	SLP	GM	
	Develop new Council Strategic Plan	22-23	23-24	AP,SLP	GM	
	Implement Strategic Risk Register review and reporting	22-23	23-24	SLP	CG	
	Undertake external council governance review	22-23	23-24		GM	
Risk Action Plan	Not required					
Status	Committed actions are focused on priority areas			Stable, Active Monitoring		

Reporting

How this risk is reported	<ul style="list-style-type: none"> Quarterly reporting to Council and Audit Panel 					
Risk Indicators	<ul style="list-style-type: none"> Repeat failure of Annual Plan, budget estimates and rating, fees and charges to reflect or deliver against Council's strategic objectives Degree of alignment in the strategic planning process Fulfilment of strategic plan, council plan, risk plan actions, annual plan and budget Community perception and feedback Statistics around open vs closed meeting items 					
Sub-Risk Register	Not applicable	Audit Panel Work Plan Review		No		

Emergency Planning, Management & Response 	Risk Description The ability of the Council to effectively plan and respond in emergency situations such as natural disasters, including Council's ability to provide essential services for the community such as evacuation centres.
Current Risk Factors	<ul style="list-style-type: none"> COVID Supply chain issues arising from COVID Reliance on technology Climate related events (storm, heat) Resourcing constraints
Council Plan Linkage	Our Goals – Community Facilities to Support Liveability, Environmentally Responsible Enablers – Community Consultation, Our People, Agility
Risk Owner	Director Works and Services

Assessment and Controls


Inherent Risk Rating	Likelihood – Possible	Consequence – Major	Rating – High
Existing Controls	<ul style="list-style-type: none"> Municipal Emergency Management Plan in place – links to Regional EMC / SES Western Emergency Management Committee Emergency Management Coordinator and Deputy in place Emergency Management Response Plan, and supporting Policies and Procedures Emergency Recovery Plan Business Continuity Plan – for service delivery of critical functions to community 		
Revised Risk Rating	Likelihood – Unlikely	Consequence – Moderate	Rating – Medium

Appetite, Exposures and Actions

Appetite Statement	Council has a Minimal appetite for <i>Emergency Management</i> risks	Inherent Risk – High Residual Risk – Medium	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">• Resourcing levels for community recovery• Deputy Recovery Coordinator to be appointed• Review of Business continuity planning needed• No flood mitigation strategy• Lack of data to support climate contingency plan					
Committed Actions	Embed Community Recovery Coordinator role into organisation	22-23	23-24	SLP	DCCS	
	Appoint a Deputy Municipal Recovery Coordinator	22-23	23-24		DCCS	
	Establish governance arrangements for community recovery	22-23	23-24		DCCS	
	Review and update Emergency Recovery Plan	22-23	23-24		DCCS	
	Implement parts 1&2 of the Emu River Flood Warning Study	22-23	23-24		DWS	
Risk Action Plan	Not required					
Status	Limited scope to reduce external factors Committed actions are focused on priority areas		Stable, Active Monitoring			

Reporting

How this risk is reported	<ul style="list-style-type: none"> Minutes of Western Emergency Management Committee reported to Council Emergency Management Coordinator and Deputy nominated by Council (Ministerial appoint) Reports to Council as needs determine 	
Risk Indicators	<ul style="list-style-type: none"> Long range weather forecasting COVID data and modelling Regular BOM updates during weather events 	
Sub-Risk Register	Not applicable	Audit Panel Work Plan Review No

Community Confidence 	Risk Description The ability of the Council to create, maintain and develop positive community confidence and relationships including good communication and consultation, managing stakeholder risks, ensuring transparency and sound decision making, and proactive engagement.
Current Risk Factors	<ul style="list-style-type: none"> Image and reputation, being a respected authority Conduct, manner and process by which decisions are made Robust and defensible decision making Understanding our community and their needs Maintaining the community's trust of the Council Social media environment
Council Plan Linkage	Enablers – Financial Management, Community Consultation, Our People, Data
Risk Owner	General Manager, Director Corporate and Commercial Services

Assessment and Controls

Inherent Risk Rating	Likelihood – Possible	Consequence – Moderate	Rating – High
Existing Controls	<ul style="list-style-type: none"> Community engagement with improved readability in publications Broad and increased promotion of Council activities through web and social media Decision making based upon informed evidence based advice where available Recent community consultation forums and meetings, building confidence Engaging frequently with the community in informal communications Accessible Executive Management Team Code of Conduct and Behaviours Framework 		
Revised Risk Rating	Likelihood – Unlikely	Consequence – Minor	Rating – Low

Appetite, Exposures and Actions

Appetite Statement	Council has a Moderate appetite for <i>Political</i> risks	Inherent Risk – High Residual Risk – Low	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">Unknown data around importance of functions, services and assets to the communityUnknown satisfaction levels with Council’s performance – reliable and accessible dataLack of trust from some stakeholders / sectors					
Committed Actions	Finalise Community Engagement Framework	22-23	23-24	AP,SLP	DCCS	
	Community Survey	22-23	23-24	SLP	DCCS	
	Implement Community Engagement Framework	22-23	23-24	SLP	DCCS	
	Increase web and social media reach and penetration	22-23	23-24	SLP	DCCS	
Risk Action Plan	Not required					
Status	Existing controls are adequate for acceptable level of risk		Stable			

Reporting

How this risk is reported	<ul style="list-style-type: none"> Community consultation reported to the Council Quarterly social media reporting to EMT and Council 					
Risk Indicators	<ul style="list-style-type: none"> Social media engagement data Community consultation data Community sentiment data (future surveys) 					
Sub-Risk Register	Not applicable	Audit Panel Work Plan Review		No		

Strategy and Planning 	Risk Description The ability of Council to develop and implement long term strategies and plans, and responding to emerging long term impacts.
Current Risk Factors	<ul style="list-style-type: none"> COVID impacts Approaches to climate change adaption Planning and future community needs including infrastructure planning Risk management and risk appetite Capability and capacity of Council at all levels
Council Plan Linkage	Our Goals – Vibrant Town Centre, Community Facilities to Support Liveability, Environmentally Responsible Enablers – Financial Management, Community Consultation, Our People, Data
Risk Owner	General Manager

Assessment and Controls

Inherent Risk Rating	Likelihood – Possible	Consequence – Moderate	Rating – High
Existing Controls	<ul style="list-style-type: none"> Community Plan Making Burnie 2030 (new strategic plan due) Council Plan 2022-25 Annual Plan focusing on current priorities Service Level Plans with key deliverables 	<ul style="list-style-type: none"> Financial Management Strategy Strategic Asset Management Plan, and supporting policies Strategic Risk Register underpinned by Risk Management Framework 	
Revised Risk Rating	Likelihood – Unlikely	Consequence – Minor	Rating – Low

Appetite, Exposures and Actions

Appetite Statement	Council has a Moderate appetite for <i>Strategic</i> risks	Inherent Risk – High Residual Risk – Low	If unmanaged - Not acceptable Prioritised action required			
Current Exposures	<ul style="list-style-type: none">• New strategic plan due for development• Reliable, accessible asset data• COVID impacts• Current and future community needs					
Committed Actions	Develop new Council Strategic Plan	22-23	23-24	AP,SLP	GM	
	Develop the Asset Improvement Plan	22-23	23-24	AP,SLP	TS	
	Develop long-term financial and strategic asset management plans, financial and asset management strategies	22-23	23-24	SLP	GM	
	AP, budget, rates set with reference to strategic docs, 2024-25	22-23	23-24		GM	
Risk Action Plan	Not required					
Status	Existing controls are adequate for acceptable level of risk		Stable, Reducing			

Reporting

How this risk is reported	<ul style="list-style-type: none"> Quarterly Annual Plan Progress Report to Council and Audit Panel FMS parameters reviewed annually prior to Budget Estimates Quarterly Strategic Risk review to Council and Audit Panel Strategic Risk Register reviewed annually prior to Budget Estimates 		
Risk Indicators	<ul style="list-style-type: none"> Annual Plan progress data FMS target metrics Strategic Risk Ratings 		
Sub-Risk Register	Not applicable	Audit Panel Work Plan Review	Yes

Legends

The following legends apply to the Risk Profiles:

Council Plan Linkage

Our Goals	Vibrant Town Centre Community Facilities to Support Liveability Environmentally Responsible
Enablers	Financial Management Our People Community Consultation Data Digital Transformation Agility

Risk Rating Matrix

Source: Risk Management Framework, section 7.1

	CONSEQUENCE					
	Almost Certain	Likely	Possible	Unlikely	Rare	
LIKELIHOOD	Insignificant	Medium	High	High	Extreme	Extreme
	Medium	Medium	High	High	Extreme	Extreme
	Low	Medium	High	High	Extreme	Extreme
	Low	Low	Medium	Medium	High	High
	Low	Low	Medium	Medium	Medium	Medium
	Low	Low	Medium	Medium	Medium	Medium

Consequence and Likelihood Scales are set out in Risk Management Framework, sections 7.2 and 7.3

Action References

CP	Council Plan (goal or enabler)
AP	Annual Plan
SLP	Service Level Plan relevant to business unit
DF	Document Framework
DTS	Digital Transformation Strategy

Appetite Statement

Source: Risk Management Framework, section 5.3

	Assessed Risk Level	Required Action
Unacceptable	Extreme	Immediate action required
	High	Prioritised action required
Acceptable	Medium	Planned action required
	Low	Action by routine procedure

Level of Risk Appetite	Description
Zero	No tolerance for accepting risk.
Minimal	Preference for options that avoid risk or have low inherent risk.
Moderate	Preference for safe options with low degree of residual risk and limited potential for reward.
Open	Willing to consider all options with a preference for prudent options and an acceptable level of reward.
Seeking Opportunity	Enthusiasm for innovation leading to preference for higher rewards despite greater inherent risk.

Burnie City Council's Risk Appetite Statement					
Risk Category	Zero	Minimal	Moderate	Open	Seeking Opportunity
Strategic			✓		
Financial		✓			
Workers	✓				
Assets and Infrastructure			✓		
Environment		✓			
Public Safety		✓			
Emergency Management		✓			
Service Delivery			✓		
Technology			✓		
Legal and Compliance		✓			
Political			✓		
Reputational		✓			

Status

Stable or Reducing	This risk is stable or reducing. The risk mitigations are working effectively. (Within appetite)
Stable, Rising Slightly	This risk is stable but rising slightly. The risk mitigations require some work / adjustment (Within appetite)
Stable, Active Monitoring	This risk is stable, active monitoring is required. The risk mitigations are working effectively / require some adjustment. (Outside of appetite)
Escalating	This risk is escalating and attention is required. (Outside of appetite).

Document Control

Title	Strategic Risk Register - Profiles
Document Code	REG-CCS-RM-002
Version	2.0
Audit Panel Review	This Register was reviewed by the Audit Panel on <date>.
Council Minute Reference	TBC
Council Meeting Date	TBC
Previous Document Replaced	This Register replaces the previous Strategic Risk Register – Profiles REG-CCS-RM-002 v1.0 approved on 22 March 2022.
Publication of Document	This document is available for public viewing at www.burnie.net

Mayor T Brumby vacated the chair and left the meeting, having declared an interest in Item AO035-23, and Deputy Mayor G Simpson took the chair, the time being 7.23pm.

GENERAL MANAGER

AO035-23 GENERAL MANAGER'S REPORT - OPEN SESSION

FILE NO: 4/18/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT Council:

- 1) Note the information provided in the General Manager's Report; and***
- 2) Approve the Mayor's attendance at the 2023 Asia Pacific Cities Summit and Mayors Forum in Brisbane in October 2023."***

2.0 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:

- Andrew Turner, The Chapel – Outdoor Dining
- Cruise Ship Welcome – Queen Elizabeth
- Australia Day Ceremony
- Officially Open the Rotary Club of Burnie West – Australia Day Event
- Dr Barry Sykes Retirement Morning Tea
- Senator Anne Urquhart

- ABC Radio Interview
- Cruise Ship Welcome – Queen Elizabeth
- Business North West Breakfast Session, with Guest Speakers Ian Jones and Justin McErlain (BNW)
- Body Positivity Photo Shoot
- The Future of Local Government Review Local Government Engagement Opportunities
- Roger Jaensch MP
- Roundabout Exhibition: Meet the Artists Community Event
- 2023 Caterpillar Burnie International - Finals Day Luncheon
- 2023 Festival Launch Event - Ten Days on the Island
- Cruise Ship Welcome – Norwegian Spirit
- ABC Radio Interview
- Ricky Charles – President, Burnie West Rotary Club
- Anita Dow MP
- KMART Manager – Trolleys
- Cradle Coast Authority: Urban Provocation number 2
- Cruise Ship Welcome – Noordam and Coral Adventurer
- Ian Jones – Business North West
- Greg Jones, Chair of Pastors of Burnie
- Cruise Ship Welcome – Norwegian Spirit
- Cruise Ship Welcome – Regatta
- Participated in the Family Slime Challenge Event
- North West Flood Recovery Advisory Group (FRAG) Meeting
- Cruise Ship Welcome – Noordam
- Burnie Library - Library Day Promotion
- Ark Energy – Hellyer Wind Farm Project Update
- Tasmanian Property Developer
- North West Coast Mayor's and Deputy Mayor's Meeting
- Lunch meeting with Prof. Jim Cavaye and UTAS Staff
- Melbourne Property Developer
- Business North West General Meeting
- Advance West North West Meeting
- Manager, Mallee Grill
- Leigh Kenworthy, 7BU
- Coles and KMART Managers – Trolleys
- City of Burnie Brass Band

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

- Hellyer College Evening of Excellence, attended by Cr Amina Keygan
- Cruise Ship Welcome – Queen Elizabeth, attended by Cr Amina Keygan

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
25 January	Meeting with Grant Parke, Europa
26 January	Australia Day Ceremony
30 January	Meeting with Senator Anne Urquhart
	Meeting with John Hammond, Burnie Highland Pipe Band
1 February	Business North West Breakfast Session, with Guest Speakers Ian Jones and Justin McErlain (BNW)
	PSC Meeting – BAFC Redevelopment
2 February	Meeting with Marcelle Norton, Principal – Cooe Primary School
	Veterans and Families Hub Meeting
	Teleconference with Sheree Vertigan
3 February	BCC / UTAS Fortnightly Meeting
	Roundabout Exhibition: Meet the Artists Community Event
6 February	Meeting with Sarah Henley, Centacare Evolve Housing
	Advance West North West Board Meeting
7 February	Meeting with Shirley Plain, Burnie School of Irish Dance
8 February	Audit Panel Meeting
9 February	Meeting with Ian Jones
10 February	MMG Rosebery Mine Community Meeting
14 February	Ark Energy – Hellyer Wind Farm Project Update
	Tasmanian Property Developer
15 February	Business North West Breakfast Session, with Guest Speakers Martin Poole and Sandra Weinhold from Ark Energy
	PSC Meeting – BAFC Redevelopment
	Lunch meeting with Prof. Jim Cavaye and UTAS Staff
	TasWater Quarterly Briefing – North West
	Advance West North West Meeting
16 February	Meeting with Ian Lawrence - HIF Tasmania carbon neutral eFuels plant
	Meeting with City of Burnie Brass Band

Notification of Council Workshops

The General Manager advises that the following Workshops were held since the last Council Meeting report:

Workshop	7 February 2023
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	Out of Session Workshop Briefing Papers
	Strategic Planning Framework
	Budget Process Briefing
	Mayor and General Manager's Update

Workshop	14 February 2023
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	Out of Session Workshop Briefing Papers
	Strategic Risk Register Review
	Food Organics and Garden Organics (FOGO)
	CAPEX and Strategic Initiatives from Councillors
	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:

8 February	Western Emergency Management Committee Meeting
8 February	Audit Panel Meeting
14 February	View Road Reserve Working Group Meeting

Correspondence for Noting

- 2023 Asia Pacific Cities Summit and Mayors' Forum – Mayor Brumby has requested to attend the above Summit and Mayor's Forum in Brisbane later this year. The current Councillor Allowances and Expenses Policy requires a resolution of Council for interstate conferences. The event will be held in Brisbane from 11 – 13 October 2023. A recommendation to approve the attendance is included in the Motion.

Council Meeting Action List

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

ATTACHMENTS

1. [2023 Asia Pacific Cities Summit \(2023APCS\) and Mayors' Forum - 11-13 October 2023, Brisbane](#)
2. [Open Session - All Actions 31 Jan 2023](#)
3. [Open Session - Outstanding Actions Nov 2020 - Dec 2022](#)

COUNCIL RESOLUTION

Resolution number: MO045-23

MOVED: *Cr A Keygan*

SECONDED: *Cr K Dorsey*

"THAT Council:

- 1) Note the information provided in the General Manager's Report; and***
- 2) Approve the Mayor's attendance at the 2023 Asia Pacific Cities Summit and Mayors Forum in Brisbane in October 2023."***

For: 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

Deputy Mayor G Simpson vacated the chair, and Mayor T Brumby resumed the chair, the time being 7.39pm.



OFFICE OF THE
LORD MAYOR
Brisbane

9 December 2022

Councillor Teeny Brumby
Mayor
Burnie City Council
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BURNIE TAS 7320

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My dear Mayor

**14th Asia Pacific Cities Summit (APCS) & Mayors' Forum
'Shaping Cities for our Future'**

I am pleased to announce that the 14th Asia Pacific Cities Summit (APCS) & Mayors' Forum will be held in **Brisbane** from **11-13 October 2023**, and I invite you to be involved.

The APCS & Mayors' Forum is the largest and most diverse gathering of mayors in the Asia Pacific region. Across its 25-year history, it has been creating lasting impacts for cities and become the region's award winning, landmark event for city leaders. The event brings together city thinkers, makers and innovators to propel urban capability and best practices while connecting government and business to each other. With an alumni of more than 550 cities, the APCS & Mayors' Forum is an internationally recognised event with world-class speakers and a dynamic program designed to challenge your thinking.

Summit Themes

The overarching theme of 2023 APCS & Mayors' Forum is **Shaping Cities for our Future**, with three sub-themes to be discussed:

- Cities of connection** - technology, data and the people
- Cities of sustainability** - adapting to growth, inclusivity and wellbeing
- Cities of legacy** - creating events of prosperity and longevity.

You will walk away with

- Insights on emerging opportunities and world changing ideas on cities
- Connections to world-class keynote speakers, city leaders and high calibre delegates
- Access to the award-winning APCS network and alumni
- Influence in the conversation on the future of our cities
- Business leads and commercial outcomes for your region.

Who will attend?

In 2019, more than 1400 delegates from 140 cities, representing a global population of more than 405 million people participated in the event, including 83 Mayors and Deputy Mayors. The Summit attracts an almost equal mix of public and private sector delegates. Attendees typically represent local government (Mayors, Governors and Commissioners), city managers and executives, key business and industry leaders, policy makers, research leaders and young professionals.

.../2

- 2 -

The Mayors' Forum

This exclusive, **invitation-only** event is an opportunity for Mayors and Deputy Mayors to create their own global network of influential peers and to learn about the latest trends, global best practice and opportunities in city management. Participants are invited to directly contribute to and adopt the 2023APCS Mayors' Accord which represents the outcomes and strategic objectives of the Forum. The 2019APCS Mayors' Accord directly impacted the lives of more than 98 million people.

What are the opportunities for my city?

- **Speaking opportunities** – the Secretariat will invite submissions to speak at the event and encourage submissions by case studies and projects relevant to the Summit sub-themes. Applications will open in April 2023.
- **City Leaders' Forum** – exclusive opportunity for senior public servants of your city to come together, share strategies and insights with their peers and create powerful partnerships.
- **Young Professionals (YPs@APCS)** – invite young professionals from your city to join this program to equip the next generation of leaders.

Opportunities for attending delegations

This is a one in every four-year opportunity for civic and business leaders to expand their networks across the region. The Summit features a business program where delegates can connect and strengthen their global trade and investment links, and drive commercial outcomes through one-on-one business connections, exhibitors showcase and networking events. The secretariat can also assist with introductions for other meetings while visiting Brisbane.

About Brisbane, Home of the APCS

Brisbane is Australia's gateway to the Asia Pacific region and home to a thriving economy worth \$181 billion.

The future host city of the Brisbane 2032 Olympic and Paralympic Games is known for its vibrant multicultural community, innovation-led economy, enviable outdoor lifestyle and is a natural home for business.

Contact us

For further information and to ensure your city's participation in the 2023APCS in Brisbane, please contact **Ms Susie Clowes, APCS Project Manager** in my International Relations and Multicultural Affairs Branch, by email at AsiaPacific.CitiesSummit@brisbane.qld.gov.au or by phone on 07 3178 0790. Alternatively, visit the APCS website at www.apcsummit.org or by scanning the QR code below.

I sincerely hope that I have the opportunity to welcome you to Brisbane for this landmark event.

Yours sincerely



Adrian Schinnerer
LORD MAYOR

Ref: LM05521-2022

Enc.



SHAPING CITIES
FOR OUR FUTURE



2023 ASIA PACIFIC CITIES SUMMIT & MAYORS' FORUM – OPPORTUNITIES

Brisbane, Australia
11-13 October 2023

apcsummit.org



Dedicated to a better Brisbane



AN INVITATION



A message from the Lord Mayor

It is with immense pride that Brisbane will host the 2023 Asia Pacific Cities Summit (2023APCS) & Mayors' Forum from 11-13 October.

Poised to take its place on the world stage as host of the 2032 Olympic and Paralympic Games, Brisbane is a city that is undergoing rapid and strategically planned change. As we lay the foundations for the Games, and a long-lasting Games legacy, the APCS provides an important platform for us to drive and inspire innovation in our region.

In its history, the APCS has established itself as an internationally renowned event that is a true catalyst for change. Centred around planning better futures for our cities, the APCS unites representatives from around the world to share ideas and aspire to create better and more sustainable futures for our regions.

2023 will mark the 14th edition of this global event, which traditionally draws the largest and most diverse gatherings of more than 1000 mayors and delegates representing over 130 international cities.

As cities around the world re-emerge and re-engage with their global counterparts following the coronavirus pandemic, there has never been a more important time to improve our resilience, create new networks and build brighter futures.

Together, the APCS contributes to a stronger and more dynamic Asia Pacific region, and I look forward to your participation in the 2023 Asia Pacific Cities Summit and Mayors' Forum.



Adrian Schrinner
Lord Mayor of Brisbane



2023APCS INTRODUCTION

Legacy and impact

The Asia Pacific Cities Summit (APCS) & Mayors' Forum has been welcoming city leaders, future makers and trailblazers for more than 25 years, creating a forum to share and propel government and business relations and showcase the capabilities of cities to the world. APCS offers an unsurpassed global opportunity for city and business leaders.

The APCS has become the hallmark event for those at the forefront of cities drawing the largest and most diverse gathering of mayors in the Asia Pacific. As an award-winning summit (Australian Event Awards Conference of the Year 2020), the alumni of participating cities now surpasses 550.

It is the city-shifting focus of the APCS that draws masses from all over the world to embrace reinvention, connect and catapult projects and conversations internationally. In 2019, APCS attracted more than 1400 delegates from 140 cities, representing a population of 405 million.

Over three days, more than 1000 delegates will gather in Brisbane, including mayors, policy makers, business leaders, start-ups, young professionals, leading academics and industry professionals. The 2023APCS will offer an unsurpassed global opportunity for city and business leaders alike.

The 2023APCS is your opportunity to re-engage with the world at a significant scale and at an important and unprecedented time as we shape our cities for the future.

Program themes

Shaping Cities for our Future is the central theme of the 2023APCS program.

Program sub-themes:



Cities of connection

Technology, data and the people



Cities of sustainability

Adapting to growth, inclusivity and wellbeing



Cities of legacy

Creating events of prosperity and longevity



YOU WILL WALK AWAY WITH

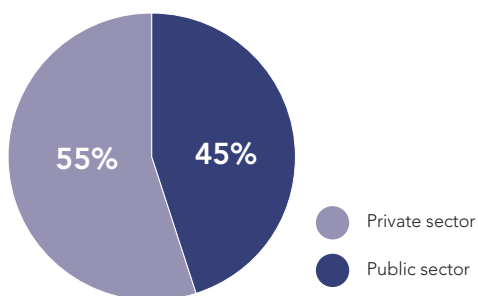
1. **insights** on emerging opportunities and world changing ideas on cities
2. **connections** to world class keynote speakers, city leaders and high calibre delegates
3. **access** to the award-winning APCS network and alumni of more than 550 cities
4. **influence** in the conversation on the future of our cities
5. **business leads**, commercial outcomes and ongoing business development support.

YOU WILL MEET WITH

APCS attracts the highest calibre of delegates from across the globe, including:

- city mayors, councillors and CEOs
- company and business CEOs, directors, managers and leaders
- peak body and government representatives
- government heads of local, state and federal departments
- policy makers in the urban agenda
- leaders in city tourism
- emerging leaders, researchers and change advocates
- innovators, influencers and trend setters.

PUBLIC vs. PRIVATE SECTOR DELEGATES FROM 2021APCS SPECIAL EDITION



2 2023APCS opportunities

GLOBAL IMPACT OF THE APCS

Return on investment

The 2023APCS opportunities focus on delivering real return on investment. The principal opportunity for the 2023APCS is the unrivalled facilitation of meetings and networking with urban leaders of Australia, the Asia Pacific and beyond.

APCS has been held
13 times across **25** years



Combined population
of registered cities
405,000,000



Combined population
of registered mayors
98,809,000



Mayors
83



Delegates
1484



Speakers and
presenters
196



Alumni of
APCS cities
550+
(as at 2021)



Exhibitors
86



Cities
140

This is based on 2019APCS figures.

OPPORTUNITIES

With more than 1000 participants, an award winning, dynamic program and vital networking opportunities, the 2023APCS offers an unmissable chance for participants to be at the forefront of the conversation of the future of cities.

REGISTER

Join us in Brisbane for the 2023APCS from 11-13 October.

To register for the 2023APCS and for further information, please visit apcsummit.org or email the APCS Secretariat at APCS@brisbane.qld.gov.au

BUSINESS DELEGATES

The APCS has a proven track record of delivering innovation, connecting cities and creating commercial outcomes. APCS is a global gateway to reach new customers and networks as delegates from throughout the Asia Pacific gather in Brisbane.

The summit features a business program where delegates connect, strengthen their global trade and investment links and drive commercial outcomes through:

- one-on-one business connections
- the 2023APCS Market Square exhibitors showcase
- social and networking events.

EXHIBIT YOUR PRODUCTS AND SERVICES

The 2023APCS Market Square presents a unique exhibition opportunity to showcase your brand, products and services to the key decision makers of the Asia Pacific region and globally. At 2019APCS nearly 100 Australian and international representatives exhibited in the Market Square.

As the networking hub, the 2023APCS Market Square will host a range of interactive and innovative displays from sponsors, partners and supporting organisations. Daily breaks will be held in the Market Square, ensuring attendees have time to participate and explore throughout the summit.

Exhibitors will receive support through the process from registering their booth through to post-summit business development assistance.

Opportunities are limited, and interested organisations are encouraged to book early to avoid disappointment.

PRESENT YOUR IDEAS

The 2023APCS will feature a range of dynamic speakers and offers the opportunity for speakers to deliver a message to leaders of the broader Asia Pacific region and beyond with impact.

Those interested in speaking at this international meeting of key decision-makers and influencers from leading cities throughout the world are encouraged to submit an abstract addressing one of the 2023APCS program sub-themes.



Cities of connection

Technology, data and the people



Cities of sustainability

Adapting to growth, inclusivity and wellbeing



Cities of legacy

Creating events of prosperity and longevity

SPONSOR

2023APCS represents a remarkable and rare opportunity to reach city leaders throughout the Asia Pacific region. The summit seeks to engage with commercial partners who are leading innovators in their fields.

2023APCS offers a range of engaging sponsorship opportunities at price points to suit varying budgets. To find out more about 2023APCS sponsorship opportunities, please contact the APCS Secretariat by email at APCS@brisbane.qld.gov.au or visit apcsummit.org

2023APCS MARKET SQUARE – EXHIBITION OPPORTUNITIES

2023APCS is pleased to offer three (3) categories of exhibition space in the APCS Market Square, allowing you to select the perfect presentation style and space to suit your needs.

The Market Square is the true hub of APCS. It is built around the Brisbane Pavilion, an attractive, exciting and interactive space. The Pavilion is presented in a fresh and contemporary style and features meeting spaces, a café, lounge area and stage. The Market Square is also the only location where morning and afternoon refreshments and lunches are served during the summit, ensuring every delegate visits the Market Square.

All exhibition options include:

- one (1) team member registration for a member of your staff
- refreshment breaks and lunch as per program
- listing on APCS website
- entry in the delegate app with 'contact us' functionality and ability to scan badge codes for delegate details
- QR code for scanning by delegates
- option to purchase additional team member registration at a discounted price.

Option 1: exhibition stand

- 3m x 2.4m with partitioning to 2.4m
- 1 x 240V 4-amp power point
- 2 x 100w fascia spotlights
- 1 x fascia in company name
- Carpeting

Option 2: exhibition pod

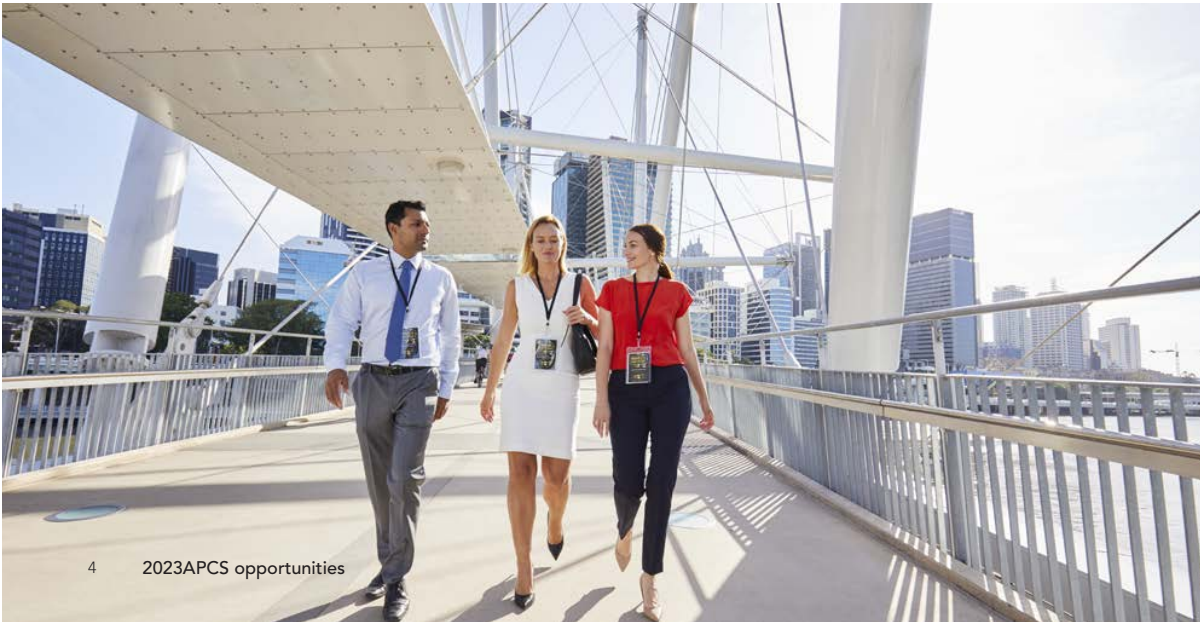
- 1m x .5m desk
- 1m x 18m backdrop
- 1 x 240V 4-amp power point
- Carpeting

Option 3: space only

- 3m x 2.4m plot space
- 1 x 240V 4-amp power point
- Carpeting

Enquiries:

Please contact sponsor@ccm.com.au or call +07 3368 2644 and select the Industry and Sponsor Services option.



2023APCS KEY ELEMENTS

SPEAKER SESSIONS

Hear from dynamic and ground-breaking speakers across keynote, big picture and deep dive sessions who are leading their industry and making their mark.



CITY LEADERS' FORUM

An exclusive opportunity for attending leaders such as CEOs and departmental managers to share their first-hand experiences and activities of their region and learnings from one another.



BUSINESS MEETINGS

Identify new contacts, create your own meeting agenda and connect with private and public sector delegates from throughout the world all in one place.



SITE VISITS

Experience Brisbane's strategic precincts, share best practice and learn from industry leaders.



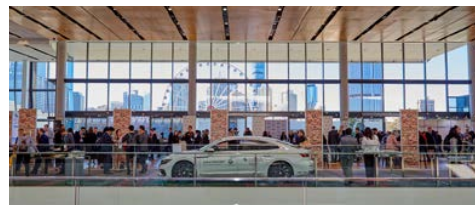
MAYORS' FORUM

An intimate and exclusive opportunity for attending elected municipal leaders to create their own global network of influential peers and learn the latest trends and opportunities in city management.



EXHIBITION

Showcase your products, services and ideas to leaders of the Asia Pacific region and beyond. Gain increased domestic and international exposure and generate new business opportunities.



YOUNG PROFESSIONALS' PROGRAM (YPS@APCS)

Participate in real-world learning with like-minded professionals through workshops. Create lasting change for the region while connecting with mayors, city and business leaders.



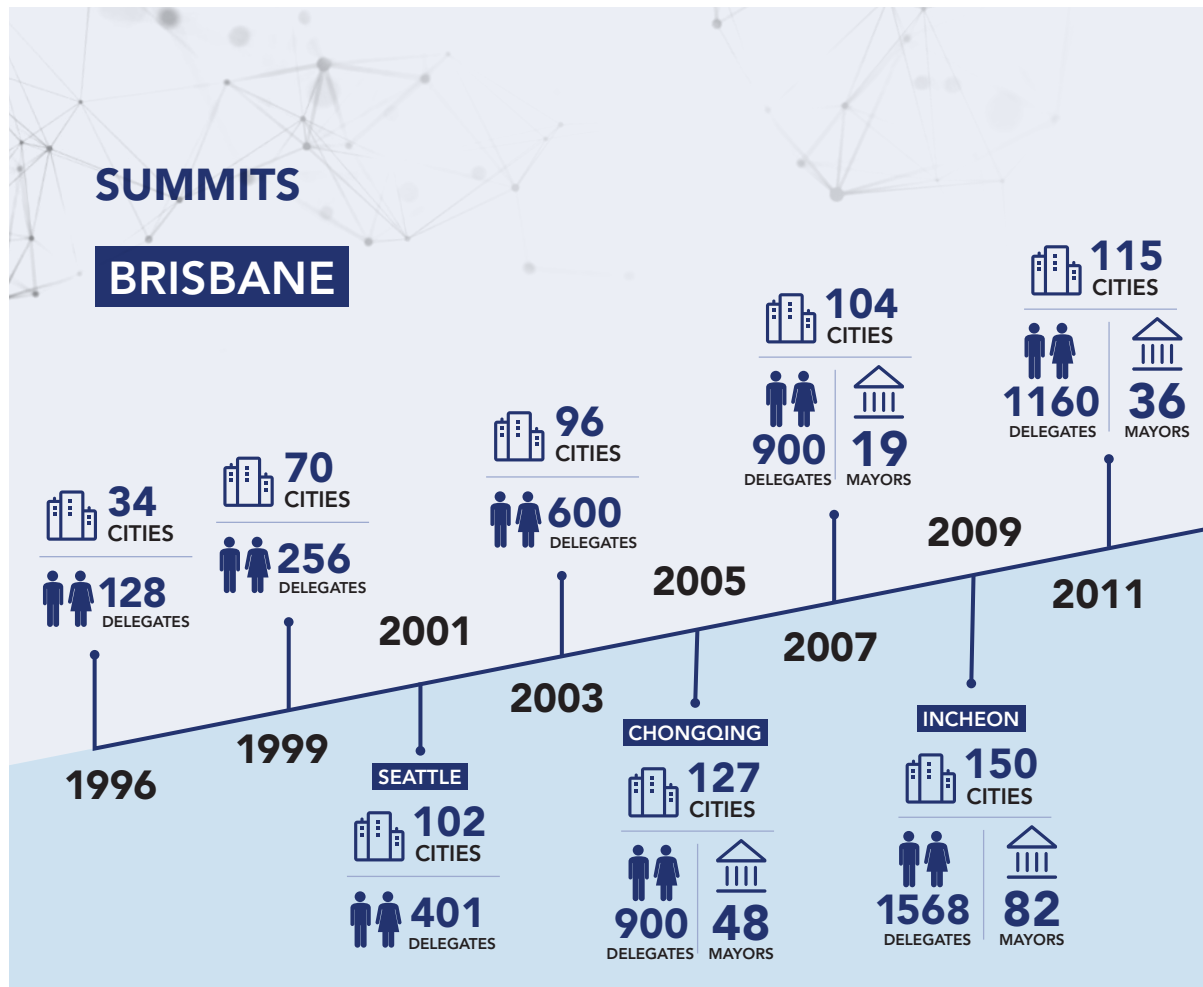
SOCIAL AND NETWORKING EVENTS

Network with delegates from throughout the region at a range of social and networking opportunities, including the opening event and Gala Dinner.



2023APCS opportunities

5



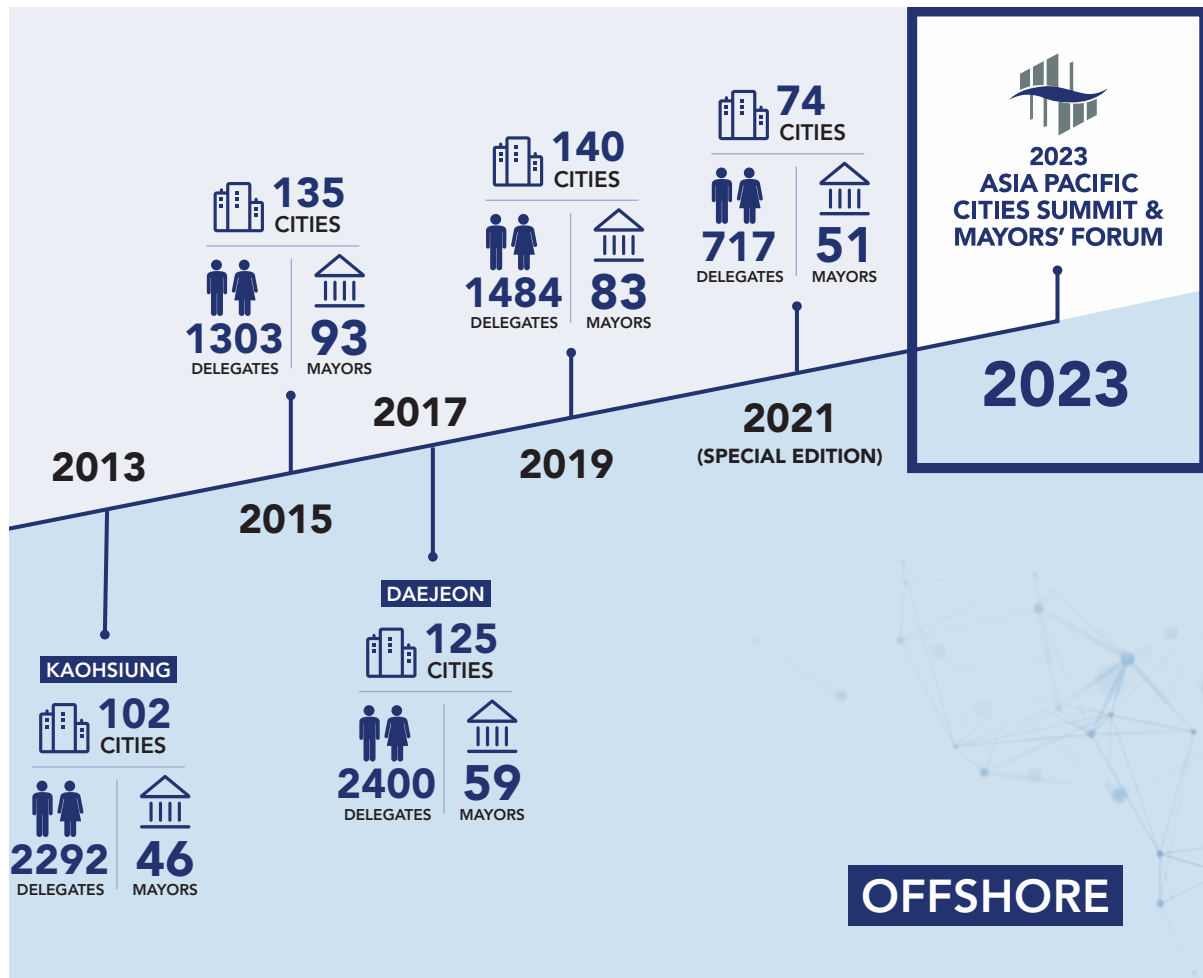
The region's longest running conference for city leaders

The APCS and Mayors' Forum, founded in 1996, is Brisbane City Council's signature, biennial international event for driving economic growth for Brisbane, South East Queensland, Australia and the wider Asia Pacific region.

The summit is an integral part of Council's economic development agenda for the city to foster international networks and forge new business relations throughout the region.




The APCS is about Brisbane and its surrounding regions' engagement with the Asia Pacific and beyond, including connecting leaders of government with enterprise, maintaining international relations and promoting global best practice for sustaining and governing growing cities.

Held biennially, the host city alternates between Brisbane and bidding international cities.



2023APCS PROGRAM

Shaping Cities for our Future

Wednesday 11 October		Thursday 12 October	Friday 13 October
Arrivals and registration		Keynote presentation	Keynote presentation
Mayor and City Leaders' Networking Lunch			
Mayors' Forum	City leaders' Forum	 Cities of Connection Big picture and deep dive sessions	 Cities of Legacy Big picture and deep dive sessions
Site tours (x2)		Lunch – 2023APCS Market Square	Presentation and signing of the 2023APCS Mayors' Accord Young Professionals' Presentation
2023APCS Official Opening and Welcome Reception		 Cities of Sustainability Big picture and deep dive sessions	Lunch and keynote presentation
		2023APCS Gala Dinner	Closing Ceremony

Program outline is indicative only and is subject to change.

HOW TO REGISTER

To register for the 2023APCS or for further information, please visit apcsummit.org

JOIN THE CONVERSATION
#2023APCS

THE APCS SECRETARIAT

The Asia Pacific Cities Summit (APCS) and Mayors' Forum Secretariat is operated by Brisbane City Council's International Relations and Multicultural Affairs Branch, City Planning and Sustainability Division. The APCS secretariat is responsible for:

- leading the development of the long-term strategic approach for the APCS
- facilitating the establishment of strategies and priorities for actions arising from the APCS
- providing advisory and operational services to assist host cities in the coordination and management of their offshore APCS events
- management for APCS events in Brisbane
- reviewing and evaluating the outcomes and effectiveness of the APCS.

Contact us

Website apcsummit.org

Email APCS@brisbane.qld.gov.au

Telephone enquiry **+61 7 3178 0790**

 @International Relations and Multicultural Affairs

 @APCSummit

 Asia Pacific Cities Summit (APCS) & Mayors' Forum



Scan the QR code
for more information.



Brisbane City Council
GPO Box 1434
Brisbane Qld 4001

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Council Meeting Action Report

All Actions for Open Session of 31 Jan 2023

Date From: 31/01/2023
Date To: 31/01/2023
Printed: Thursday, 16 February 2023 5:40pm

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
AO005-23	QUESTION ON NOTICE - FINANCIAL POSITION, REEVE STREET TOILETS, VANDALISM AND GRAFFITI	08 Feb 2023 QON: Provide a response to Councillors on Cr Aitken's QON relating to Reeve Street toilets, which was taken on notice, per Council Resolution AO005-23. 16 Feb 2023 NOTE: Underway - GM in discussion with Director Works and Services	Office of the General Manager	
Council 31/01/2023				
AO007-23	MOTION ON NOTICE - RECOGNITION OF CORPORAL CAMERON BAIRD DRIVE	02 Feb 2023 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. 16 Feb 2023 Correspondence sent to the Baird Family - DOC ID 23/3310	Office of the General Manager	
Council 31/01/2023				
AO008-23	MOTION ON NOTICE - WORKING GROUP FOR PUBLIC EVENTS	02 Feb 2023 ACT: Update the Register of Councillor Appointments with councillors nominated to Public Events Working Group, per Council resolution AO008-23.	Office of the General Manager	
Council 31/01/2023				
AO008-23	MOTION ON NOTICE - WORKING GROUP FOR PUBLIC EVENTS	02 Feb 2023 RES: Establish a Public Events working Group to examine and improve how the council supports public events, per Council resolution AO008-23.	Corporate and Commercial Services	
Council 31/01/2023				
AO009-23	PUBLIC QUESTION TIME	02 Feb 2023 QON: Provide a written response to Mr N Langley for public question, not in attendance, per Council resolution AO009-23. 16 Feb 2023 Completed: Response sent - DOC ID 23/4108	Office of the General Manager	16/02/2023
Council 31/01/2023				
AO009-23	PUBLIC QUESTION TIME	02 Feb 2023 QON: Provide a written response to Mr G Cuzner for public question, not in attendance, per Council resolution AO009-23. 16 Feb 2023 Completed: Response sent - DOC ID 23/4105	Office of the General Manager	16/02/2023
Council 31/01/2023				
AO009-23	PUBLIC QUESTION TIME	02 Feb 2023 QON: Provide a written response to Mr N Charles for public question, not in attendance, per Council resolution AO009-23. 16 Feb 2023 Completed: Response sent - DOC ID 23/4097	Office of the General Manager	16/02/2023
Council 31/01/2023				

Council Meeting Action Report All Actions for Open Session of 31 Jan 2023				
Key: RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			Date From: 31/01/2023 Date To: 31/01/2023 Printed: Thursday, 16 February 2023 5:40pm	
Item Number	Report Title	Action	Department	Completed
AO011-23	COUNCIL DELEGATIONS - LAND USE PLANNING (ACTING GENERAL MANAGER)	02 Feb 2023 RES: Prepare a corresponding LUPAA authorisation instrument from GM and update the Register of Delegations and Authorisations with the LUPAA delegation from Council, per Council resolution AO011-23. 06 Feb 2023 Completed: Appointment as Authorised Officer under LUPAA signed - Doc 23/2581	Office of the General Manager	6/02/2023
Council 31/01/2023				
AO013-23	TENDER - CONSULTANT SERVICES BRIEF 210 - BURNIE GATEWAY PROJECT	02 Feb 2023 RES: Award Consultant Services Brief 210 Burnie Gateway Project to successful tenderer, per Council Resolution AO013-23. 16 Feb 2023 Completed: Tender awarded	Works and Services	16/02/2023
Council 31/01/2023				
AO014-23	TENDER - CONSULTANT SERVICES BRIEF 211 - CITY CENTRE URBAN PLAN	02 Feb 2023 RES: Award Consultant Services Brief 211 City Centre Urban Plan to successful tenderer, per Council Resolution AO014-23. 16 Feb 2023 Completed: Tender awarded	Works and Services	16/02/2023
Council 31/01/2023				
AO015-23	TENDER - CONTRACT 2694 BURNIE ARTS AND FUNCTION CENTRE REDEVELOPMENT, BURNIE CULTURAL PRECINCT	02 Feb 2023 RES: Award Contract 2694 BAFC Cultural Precinct to preferred builder per Council Resolution AO015-23. 16 Feb 2023 Completed: Tender awarded	Works and Services	16/02/2023
Council 31/01/2023				
AO016-23	BUDGET ESTIMATES REVIEW 2022-23	02 Feb 2023 RES: Update the revised operational and capital budgets in the financial reporting system, per Council resolution AO016-23. 16 Feb 2023 NOTE: The revised budget was uploaded into the accounting system on 7 February 2023	Corporate and Commercial Services	16/02/2023
Council 31/01/2023				
AO021-23	APPOINTMENT OF ACTING GENERAL MANAGER - 2023	02 Feb 2023 RES: Update the GM Delegations Register and the Register of Delegations and Authorisations, with the Acting GM appointment for 2023, per Council resolution AO021-23. 06 Feb 2023 Completed: Both registers updated and published accordingly.	Office of the General Manager	6/02/2023
Council 31/01/2023				
AO023-23	BURNIE CITY COUNCIL AUDIT PANEL - UNCONFIRMED MINUTES OF MEETING HELD ON 7 DECEMBER 2022	02 Feb 2023 RES: Provide an acknowledgement from the Mayor to the Audit Panel Chairperson for his letter dated 30 December 2022, per Council resolution AO023-23. 16 Feb 2023 NOTE: Correspondence sent to the Audit Panel Chairman (ref 23/2067) 16 Feb 2023 Completed: Correspondence sent refer 23/2067	Corporate and Commercial Services	16/02/2023
Council 31/01/2023				

Council Meeting Action Report				
Outstanding Actions for Open Sessions Nov 2020 – Dec 2022				
Key:		RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note		
		Date From: 1/01/1900 Date To: 13/12/2022 Printed: Thursday, 16 February 2023 5:54pm		
Item Number	Report Title	Action	Department	Completed
AO265-20	MOTION ON NOTICE - DUAL NAMING POLICY	18 Nov 2020 RES: Undertake community consultation (both Aboriginal and non-Aboriginal), and progress to develop a dual naming policy for Burnie, in accordance with the report and resolution of Council AO265-20. 14 Apr 2021 NOTE: Written to TAC seeking to engage in discussion as a starting point, 21/26471. 11 Oct 2021 NOTE: 7/8 - follow up email sent, no response to date. 10 May 2022 NOTE: Several attempts to engage have not provided a successful outcome. An alternative contact is being sourced through UTAS.	Office of the General Manager	
Council 17/11/2020				
AO186-21	MOTION ON NOTICE - CBD PLANTING OF RHODODENDRONS	28 Oct 2021 RES: Review the cost considerations between constantly changing flowers in CBD or replacing them with midsize Rhododendrons, as per the resolution of Council AO186-21. 14 Jan 2022 NOTE: Being considered as part of Cities Gateway project and CBD greening paper	Works and Services	
Council 26/10/2021				
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	23 Mar 2022 RES: Progress the potential disposal of land at Lot 2, 1 Mussen Close, to the Supported Affordable Accommodation Trust, in accordance with the authorisation of Council to dispose as public land, resolution AO042-22. 29 Jul 2022 NOTE: General Manager working with PDA and MMT on plan of subdivision and contract of sale	Office of the General Manager	
Council 22/03/2022				
AO101-22	MOTION ON NOTICE - RELOCATION OF BURNIE FARMER'S MARKET	05 Jul 2022 RES: Open negotiations with organiser and stallholders of BFM, on a suggested relocation of the market into the city, per Council resolution AO101-22 09 Sep 2022 NOTE: Meeting sought with organisers 07 Oct 2022 NOTE: Meeting organised for 11/10/2022	Office of the General Manager	
Council 28/06/2022				

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

Date From: 1/01/1900
Date To: 13/12/2022
Printed: Thursday, 16 February 2023 5:54pm

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
AO106-22	BY-LAW - INTENTION TO MAKE A NEW BY-LAW - DRAFT PUBLIC PLACES BY-LAW	<p>05 Jul 2022 RES: Request the preparation of a Regulatory Impact Statement for the draft Public Places By-law and then progress the required Director's certification and public consultation process, before returning a report to Council, per AO106-22.</p> <p>06 Jul 2022 NOTE: Preparation of RIS requested from legal practitioner on 6.7.22, doc 22/19343.</p> <p>17 Nov 2022 NOTE: RIS received and being reviewed.</p> <p>11 Jan 2023 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.</p>	Office of the General Manager	
Council 28/06/2022				
AO149-22	MOTION ON NOTICE - REMOVAL OF GRAFFITI	<p>24 Aug 2022 RES: Negotiate a trial period of service level agreements with organisations and bring proposal forward to the 2022/23 planning and budget process, as per Council Resolution AO149-22</p>	Office of the General Manager	
Council 23/08/2022				
AO150-22	MOTION ON NOTICE - PUBLIC QUESTION TIME	<p>24 Aug 2022 ACT: Draft Public Question Policy</p> <p>16 Feb 2023 NOTE: A policy to include this decision is being developed.</p>	Corporate and Commercial Services	
Council 23/08/2022				
AO216-22	COUNCILLOR APPOINTMENTS TO SPECIAL COMMITTEES, REGIONAL BODIES AND WORKING GROUPS	<p>15 Dec 2022 ACT: Send letters of appointment together with Terms of Reference, as required for new appointments of Councillors made under Item AO216-22.</p>	Office of the General Manager	
Council 13/12/2022				

MINUTES AND REPORTS OF COMMITTEES**AO036-23 BURNIE AUSTRALIA DAY SPECIAL COMMITTEE UNCONFIRMED
MINUTES OF MEETINGS HELD ON 12 DECEMBER 2022 AND 16
JANUARY 2023****FILE NO: 29/1/8**

RECOMMENDATION:

“THAT the Unconfirmed Minutes of meetings of The Burnie Australia Day Special Committee, held on 12 December 2022 and 16 January 2023, be received for discussion.”

SUMMARY

At the meetings on 12 December 2022 and 16 January 2023, the Burnie Australia Day Special Committee met to finalise arrangements for the 2023 Australia Day Ceremony.

At these meetings the committee discussed and confirmed:-

- Finalisation of the Australia Day Award Recipients
- Entertainment arrangements
- Program finalisation
- Advertising
- Catering

ATTACHMENTS

1 [!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd_img.jpg\) Burnie Australia Day Special Committee Meeting Minutes - 12 December 2022](#)

2 [!\[\]\(e3275251d0893157c3584e20c81dc3ba_img.jpg\) Burnie Australia Day Special Committee Meeting Minutes - 16 January 2023](#)

COUNCIL RESOLUTION

Resolution number: MO046-23

MOVED: *Cr G Simpson*

SECONDED: *Cr K Dorsey*

“THAT the Unconfirmed Minutes of meetings of The Burnie Australia Day Special Committee, held on 12 December 2022 and 16 January 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

Minutes



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

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

Discussion Item and Notes	Action / Responsible
1. Attendance and Apologies <ul style="list-style-type: none"> Declarations of Interest <p>M Leeson declared she had received a phone call from a nominee's daughter for advice whilst preparing nomination.</p>	Chair
2. Confirmation of Minutes <ul style="list-style-type: none"> Confirmation of minutes of the meeting held on 10 October 2022. <p><i>"That the minutes of the Burnie Australia Day Special Committee Meeting held on Monday, 10 October 2022 be confirmed as true and correct."</i></p> <p>Moved: Wayne Richards Seconded: Marg Leeson Result: Carried Unanimously</p>	Chair
3. Outstanding Actions <ul style="list-style-type: none"> Entertainment - R Bentley to follow-up with Burnie Musical Society. Confirmed will perform "Still call Australia Home" at commencement of ceremony. W Richards confirmed combined bands performing. (City of Burnie Brass Band with Burnie Highland Pipe Band). Flag Ceremony - Contact local youth organisations (Scouts, Guides, Surf Lifesaving Club and Youth Council) to confirm involvement with the flag ceremony – K Kelly/G Simpson Advertising - to be undertaken through The Advocate, Community Radio, Southern Cross (Community) – K Kelly 	Chair Complete Underway Underway

Meeting Notes

<ul style="list-style-type: none"> • Catering <ul style="list-style-type: none"> - Burnie Arts and Function Centre catering to be ordered as previous ceremonies – K Kelly - BBQ options to be progressed with Burnie Rotary – W Richards 	Complete
<p>4. Selection of Australia Day Awards</p> <p>A total of 7 nominations received across all four categories.</p> <ul style="list-style-type: none"> • Confidential Nominations reviewed and individually discussed. (<i>Record of Australia Day Award Recipients – Burnie</i> available for reference) <ul style="list-style-type: none"> - Citizen of the Year Vote undertaken following discussions, then the Committee confirmed that Debbie King be awarded Citizen of the Year. - Young Citizen of the Year Vote undertaken following discussions, then the Committee confirmed that Taleah Smith be awarded Young Citizen of the Year. - Senior Citizen of the Year Vote undertaken following discussions, then the Committee unanimously confirmed that Maggie Harris be awarded Senior Citizen of the Year. - Community Event of the Year Vote undertaken following discussions, then the Committee confirmed that the Re-Opening of Federation Street be awarded Community Event of the Year. E Singleton abstained from the vote. <p>All nominations and awards confirmed and accepted by the committee.</p> <p>Committee discussed notification and attendance of award winners at the Australia Day Ceremony and agreed to advise award winners of the presentation through the award nominator or family and invite them to the ceremony.</p>	
<p>5. Budget</p> <p>Only current cost has been nomination advertising.</p>	K Kelly
<p>6. Australia Day Ceremony 2023</p> <ul style="list-style-type: none"> • Discussed Program and arrangements. 	Chair
<p>7. Other Business</p> <ul style="list-style-type: none"> • Committee membership – Council representation <p>Chair, Giovanna Simpson advised that Councillor Appointments to Special Committees would be reviewed and discussed at the upcoming Council meeting on 13 December 2023.</p>	Chair

Meeting Notes

8. Next Meeting To be held on Monday, 16 January 2023, prior to Australia Day.	Chair
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Meeting Closed: 3.45pm

UNCONFIRMED

Minutes



Meeting: **Australia Day Special Committee Meeting**
 Date & Time: Monday, 16 January 2023 at 3.30pm
 Venue: Second Floor Councillors Conference Room
 File No(s):

Chair:	Deputy Mayor Giovanna Simpson
Present:	Marg Leeson (by phone), Elizabeth Singleton, Wayne Richards. Burnie City Council – Karen Kelly
Apologies:	Abbey Granger, Robert Bentley, Cr Trent Aitken

Discussion Item and Notes	Action / Responsible
1. Attendance and Apologies <ul style="list-style-type: none"> Declarations of Interest Wayne Richards provided a signed Declaration of Interest form confirming his active involvement in the City of Burnie Brass Band and the Burnie Rotary Club. 	Chair
2. Outstanding Actions <ul style="list-style-type: none"> Entertainment - W Richards to discuss potential combined bands with R Bentley. (City of Burnie Brass Band with Concert Band or Highland Pipe Band). Flag Ceremony - Contact local youth organisations (Scouts, Guides, Surf Lifesaving Club and Youth Council) to confirm involvement with the flag ceremony – K Kelly/G Simpson Catering <ul style="list-style-type: none"> Burnie Arts and Function Centre catering to be ordered as previous ceremonies – K Kelly BBQ options to be progressed with Burnie Rotary – W Richards 	Chair Complete Underway Complete
3. Budget Current costs to date = \$1,155.88 Committee discussed advertising, including Advocate and 7BU options and agreed to progress with 7BU.	K Kelly
4. Australia Day Ceremony 2023 <ul style="list-style-type: none"> Reviewed and confirmed Draft Program and Flyer. Confirmed Guest Speaker arrangements. Reviewed photographer options. Discussed Citizenship Ceremony, Australia Day Awards and BBQ and Catering arrangements. 	Chair

Meeting Notes

5. Next Meeting <ul style="list-style-type: none">• Set up of Hall – Committee to meet at the BAFC to set up on Wednesday, 25 January 2023 at 2.30pm.• Next meeting to be held in March 2023 – Invitations to be sent.	Chair
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Meeting Closed: 4.25pm

AO037-23 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 being no further business the Mayor declared the Meeting closed at 7.41pm.

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 28 February 2023.

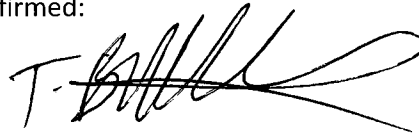
Confirmed:



Simon Overland
GENERAL MANAGER

Date: 28/3/23

Confirmed:



Teeny Brumby
MAYOR

Date: 28.3.23