



## **MINUTES**

# **Ordinary Meeting**

**TUESDAY, 13 DECEMBER 2022**

**7.30PM**

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



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## OPEN SESSION

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# ORDER OF BUSINESS

## OPEN SESSION

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Min No.

Business

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**MINUTES OF THE OPEN SESSION ORDINARY MEETING  
OF THE BURNIE CITY COUNCIL  
HELD AT THE CITY OFFICES ON TUESDAY, 13 DECEMBER 2022**

**HOUR:** 6.00pm – 6.01pm  
7.30pm – 8.08pm

**TIME OCCUPIED:** 39 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), Executive Manager Development Services (S Pearce), Executive Manager Compliance Services (M Peisker), Chief Financial Officer (B Pilgrim), Executive Manager Corporate Governance (M Neasey), Governance Officer (N French) and Media and Communications Officer (K Kong)

**APOLOGIES:** There were no apologies tendered

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**‘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
AC118-22 COUNCILLORS DECLARATIONS OF INTEREST	15(2)(g)
AC119-22 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 29 NOVEMBER 2022	15(2)(g)
AC120-22 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC121-22 TENDER - ARCHITECT SERVICES - BRIEF 207 - BURNIE SPORTS CENTRE COMPLEX	15(2)(d)
AC122-22 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC123-22 NON AGENDA ITEMS	15(2)(g)
AC124-22 MATTERS CONSIDERED IN CLOSED SESSION	15(2)(g)
AC125-22 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(g)
AC126-22 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 AC118-22 to AC126-22 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

**COUNCIL RESOLUTION**

**Resolution number: MO228-22**

**MOVED:** Cr A Keygan

**SECONDED:** Cr J Grave

***“THAT the meeting be closed to the public to enable Council to consider agenda items AC118-22 to AC126-22 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

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

**Against:**

***CARRIED UNANIMOUSLY***

<b>Reg</b>	<b>Confidential Reason</b>
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
AC118-22	Councillor Declarations of Interest	A report to consider any declarations of interest by Councillors in any matter in the Agenda
AC119-22	Confirmation of Minutes of the Closed Session Meeting of Council held on 29 November 2022	A motion to confirm the Minutes of the previous meeting
AC120-22	Applications for Leave of Absence	A report to consider any requests for leave of absence by a Councillor
AC121-22	Tender – Architect Services – Brief 207 – Burnie Sports Centre Complex	A report to consider Tender - Architect Services - Brief 207 - Burnie Sports Centre Complex
AC122-22	General Manager's Report – Closed Session	A report that considers various operational updates of a confidential nature
AC123-22	Non Agenda Items	A report to consider dealing with any matter that is not on the Council Agenda
AC124-22	Matters Considered in Closed Session	A report containing a brief description of all reports considered by Council in the Closed Session
AC125-22	Authorisation to Disclose Confidential Information	A report that authorises the Mayor and General Manager to disclose information if required during the course of implementing the decisions of Council
AC126-22	Completion of Closed Session/Meeting Adjournment	This report confirms the completion of the Closed Session



## RESUMPTION

### ACKNOWLEDGEMENT OF COUNTRY

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

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

### VIDEO RECORDING AND LIVE STREAMING

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

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

### PRAYER

The meeting was opened with prayer by Pastor Nick Booth from Romaine Park Christian Centre.

### AO209-22 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.

There were no declarations of interest.

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**AO210-22 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING  
OF COUNCIL HELD ON 29 NOVEMBER 2022****RECOMMENDATION:**

***“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 29 November 2022, be confirmed as true and correct.”***

**COUNCIL RESOLUTION**

**Resolution number: MO229-22**

**MOVED:** Cr S Kons

**SECONDED:** Cr D Pease

***“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Office on 29 November 2022, be confirmed as true and correct.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

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**PUBLIC QUESTION TIME****AO211-22 PUBLIC QUESTION TIME****FILE NO: 15/5/5**

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

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**Our Process for Public Questions**

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

Please note:

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

Suzanne Simpson of Burnie:

- 1) *Why has the Railway Car Park been permanently closed and access denied to the public from September 2022? The Old Burnie Railway Station is a Tasmanian Heritage listed Building Number 7386 that I and visitors to our city no longer have access to, to enjoy and take photographs.***

The Mayor provided the following response:

The Acting General Manager advises me that the site was closed to the public on 19<sup>th</sup> September 2022 in order to secure the site.

Alternate arrangements were made for those that utilised this area for regular car parking.

The site has been granted temporary occupancy with a third party who will manage the site, from which the Council is receiving an annual rental.

Lynda Sherriff of Burnie:

- 1) *I was wondering if it would be possible to have some free parking places for volunteers that volunteer in town centre because we don't get paid & parking is getting very expensive. ???***

The Mayor provided the following response:

The Council is very fortunate to have a team of dedicated and experienced volunteers who undertake a range of activities within the CBD – everything from meeting and greeting our cruise ship passengers; to enabling the opening of Federation Street; and undertaking important conservation and cataloguing efforts in the Burnie Regional Museum.

These volunteers are already provided with free parking by way of vouchers on the respective days that they give their time. These vouchers enable them to park in any available car park within the CBD. This is provided so that there is no cost incurred by our volunteers when they are providing what is a valuable service to our City.

**QUESTIONS WITHOUT NOTICE****AO212-22 QUESTIONS WITHOUT NOTICE****FILE NO: 15/5/5**

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**Questions without Notice**

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

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

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

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

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

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

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

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

**WORKS AND SERVICES****AO213-22 TENDER - ARCHITECT SERVICES - BRIEF 207 - BURNIE SPORTS CENTRE COMPLEX**

FILE NO: 5/5/167

PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council accepts the tender submission from DWP for the works described in Brief 207 – Architect Services – Burnie Sports Centre Complex.”***

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

The information relating to this tender and the selection process has been reported in Council’s Closed Session, as the item is considered confidential, due to it containing information pertaining to contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal, in accordance with Clause 15(2) of the Local Government (Meeting Procedures) Regulations 2015 (d).

This report recommends that Council accepts the tender submission from DWP for the tendered sum for the works described in Brief 207 – Architect Services – Burnie Sports Centre Complex.

**Key Issues**

Tenders were called on Saturday, 22 October 2022 and closed at 2pm on Monday, 14 November 2022.

A mandatory Tenderers’ briefing was held on Friday, 4 November 2022 in the Council Chambers (80 Wilson Street) which was attended by representatives of nine (9) architectural design companies. The briefing was followed by a site visit to the sports complex.

At the close of tenders, five (5) companies lodged submissions.

A tender evaluation panel was set up and the five competing tenders were evaluated by the panel on Wednesday, 23 November 2022, the evaluation panel consisted of a representative from Burnie Rugby Club, Burnie Basket Ball Association and Burnie Badminton Association and three Council officers, the General Manager, Director of Works (Facilitator) and the asset officer.

The tender evaluation was conducted in line Burnie City Council tender evaluation process outlined in the tender documents and concluded unanimously that DWP were the preferred candidates.

This report advises as to the assessment of the submissions and makes a recommendation on award to the General Manager.

### **3.0 SUPPORTING INFORMATION**

#### **Strategic Alignment**

For our **Community Facilities to Support Liveability** – we will work to ensure that the building and maintenance of Council facilities aligns with Council’s strategic priorities and community needs and that facilities are maximized for community benefit, are well managed and are used safely.

#### **Legal**

The requirements of Council’s Code for Tenders and Contracts has been complied with in this tender process.

#### **Finance**

The money to conduct this design study is allocated in the 2022-23 capital budget.

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

There are no Council policies relating to this report.

#### **Discussion**

At the close of tenders, five compliant tender submissions were received. Tenders were evaluated against the tender selection criteria and ranked accordingly.

DWP’s submission was detailed, project specific and showed a deep understanding of the tasks and activities required to deliver the project, and also presented the best local content.

It is recommended that Brief 207 – Architect Services – Burnie Sports Centre Complex be awarded to DWP.

#### **Health and Safety**

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

**Risk**

DWP demonstrated a depth of experience that provided confidence to the tender assessment panel, that the Company was the most suitable consultancy to deliver the project as detailed in Brief 207.

The normal project management and contract management processes Council has in place will mitigate and manage risk in the delivery of the project. The brief provided appropriate mechanisms to manage contractual or performance issues, should they arise.

**Environmental Sustainability**

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

**Consultation**

Brief 207 requires that the selected Consultant develop a communication and engagement plan to ensure that relevant stakeholders are involved in the process.

Stakeholders will include as a minimum the Burnie Basketball Association, Burnie Sports Club and the Western Division Badminton Association.

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

**Conflict Of Interest**

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



**COUNCIL RESOLUTION****Resolution number: MO230-22****MOVED:**            *Cr D Pease***SECONDED:**      *Cr A Keygan****“THAT Council accepts the tender submission from DWP for the works described in Brief 207 – Architect Services – Burnie Sports Centre Complex.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

**CORPORATE AND COMMERCIAL SERVICES****AO214-22 DIGITAL TRANSFORMATION STRATEGY**

FILE NO: 19/14/3

PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council approve the Digital Transformation Strategy as attached, and note that implementation of the Strategy will commence from 1 July 2023.”***

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

The purpose of this report is to submit the Digital Transformation Strategy (DTS) to the Council for approval.

**Key Issues**

The development of a DTS is a key objective for the Council as part of the Council Plan 2022-25, as a means of improving our ability to deliver services and engage and connect with our community in a more effective and efficient manner.

The Draft DTS has been developed having consulted widely with the Burnie community and Council staff.

The DTS sets the high level principles, strategies and effort for the next ten year period, with an initial focus on the first five years of implementation.

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

This report aligns with all key enablers outlined in the Council Plan 2022 – 2025, namely: Financial Management, Our People, Community Consultation, Data, Digital Transformation, and Agility.

**Legal**

There are no direct legal implications or legislative requirements for Council arising from the recommendation in this report.

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**Finance**

The development of this DTS has been budgeted within the 2022-23 financial year Annual Plan and Budget Estimates.

Once the Strategy is approved and therefore the work program known, further discussion will be had with the Council as part of the budget deliberations for the 2023-24 financial year, as there will need to be consideration of additional investment in this area, both in terms of operating budget and resourcing, in order to achieve the desired program.

**Relation to Council Policy**

Council has an initial suite of policies that were recently adopted that commence our Council on a journey of aligning with the Essential Eight Maturity Model which is the most effective mitigation strategies organisations can adopt to protect themselves against cyber threat.

Many of the priority tasks within the first two years, is associated with enhancing our technological environment processes and practices to accord with this framework and reduce our risk.

**Discussion**

There are a number of interdependent projects which are underway and need to be completed before the Strategy can be implemented.

Subsequently the implementation of the DTS will commence from 1 July 2023.

**Health and Safety**

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

**Risk**

There are a number of risks that relate to this matter, should the DTS not be adopted:

Category	Identified Risk	Potential Impact
Strategic	Council has already committed to this project as part of its Council Plan	Lack of cohesive direction, and expectation would potentially incite a lack of confidence in the Council's strategic direction
Financial	The Council does not have the financial means to deliver this program of works	Initiate dialogue with Council about increasing its investment and resourcing. If this is not possible, the program of works would need to be scaled back accordingly
Workers	Employees are frustrated with the Council's technology which hampers their ability to service the needs of our customers satisfactorily and causes them significant issues on the basis it has not been regularly invested in and	Advise employees the Council have been unable to support this project and continue with the status quo.  It is felt this would be perceived negatively by staff given Council's initial commitment to this

Category	Identified Risk	Potential Impact
	is therefore archaic and cumbersome	project, and the engagement of Council staff on this project to date
Service Delivery	The community expect an increased level of service, at times of the day that suit all community members	Advise the community the Council have been unable to support this project and continue with the status quo.  It is felt this would be perceived negatively by the community given Council's initial commitment to this project, and the engagement of some sectors of the community in this project
Technology	Cyber vulnerability is one of our major risks at Council as evidenced by the Strategic Risk Register	Work would still continue to enhance our cyber vulnerabilities but it would be a longer and more costly transition, and would expose Council to greater risk until the systems and processes are improved

### Environmental Sustainability

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

### Consultation

Council have consulted with the wide community and all Council staff on this project to date, and feedback has informed the development of the DTS.

### 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. [Digital Transformation Strategy](#)

**COUNCIL RESOLUTION****Resolution number: MO231-22*****MOVED:***            ***Cr A Keygan******SECONDED:***      ***Cr G Simpson******“THAT Council approve the Digital Transformation Strategy as attached, and note that implementation of the Strategy will commence from 1 July 2023.”*****For:**            Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr G Simpson, Cr D Pease, Cr T Aitken, Cr J Grave.**Against:**      Cr S Kons.***CARRIED***




# Digital Transformation Strategy 2023-2033



Prepared by  
2PM Services

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1. Context
  2. Digital vision
  3. Guiding principles
  4. Strategic themes
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  7. Supporting activities
  8. Execution risks



# About Burnie's Digital Journey





## CONTEXT

The Burnie City Council (BCC) is a local government authority, with a municipality of just over 20,000 people, on the north-west coast of Tasmania. It is governed by 9 councillors and has a staff of approximately 140 people.

Council strives to achieve their vision for Burnie which is to be an attractive place to live, work and play; an inclusive and healthy community; a centre for information, knowledge and learning and a regional hub. Council also strives to build a secure, innovative and diverse economy; and a natural and built environment that is respected and cared for. BCC recognises the need for technology to do things better and make things easier.

The Digital Transformation Strategy is a 10 year plan which enables the Council to have a sound framework in place to guide effort and resources with a view to improving the way we deliver services to our community, so that we are:

- Faster and more efficient in how we do things

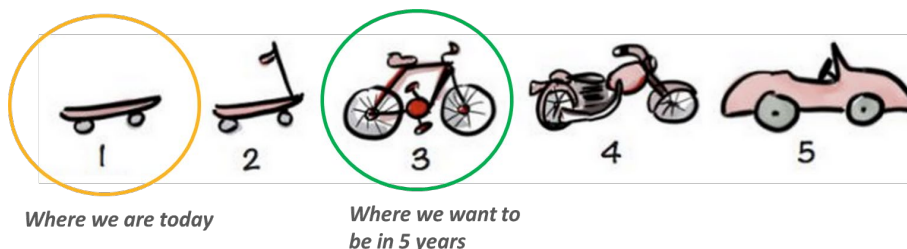
- Delivering services to our community in a way that meets their expectations
- Easier to deal with and collaborate with
- Able to deliver more value to our community, with less effort
- Reducing costs and effort

The Digital Transformation Strategy provides:

- A co-created digital vision and guiding principles that will underpin the transformational journey
- A five-year roadmap of strategic initiatives that will bring about the change needed to improve services to the community and increase organisational capacity
- A list of future considerations, that will enable the Council to bring about more significant transformational change

In the next five years, it is critical for the Burnie City Council to address the foundational technological needs of the Council as well as the overall need to uplift the digital capacity within Council.

The second five year period can then bring about true transformation.





## DEVELOPING THE DIGITAL TRANSFORMATION STRATEGY

To develop the Digital Transformation Strategy, we have worked closely with the community and staff to understand the needs of Burnie and how the council can use digital technology to support this.



We have scheduled **5 drop-in sessions** with members of the community (Business NorthWest, developers, youth council, general community).



We have reached out to the community through **online channels** and have **received 21 survey responses** from members of the community.



We have met and consulted with **staff from across all 12 business units of the council** and facilitated a total of **20 workshops**.



## WE'VE ASKED LEADERS...

### WE'VE ASKED THE COMMUNITY...

- How would you describe your experience with Burnie City Council?
- What does BCC do well / not so well?
- How can technology improve your interactions with the Council?
- What can be done better / differently?

- What does "digital" mean to you?
- What are Burnie's values?
- What can be done better / differently?

## WE'VE ASKED STAFF...

- What tasks do you do day-to-day?
- What are the things you love about working for Burnie City Council?
- What can be done better / differently?



# Burnie's Digital Vision



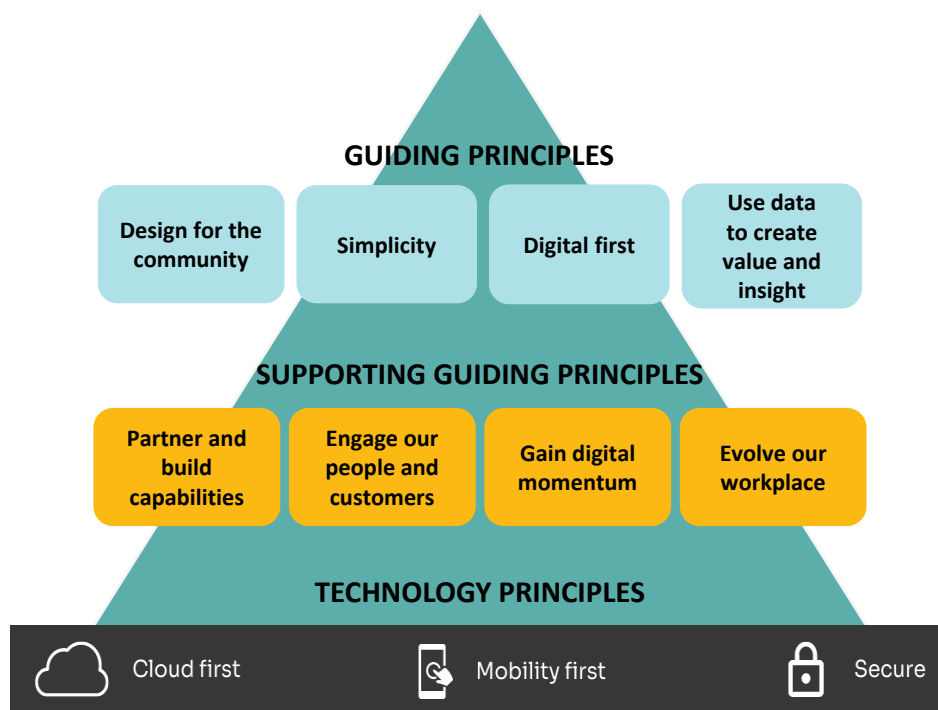
## BURNIE'S DIGITAL VISION

Council needs to think of digital as a way to use technology rather than just technology gadgets.

The Digital vision for Burnie was developed through community and staff consultation.

### VISION:

*To serve the community of Burnie by using technology to make things easier and do things better*



## GUIDING PRINCIPLES



GUIDING PRINCIPLE	IMPACT
Design for the community	<ul style="list-style-type: none"> <li>All business decision are made with a focus on serving the community of Burnie.</li> <li>External customers and end users are considered in all processes.</li> </ul>
Simplicity	<ul style="list-style-type: none"> <li>Preference is given to the simplest solution.</li> <li>Minimise inefficiencies and workarounds.</li> <li>Processes are created with a true holistic customer focus.</li> </ul>
Digital first	<ul style="list-style-type: none"> <li>Preference is given to digital solutions, where reasonable.</li> </ul>
Use data to create value and insight	<ul style="list-style-type: none"> <li>Data requirements are always considered.</li> <li>Decisions are data driven.</li> </ul>

TECHNOLOGY PRINCIPLES	IMPACT
Cloud First	<ul style="list-style-type: none"> <li>Cloud-based and as-a-Service (AAS) solutions will be preferred over on-premise solutions with a goal of 100% cloud based.</li> <li>Preference for cloud models is (1) Software-as-a-Service (SaaS), (2) Platform-as-a-Service (PaaS), (3) Infrastructure-as-a-Service (IaaS).</li> <li>Preference is given to technology platforms that are always up to date (i.e. "Evergreen").</li> </ul>
Mobility First	<ul style="list-style-type: none"> <li>Preference is given to solutions that support mobility.</li> <li>The mobile experience is prioritised when considering technology projects.</li> </ul>
Security	<ul style="list-style-type: none"> <li>Information security is a key consideration in all technological activities.</li> <li>All risks must be actively managed to ensure systems and data are protected, and cyber security threats are minimised.</li> <li>Preference is given to not collecting or storing sensitive or private data, where possible.</li> <li>Where sensitive and private data is collected or stored it must be managed effectively.</li> <li>Business and technology service continuity must be regularly tested.</li> </ul>







## STRATEGIC THEMES

Burnie City Council's (BCC) current digital maturity was assessed using an adapted form of the Open Digital Maturity model (ODMM).

The ODMM is an assessment tool which benchmarks an organisation's current digital maturity level against its own digital transformation goals and the performance of best-in-class organisations. The tool assesses an organisation across six capability dimensions and 18 sub-capability dimensions to help identify and prioritise upliftment areas during the digital transformation journey.

Informed by the current state maturity, five key strategic themes emerged that form the pillars of this Strategy:



### 1. Establishing a digital business core

Enables the Council to build digital capabilities within the organisation and establish 'digital' as part of its core business.



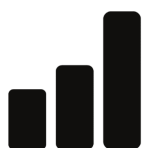
### 2. Improve external customer experience

Optimises processes and solutions for external customers.



### 3. Improve employee experience

Optimises key business processes and solutions.



### 4. Build and improve data management and reporting capabilities

Establishes early-stage data governance and management enabling the Council to start using data to create value and insight and to enable informed decision making.



### 5. ICT Improvement Program

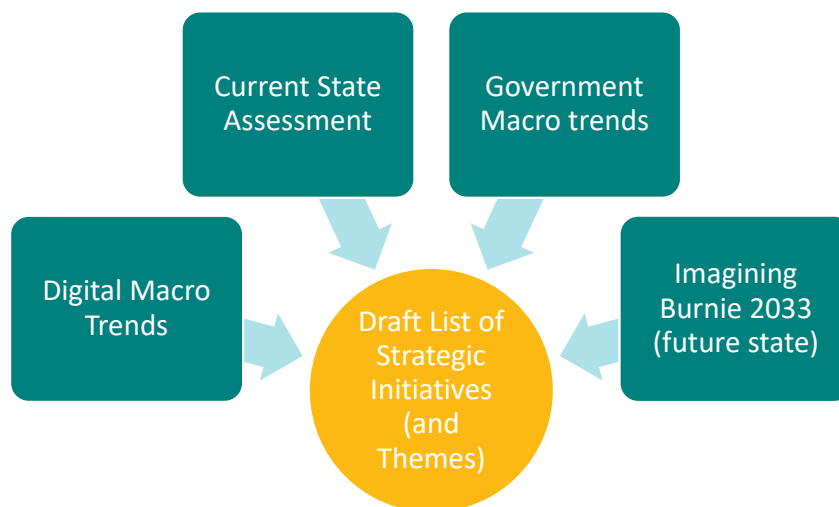
Establishes a strong technology foundation to support the Council's digital transformation.





## STRATEGIC INITIATIVES

The strategic initiatives developed within each theme were informed and developed by various sources:



Initiatives across each theme for the first 5 years of the Strategy were developed and considered based upon:

- The ***initiative's alignment*** to the digital vision
- The ***priority of the initiative*** is informed by community consultation, key stakeholder workshops and collaboration with staff
- The ***type of initiative***, with an initial focus on the enabling of foundational initiatives
- The ***timing of initiatives***, with a focus on key dependencies and initiatives which should be considered sooner rather than later
- Burnie's ***context and constraints*** which may impact timing and priority

The following pages in this section outline the details of each initiative aligned to each of the five strategic themes.

Note: Further detail of initiatives, priority scoring and roadmap considerations are captured in BCC\_DTS\_Strategic Initiatives v0.2.xlsx. For more context, please refer to aforementioned document.



## 1. ESTABLISHING A DIGITAL BUSINESS CORE



Ref no.	Initiative	Description	Measures of success
1.1	Establish digital KPIs	<ul style="list-style-type: none"> <li>Establish digital KPIs to embed 'digital' as a priority across all of the Council's business units.</li> </ul>	KPIs adopted; KPIs in strategic planning; KPIs in performance measurements and assessments.
1.2	Review OpenCities suitability for future needs	<ul style="list-style-type: none"> <li>Review to determine cost-effectiveness to support intranet, website and electronic forms.</li> </ul>	Benefits assessment; decision taken as to future of Open Cities; business case and implementation for new intranet, website and electronic forms solutions (if needed).
1.3	Review CAMMS compliance system	<ul style="list-style-type: none"> <li>Review CAMMS to determine usage and cost-effectiveness as a solution.</li> </ul>	Benefits assessment; decision taken as to future of CAMMS; business case and implementation for new solution.



## 2. IMPROVE EXTERNAL CUSTOMER EXPERIENCE



Ref no.	Initiative	Description	Measures of success
2.1	Leverage electronic forms to optimise key customer processes	<ul style="list-style-type: none"> <li>Consider for development and engineering services as a priority due to ease of implementation.</li> </ul>	Process map of key existing customer forms completed; online forms and workflows agreed; education and awareness for community; in/out dashboard to improve customer experience; a payment gateway is implemented.
2.2	Chatbot	<ul style="list-style-type: none"> <li>Consider chat bot use cases and understand the opportunities to implement a chatbot.</li> </ul>	Needs analysis and pilot.
2.3	Review and optimise incoming call flows	<ul style="list-style-type: none"> <li>Consider telephone messaging and redirections.</li> </ul>	Map call flows; optimise call flow maps; data analytics is available to inform decision making.
2.4	Capturing customer feedback and engagement	<ul style="list-style-type: none"> <li>Record specific customer feedback to inform strategic decisions, that may come via social media and website, through email or phone conversations or through budget or other consultation processes.</li> </ul>	Process map of feedback into organisation; technology solution for customer feedback implemented if required.
2.5	Review Customer Relationship Management system requirements to identify suitable solution (potential ERP module)	<ul style="list-style-type: none"> <li>Consider business requirements for customer relationship management dependent on requirements gathered from customer service initiatives.</li> </ul>	CRM needs assessment; new CRM solution, if required; one source of truth for customer information that provides integration with other business systems.



## 2. IMPROVE EXTERNAL CUSTOMER EXPERIENCE



Ref no.	Initiative	Description	Measures of success
2.6	Increase community technology touchpoints	<ul style="list-style-type: none"> <li>Consider technology elements (network connections, innovation) in project design.</li> </ul>	Technology opportunities considered in design of planned upgrade of cultural precinct; upgrade of internet (provision of free public wifi); new online touchpoints with patrons in cultural precinct; smart cities technology in infrastructure design such as the Coastal Pathway.
2.7	Cultural centre	<ul style="list-style-type: none"> <li>Consider technology elements (network connections, innovation etc) in design phase and.</li> </ul>	New building has enabling technology to enable and showcase digital transformation and better experience for.



### 3. IMPROVE EMPLOYEE EXPERIENCE



Ref no.	Initiative	Description	Measures of success
3.1	Leverage Microsoft 365 to enable better ways of working	<ul style="list-style-type: none"> <li>Expand the use of M365 capabilities with a recommendation to consider security, email management, file/document management and collaboration.</li> </ul>	M365 governance established; agreed implementation plan; integration requirements; solution embedded.
3.2	Implement improved meeting room technology	<ul style="list-style-type: none"> <li>Implement fit for purpose AV/VC facilities in priority Council facilities.</li> </ul>	Needs assessment; procurement and installation of AV/VC solutions.
3.3	Leverage electronic forms to optimise key internal business processes	<ul style="list-style-type: none"> <li>Review key use cases for electronic forms with a view to optimising internal business processes.</li> </ul>	Needs assessment undertaken; agreed online forms and workflows established.
3.4	Procure and roll-out mobile solutions for mobile teams	<ul style="list-style-type: none"> <li>Procure and roll-out mobile solutions for mobile teams.</li> </ul>	Roll out of mobile devices; online timesheets; online leave management; employee kiosk; mobile Biki, mobile field work orders; pre-starts; incident and hazard reporting.
3.5	Reimplementation (or replacement) of CIVICA	<ul style="list-style-type: none"> <li>Engage CIVICA vendors to understand capabilities</li> <li>Test market for other options considering Enterprise Architecture and Digital Principles in decision making.</li> </ul>	Future ERP decision (must be Cloud solution in 5 years); business case, if required.
3.6	Review Content Manager	<ul style="list-style-type: none"> <li>Review current Content Manager use cases.</li> <li>Review Content Manager integration with other systems; and suitability to meet future needs.</li> </ul>	Benefits assessment; decision taken as to future of Content Manager; business case and implementation for new solution (if needed).



### 3. IMPROVE EMPLOYEE EXPERIENCE CONTINUED



Ref no.	Initiative	Description	Measures of success
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3.7	Review core business processes	<ul style="list-style-type: none"> <li>Review core business processes to determine CIVICA. Capabilities / requirements reviews.</li> </ul>	Process maps for key finance, HR, organisational compliance, WHS, asset and fleet management functions; functional specifications are developed; gap analysis of CIVICA undertaken; nominated business workflows are automated (e.g., Accounts Payable).
3.8	Implement project planning tools	<ul style="list-style-type: none"> <li>Leverage business process review to determine and implement project planning tools.</li> </ul>	Identify requirements, procure solution, implement solution.
3.9	Implement incident and hazard reporting solution	<ul style="list-style-type: none"> <li>Leverage business process review to determine and implement an incident and hazard reporting system.</li> </ul>	Identify requirements, determine solution, implement solution.



## 4. BUILD AND IMPROVE DATA MANAGEMENT AND REPORTING CAPABILITIES



Ref no.	Initiative	Description	Measures of success
4.1	Establish data governance	<ul style="list-style-type: none"> <li>Establish lightweight data governance including:               <ul style="list-style-type: none"> <li>creating a data management policy</li> <li>defining initial data quality standards</li> <li>identifying system/data owners</li> </ul> </li> </ul>	Lightweight data management policy and procedures in place; business owners and data ownership established; single source of reliable customer data achieved.
4.2	Pilot data visualisation	<ul style="list-style-type: none"> <li>Identify key use cases to present data visually both internally and externally to Council. Further consideration is required with regard to data source, operating model of data, data requirements of Council, Executive and Business Units.</li> </ul>	Data requirements established; Power BI reporting; visual display of data to internal and external customers.



## 5. ICT IMPROVEMENT PROGRAM



Ref no.	Initiative	Description	Measures of success
5.1	Transition TasCom services to another service provider	<ul style="list-style-type: none"> <li>Migrate former TasCom internet and associated services to an appropriate carrier to allow the ICT team to focus on Council priorities.</li> </ul>	TasCom services are transitioned to other providers, for all existing customers.
5.2	Establish ICT Governance	<ul style="list-style-type: none"> <li>Establish a lightweight ICT governance structure to provide organisational oversight of the ICT function.</li> <li>Uplift maturity of ICT function across the agreed capability categories.</li> </ul>	ICT Helpdesk Management System is implemented; Project management and planning technology to meet the priority needs of the business.
5.3	Create ICT risk management framework	<ul style="list-style-type: none"> <li>Create an ICT risk management framework including a risk register and risk heatmap to ensure there is a repeatable process for identifying, communicating and managing key ICT risks.</li> </ul>	An ICT Risk Management Framework, Risk Register and Heatmap are in place; process established to escalate significant or strategic risks.
5.4	ICT Security Improvement Program	<ul style="list-style-type: none"> <li>Uplift IT security maturity through a combination of tactical and strategic initiatives including:               <ul style="list-style-type: none"> <li>Operationalise penetration testing</li> <li>Security integrated into the project management framework</li> <li>Integrate risk management framework to inform initiatives</li> <li>Staff security awareness program</li> <li>NIST Framework used to validate the set of ICT security initiatives</li> </ul> </li> </ul>	Penetration testing is scheduled and conducted annually; Essential Eight maturity level 1 reached.
5.5	Establish Enterprise Architecture and supporting principles	<ul style="list-style-type: none"> <li>Establish an initial Enterprise Architecture and supporting principles that helps advance strategy, identifies risks and mitigations, and aims to optimise operations.</li> </ul>	An Enterprise Architecture is embedded into ICT strategy, risk management and operations.
5.6	Move on-premise/internal ICT services to aaS	<ul style="list-style-type: none"> <li>Move on-premise and internally delivered ICT services to Cloud or as-a-Service model to reduce ICT management requirements, decrease ICT security requirements and increase ICT focus on business initiatives.</li> <li>Review on-premise ICT services and agree roadmap to migrate to Cloud/aaS.</li> </ul>	Active Directory in Azure; Integrate AD with business systems; leverage integration options; phone system moved to Teams calling; server/storage infrastructure moved to the cloud/aaS; network services moved to aaS.



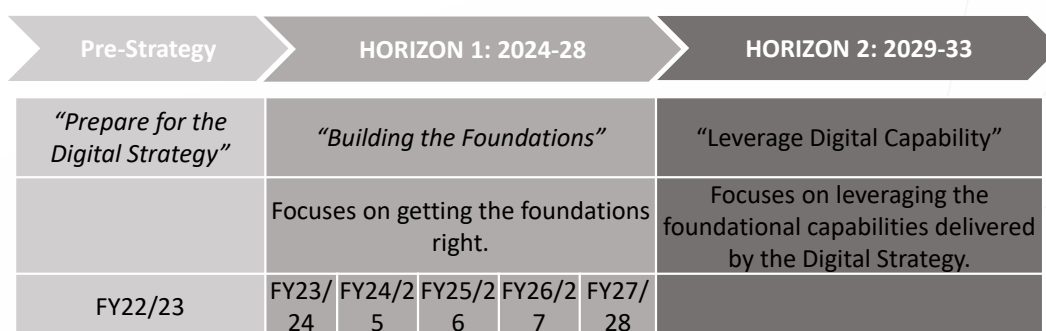




## Understanding the Horizons

At a high level, the upcoming years can be considered in three phases:

- Pre-strategy: activities in this phase will help council prepare for the transformation ahead (see page 20)
- Horizon 1: prioritised initiatives that set the foundation of Digital capabilities within council (see page 21)
- Horizon 2: initial list of initiatives that leverage the digital capability built in Horizon 1 (see page 22)



10 Year Strategy

Decreasing planning certainty

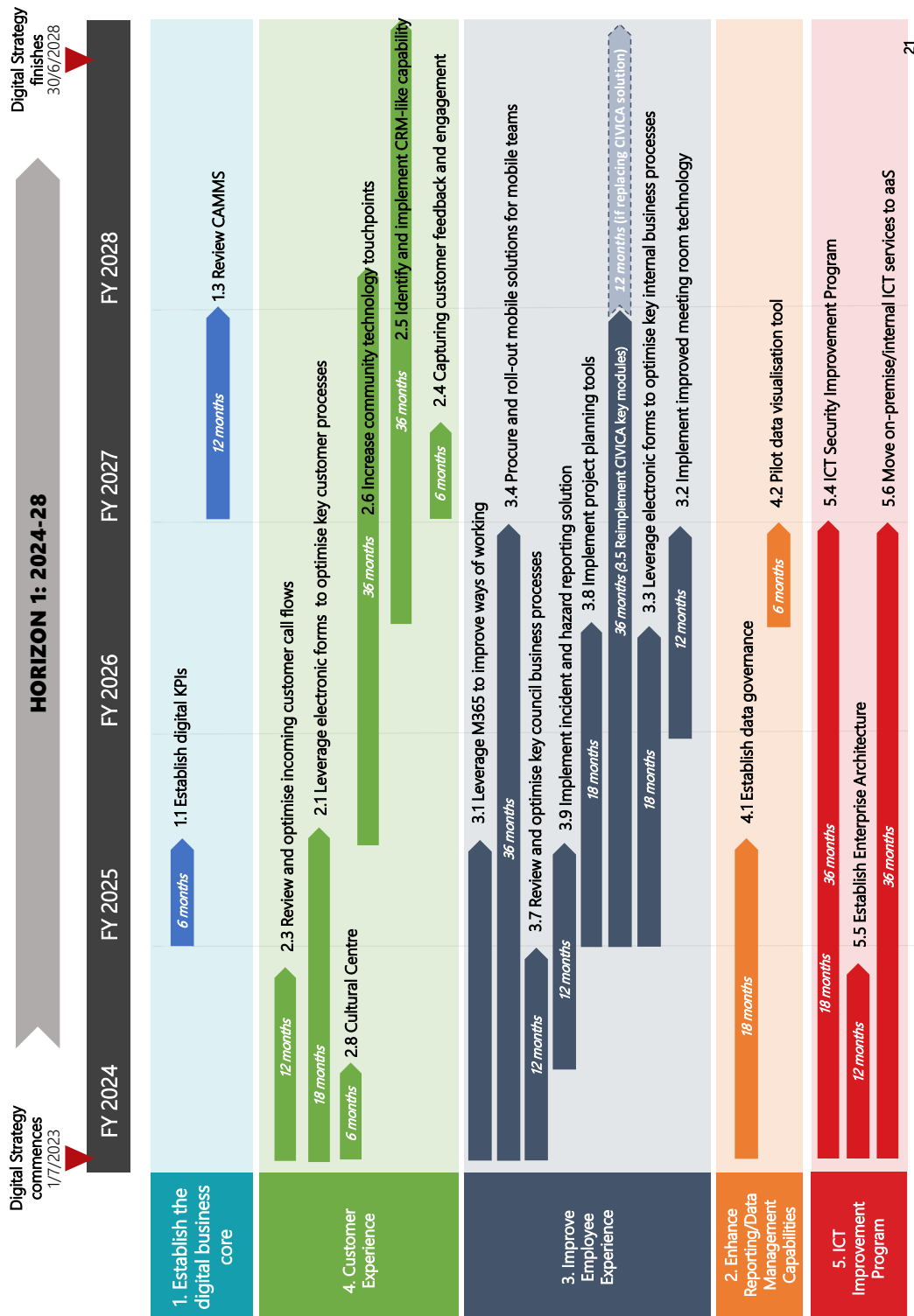


## Pre-strategy: Activities to be carried out in 2022-2023

### Pre-strategy

1. **Secure strategy funding**
2. **Complete key projects**
  - Active Directory
  - Server Hardware Replacement
  - Disaster Recovery Site Rebuild and Test
  - Popup Visitor Hub
  - 5.1 Transition TasCom services
  - 5.2 Establish ICT Governance
  - 5.3 Create ICT risk management framework
3. **Review digital organisation structure**

## Horizon 1: Digital Roadmap 2024-28





## Horizon 2: Potential Initiatives 2029-33

### HORIZON 2: 2029-33

A review and prioritisation of initiatives should be carried out in preparation for implementing Horizon 2 initiatives. It is recommended to prioritise closer to the planned implementation time frame to provide greater certainty

- 1.2 Review OpenCities suitability for future needs
- 2.2 Chatbot
- 3.6 Review Content Manager
- Implement data analytics for business intelligence
- Smart cities solutions (smart lighting, smart watering)



## IMPLEMENTATION CONSIDERATIONS

The road ahead is ambitious and comes with challenges which are typical for any organisation undertaking a transformation journey. Some considerations to keep in mind:

- **Apply the Theory of Constraints**

Establish program governance and transparency early to identify the constraints that stand in the way of achieving a goal and then systematically improve these constraints until they are no longer a limiting factor

- **Focus on the Minimum Viable outcome**

When working with many limitations or constraints, it is important to not lose sight of what is “enough to keep moving” In Horizon 1, initiatives focus on establishing a foundation on which to progress later transformative initiatives. It is important to continually assess the “measures of success” of Horizon 1 initiatives and prioritise the key features to enable the desired outcomes. This will also alleviate resourcing and budgeting constraints in the first 5 years

- **Utilise championship and governance**

Assigning ownership to initiatives will facilitate greater accountability and visibility to the delivery of these initiatives. Actively identify champions and owners; and establish governance structures to harness the benefits

- **Share before buy, buy before build**

In line with the guiding principles of the digital strategy, keep solutions simple and use partnerships strategically to be more efficient. There is no need to reinvent the wheel if an existing solution works well for Burnie. Find innovative ways to engage with similar councils and adapt frameworks etc which have already been proven to be effective in similar contexts



## SUPPORTING ACTIVITIES

To successfully execute the strategy, key supporting activities should be considered:

- **Project management support**

Strategic initiatives and subsequent projects should be governed and executed from a central, established project management office (PMO) within council.

- **Change management and training support**

All initiatives need to consider the appropriate level of communication, support and training to impacted stakeholders.

- **Stakeholder engagement**

Regular engagement and updates should be provided along the Digital Transformation journey to retain the momentum of change and continue to encourage a collaborative culture.

- **Business analysis**

To ensure solutions are business driven and the requirements of the business are met, a level of business analysis should be undertaken for all initiatives. To do this, key stakeholders should be identified and consulted through the project lifecycle.



## EXECUTION RISKS

Ref no.	Risk	Risk Mitigation
R1	The program costs more than expected	<ul style="list-style-type: none"> <li>Reduce scope of the program to mitigate against unforeseen project costs.</li> </ul>
R2	The program takes longer than expected	<ul style="list-style-type: none"> <li>Reduce scope of the program to mitigate against unforeseen project delays.</li> </ul>
R3	Funding is not available for the 5 years	<ul style="list-style-type: none"> <li>Avoid committing multi-year initiatives unless there is funding allocated.</li> </ul>
R4	New strategic plan is not directly considered by the digital strategy	<ul style="list-style-type: none"> <li>Review digital strategy when organisational strategy is completed and determine if any activity should be stopped or started as a result.</li> </ul>
R5	Resourcing is insufficient to execute projects	<ul style="list-style-type: none"> <li>Make use of external support/services to alleviate the strain on internal resources.</li> </ul>
R6	The organisation has too many priorities and digital transformation is not a priority	<ul style="list-style-type: none"> <li>Implement a project portfolio approach.</li> <li>Implement a project governance structure to oversee the portfolio.</li> <li>Map priorities to strategy and rank all key organisational initiatives accordingly.</li> <li>Competing priorities need to be resolved.</li> </ul>
R7	The organisation is not able to absorb the level of change outlined in the program	<ul style="list-style-type: none"> <li>Start program small to observe the organisation's ability to absorb change.</li> </ul>



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**CORPORATE AND COMMERCIAL SERVICES****AO215-22 CULTURAL CENTRE ARCHITECTURAL PLANS**

FILE NO: 2/17/8, 5/6/164  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council:***

- 1) Approve the revised architectural plans for the new Burnie Cultural Centre, as attached; and***
- 2) Approve the project Steering Committee to undertake minor changes to the plans as needed throughout the detailed design process.”***

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

The purpose of this report is to consider the feedback provided by the community during the recent consultation process, and to subsequently adopt the architectural plans for the City’s new Cultural Centre.

**Key Issues**

10,622 direct engagements were achieved through Council’s community consultation process, with 55 formal responses received via the online survey.

The thematic matters raised throughout the consultation period are provided in the **attached** summary report and have been considered by the project Steering Committee.

A number of relevant matters raised by the community were referred to the project architect, Xsquared for consideration and to enable amendment where necessary.

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

This matter relates to the following key objectives in the Council Plan 2022 – 2025: Vibrant Town Centre; Community Facilities to Support Liveability; and the key enabler of Community Consultation.

**Legal**

There are no direct legal implications or legislative requirements for Council arising from the recommendation in this report.

**Finance**

There are no financial impacts resulting from this report. The project has a budget of \$20 million funded through election commitments from the Australian Government, and a commitment of \$2 million from the Council toward the project from the capital works renewal program.

The most recent Quantity Surveyor report indicates that the plans attached are affordable within that \$20 million allocation.

**Relation to Council Policy**

There are no Council policies relating to this report.

**Discussion**

Draft architectural plans were endorsed by the Council at its meeting of 23 August 2022 for the purpose of undertaking a public exhibition process. Community consultation on these plans commenced on 10 October and concluded at midnight on 7 November 2022.

The feedback received has been categorised into two categories:

***Architectural design feedback***

This feedback was related to the scope of the community consultation insofar as it related to the design and form of the new Cultural Centre. The project Steering Committee subsequently considered all of this feedback and determined which aspects could be modified within the draft plans, to improve the design. These matters were then referred to Xsquared architects to gain their insights as to how the building design may need to be modified to accord with this feedback. Amendments where necessary have now been factored into the amended designs **attached**.

***Other feedback not specifically related to the architectural plans***

As expected there was feedback in relation to matters that were not associated with the architectural plans for the Centre and subsequently outside the scope of the current community consultation process. Where this was the case and a thematic matter was raised by multiple people, Council officers have provided in the **attached** report, a response to the matters raised. Many of these matters are operational in nature and will be considered further during the next phases of the project.

**Health and Safety**

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

**Risk**

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

**Environmental Sustainability**

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

**Consultation**

The Council have consulted with the community and councillors in the preparation of this report.

**Conflict Of Interest**

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

**ATTACHMENTS**

- 1 [!\[\]\(1e63609ed98a835f4eb8c01936fe5abe\_img.jpg\)](#). Architectural plans
- 2 [!\[\]\(894ed1eaf67f827f170900945f995ae3\_img.jpg\)](#). Consultation Feedback
- 3 [!\[\]\(667a6241441d64e420cc3455b8ca30eb\_img.jpg\)](#). Response to Cultural Centre Feedback

**COUNCIL RESOLUTION****Resolution number: MO232-22****MOVED:** *Cr G Simpson***SECONDED:** *Cr C Lynch****“THAT Council:***

- 1) Approve the revised architectural plans for the new Burnie Cultural Centre, as attached; and***
- 2) Approve the project Steering Committee to undertake minor changes to the plans as needed throughout the detailed design process.”***

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

**Against:**

***CARRIED UNANIMOUSLY***



# BURNIE CULTURAL PRECINCT

77 WILMOT STREET, BURNIE TAS 7320

DEC 2022

BURNIE CITY COUNCIL

**PRELIMINARY**

## DRAWING SCHEDULE

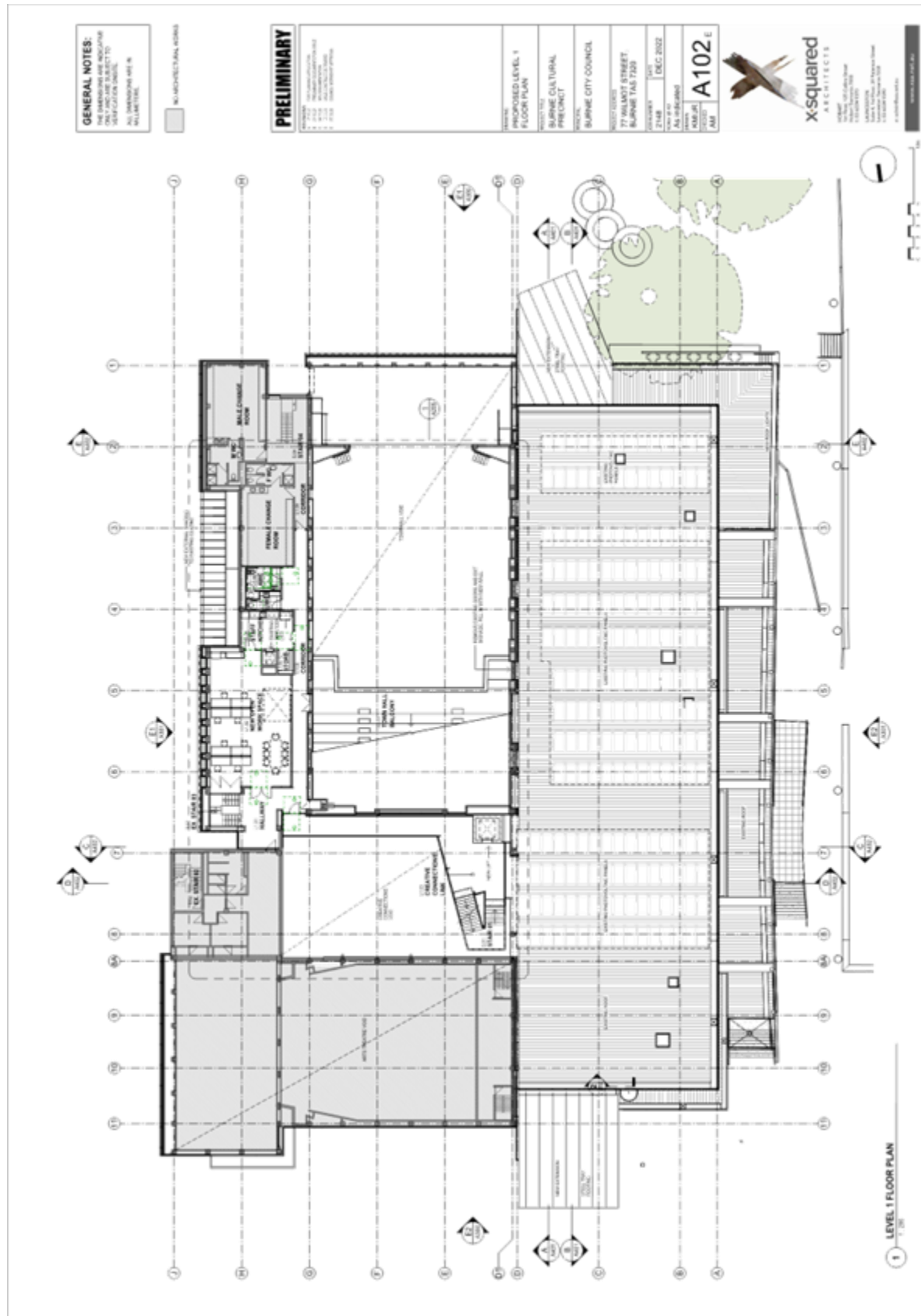
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10 October - 7 November 2022



## Cultural Centre Feedback

## Burnie City Council

## Introduction

The community consultation period opened on Monday 10 October and closed at midnight on 7 November 2022. We received:

- 52 online form responses
- 3 paper based responses

## Resources Provided...

Council Webpage: [burnie.tas.gov.au/CulturalPrecinctConsultation](https://burnie.tas.gov.au/CulturalPrecinctConsultation)

<b>All related articles and pages</b>	<b>2,563 direct views</b>
Draft Architectural Plans page alone	1,816 views
3D walkthrough	417 YouTube views
Mock up images of the Centre	831 opens
Floorplans	419 opens

Burnie Arts Social Media:

<b>Facebook</b>	<b>5,822 direct engagements</b>
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Cinema Advertising

<b>Audience when advertising undertaken</b>	<b>6,654 admissions</b>
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Advocate digital impression campaign

<b>Digital impression clicks</b>	<b>1,036 views</b>
Landing page views	477 views

Director Corporate and Commercial Services LinkedIn profile

<b>Digital impression clicks</b>	<b>1,158 views</b>
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Pop up stalls were in place for the period of the consultation period at Burnie Arts and Function Centre foyer and Council Offices foyer

## Open public consultation sessions

There were three scheduled drop-in sessions conducted at the Burnie Arts and Function Centre, with approximately 43 people in attendance throughout.

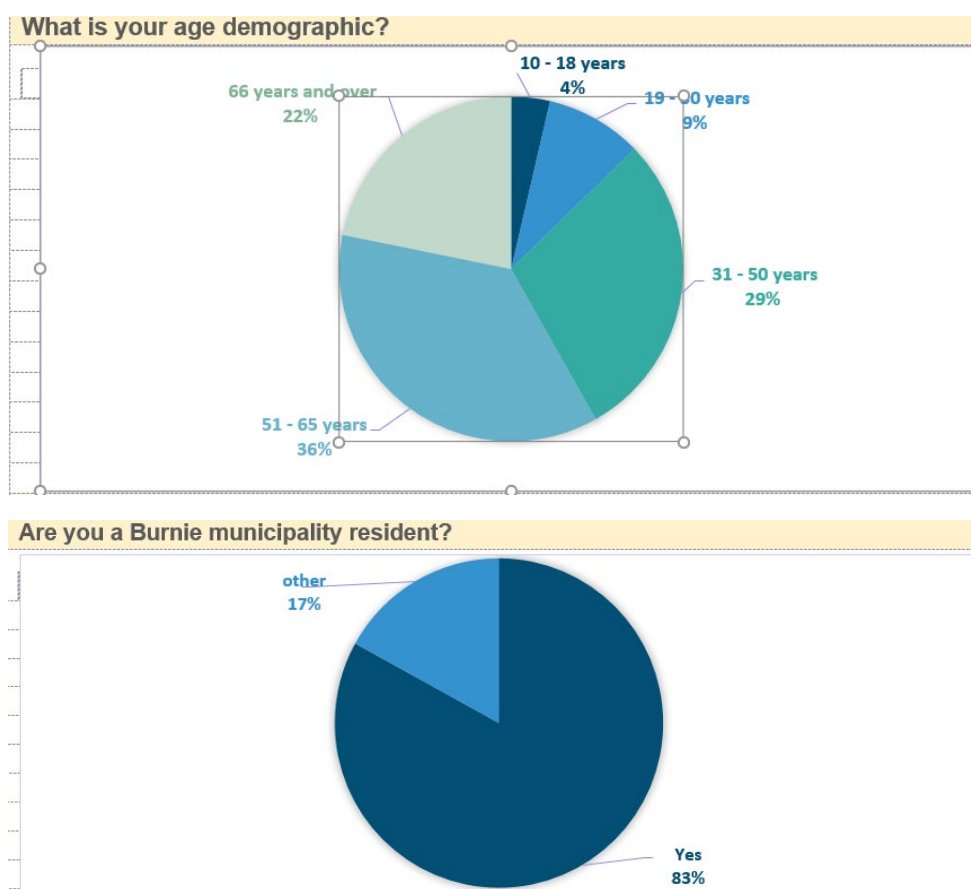
## Cultural Centre Feedback

## Burnie City Council

## Stakeholder Engagement Session Held

<ul style="list-style-type: none"> <li>Friends of the Burnie Regional Museum</li> </ul>	<ul style="list-style-type: none"> <li>Friends of the Burnie Regional Art Gallery</li> </ul>
<ul style="list-style-type: none"> <li>Burnie Arts Council</li> </ul>	<ul style="list-style-type: none"> <li>Ten Days on the Island</li> </ul>
<ul style="list-style-type: none"> <li>Burnie Works</li> </ul>	<ul style="list-style-type: none"> <li>Business North West</li> </ul>
<ul style="list-style-type: none"> <li>Volunteer Network</li> </ul>	<ul style="list-style-type: none"> <li>Staff within the Burnie Arts and Function Centre</li> </ul>

## Responses from the online survey 'Have Your Say'

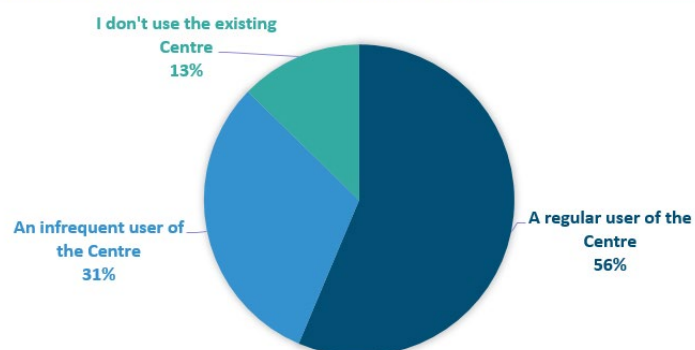




## Cultural Centre Feedback

Burnie City Council

## Your use of the existing Burnie Arts and Function Centre



## Cultural Centre Feedback

## Burnie City Council

## What is it that you most like about the architectural plans?



Open plan, floor space	Bit of an overkill, you can dress a pig up in a diamond studded dress but it is still a pig.
Improvements to the internal courtyard space	Considering we desperately need a new indoor sports stadium for a number of sports and the current stadium is not to standard it seems idiotic to build something like this for a small % of people in burnie.
Simple modern exterior like the civic courtyard area	
They connect all the spaces together to create one building.	Looks modern and welcoming.
Integration of cultural matters	Nothing it's a waste of money. The community fees to use the civic centre are too expensive now, I can only imagine the fees that will be charged to help pay the running costs of this joke. I guess the small world of the art community will benefit most, I am sure they will have a free allocated area to keep them happy and silent.
nothing	I like all the greenery and the way it feels inviting. It is light and airy and is a place I could definitely see myself going here often. I like the modern feel and how it flows nicely together. I like how it is completely disability accessible.
From what I can see it is world-class.	
I like that there appears to be a creative play area for children.	Looks amazing and a much better use of the space
Nothing waste money	Internal access to art gallery, courtyard roof.
The whole plan	The glass roof
I love the whole vibrant concept and the location of course	Covering in of the courtyard, lift access from this space and access to the gallery with extra light into the gallery a great idea. Also the Coffee shop indoor and outdoor space.
That it is finally progressing	Open, plenty of glass for natural light. Multi-level. Nice mix of textures
Incorporates the existing building into the new design.	That they provide a great eyeline through each space. Allows you to imagine the scope of displays/performances.
Modern	
Looks ok Needs to be lighter in colours and open, airy	
Open spaces	
Redesign of exciting building to be more purposeful and flexibly address the needs of the community	
I like that it is modern and in the same place as existing centre	
Not much	
Multigenerational exterior as long as there is a budget for annual upkeep	

## Cultural Centre Feedback

## Burnie City Council

I do like the overall integrity of the complex in that it seeks to open the entirety up for access and experiences. While the museum is not in the building it is good to see the collection display cabinets upstairs. Audiences love vitrines. ...at the British Museum, (I've been about ten times) the large vitrines are always crowded by children/families. ...the stories included therein are compelling. It is good to see the gallery actual area remains available, especially if the learning areas can be included if required on occasion.

lots of light, updated colours

Modern Design. Box Office/Bar.

An updated modern look, with one entrance only which it is hoped will encourage people to look at and engage with the other aspects within the building.

The modernised feel to the building

How bright it is

The roof

Good use of existing structure, more natural light coming into the building

Building will look good but is it fit for purchase? Only time will tell

Nothing

The better use of the space provided. Love the open feel of the foyer area and that the entrance will be into the plaza.

I love the industrial feel, the lightness, opening up the dingy foyer, being able to have exhibitions in the "long room" where everyone can see the art and museum collections in curated exhibitions. I like the south facing black outside wall. It could be used to project ads for concerts etc. I recently saw the Monet exhibition at the Lume in Melbourne. I guess this is the sort of technology that could be used. I love the plans for the inside courtyard and the lift.

Connectivity, flow, brightness, modern, lovely to make use of the atrium to bring the building altogether as one. Displaying of art in display cases in main foyer. Linking gallery through atrium.

Looks like an improvement from an arts & entertainment consumer perspective.

Open and Inviting

Nothing as there is no free community space allowed for.

Refreshed external look. Disability friendly.

Working Ng workshops for artists. Permanent bar and quality art retail for makers.

Updated technology and changes to bring stages in TH and Theatre up to industry standards.

The internal view to the skyline.

I think the updated look is exciting. The potential of the use of the foyer space is interesting and has much merit. I like the children's focus and the potential for social space in a coffee shop.

Puts a modern spin on an old building that has always been an asset to Burnie. Really pleased to see it being revamped instead of building a new centre. That was a wise decision. There are too many empty buildings in the Burnie CBD already. This Civic Centre as it has been known, is very central to the town and within easy walking distance for tourists from the Cruise ships. This new presentation of a place for the Arts to be valued in, will help bring the soul back into our town. We desperately need that!

Preservation of all Museum exhibits and information

I like the open and modern design. I also like the addition of a Cafe (and only hope that it is able to be staffed and open), especially for events such as Burnie City Eisteddfod where there is a lot of patronage during the dance sections and customers looking for food within the vicinity (and to get into town for food can be limiting given time constraints etc)

Having exhibition space in the Long Room looks good. Museum exhibits will require regular rotation. Lift is an excellent addition.

Great that the courtyard will be useable all year round.

Great to see new activity areas in the gallery space.

Bar location good for pre-show drinks.

Bathroom upgrades much needed.

Parenting room good addition.

Verbal assurance that there will be handrails in the theatre.

Large, Modern spaces. The Gallery space at end of corridor. Utilising courtyard.



## Cultural Centre Feedback

## Burnie City Council

## What is it that you don't like about the architectural plans?



Would like an external mural, plus capable for the building to be a light show.

Enormous blank wall facing Civic Plaza! Could this be an artwork or green wall? I note the shadows are for a summer morning, not a winter midday. Concerned about disabled access to stage/s, especially from change facilities to stages. Concerned it looks great in the mock ups, but there will rarely be this many people in there - will it look a bit stark/cold when it's just a handful of people in there.

I think the newly enclosed internal courtyard "Creative Connections" needs more softening. Maybe more green wall?

This facility should incorporate a modern new visitor information centre to promote and assist with enquiries about NW and West Coasts. Or at list a well maintained un-manned self-service info area

Some of the finishings inside on the walls may date in time.

Too many disparate design elements  
over sized, over priced

I'm disappointed that there doesn't seem to be a parents room or designated bottle prep/feeding space for parents who have babies.

All of it

All excellent

Little Alexander Street needs to be better incorporated and upgraded to match the courtyard and new look of the building.

I cannot see where and how the traditional custodians are being honoured and respected in the space.

Plan. lots of money being spent on the project that could go into other projects

I dont like the large grey wall on the outside of the main southern entrance off the courtyard. We have enough grey and drab buildings in this city without adding a new one with its feature wall being grey. this needs a rethink . After all we are a city by the sea! Lets show it.

Doesn't show a great use for the outdoor area

Ensuring the interior doesn't feel cold, being so open

It looks like a Westfield inside? Perhaps there is room to create a unique interior that reflects the landscape of NW

We had the makers workshop that did want you are building now, cafe, local artists, space for community a information centre - and yes polished concrete floors. Nothing new here to see just money wasting. I hope you are closely consulting with UTAS because council will be giving it to them when they struggle to pay the bills as they did with the Makers. Do you think people in burnie are going to walk from the CBD to this place for a \$10 coffee, people are lucky to walk past Wilmot street to shops down there. Be lucky to last 5 years before being a white elephant. Haha

Needs even more green. The outside courtyard could do with more beds and winding paths instead of an expanse of grey.

Cannot see if the theatre and town hall areas are covered in the refurbishment in some way.

Otherwise refurbishment with dated areas.

I don't have any comments

## Cultural Centre Feedback

## Burnie City Council

There's nothing that I don't like but I am concerned about storage space for musical instrument cases and other band gear in the Town Hall when there are concerts. I play in the Burnie Concert Band and at the moment we store our instrument cases behind the curtain in the bar area when we play here. The bar is not used at our concerts because we have members and audience members who are children. We also store instrument cases in the partitioned areas in the foyer. In the new plan I can see that we won't be able use the foyer for storage. Can the area that will no longer be the bar be used for this purpose? We have at least 100 members in our band (in 5 five groups) and also regularly combine with other bands for concerts. So we have lots of gear to store when we are on stage. Imagine the large tuba, French horn, Baritone sax and all the other cases that will need to be put somewhere.

I'm also wondering how performers will access the backstage area from the foyer via the inside courtyard. It seems that one walkway will be removed.

the town is dying and people are struggling to survive, no one can afford to hire the place now let alone when this is built. There is already an activity area that interacts with all ages, activities were held out in the courtyard and a mural and plants put in. Nothing new there. So you are basically building two extra floors with glass ceiling and walls so we can watch 'the thriving burnie' in all its glory. Throw a string of coloured lights over the top of the building so council can light it with the tree twice a year.

No plans to get rid of mould in dressing rooms and northern stairwell behind the theatre. Women's toilets have difficulty flushing in the theatre foyer - will that be upgraded? If you roof in the courtyard, will it allow sound to travel between the theatre and the Town Hall? Are there special plans to include the Tasmanian Tiger Skin on display that currently can't be displayed in the museum because we don't have the right climate controlled area? Needs a paper making area.

I don't really like the flooring as it may prevent problems for people with hearing and it often looks dirty. It can be very slippery in the wet as well.

nothing

I think some of the access and movement between all of the spaces downstairs, lower ground galleries appear too cumbersome for movement between spaces or movement of art works...double opening doors? Sliding doors which slide into internal wall forms are superior I suggest for curatorial and hanging types of movements. I wonder why I can't see any truck access for delivery of large crates of art work and their temporary storage before, during and after exhibitions...this is a significant characteristic of the previous space that I hope hasn't been neglected in the plan? Often such containers, crates need to hang around and such between show storage is always really difficult for artists and curators to navigate.

I understand the CEO is experienced but I would like to know that the collection will have secure and archival storage, and that the storage facilitates ease of access for gallery technicians. The wall between the learning areas on the lower ground floor and the main gallery should be a sliding wall, or a turning wall to accommodate flexible future curation/use/movement.

Although the central courtyard area is enclosed from the weather now, movement between the learning rooms and the main gallery is through several doors and therefore complicates any possible future movement of art works or materials.

There is a N.W. exit door at the gallery ...is it a fire escape door? I wonder about it's direction facing the weather.

For an \$18M multi-generational future development how is a permanent science and discovery centre along with a 15m planetarium not considered??

The timeline, wish it was done faster.

Nothing specific

No designated space for tourist Information Centre, it may function ok if the Reception person/s has the time and knowledge to answer questions from tourists

Nil - we need to give it a chance to be put in place and operational

Doesn't have a good 'accessibility' flow. Stairs & RAMPS... with a lift as back up would be ideal. Perhaps I need to see the plans again?

Not enough fixed seating.

## Cultural Centre Feedback

## Burnie City Council

Concerns about accessibility - it appears that minimal changes are occurring within the Town Hall and Theatre (understandable as the Theatre seating has only just been replaced) but access to the Theatre stage from side of stage is limiting. I am involved in a number of performing groups that utilise these spaces and accessibility from side of stage to stage is limited (we have had people with mobility issues (due to age, injury or disability) almost fall trying to navigate the steps for example - they have as much right to access as those spaces to be involved in performances as those who are able bodied) - just a slight disappointment that this hasn't been included but hopefully in the future and with future funding this might be better addressed.

With my involvement with performing groups, we regularly (when performing in the Town Hall) have used the foyer spaces for storage of instrument cases and music folders (particularly during Covid times) - with the new open plan foyer, while looking nice, this capacity is eliminated.

The inclusion of display cases within the main foyer area (stand alone ones in centre of foyer areas) is a nice idea but also leads to concern regarding congestion of the space and also again limits the use of the space - I have been to markets and a Rotary District 9830 Conference that have utilised these spaces well for stalls etc - this could be limited with cabinetry.

Lack of space to keep large amounts of performers - especially in the Town Hall with the VIP room becoming offices. As a bi-annual hirer of the Town Hall for the past 40 years, with up to 220 performers back stage at a time, I'm concerned how my events will be able to take place in the future. The 2 small dressing rooms upstairs won't be sufficient. Yes, there may be other spaces around the centre that could be used as an alternative, but not in close proximity to the stage/performance area. Performers sometimes have only a couple of minutes for costume changes.

Cafe External' image shows outdoor eating bar in walkway. While this is a great idea, this area doesn't look wide enough to comfortably fit people seated at the bench in addition to foot-traffic, especially if people have prams, wheelchairs etc.

The front entry large exterior wall

I am concerned about access to both the stage in the Theatre and the Town Hall. I am involved in regular performances in both the Town Hall and Theatre. I also have large numbers of performers involved - regularly over 100 performers. We access the Theatre via the side entrances on stage and from the access door leading into the upstairs dressing room. This allows us to get performers from the audience to back stage without interrupting the performance and also staying inside the venue. In the Town Hall we access the stage from the wings on both side of the stage - not from the auditorium. Access to backstage left is currently via the stairs beside the airlock entrance at the southern end of the Town Hall (from the courtyard). also when we use the Town Hall we access the entrance off the courtyard to bring in our large amount of instruments - both big and small. I am concerned about this access. Back stage right has been accessed through the "bar" area and up the stairs to back stage. Also for both venues we have used areas that appear not to be available with this design to store instrument cases, props, costumes and enter the area. In the Town Hall we regularly use the "bar" area for instrument cases, costumes and props and entry to the town hall area for performers.

There are limited areas for large groups of performers to change/wait backstage

Lack of changing space for large groups of performers

The black square part of the facade, to the right of the entrance. That space could have been used to let a lot more natural light inside the building. Besides the cladding is way too dark and makes the building look like some kind of mausoleum. If that square shape must be kept, then at least use a design of wood panels that let light in between them

One entrance only - and on South (Cold) side

Everything

That it is taking so long.

It is not clear (as there are no totals of the before and after square metreage) as to whether, after spending \$20 million, we will have any more exhibition space than before.

Nothing.

The Town Hall should be repurposed

## Cultural Centre Feedback

## Burnie City Council

## PROBLEMS:

Main entry cold southern side.

Café on cold southern side.

Only one entry/exit – could be a bottleneck at busy times.

Acoustics of the Long Room – high ceilings and lots of hard surfaces, a recipe for a cacophony when full of people before or after a show.

Prep room in gallery is still very small. It is below ground level (humidity) and next to the plant room, therefore a risk of fires/flooding etc.

Still stairs to the storage space in the gallery – creating access issues.

Re museum storage, will there be any improvements to this space? It is not environmentally suitable for artworks previously – i.e. dust and grit allowed in, not insulated, water pipes overhead so occasional leaking. How do touring exhibitions enter gallery? That is where can trucks unload and get to the gallery with large crates? Where do crates get stored once they are unpacked?

No dedicated retail space as such. It appears the 'shop' element will consist of shelves placed where there is room in the Long Room. Almost all galleries have a functioning shop – can retail be a feature of the downstairs space either as a replacement to what is proposed for upstairs, or in conjunction with the retail elements of the Long Room?

## TO CONSIDER:

Will the lift be able to be used as a service lift as well?

The courtyard is very important for the correct functioning of the acoustics of the centre (soundproofs and separates the two performance areas). Has this been factored into design and operational plans?

What will attract people who are not necessarily arts/culture followers to the venue/precinct: Suggest playground in plaza, safe for children

Are we losing important functionality without the ability to close off areas as can be done now with the moveable walls in the foyers. Could the vitrines which will display the museum pieces be moveable so that areas can be cordoned off as required?

Will there be a 'quiet room' for people with sensory issues, parents, disability workers, etc.

Can there be innovative design work or tech-based displays on the outer walls of the building?

Can the portico have windows, or made of transparent materials so that it doesn't throw shadows across the courtyard?

## THEATRE AND TOWN HALL DESIGN ISSUES:

Theatre – height of stage needs correcting to meet industry standard due to height, depth and stairs in the wings.

Town Hall – depth of stage does not meet industry standard.

General comments on theatre/stage functionality:

Access and Loading: Also access to both performance areas for unloading sets is poor and exposed to the weather. The garage doors are awkward to access. The garage door to the Theatre stage is too short - sets often have to be carried in pieces and then joined.

Loading dock to the Town Hall particularly problematic, unsafe from a personnel perspective and blocks off an emergency exit when a vehicle is in place. Does this compromise our ability to attract certain shows?

Space: Both the Burnie stages have very limited space behind and around the stages. Other theatres have space in the wings with enough room to store sets as well as prepping for entering the stage. It is also common for there to be space behind the stage to cross/ be dressed / workspace for mechanics etc. A rehearsal room is a valuable asset. Companies can have auditions, break out space for rehearsals before or during a show, can be hired out for masterclasses

Tech: Essential upgrades required. Suggestion for TV screens backstage to watch the conductor and/or the stage itself. Video screens in the Town Hall at an awkward angle... too high & causing stiff necks.

## GALLERY:

Is there any extra gallery storage? Burnie has an art collection of over \$1.4 million so how are they caring for it? NOTE that Devonport has off-site storage that is fabulous and something similar needs to be explored in the future.

Only one entry to gallery and this is via lift and stairs only. Will people find the gallery?

Bifold doors from the courtyard to the gallery will work well, but the change in design means one less storage area. Where will chairs, plinths, wine, etc be stored? Kitchenette still very important in the gallery.

Polished concrete can be a cold, hard surface in a gallery. Polished boards add warmth and would define the gallery space as a separate destination from the upstairs areas. Polished boards also always photograph beautifully!

Is there budget for additional climate control measures both in the gallery and the collection storage area?

These features of a venue can be critical to attracting large shows from respected institutions.

Where is the grand piano going to be stored?

## Cultural Centre Feedback

## Burnie City Council

Ridiculous cafe. BCC has always had a principle of not competing with local businesses and indeed this was an issue consistently whined about and raised as an issue with regards to Makers Workshop by the outgoing Mayor! Interestingly it now appears to be acceptable. Exactly how does Council propose to afford to operate a cafe when it will absolutely not have the patronage to support it. BCC seems to have drunk the kool aid it mixed up for itself and believes that its going to suddenly be swamped by a plethora of people wanting to utilise a poorly designed exorbitantly over capitalised building. Where are these people coming from and for what purpose? To stand around in a long hallway and look at art work. Bcc had low patronage of the previous gallery and closed it due to operational costs (that was the story) but now sees fit to extend an underutilised BAFC and include some hanging art space. Is it viable or is it not? 18 months ago it wasnt now suddenly its not only viable but worthy of exorbitant expenditure to provide. Not sure if youve done any projections but I certainly project a big fat failure with Burnie being left with a massive capital and operational debt. If you spend that much money you got to open 7 days a week... who will staff it? Bcc? Or will you be transferring the business to another operator? If that is the plan then good luck finding someone dumb enough to take on that white elephant.

Unsure about storage space for live entertainers i.e. local bands & where gear can be stored. Also accessed easy loading & unloading and turning of vehicles that have equipment - it looks like a few obstacles in the courtyard / plaza area.

Gallery entrance: how will people find it? Need to champion gallery of such high reputation, make it a focus.

Café is in coldest darkest corner- pity that cafe not situated to take advantage of best views.

A building planned and designed by a group of people with absolutely no clue about the community or its needs and requirements. If you were smart you'd spend \$20 million (and the rest the BAFC "reimagining" will cost) on building an inside extensive playground activity centre in Burnie not trying to make a silk purse out of a sow's ear and spending millions of dollars on what is going to be an abject failure. Good idea asking everyone what they think cos you sure as hell don't have any idea.

I used to be a regular user of the centre but its barely operating now. How do you propose to keep it open whilst "reimagining" occurs? Devonports Paranaple Centre will win over Burnie's grandiose shrine!

Hope you have an alternative use planned for the cafe when it goes down the gurgler! Storage area perhaps!

UTAS might be able to use it to stack up some more tables and chairs in it just as they are utilising the MW for.

Good luck! Just cos you build it doesn't mean the will come! You have to know who and what you are building it for... it would appear there is no clear idea of what either of those things are nor any plan on how to find it out!

"Burnie - Nothing to see here"

Nothing

The ground level should be an undercover area for community use. For farmers market, open space for young people to hold events, music and hang out space. The 1st floor would be the roof for this free space and fold away doors to close when there is cold weather - which is most of the time. There should be free access to open areas on all floors, hire fees cheap.

## Cultural Centre Feedback

## Burnie City Council

### If you could change three things about the architectural plans what would they be?



1	2	3
Have a large screen on large southern external wall for outdoor films or cinema	Have the city information centre within or externally, part utilization of staff to manage by encouraging visitors to use the centre after visiting info centre, or vice versa.	Caravan or motor home parking in car park, signposted information and culture centre daylight hour use, then revert to car park for shows and other out of hour entertainment.
Change enormous blank wall facing Civic Plaza to a green wall or artwork space. Perhaps a changing mural?	Additional shade (deciduous?) in the Civic plaza.	Make the whole thing more "cosy". Less polished concrete, open spaces etc.
This facility should incorporate a visitor information centre	This facility should incorporate a visitor information centre	This facility should incorporate a visitor information centre
Make distinction between gallery and museum storage	Is there enough storage space for both museum and gallery	Indicate what happens to the old museum and say how much museum display area there is
cut down the size, it won't be used anyway	cutting down the size would cut down the price	incorporate a makers workshop
Don't waste the money	Spend it somewhere else	Create something for the younger generation
Turn Little Alexander street into more of a functioning space for sitting, relaxing etc on the sides.	More colour on the design	A true makerspace that invites people to create and sell, like we had.
Update the Tarenorerer, also known as Walyer, memorial in the courtyard	Native species and rock garden to remember the lost NW tribe	Nuance the VDL memorial in the courtyard
Individual toilets, not male and female sides	Bigger and better parenting room	Dedicated kids play space
Add some cosy spaces/nooks, particularly when it is cold outside	Draw on some of the Indigenous history such as naming of space	More plants and greenery inside and out, mainly local plants
More covered areas in outdoor space.	Interior should reflect burnie in heritage and landscape a lot more.	. Event future proofing the outdoor space (power outlets, vehicular access, zones, water access and waste access)
Spend it on an indoor sports centre	Get UTAS approval for future gift	Throw away

## Cultural Centre Feedback

## Burnie City Council

Access and use of the roof top by the public.	Outdoor wall facing the court yard could use be used as a screen for art or movies.	Technology space such as VR and digital art and tech; and/or a co-working space.
All of it	All of it	Forget it
Add a permanent Science and Discovery Centre	Add a multi-use 15m digital planetarium	Ensure smart lighting and power through ensuring full consideration the Dark Skies
a clearly identified art work/crate/container and weather safe truck delivery bay	sliding doors (internally stored) rather than double doors everywhere in the gallery zones, creative learning areas etc...	a sliding or turning wall between the main gallery downstairs and the learning rooms...a wall such as those in the NGV, (or the small ones in the Moonah Arts Centre, MAC) are really valuable to artists and curators. The MAC walls store away flat, and extend as required in several available configurations.
Have more fixed seating, mix of minimal bench seats in forecourt area and long room. Ensuring space for walkers & wheelchairs at ends of seat rows.	Include planted out Atrium or full walls succulents & ferns. Easy care and will assist in oxygenation.	Ramp access near all staircases.. even every second floor.. but don't hide people in a dark corner lift! You're under estimating the amount of people who need ramps: Families with prams, Older Citizens with/without mobility Aids, People with disabilities.. and all their support workers and families. Think MONA and the levels/ ramps there... then add stylish seats along walls/hubs occasionally please
upgraded backstage plumbing	add an atrium over the cafe to include children's play and "outdoor" music performance area	display area for local heroes / outstanding achievers - photo and bio wall that is changed regularly to advertise people from all walks of life who came from Burnie and have achieved success.
VIP room stays as a multi purpose space	Performers change area off foyer.	An alternate entrance near theatre for patrons incase it clashes with large amounts of audience attending the Townhall at the same time (which can entail performers cueing up in foyer before going on stage - something they cannot do on the other side of the stage as the back stage area is tiny)..
Add a side entrance	Preserve some of the current covered outside area	Would be good for cafe to be on north side with a view.
If you knew anything about community consultation, you go to the people only idiots think they will come to you. Get off your butts and get out in the community. A small minority look at your FB and website so the world doesn't evolve around you.	Don't have consultations thinking everyone will understand, there are people (believe it or not) that don't understand your dribble and you need to simplify it for all people.	Who gives a [REDACTED] about plans. Tell us the fees to hire the place and the availability- or is this white elephant just for the minority wealthy snobs in burnie. Get your head out of your pompous butts and understand your community. Just like the community department did for many years. Or is it that you are just ticking a box and you don't a give a shit what the community want and need.
Nothing	Nothing	Nothing
A close look at access to the stage areas in both the Town Hall and Theatre and unloading facilities	Access for storage of instrument cases, props, costumes etc	Potential noise interruption to performances in the Town Hall and Theatre due to other events and activities at the venue
New dressing rooms for theatre or updating existing	I'm sure new amenities are to be included	theatre and Town Hall areas to be included



## Cultural Centre Feedback

## Burnie City Council

An understanding that a refurbished building cannot be an excuse to not have enough qualified and professional staff to enable the spaces to come alive, for the Burnie Cultural Precinct to succeed. Irald	More use of the Plaza space and the Burnie Regional Museum with its world-class Federation Street (Burnie 1900) and the Early Burnie Exhibition (the region's story before 1900), both established visitor drawcards.	Retain the flexibility of the lower ground floor so that it can continue to mount international exhibitions like the Da Vinci's Machines and Michelangelo, single exhibitions like ArtRage and TasArt, the Burnie Print Prize and Paper on Skin, in a large A-Grade-assessed temporary exhibition space, unparalleled within the State's Museums and Art Galleries. The current flexibility also retains the ability to mount separate exhibitions concurrently.
Just do it well.	Ensure easy access for the elderly and people in wheelchairs, and those using walkers.,	Ensure the areas are not too small. Spaciousness in rooms, especially the Art Gallery where art is displayed, needs plenty of room if big works, like 'David', are brought to Burnie. The old Art Gallery on the ground floor has/had that space. It could cater for large school groups.
Gallery entrance	Position of café	Lack of information centre
Better accessibility to spaces for those who are not able bodied (i.e. Theatre and backstage areas of Town Hall and Theatre)	Inclusion of a few unisex toilets (not just accessible toilets)	Display cases within the foyer spaces (stand alone ones) that could limit the uses of the foyer space
Polished floorboards in the gallery	Improved access, loading and unloading for gallery, theatre and Town Hall	Must have a dedicated retail space in a high traffic area
Make a paper plane and throw it		Cancel them
I would make sure that there is the largest amount of running wall space in the gallery to exhibit the work on.		Make sure that the building remains climate controlled with all the open walkway spaces.
It's hard to tell how big the space is but it looks big enough that a lift at either end rather than a single central one would be good.		Are there ramps outside where there are steps or is the only access for those with wheels the single lift?
More green minimal patting at front		The large grey frontage is a little much. Change it up/ wooden maybe
More room for outdoor eatery		Kid-safe/ contained play areas attached to cafe
The café area would only serve excellent coffee and cakes/biscuits made offsite. Ie George and Mabel model. The Visitor information centre could be incorporated into the café area.		The Burnie Museum does NOT exhibit the history of this city - the one thing you would wish to see! Show them history with stories and photographs in the new space.
Is there a space dedicated to NW aboriginal history and culture?		There needs to be shade in the Civic Plaza
As the stairs to the upper level of the Town Hall have been moved from the 'Long Room' I would like to see the solid wall between the Town Hall and Long Room replaced with a retractable wall to achieve a more dynamic space.		
Could we make the front entry large exterior wall capable of outdoor cinema		
A shorter finishing time line by JJ CT		That it happens quicker
more colour		space for Tourist Information office
No thoughts		Bigger/more dressing rooms
No grey wall!		Keep all change rooms the same
Not really :)		Happy as they are



## Cultural Centre Feedback

## Burnie City Council

**Analysis of Feedback and Response:**

<b>55 Responses Received</b>	<b>Positive Comments = 85% / Negative Comments = 15%</b>	
<b>7 negative responses</b>	<b>No constructive suggestions</b>	<b>Response to the feedback provided below</b>
<b>1 negative response</b>	<b>With constructive suggestion</b>	<b>Response to feedback provided below</b>
<b>15 positive responses</b>	<b>No suggestions</b>	
<b>32 positive responses</b>	<b>With constructive suggestions</b>	<b>Response to feedback provided below</b>
Spend the money on other projects or cut down the scale to save money	The project is largely being funded by the Federal Government election commitments obtained, with the exception of a \$2 million allocation that Council has already set aside for the project. Therefore the funding is for this project alone – it is not able to be allocated to other things.	
The café is on the cold side of the building	The café has been placed in the location shown because it is important for the viability of the café to be at the entrance of the building. Equally it is important that the location of the café is able to be accessed directly, without the need for the Centre as a whole to be open.	
The café may compete with local businesses	There are few café's within the surrounding block of the Cultural Centre that this café would compete with, if at all. The café is an important addition in order to succeed with the vision of making this a place where people can come together and gather socially.	

## Cultural Centre Feedback

## Burnie City Council

There is no free community space allowed for	The whole building is community space that will enable a variety of activities to be undertaken simultaneously. Such as for example, performing arts, workshops, kids creative play, exhibitions, meetings and expos. The undercover courtyard additionally provides an area for community use and enjoyment. The idea of a market space is a good one, but will be considered in the next phase of the project when the Council undertakes the broader Precinct Plan for the Cultural Precinct – presently this is about the architectural plans for the Centre. The majority of the use within the Centre will be free, although it should be noted that even now with the release of the Burnie Arts Live 2023 program, we are reducing the cost to our performances to enable greater and diverse patronage.
One entrance is of concern	This is a deliberate strategy. The Council made the decision to close a number of services in their current form for financial reasons. To this end, this new venture needs to be sustainable. Having multiple entrances that need to be specifically staffed is not a sound financial operating model. Additionally there are benefits that come from having one entrance such as security benefits, meeting and greeting visitors, and operational efficiencies with heating and climate control.
Nobody uses the existing Burnie Arts and Function Centre so why do this	In fact in excess of 100,000 people visit the Centre each year for a variety of reasons, mainly to attend performances, events, meetings and expos. By building upon this fantastic base and adding in a variety of ever changing activities within the new Centre, we envisage being able to bring even more people into the Centre.

**Cultural Centre Feedback****Burnie City Council**

Why provide our input because the Council does not listen	The Council has been genuine and authentic in offering the community the ability to engage and provide feedback on this project. Over 10,000 people have taken the opportunity to look at the information provided. If you choose not to provide feedback, then of course your opinions will not be considered. If however you want to be heard – we are listening.
When will we know how the Centre will be used and the fees that will need to be paid for performances and the like	The operating model will commence being developed once the architectural plans are completed and the building development is underway. We need to know with certainty what the building will look like before we can truly start to consider how it is operated.

## Cultural Centre Feedback

## Burnie City Council

<p>Suggestions around Civic Plaza:</p> <ul style="list-style-type: none"> <li>• There needs to be shade in the Civic Plaza.</li> <li>• Capability for external murals and light shows.</li> <li>• Little Alexander Street needs to be better incorporated and upgraded to match the courtyard and new look of the building.</li> <li>• Update the Tarenorerer, also known as the Walyer, memorial in Civic Plaza.</li> <li>• Place native species to remember the lost NW tribe; and nuance the VDL memorial.</li> <li>• Event future proofing the outdoor space (power outlets, vehicular access, zones, water access and waste access).</li> <li>• Eastern side large wall could be used as a screen for art or movies.</li> <li>• What happens to the old museum</li> <li>• Ensure smart lighting and power through ensuring full consideration of Dark Skies</li> <li>• Add an atrium over the cafe to include children's play and "outdoor" music performance area</li> </ul>	<p>Great ideas – and we agree 100%. After we get a contractor to commence on the refurbishment of the Cultural Centre, we will turn our attention to developing a Cultural Precinct Plan that takes account of how the community wants to use the broader area including Civic Plaza, the Museum, Senior Citizens Club, carpark, Little Alexander Street and High Street.</p> <p>We also want to factor in what might be possible to open up our Cultural Precinct to the CBD if the Court House land is eventually handed to the Council from the State Government. This Precinct Plan will be the subject of a new community consultation process.</p>
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## Cultural Centre Feedback

## Burnie City Council

Can a Visitor Information Centre be included in the design	The Council have resolved to close the Visitor Information Centre in its traditional form, instead looking at new and creative ways to deliver information to our visitors. Visitors either opt for digital medium or one-on-one interactions. In a digital sense we have created the Burnie Discovery Hub to pop up when needed for cruise ships and events. We are trialing as part of this project large kiosks that provide the Discoverburnie.com information on everything to see and do in Burnie. In the past four weeks 5,775 people have downloaded this App! The aim would be if considered successful, to have these in situ around the city for people to self-service for those that prefer this option. For those that would rather speak to an individual, part of the operating model to be explored is having our fantastic volunteer network meandering through the Cultural Centre speaking to our visitors and assisting them with their visitor information needs. This then fits with the overall desire for the new Cultural Centre to become the new drop off point for cruise ship passengers also.
The building needs to be climate controlled	This has been taken into account in the architectural plans to ensure those areas that require sensitive objects and assets remain protected and conserved.
Aboriginal heritage and culture: <ul style="list-style-type: none"> <li>• Is there a space dedicated to NW Aboriginal history and culture</li> <li>• I cannot see where and how the traditional custodians are being honoured and respected in this space</li> </ul>	While the next step is to look at the Burnie stories we want to tell as semi-permanent exhibits, our Aboriginal culture and history has already been identified as one of our priority focus areas. Council has recently engaged a consultant to commence working on these Burnie stories, with our Aboriginal community determined to be an important part of that process.

**Cultural Centre Feedback****Burnie City Council**

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This needs to be a true makers space that invites people in to create and sell like we had

Part of the plan is to have creative workshops, pop up exhibitions for makers and other exhibitors, children's creative play and even artist in residence. We will have a retail area within the new Centre that will also provide the opportunity for some makers across Burnie and the North West to sell their products.

## Cultural Centre Feedback

## Burnie City Council

<p>Architectural design:</p> <ul style="list-style-type: none"> <li>• Ensure the interior doesn't feel cold, being so open</li> <li>• Interior should reflect Burnie in heritage and landscape a lot more</li> <li>• Too many disparate design elements</li> <li>• Add some cozy spaces/nooks, particular when its cold outside</li> <li>• Ensure the areas are not too small. Spaciousness in rooms, especially the Gallery where art will be displayed. Needs plenty of room if big works like 'David' are brought to Burnie. The old Gallery has had that space, and it could cater for school groups</li> <li>• Individual toilets, not male and female sides</li> <li>• Ensure that because Civic Plaza is now the only entrance, that there is sufficient disability access until such time as the Precinct Plan is completed</li> <li>• Dedicated kids play space</li> <li>• Ramp access near all staircases.. even every second floor.. but don't hide people in a dark corner lift!</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee did not feel these three comments reflected the feedback from the majority.</li> <li>• Cozy spaces and nooks are intended with the fit-out of furniture, it does not impact the architectural design.</li> <li>• The BAFC is one of the largest public/performance buildings in Tasmania with a variety of function rooms and alternate spaces available.</li> <li>• The Committee's preference is to provide additional parenting facilities and gender neutral toilets, rather than reconfigure the proposed existing toilets.</li> <li>• This is a great point and will be considered as part of the Cultural Precinct Plan which will commence after the building works begin. Disabled carparking will be provided in accordance with the Building Code.</li> <li>• The Committee agree that there needs to be a focus on kids activation but not a dedicated in situ play space. This will therefore be considered as part of the operating model once the building works begin.</li> <li>• The 1:14 gradient needed for this is not achievable within the current floorplan. Therefore the Committee feels that the proposed design caters sufficiently for those with mobility impairment, and that the design exceeds the requirements necessary to conform with the</li> </ul>
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## Cultural Centre Feedback

## Burnie City Council

<ul style="list-style-type: none"> <li>• Ensure easy access for the elderly and people in wheelchairs, and those using walkers</li> <li>• There needs to be sufficient parents room or designated bottle feeding spaces for parents</li> <li>• Gender neutral toilet facilities</li> <li>• Flooring could be slippery or cause issues for those with hearing impairment</li> <li>• The large grey wall on the eastern entrance</li> <li>• Creative Connections roof must be engineered to hang dynamic loads, to include capacity for aerial and circus performers to rig silks and cloud swings from the ceiling beams, as well as static loads such as chain motors, concert truss, lighting and sound systems, projectors and signage.</li> <li>• All counters, including the Box Office, bars and server must have lower service areas and tuck-under counters for wheelchair customers and staff. Lowered corners or L bends are the worst space for wheelchair access as they increase reach distances.</li> <li>• Increase the number of power, comms and data points across the two lower levels.</li> <li>• Ensure there is three phase power, water, wastewater and data ports on the ground floor as hirers will need these for events in this space.</li> </ul>	<p>requirements of the Disability Discrimination Act (DDA).</p> <p>The Steering Committee considered all of these points at the meeting conducted on 21 November 2022. The following matters will be provided to Xsquared architects to ensure they are duly considered and where needed amended within the final architectural designs:</p> <ul style="list-style-type: none"> <li>• Ensure easy access for the elderly and people in wheelchairs, and those using walkers;</li> <li>• Ensure there are sufficient parent rooms on the two main floors;</li> <li>• Gender neutral toilet facilities are available;</li> <li>• Proposed flooring impacts for those with hearing impairment or those with sensory concerns. Slip ratings under the building code will be applied, and the lobby has entry matting to ensure feet are dried.</li> <li>• Large grey wall needs to be load bearing, and have eyelets to hang movie screens, banners etc.</li> <li>• Creative Connections roof must be engineered to hand dynamic loads.</li> <li>• All counters, including the Box Office, bars and server must have lower service areas and tuck-under counters for wheelchair customers and staff.</li> <li>• Increase the number of power, comms and data points across the two lower levels.</li> <li>• Ensure there is three phase power, water, wastewater and data ports on the</li> </ul>
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## Cultural Centre Feedback

## Burnie City Council

	ground floor as hirers will need these for events in this space.
Access and use of the roof top by the public	This is not feasible within the \$20 million budget envelope that we have currently.
Should be a technology space such as VR and digital art and tech and/or co-working space	As part of Council's Digital Transformation Strategy we want to update our technology firstly and foremostly as it is largely not fit for purpose in a contemporary environment. Additionally we will be seeking input from a yet to be created 'Advisory Group' on creative ways to ensure our Centre is technology savvy and provides immersive experiences.
As the stairs to the upper level of the Town Hall have been moved from the 'Long Room' I would like to see the solid wall between the Town Hall and Long Room replaced with a retractable wall to achieve a more dynamic space	The Committee determined that while this is a great suggestion, it was more important to maintain the existing acoustics and sound barrier from the Town Hall.
Concerned about disabled access to stage/s, especially from change facilities to stages	Will be considered as part of a program of technical improvements, it is outside the scope of the architectural plan consultation process.
New Courtyard needs more softening, maybe more green walls	This can be considered but needs to be thought about against the operational requirement to broadcast technology onto the brick wall in the courtyard to ensure a flexible space for events/performances.
Make distinction between gallery and museum storage	There will no longer be distinction between elements, the whole building will be about showcasing our artistic, cultural objects and the stories behind them. The Gallery will therefore be multi-faceted.
An additional lift would be good	This is costly and therefore is not feasible within the \$20 million budget envelope that we have currently.
For an \$18m multi-generational future development how is a permanent science and discovery centre along with a 15m planetarium not considered	This is not feasible within the \$20 million budget envelope that we have currently.

## Cultural Centre Feedback

## Burnie City Council

Access and movement between all of the spaces downstairs, lower ground galleries appear too cumbersome	The internal walls depicted in the Generator Gallery are temporary walls shown and therefore can be taken down for larger events and exhibitions.
Consideration of truck access for delivery of large crates of art work and their temporary storage before, during and after exhibitions	Will be considered as part of a program of technical improvements, it is outside the scope of the architectural plan consultation process.
There is a N.W. exit door at the gallery ...is it a fire escape door? I wonder about it's direction facing the weather.	With the exception of the main entrance all other doors are existing in situ but will be fire egress doors.
No plans to get rid of mould in dressing rooms and northern stairwell behind the theatre. Women's toilets have difficulty flushing in the theatre foyer - will that be upgraded? If you roof in the courtyard, will it allow sound to travel between the theatre and the Town Hall?	<p>The dressing rooms will get some refurbishment but are outside of this consultation as architecturally their allotted space will remain unchanged.</p> <p>All toilets will be upgraded and contemporized, with many needing to move location from their current position.</p> <p>A sound engineer has been included on this project from the beginning to ensure that the proposed development does not negatively impact the sound and acoustics.</p>
Are there special plans to include the Tasmanian Tiger Skin on display that currently can't be displayed in the museum because we don't have the right climate controlled area	The area will be climate controlled in the areas where our important objects will be stored. A consultant is currently determining which objects and stories we may wish to articulate in the Centre, and the Tiger Skin is part of that consideration.
Need upgraded back stage plumbing	Will be considered as part of a program of technical improvements, it is outside the scope of the architectural plan consultation process.
Display area for local heroes / outstanding achievers - photo and bio wall that is changed regularly to advertise people from all walks of life who came from Burnie and have achieved success.	This is a great idea for one of the many stories that our Centre can tell on occasion. We want it to tell stories about Burnie, and that are important to the Burnie community.

## Cultural Centre Feedback

## Burnie City Council

Lack of space to keep large amounts of performers - especially in the Town Hall with the VIP room becoming offices. I suggest the VIP room stays as a multi-purpose space	<p>The BAFC is one of the largest public/performance buildings in Tasmania with a variety of function rooms and alternate spaces available. Some space dedicated to efficient offices for staff is essential to the scheme.</p> <p>The current VIP room is the most appropriate area for this as it allows office space to be separated from the public areas, which is convenient for staff, but also to ensure that we maximize the usable space for public consumption.</p>
An alternate entrance near theatre for patrons incase it clashes with large amounts of audience attending the Town Hall at the same time (which can entail performers cueing up in foyer before going on stage - something they cannot do on the other side of the stage as the back stage area is tiny).	This scenario would be considered as part of the daily operation of the building which is the next step in this process once the architectural plans are developed and construction commenced.
There are limited areas for large groups of performers to change/wait backstage	The BAFC is one of the largest public/performance buildings in Tasmania with a variety of function rooms and alternate spaces available.
<p>I am concerned about storage space for musical instrument cases and other band gear in the Town Hall when there are concerts. I play in the Burnie Concert Band and at the moment we store our instrument cases behind the curtain in the bar area when we play.</p> <p>How will performers access the backstage area from the foyer via the inside courtyard. It seems that one walkway will be removed.</p>	<p>The bar will remain in the Town Hall and so these arrangements can continue to occur.</p> <p>Access remains unchanged.</p>
I am concerned about access to both the stage in the Theatre and the Town Hall.	Access to backstage Theatre and Town Hall will remain unchanged.

## Cultural Centre Feedback

## Burnie City Council

Revisit access to the stage areas in both the Town Hall and Theatre and unloading facilities	Stage access and loading docks are being looked at closely as part of technical upgrade plans, this is currently outside the scope of the architectural plan consultation.
Gallery entrance: how will people find it? Need to champion gallery of such high reputation, make it a focus.	This question is being considered. Gallery is a vital aspect of the building concept. It is planned that we will use interpretation in order to ensure that visitors to the Centre are aware of the Gallery space downstairs.
Suggest stairs from the Long Room to the Generator Gallery	Stairs are not considered feasible by the Committee as it would negate the climate controlled environment needed for the Gallery downstairs.
Potential noise interruption to performances in the Town Hall and Theatre due to other events and activities at the venue	This is how the building currently operates without issue
It is not clear (as there are no totals of the before and after square metreage) as to whether, after spending \$20 million, we will have any more exhibition space than before.	The Regional Gallery is one of the largest (by sq m) regional galleries in Australia and will remain so.
Retain the flexibility of the lower ground floor so that it can continue to mount international exhibitions like the Da Vinci's Machines and Michelangelo, single exhibitions like ArtRage and TasArt, the Burnie Print Prize and Paper on Skin, in a large A-Grade-assessed temporary exhibition space, unparalleled within the State's Museums and Art Galleries. The current flexibility also retains the ability to mount separate exhibitions concurrently.	Yes we are committed to retaining this flexibility.
Display cases within the foyer spaces (stand-alone ones) that could limit the uses of the foyer space	The display cases will be movable.

## Cultural Centre Feedback

## Burnie City Council

Acoustics of the Long Room – high ceilings and lots of hard surfaces, a recipe for a cacophony when full of people before or after a show.	An Acoustic Engineer is providing their expert advice into the architectural plans to ensure there is no detriment to the current acoustics. There are many sound treatments included in the draft architectural plans to help disrupt sound.
Prep room in gallery is still very small. It is below ground level (humidity) and next to the plant room, therefore a risk of fires/flooding etc.	A new prep area will be created at gallery level.
Still stairs to the storage space in the gallery – creating access issues.	New scissor lift to be installed for movement of objects.
No dedicated retail space as such. It appears the 'shop' element will consist of shelves placed where there is room in the Long Room.	A retail area will be created that can be moved when required.
Will there be a 'quiet room' for people with sensory issues, parents, disability workers, etc.	Yes there will be.
Can the portico have windows, or made of transparent materials so that it doesn't throw shadows across the courtyard	The movable walls have not been used for over 1 year and feedback has been very positive
Town Hall – depth of stage does not meet industry standard.	Town Hall is not a part of the architectural scope so no major physical changes are proposed at this time
Theatre – height of stage needs correcting to meet industry standard due to height, depth and stairs in the wings.	The Theatre is not a part of the architectural scope so no major physical changes are proposed at this time
Both the Burnie stages have very limited space behind and around the stages	There are no major physical changes to the Burnie stages proposed at this time
Cannot see if the theatre and town hall areas are covered in the refurbishment in some way. Otherwise refurbishment with dated areas.	Town Hall, Braddon Hall and the Theatre are not changing architecturally, they will however be refurbished to ensure that they look seamless against the modern and contemporary refurbished Cultural Centre.

**Cultural Centre Feedback****Burnie City Council**

Access to both performance areas for unloading sets is poor and exposed to the weather. The garage doors are awkward to access. The garage door to the Theatre stage is too short.	Access will be considered as part of the technical upgrades, which will be considered after the architectural plans are developed and construction commenced.
Is there any extra gallery storage	Current storage is conditioned and monitored and meets the needs of current collection.
Is there budget for additional climate control measures both in the gallery and the collection storage area	Both the gallery and collection areas are currently climate controlled and this will remain the case.
Parking and public transport	Parking will be considered as part of the Cultural Centre Precinct Plan to be developed with the input of the community once the architectural development is underway.
What are the stories that will be told within the new Centre	The Council has engaged Curio to develop the stories that Burnie wants to tell, in concert with the Burnie community. Consultation on this will commence shortly.

## Consultation Sessions

### Feedback Notes

#### [Burnie Works](#)

WHEN THE COMMUNITY GETS INVOLVED, BURNIE WORKS.

This week representatives from the Burnie Families Group, Kommunity Kids, [Vinnies Tasmania](#), Connected Beginnings [Pataway Collective](#) and Burnie Works/UTAS Community Knowledge Collectors met with [Burnie City Council](#) to provide feedback on the draft architectural plans for Burnie's new Cultural Centre (Burnie Arts & Function Centre).

Just some of the things we discussed were 🙌

- Toilet accessibility (LGBTIQ+ consultation)
- Parenting facilities
- Sound (sensory issues, autistic people etc)
- Family friendly issues (safety, exhibits)
- Children's activities (potential for courtyard/interactive space)
- Space for makers? (artists in residents)
- Connectivity with the CBD
- Parking and public transport
- Environmental responsibility considerations (energy, heating, materials, windows)
- Cultural consideration (consultation with the traditional Aboriginal people of pataway-Burnie)

The group also had some great ideas for future consultation which they fed back to Council.

Burnie Cultural Precinct  
Responses to Community Consultation  
**'Cultural Centre Feedback'**

1 December 2022



Xsquared Architects are delighted to receive the feedback from the Burnie City Council's community consultation process held from 10<sup>th</sup> October to 7<sup>th</sup> November 2022. The feedback is diverse with much appreciated endorsement of our design, and some very worthwhile constructive feedback. We have read the document and noted the views of the community. Many of the points raised are currently outside of the scope of works for this project, and many items have already been appropriately responded to by the council. For these items we feel a further response by our team is not necessary.

Xsquared Architects have been specifically requested to respond to the following items below. We look forward to discussing our responses in more detail as required.

Feedback	Response
<i>Ensure easy access for the elderly and people in wheelchairs, and those using walkers.</i>	The design uses universal design principles including step free entry, and introduces lift access for the first time to all public levels of the building. Reception and bar areas have dedicated service areas that specifically cater for people in wheelchairs. New accessible car parking spaces are proposed as part of the civic plaza redevelopment near the main entrance. Public bathrooms are proposed for upgrades to meet the current building code for fully accessible facilities and for the ambulant disabled. The dedicated adult change facility will remain.
<i>Ensure there are sufficient parent rooms on the two main floors;</i>	A dedicated parenting facility is proposed on the main public level of the building, equipped with a feeding chair, basin, change table and area to prepare bottles with a bottle warmer. For safety reasons it is not planned to furnish this room with boiling water, however this can be provided by the staff. A second fully equipped parenting room is proposed for the Generator Gallery on the lower ground floor. In addition to the parenting facility, there is a third baby change table located in the access bathroom on the lower ground floor near to the Creative Play area.
<i>Gender neutral toilet facilities are available;</i>	There are currently 10 gender neutral toilet facilities in the public section of the building, including three servicing the café near the ground floor main entry, and one directly opposite reception. On the lower ground floor three gender neutral toilet facilities are provided for the creative learning areas, as well as a further three for the Generator Gallery. Half of these facilities are designed with wheelchair users in mind with the remainder catering for those with ambulant

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	<p>disabilities. In addition two gender neutral toilets are proposed to the dedicated staff area on level 1. The significant number of toilet facilities required to serve the large numbers of patrons attending the Town Hall and the Arts Theatre make it impractical to use gender-neutral, self-contained bathrooms in these areas.</p> <p>The building code requires a specific amount of female and male toilets including urinals. These requirements must be met to meet both the building code requirements and the needs of the large numbers of patrons.</p>
<i>Proposed flooring impacts for those with hearing impairment or those with sensory concerns. Slip ratings under the building code will be applied, and the lobby has entry matting to ensure feet are dried</i>	<p>A polished concrete floor is proposed in the main public areas. The floor will be sealed with a non-slip coating to achieve building code requirements. A substantial area of entry matting is proposed at the main entry to eliminate as far possible any water tracking into the building. Absorptive surfaces, such as fabric panels and perforated boards have been applied to walls and ceilings throughout the public areas to counter the potential increase in sound reverberation caused by the concrete floor, assisting those with hearing difficulties or sensory concerns.</p>
<i>Large grey wall needs to be load bearing, and have eyelets to hang movie screens, banners etc</i>	<p>The zinc cladding is supported by a steel frame in front of the existing brick stage wall. The primary steel framing will be capable of supporting eyelets carrying projector screens and banners. Eyelets or other fixings won't be provided initially but can be added once the size of the screen is known. Additional steel framing can be concealed behind the cladding to provide greater flexibility for a range of screens and banners as needs change in the future.</p>
<i>Creative Connections roof must be engineered to hang dynamic loads</i>	<p>A new steel structure is proposed to span the courtyard and provide support for the new glazed atrium roof. The steel structure can be engineered to hang dynamic loads. For this to be calculated, we would need to be provided with specific detail on the size of the intended dynamic loads. It is important to note that the new roof framing is supported from existing structure in the building. Should the existing structure be insufficient to carry the additional loads, additional new structure (in the form of columns) would be required to carry the load back to the ground. Once the specific loads are provided, our structural team can provide further advice.</p>
<i>All counters, including the Box Office, bars and server must have lower service areas and tuck-under counters for wheelchair customers and staff</i>	<p>The new reception / box office features a lowered service area with a tuck under counter that is specifically designed with universal access in mind for both staff and patrons. The function bar also features a lowered service area specifically designed for patrons in wheelchairs.</p>

<i>Increase the number of power, comms and data points across the two lower levels</i>	Our team will work with stakeholders to provide an appropriate number of electrical and data points throughout the building.
<i>Ensure there is three phase power, water, wastewater and data ports on the ground floor as hirers will need these for events in this space.</i>	Floor boxes providing power and data will be distributed throughout the Long Room for use by hirers. Water services are located at the function bar and tea and coffee stations can be positioned throughout the facility by staff. The lower ground event spaces are proposed to have power and data services to suit requirements and have water and wash up services. The inclusion of a kitchenette will also provide water services. Tea and coffee stations will be provided by staff as required for events.



A handwritten signature in blue ink, reading 'A. McCreary'.

Andrew McCreary  
Senior Architect

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**GENERAL MANAGER****AO216-22 COUNCILLOR APPOINTMENTS TO SPECIAL COMMITTEES,  
REGIONAL BODIES AND WORKING GROUPS**

FILE NO: 2/5/23

PREVIOUS MIN:

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**1.0 RECOMMENDATION:*****“THAT Council***

- 1) Appoint Deputy Mayor Simpson and Cr Aitken to the Burnie Australia Day Special Committee, and appoint Cr Simpson as Chair;***
- 2) Appoint Deputy Mayor Simpson to the Burnie City Youth Council Special Committee in a non-voting advisory role, and Cr Keygan as proxy;***
- 3) Appoint all nine councillors to the General Manager’s Performance Review Special Committee;***
- 4) Appoint Cr Grave to the Upper Natone Reserve Special Committee and as Council representative on the Bush Watch committee, and Cr Aitken as proxy;***
- 5) Appoint Cr Lynch and Cr Pease to the Burnie City Council Audit Panel, and Cr Keygan as proxy;***
- 6) Appoint the position of Mayor as Owner Representative to the Taswater Owners’ Representatives Group;***
- 7) Appoint Cr Grave as the Mayor’s delegate to the Western Municipal Combined Area Emergency Management Planning Committee;***
- 8) Appoint Cr Lynch to the West Park Users Working Group;***
- 9) Appoint Deputy Mayor Simpson and Cr Keygan to the View Road Reserve Working Group;***
- 10) Appoint Cr Keygan and Cr Pease to the Burnie Sports Centre Working Group;***
- 11) Appoint Mayor Brumby and Cr Pease to the Urban Design Reference Group (working group);***
- 12) Resolve to wind up the Wivenhoe Property Working Group and the Burnie Indoor Sports Stadium Working Group ;***
- 13) Acknowledge that the above appointments replace former appointments to those named committees or bodies, and will be effective immediately; and***
- 14) Authorise the Mayor to fill casual vacancies or appoint proxies on any special committee, advisory committee, working group or representative body in***

*accordance with their relevant rules.”*

## 2.0 EXECUTIVE SUMMARY

### Purpose and Background

Councillor appointments to special committees are made every two years, aligning with the four yearly elections. Councillor appointments to the Audit Panel, and regional bodies are included in this paper. There is an opportunity to also review councillor appointments to various working groups.

### Key Issues

Council has four Special Committees to appoint to, each according to their Terms of Reference. Independent members are appointed by Council at later times, according to their set terms.

New appointments to the Audit Panel are required.

Council has a number of working groups which are open for review.

The appointment of voting delegate for LGAT was confirmed at the November Council Meeting. Appointments to Taswater Owners’ Representatives and the Western Emergency Management Committee are required.

## 3.0 SUPPORTING INFORMATION

### Strategic Alignment

This report supports the Council Plan Enabler: Our People.

### Legal

Special Committees are formed in accordance with section 24 of the *Local Government Act 1993*. Each one has its own Terms of Reference, available on Council’s website [here](#).

The Audit Panel is required to be established under Part 7 Division 4 of the *Local Government Act 1993*. Its Terms of Reference are available on Council’s website [here](#).

Council also makes appointments to regional bodies which may be governed by relevant legislation, such as the Taswater Owners’ Representatives Group.

Working groups are formed from time to time for short term purposes but are not formed under any relevant legislation.

**Finance**

There are no financial impacts resulting from this report. Councillor appointments are not paid an additional fee, and are undertaken within the existing duties of Councillors.

**Relation to Council Policy**

There are no Council policies relating to this report. Each Special Committee, the Audit Panel, and Regional Bodies have Terms of Reference setting out the rules of operation and delegation for the committee.

**Discussion**

See the Attachment 'Bi-ennial Review of Councillor Appointments' for further detail. Councillors have discussed preferences for nominations at a recent workshop.

**Health and Safety**

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

**Risk**

The Delegation of Authority and Operating Procedures (the Rules) provide for the functions of the Special Committees and also impose restrictions on the powers of the Special Committees. These Rules seek to minimise risk in the operation of the committees.

Some committees or bodies, such as the Audit Committee and the Western Emergency Management Planning Committee, contribute to risk minimisation by their nature and purpose.

External members of the Special Committees are covered by Council's personal accident insurance.

Councillors are covered by Council's insurance policies in their capacity as a Councillor for duties undertaken at the direction of Council and in accordance with the role and functions of a Councillor.

**Environmental Sustainability**

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

**Consultation**

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

## Conflict Of Interest

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

## 4.0 DETAIL

The attached document 'Bi-ennial Review of Councillor Appointments' summarises all the various Special Committees, Working Groups, Regional Bodies and external organisations to which Council has appointed councillors, together with the requirements for appointments and reference to their rules.

## ATTACHMENTS

- 1 [↓](#) Bi-ennial review of councillor appointments

## COUNCIL RESOLUTION

Resolution number: MO233-22

**MOVED:** Cr K Dorsey

**SECONDED:** Cr C Lynch

**"THAT Council**

- 1) Appoint Deputy Mayor Simpson and Cr Aitken to the Burnie Australia Day Special Committee, and appoint Cr Simpson as Chair;**
- 2) Appoint Deputy Mayor Simpson to the Burnie City Youth Council Special Committee in a non-voting advisory role, and Cr Keygan as proxy;**
- 3) Appoint all nine councillors to the General Manager's Performance Review Special Committee;**
- 4) Appoint Cr Grave to the Upper Natone Reserve Special Committee and as Council representative on the Bush Watch committee, and Cr Aitken as proxy;**
- 5) Appoint Cr Lynch and Cr Pease to the Burnie City Council Audit Panel, and Cr Keygan as proxy;**
- 6) Appoint the position of Mayor as Owner Representative to the Taswater Owners' Representatives Group;**
- 7) Appoint Cr Grave as the Mayor's delegate to the Western Municipal Combined Area Emergency Management Planning Committee;**

- 8) Appoint Cr Lynch to the West Park Users Working Group;**
- 9) Appoint Deputy Mayor Simpson and Cr Keygan to the View Road Reserve Working Group;**
- 10) Appoint Cr Keygan and Cr Pease to the Burnie Sports Centre Working Group;**
- 11) Appoint Mayor Brumby and Cr Pease to the Urban Design Reference Group (working group);**
- 12) Resolve to wind up the Wivenhoe Property Working Group and the Burnie Indoor Sports Stadium Working Group ;**
- 13) Acknowledge that the above appointments replace former appointments to those named committees or bodies, and will be effective immediately; and**
- 14) Authorise the Mayor to fill casual vacancies or appoint proxies on any special committee, advisory committee, working group or representative body in accordance with their relevant rules."**

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

Against:

**CARRIED UNANIMOUSLY**

## Bi-ennial Review of Councillor Appointments

The tables below summarise all the various Special Committees, Working Groups, Regional Bodies and external organisations to which Council has appointed councillors, together with the requirements for appointments and reference to their rules.

The number of councillors required for each committee are shown in the last column.

### Special Committees

Special Committees are established by Council.

Special Committees (established under s.24 Local Government Act 1993)		
Name of Committee	Purpose	Representative
Burnie Australia Day Special Committee	To arrange and manage the Australia Day ceremony / celebrations in Burnie, award the Burnie Australia Day awards, and promote Australia Day in Burnie.  Rules: Delegation of Authority and Rules of Operation – Burnie Australia Day Special Committee	<b>2 councillors</b> <b>1 proxy</b> Rules require Council to appoint the Chair from one of the councillors
Burnie City Youth Council Special Committee	To advise Council on matters relating to youth; to develop communications and leadership skills through participation in a formal forum setting; and for participants to become familiar with meeting procedures in a local government setting.  Rules: Terms of Reference – Burnie City Youth Council Special Committee	<b>1 councillor</b> <b>1 proxy</b> (non-voting advisory roles)
General Manager's Performance Review Special Committee	To undertake the annual performance review of the General Manager.  Rules: Delegation of Authority and Rules of Operation – General Manager's Performance Review Special Committee	<b>All 9 councillors</b> No proxy
Upper Natone Reserve Special Committee	To manage the operation of the reserve and promote the use of the facility to maximise its viability.  Includes representation on the local Bush Watch committee in Upper Natone.  Rules: Delegation of Authority and Rules of Operation – Upper Natone Reserve Special Committee	<b>1 councillor</b> <b>1 proxy</b>



**Audit Panel**

Council must establish an audit panel, in accordance with sections 85 – 85B of the *Local Government Act 1993*.

Audit Panel – Local Government Act		
Name of Committee	Purpose	Representative
Burnie City Council Audit Panel	To provide assurance and advice to the Council in relation to the assessment, management and review of risk across all Council activities and services in accordance with a contemporary governance and risk management framework. Formed under S.85 of the Local Government Act 1993 Rules: Terms of Reference – Burnie City Council Audit Panel	<b>2 councillors</b> <b>1 proxy</b>  Note: Mayor cannot be appointed

**Regional Bodies**

Council makes appointments to the following regional bodies, as required under the rules of membership in each case. Re-appoints for each are included in the recommendation, with the exception of Cradle Coast Authority which was determined last month.

This appointment has already been made at the council meeting of 29 November 2022, Item AO203-22.

Regional Bodies		
Name of Committee	Comments	Representative
Local Government Association of Tasmania (voting delegate)	The LGAT Rules require Council appoint one Voting Representative to attend Meetings (Rule 13(a)), and allow for a proxy to be appointed. The Voting Representative for Burnie has traditionally been the position of Mayor. It is recommended that the position of Mayor continue be appointed as voting delegate. It is recommended that the proxy position be left open at this time and the Mayor delegated to appoint a proxy at any time he is unable to attend a meeting (per Rule 14(a)(b)). Rules: Local Government Association of Tasmania Rules	<b>Mayor</b>  <b>Confirmed</b> <b>29.11.22</b>

Regional Bodies		
Name of Committee	Comments	Representative
Tasmanian Water and Sewerage Corporation Pty Ltd (owner representative)	<p>The Taswater Constitution requires either an elected member or the General Manager as Owner Representative (Rule 9.1(b)).</p> <p>This appointment for Burnie has traditionally been the position of Mayor. It is recommended that the position of Mayor continue be appointed as the Owner Representative.</p> <p>The Rules allow an Acting Owner Representative to be appointed if and when required (Rule 9.3(a)).</p> <p>It is recommended that the Mayor be delegated to appoint an Acting Owner Representative at any time she is unable to attend a meeting.</p> <p>It is noted that the appointment as an Owner Representative may only be for a term not exceeding three years but may be reappointed for unlimited terms (Rule 9.1(a)(d)). This appointment is therefore included in the review of all appointments every two years.</p> <p>Rules: Tasmanian Water and Sewerage Corporation Pty Ltd Constitution</p>	<p><b>Mayor</b></p> <p><b>Open for discussion</b></p>
Western Emergency Management Planning Committee	<p>Purpose: To ensure that the three municipalities making up the Western Combined Area (Burnie, Circular Head and Waratah-Wynyard) meet their responsibilities under the Emergency Management Act 2006, in particular s22.</p> <p>Appointment for each council is to be the Mayor or his/her delegate (attends in addition to the Municipal Emergency Management Coordinator, Deputy Municipal Emergency Management Coordinator, and the Recovery Coordinator who each attend in those capacities)</p> <p>Rules: Western Municipal Combined Area Emergency Planning Committee Terms of Reference dated 18 Feb 2021</p>	<p><b>1 councillor</b> (Mayor's delegate)</p> <p><b>1 proxy</b></p> <p><b>Open for discussion</b></p>

**Working Groups**

Council currently has the following working groups which are short term and informal in nature, established for a specific purpose.

<b>Working Groups</b>		
<b>Name of Working Group</b>	<b>Current Representatives</b>	<b>Appointment</b>
Burnie Indoor Sports Stadium Working Group	Cr Pease, Cr Keygan, Cr Dorsey <b>Recommend working group be wound up</b>	AO095-19, 16 Jul 2019
West Park Users Working Group	Cr Lynch <b>Open for review</b> Independent Member: Ron Blake OAM (confirmed continuing)	AO339-18, 11 Dec 2018
Wivenhoe Property Working Group	Deputy Mayor Simpson, Cr Dorsey, Cr Chris Lynch <b>Recommend working group be wound up</b>	AO006-19, 29 Jan 2019
View Road Reserve Working Group	Deputy Mayor Simpson, Cr Keygan <b>Open for review</b>	AO268-20, 17 Nov 2020
Burnie Sports Centre Working Group	Cr Keygan, Cr Pease <b>Open for review</b>	AO299-20, 8 Dec 2020; and AO175-21, 28 Sep 2021
Urban Design Reference Group	New – aim is to develop an urban plan for the CBD to guide investment. <b>Open for review</b>	

**External Appointments**

The following appointments by Council to external organisations are for noting. No changes are proposed.

<b>External Appointments</b>		
<b>Name of Organisation</b>	<b>Comments</b>	<b>Representative</b>
Burnie Works Ltd	Appointed by Council on 27 April 2021, AC039-21	Cr Keygan
Northwest Tasmanian Veteran Welfare Board	Appointed by Council on 10 December 2019, AO353-19	Cr Keygan Proxy Cr Simpson
Rural Clinical School Community Advisory Board	Appointed by Council on 29 Jan 2019, AO020-19	Cr Lynch

**Casual Vacancies**

It has been Council's practice that the Mayor be given the authorisation to fill any casual vacancies on Special Committees and regional bodies and to appoint proxies at times when appointed Councillors are unable to attend. This ensures that Council is always able to be represented at meetings with the appropriate voting rights.

A clause to this effect will be included in the formal recommendation to Council at the December meeting.

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**GENERAL MANAGER****AO217-22 MARINE TERRACE CAR PARK - PARKING INCENTIVES DURING  
DECEMBER AND JANUARY**

FILE NO: 15/5/5, 33/8/1

PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council approve a trial of free parking on Saturdays in the Marine Terrace Car Park commencing on Saturday 17 December 2022 through to Saturday 28 January 2023.”***

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

To consider the public question raised by Mr Ian Jones in relation to parking incentives over the summer period.

Mr Jones has asked questions at both the September and November Council meetings about the options of providing free parking at the Marine Terrace Car Park (MTCP) on Saturdays over the summer period.

**Key Issues**

The public question is aimed at trialing measures to increase activity in the CBD. The intent of the suggestion aligns with Council’s strategic goal of a vibrant city centre.

The costs associated with supporting trialing free parking in the MTCP on a Saturday and is considered acceptable and not material to Council’s budget.

It is recommended that Councillors should support trialing free Saturday parking in the MTCP until the end of January 2023.

Council officers are securing place data that should enable an evidence based evaluation of the impact of the trial.

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

The proposed redevelopment aligns with Council’s goal of a Vibrant City Centre.

**Legal**

Parking in Burnie is controlled by the Parking By-law No 1 of 2017. There are no legal issues associated with a change to the proposed parking arrangements.

### **Finance**

There are no material financial impacts relating to this report.

### **Relation to Council Policy**

Council's Parking Policy sets the operational framework for parking on land controlled by Council. The recommendation in this report will be an additional incentive over and above the policy, proposed on a trial basis as free parking in the MTCP on Saturdays, commencing 17 December 2022 through to 28 January 2023 inclusive.

### **Discussion**

The proposal to provide free Saturday parking at the MTCP over summer is consistent with past Council practice of providing free parking on Saturdays in the December lead up to Christmas.

The attached document shows the relevant occupation and fees received on Saturdays through December and January for the past two years. It should be noted that different incentives applied each year and can include public holidays, and therefore the periods are not directly comparable, but are indicative of past utilisation. Fees received in November 2022 are higher at \$3,670, reflecting current utilisation.

Parking revenue foregone per month will be in the vicinity of \$3,000 - \$4,000 but there are salary savings as the booth will not need to be staffed. It is proposed that Council offer free parking on Saturdays through December and January. Council can re-evaluate at the end of January and determine if it wishes to extend this arrangement

It is noted that an impact of not staffing the MTCP is that access to the secured baby change room will be limited to 10.00am – 1.30pm on those Saturdays where free parking applies.

Councillors have previously been advised that officers are in the process of obtaining a service that will provide 'place' data, which will enable an analysis on changes in CBD activity over the period of these trials, if Councillors are minded to support them

### **Health and Safety**

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

### **Risk**

There may be political and reputational risk for Council in not supporting the trial of free Saturday parking.

### Environmental Sustainability

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

### Consultation

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

### Conflict Of Interest

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

### ATTACHMENTS

1. Marine Terrace Car Park - Occupancy and Utilisation Dec-Jan

### COUNCIL RESOLUTION

**Resolution number: MO234-22**

**MOVED:** Cr A Keygan

**SECONDED:** Cr G Simpson

***“THAT Council approve a trial of free parking on Saturdays in the Marine Terrace Car Park commencing on Saturday 17 December 2022 through to Saturday 28 January 2023.”***

*This motion was not put due to the following amendment motion*

### COUNCIL RESOLUTION

**MOVED:** Cr K Dorsey

**SECONDED:** Cr S Kons

***“THAT the motion be amended to read:***

***THAT Council approve a trial of free parking on Saturdays in the Marine Terrace Car Park commencing on Saturday 17 December 2022 through to Saturday 28 January 2023; and***

***That Council also give consideration to free Saturday parking in the slower months of the year, during June and July.”***

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

Against:

**CARRIED UNANIMOUSLY**

*The amendment then became the substantive motion as follows.*

***“THAT Council approve a trial of free parking on Saturdays in the Marine Terrace Car Park commencing on Saturday 17 December 2022 through to Saturday 28 January 2023; and***

***That Council also give consideration to free Saturday parking in the slower months of the year, during June and July.”***

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

Against:

**CARRIED UNANIMOUSLY**



**2020-21**Occupation and fees collected with the 1<sup>st</sup> hour free – \$1.50 per hour thereafter MSCP**December 2020 – Saturdays**

Date	Entries	\$
5/12/2020	646	\$ 651.50
12/12/2020	639	\$ 597.40
19/12/2020	778	\$ 888.50
26/12/2020	471	Boxing Day - Free
<b>Total</b>	<b>2,534</b>	<b>\$2,137.40</b>

**January 2021 – Saturdays**

Date	Entries	\$
2/01/2021	386	\$ 471.50
09/01/2021	421	\$ 566.30
16/01/2021	427	\$ 606.30
23/01/2021	390	\$ 386.10
30/01/2021	442	\$ 392.10
<b>Total</b>	<b>2,066</b>	<b>\$2,422.30</b>

**2021-22**Occupation and fees collected with the 1<sup>st</sup> hour free – 2<sup>nd</sup> hour \$2.50, \$1.50 per hour thereafter MSCP**December 2021 – Saturdays**

Date	Entries	\$
4/12/2021	633	\$ 651.50
11/12/2021	711	\$ 1292.50
18/12/2021	715	\$ 888.50
25/12/2021	Christmas Day	Christmas Day
<b>Total</b>	<b>2,059</b>	<b>\$2,832.50</b>

**January 2022 - Saturdays**

Date	Entries	\$
01/01/2022	123	New Years' Day - Free
08/01/2022	373	\$ 768.00
15/01/2022	398	\$ 630.50
22/01/2022	354	\$ 594.50
29/01/2022	389	\$ 674.50
<b>Total</b>	<b>1,637</b>	<b>\$2,667.50</b>

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**GENERAL MANAGER****AO218-22 GENERAL MANAGER'S REPORT - OPEN SESSION**

FILE NO: 4/18/2  
PREVIOUS MIN:

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**1.0 RECOMMENDATION:**

***“THAT Council:***

- 1) Note the information provided in the General Manager’s Report; and***
- 2) Adopt the following revised Acknowledgement of Country for its Council Meetings:***

**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.”**

**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  
Correspondence for Noting  
Council Meeting Action List

**3.0 DETAILS****Mayor’s Communications**

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

- Business North West Breakfast Session with Guest Speaker Professor Anna Shillabeer, UTAS
- Meeting with Marist Regional College
- North West Support School: Burnie Campus – End of Year Assembly

- Stubbs Construction sod turning – Burnie Youth 2 Independence Residential Accommodation
- Meeting with Pro Vice-Chancellor Jim Cavaye, UTAS
- Meeting with Steve Sheridan and President of Burnie West Rotary Club
- Meeting with Burnie High School
- Meeting with Dr Ravindran at North West Private Hospital
- Meeting with Indie School: Burnie Campus
- Mr Pease's Funeral (Stalwart of the Burnie Community)
- Meeting with Sarah Robinson
- Cradle Coast Mayors and Deputy Mayors Leadership Forum
- Meeting with Leighland Christian School: Burnie Campus
- Meeting with Mr Cranston Mansell
- Burnie Works Annual General Meeting (AGM)
- TasNetworks, Marinus Link and the Industry Capability Network (ICN) Tasmania - 'Meet the Projects' briefing and networking event
- Official Opening of the new Burnie Athletic Club Clubrooms
- Health Update with Premier Rockliff's Advisor, Andrew Johnson and Director of Operations – NWRH, Hayley Elmer
- Meeting with Martin Kelly, KMART
- Stella Maris End of Year Awards for Grade 6
- Meeting with Danielle Kidd and Kate Ettlin from North West Working
- Pataway Collective Kipli & Kani Event - Connected Beginnings lutruwita
- Meeting with Inspector Adrian Shadbolt, Tasmania Police
- Meeting with Pastors of the Combined Churches of Burnie
- Meeting with Ridgley Primary School

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

- Intersection art space exhibition opening of "Oceanicus", attended by Deputy Mayor Giovanna Simpson

### 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
21 November	PSC Meeting - BAFC Redevelopment
	Meeting with Juanita Ismail and Nicole Walters (Coastal Family Daycare)
22 November	Stakeholder Meeting - Cruise Ships 2022-23
23 November	BNW Breakfast Session with Guest Speaker, Professor Anna Shillabeer - UTAS
	Meeting with City of Burnie Brass Band
28 November	Webinar briefing from RDA Tas - Strategic Regional Plan for Tasmania

Date	Meeting / Function
29 November	Briefing session for Community Housing Growth Program – Round 2
	Webinar briefing from RDA Tas - Strategic Regional Plan for Tasmania
	Meeting with Sarah Robinson
2 December	Health Update with Premier Rockliff's Advisor, Andrew Johnson and Director of Operations – NWRH, Hayley Elmer
	Meeting with Martin Kelly, KMART
	BCC and UTAS Fortnightly Meeting
5 December	Meeting with Inspector Adrian Shadbolt, Tasmania Police

### Notification of Council Workshops

Workshop	22 November 2022
Councillors in attendance	Mayor Brumby, Deputy Mayor Simpson, Cr Aitken, Cr Dorsey, Cr Grave, Cr Kons, Cr Lynch, Cr Pease
Apologies	Cr Keygan
Items Discussed	Councillor Induction
	Mayor and General Manager's Update

Workshop	6 December 2022
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
	Councillor Appointments to Special Committees, Regional Bodies and Working Groups
	City of Burnie Brass Band - Bandrooms
	Loss of parking revenue from closure of the carpark adjacent to Baltimore Restaurant
	Acknowledgement of Country – language concerns
	Street Dining and Free Parking at the MSCP on Saturday's over summer
	Digital Transformation Strategy
	Mayor and General Manager's Update

Council's Acknowledgement of Country, as passed at Council Meeting of 29 November 2022 (Item AO204-22) was raised again at the workshop of 6 December 2022 with proposed changes discussed. A revised Acknowledgement of Country is proposed as follows, and included in the Recommendation to this report:

*"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."*

### Correspondence for Noting

No correspondence.

### Council Meeting Action List

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

### ATTACHMENTS

- 1 [!\[\]\(e548a391c65118ac2476924cdb5db38c\_img.jpg\)](#). Open Session - All Actions 29 Nov 2022
- 2 [!\[\]\(6fc1fda334fce799e3b50f6cf68d70a8\_img.jpg\)](#). Open Session - Outstanding Actions up to Oct 2022

**COUNCIL RESOLUTION****Resolution number: MO235-22****MOVED:**            *Cr A Keygan***SECONDED:**      *Cr G Simpson****“THAT Council:***

- 1) Note the information provided in the General Manager’s Report; and***
- 2) Adopt the following revised Acknowledgement of Country for its Council Meetings:***

**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.”**

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

**Against:**

***CARRIED UNANIMOUSLY***

**Council Meeting Action Report****All Actions for Open Session of 29 Nov 2022**

**Date From:** 29/11/2022  
**Date To:** 29/11/2022  
**Printed:** Tuesday, 6 December 2022 9:34am

**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
AO199-22	PUBLIC QUESTION TIME	<b>05 Dec 2022</b> QON: Provide a response to Ian Jones' public questions, after discussion at next workshop, on two public questions under Item AO199-22, relating to 1) MSCP free parking on Saturdays over summer, and 2) trialling removal of street dining permit fees during cruise ship season.	Office of the General Manager	
Council 29/11/2022				
AO199-22	PUBLIC QUESTION TIME	<b>05 Dec 2022</b> QON: GM to respond to Les Agar's public question relating to recent parking experience, per Item AO199-22	Office of the General Manager	
Council 29/11/2022				
AO204-22	ACKNOWLEDGEMENT OF COUNTRY	<b>05 Dec 2022</b> ACT: Update Council's Acknowledgement of Country on Council Agendas, the Intranet, website, Mayoral speeches, and signage in meeting rooms, per council resolution AO204-22.	Corporate and Commercial Services	
Council 29/11/2022				
AO199-22	PUBLIC QUESTION TIME	<b>05 Dec 2022</b> QON: Provide a written response to public questions where the person was not present to ask their question: Neville Charles, and Taylor Woodward, per Item AO199-22.	Office of the General Manager	
Council 29/11/2022				
AO203-22	LOCAL GOVERNMENT ASSOCIATION OF TASMANIA (LGAT) VOTING DELEGATES	<b>05 Dec 2022</b> ACT: Advise LGAT of council's voting delegate as resolved per Item AO203-22.	Office of the General Manager	
Council 29/11/2022				

Council Meeting Action Report				
Outstanding Actions for Open Sessions up to Oct 2022				
<b>Key:</b>		<b>RES</b> = Action arising from Resolution; <b>ACT</b> = Action required in addition; <b>QON</b> = Question on Notice; <b>NOTE</b> = Progress Note		
		<b>Date From:</b> 1/01/1900 <b>Date To:</b> 25/10/2022 <b>Printed:</b> Tuesday, 6 December 2022 9:39am		
Item Number	Report Title	Action	Department	Completed
AO265-20	MOTION ON NOTICE - DUAL NAMING POLICY	<p><b>18 Nov 2020</b> RES: Undertake community consultation (both Aboriginal and non-Aboriginal), and progress to develop a dual naming policy for Burnie, in accordance with the report and resolution of Council AO265-20.</p> <p><b>23 Feb 2021</b> Action reassigned to Overland, Simon by: Greene, Rodney for the reason: Handover due to Director leaving Council</p> <p><b>14 Apr 2021</b> NOTE: Written to TAC seeking to engage in discussion as a starting point, 21/26471.</p> <p><b>11 Oct 2021</b> NOTE: 7/8 - follow up email sent, no response to date.</p> <p><b>10 May 2022</b> NOTE: Several attempts to engage have not provided a successful outcome. An alternative contact is being sourced through UTAS.</p>	Office of the General Manager	
Council 17/11/2020				
AO166-21	MOTION ON NOTICE - CITIZENSHIP CEREMONIES	<p><b>29 Sep 2021</b> RES: Engage with relevant indigenous groups to extend an invitation for Welcome to Country at Citizenship ceremonies, in accordance with the resolution of Council AO166-21.</p> <p><b>01 Oct 2021</b> NOTE: Sent correspondence 1/10/2021 seeking meeting with TAC to discuss the best methods of engaging with local Aboriginal communities</p> <p><b>14 Jan 2022</b> NOTE: Several attempts to engage have not provided a successful outcome. An alternative contact is being sourced from Burnie Works and UTAS in an attempt to engage.</p> <p><b>25 Aug 2022</b> NOTE: Meeting with a local Aboriginal storyteller in September to consider engagement methods.</p>	Corporate and Commercial Services	
Council 28/09/2021				
AO186-21	MOTION ON NOTICE - CBD PLANTING OF RHODODENDRONS	<p><b>28 Oct 2021</b> RES: Review the cost considerations between constantly changing flowers in CBD or replacing them with midsize Rhododendrons, as per the resolution of Council AO186-21.</p> <p><b>14 Jan 2022</b> NOTE: Being considered as part of Cities Gateway project and CBD greening paper</p>	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	<p><b>23 Mar 2022</b> RES: Progress the potential disposal of land at Lot 2, 1 Mussen Close, to the Supported Affordable Accommodation Trust, in accordance with the authorisation of Council to dispose as public land, resolution AO042-22.</p> <p><b>29 Jul 2022</b> General Manager working with PDA and MMT on plan of subdivision and contract of sale</p>	Office of the General Manager	
Council 22/03/2022				



**Council Meeting Action Report****Outstanding Actions for Open Sessions up to Oct 2022**

**Date From:** 1/01/1900  
**Date To:** 25/10/2022  
**Printed:** Tuesday, 6 December 2022 9:39am

**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><b>05 Jul 2022</b> RES: Request the preparation of a Regulatory Impact Statement for the draft Public Places By-law and then progress the required Director's certification and public consultation process, before returning a report to Council, per AO106-22.</p> <p><b>06 Jul 2022</b> NOTE: Preparation of RIS requested from legal practitioner on 6.7.22, doc 22/19343.</p> <p><b>17 Nov 2022</b> NOTE: RIS received and being reviewed.</p>	Corporate and Commercial Services	
Council 28/06/2022				
AO101-22	MOTION ON NOTICE - RELOCATION OF BURNIE FARMER'S MARKET	<p><b>05 Jul 2022</b> RES: Open negotiations with organiser and stallholders of BFM, on a suggested relocation of the market into the city, per Council resolution AO101-22</p> <p><b>09 Sep 2022</b> NOTE: Meeting sought with organisers</p> <p><b>07 Oct 2022</b> NOTE: Meeting organised for 11/10/2022</p>	Office of the General Manager	
Council 28/06/2022				
AO150-22	MOTION ON NOTICE - PUBLIC QUESTION TIME	<b>24 Aug 2022</b> ACT: Draft Public Question Policy	Corporate and Commercial Services	
Council 23/08/2022				
AO149-22	MOTION ON NOTICE - REMOVAL OF GRAFFITI	<b>24 Aug 2022</b> RES: Negotiate a trial period of service level agreements with organisations and bring proposal forward to the 2022/23 planning and budget process, as per Council Resolution AO149-22	Office of the General Manager	
Council 23/08/2022				

**MINUTES AND REPORTS OF COMMITTEES****AO219-22 BURNIE CITY YOUTH COUNCIL SPECIAL COMMITTEE  
UNCONFIRMED MINUTES OF MEETING HELD ON 24 NOVEMBER  
2022****FILE NO: 2/5/34**

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**RECOMMENDATION:**

***“THAT the Unconfirmed Minutes of the meeting of the Burnie City Youth Council Special Committee held on 24 November 2022, be received and noted.”***

**SUMMARY**

Jonathon Cowen from Youth Family and Community Connections attended the meeting as a guest speaker talking about the youth concert that was held on Sunday 4 December 2022 at the Burnie Park Sound Shell. Jonathon also shared that the Youth Family and Community Connections also offer a school holiday program.

Youth Councillors were presented with their certificates for 2022 and went on their end of year excursion.

**ATTACHMENTS**

1. [!\[\]\(b6d55d0b173caf9b2505126db01e6158\_img.jpg\)](#) Burnie City Youth Council Special Committee Minutes of Meeting - 24 November 2022

**COUNCIL RESOLUTION****Resolution number: MO236-22*****MOVED: Cr S Kons******SECONDED: Cr J Grave******“THAT the Unconfirmed Minutes of the meeting of the Burnie City Youth Council Special Committee held on 24 November 2022, be received and noted.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

## Meeting Minutes



Meeting: **BURNIE YOUTH COUNCIL**  
 Held on: Monday 24 November 2022  
 Venue: Burnie City Council Chambers  
 File No(s): 2/5/34



The meeting opened at 9.30am

	<p><b>Welcome, Acknowledgement to Country</b>          Youth Mayor Abbey Granger (PHS) welcomed the Burnie Youth Council and provided the Acknowledgement to Country.</p>
1.	<p><b>Present:</b>          (PHS) – Abbey Granger, Taleah Smith, Kaleb Birchall, Maddie Lamprey          (LCS) – Alexia Rowe, Ruby French          (SMPS) – Lucas Weinert          (RPS) – Lilly Singline, Vincent Sturzaker          (BPS) – Jem Stretton          (MPS) – Taya Wells, Tilly Hay          (MRC) – Charlotte Loring          (HPS) – Zeppelin Barnard, Emily McKenzie          (CPS) – Jasper Long, Alec de Bomford          (RPPS) – Jacob Singh, Ava Foster</p> <p><b>Apologies:</b>          (MRC) – Alistair Brett, Ava Radford          (BHS) – Jed Pennington, Bailey McLaren, Millie Ferguson, Talan Evans          (BPS) – Ellie Rayner          (SMPS) – Georgia Cumming</p> <p><b>Ex-officio Officers in attendance:</b>          Deputy Mayor Giovanna Simpson          Project Officer - Olivia Lucas          Burnie Works - Allison Daley</p> <p><b>Guest Speakers:</b>          Jonathan Cowen (YFCC)          Fiona Loughran (Communications Officer, Burnie Works)</p>
2.	<p><b>Minutes and Correspondence</b></p> <p><b>Motion:</b>  <i>That the minutes of 27 October 2022 are accepted as a true and accurate record.</i></p> <p><i>Moved: Ruby French      Second: Zeppelin Barnard      <b>CARRIED</b></i></p> <p>Youth Week 2023 – YNOT grants have been shared with the theme for Youth Week 2023 will be: Acceptance: “be bold, be you”.</p>

3.	<p><b>Guest Speaker: Jonathon Cowen</b></p> <p>'Sunday in the Park' youth concert</p> <ul style="list-style-type: none"> <li>- Being held on Sunday 4 December from 12-4pm at the Sound Shell at the Burnie Park and partnering with Brad from Tas Rock Challenge.</li> <li>- Live music includes: Blank Space, Charlotte Woods, Disciples of the Cavern, Jada-Li, The Stingrays, special guest Marcus Wynwood.</li> <li>- Other entertainment: drop-in skate workshops, art demonstrations and more.</li> <li>- Request that Youth Council help promote the event – posters handed out.</li> <li>- Anyone interested in helping out with the event? <ul style="list-style-type: none"> <li>o Charlotte suggested to contact Marist V.E.T. students</li> </ul> </li> </ul> <p>School Holiday Programs – YFCC offers a series of school holiday programs for young people to ensure young people are offered relevant and accessible activities that foster a sense of community engagement.</p> <p>Suggestions on how to promote events:</p> <ul style="list-style-type: none"> <li>- Put posters on poles</li> <li>- Provide copies to schools for students to hand out</li> <li>- Put in school newsletters</li> <li>- Online advertising: facebook or Instagram</li> <li>- You Tube advertising</li> <li>- SeaFM radio advertisements</li> </ul>
4.	<p><b>General Business:</b></p> <p>The Youth Council's message about what they would like to community to know was finalised.</p> <p>Feedback on a campaign around school attendance was sought by Burnie Works, including brainstorming ideas for people to interview.</p> <p>Suggestions on ways to share this feedback and messages about school attendance were discussed: video, banners, read comments in a video, media.</p> <p>Drive in Cinema Night</p> <ul style="list-style-type: none"> <li>- Burnie Council has approved \$10,000 funding for 2022/23 financial year.</li> <li>- Seeking an event organiser to run the event.</li> <li>- Let Olivia know if you want to help with the event.</li> </ul> <p>Youth Making Changes Around Burnie (YMCAB)</p> <ul style="list-style-type: none"> <li>- For young people aged 18-25yrs, who organise, facilitate and promote events for young people in Burnie.</li> <li>- Let us know if you want to be involved.</li> </ul> <p>Presentation of Certificates</p> <ul style="list-style-type: none"> <li>- Deputy Mayor Giovanna Simpson presented the Youth Councillors with their certificates for 2022.</li> </ul>

3

Closed: 10.11am

Signed and dated (upon confirmation at next meeting):

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Unconfirmed

**AO220-22 NON AGENDA ITEMS**

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

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

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

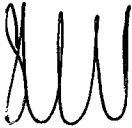
There were no non agenda items.

There being no further business the Mayor declared the Meeting closed at 8.08pm.

## 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 13 December 2022.

Confirmed:



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

Date:

31/01/23

Confirmed:



**Teeny Brumby**  
**MAYOR**

Date:

31/01/23